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WESTVIEW CAMBODIAN INTERNATIONAL SCHOOL

Health and Safety Policy 2023-24

Introduction

The governing body of Westview Cambodian International School (WVIS) is responsible for creating and maintaining a comprehensive policy that ensures the health and safety of the school community. This policy sets forth the responsibilities of parties, the description of the facility management practices, and arrangements for managing different types of risk. This policy is shared with all staff as part of the induction to the school and is reviewed annually to ensure its currency with the changing needs of the school and its stakeholders.

The Board of Directors of WVIS has the ultimate responsibility for the health and safety of WVIS community members. This responsibility is executed through the formation of policy that mitigates risk and promotes safe facility management.

1. Responsibilities of the Board of Directors

The Board of Directors is responsible for all health and safety matters, including:

- Formulating a Health and Safety Policy detailing the responsibilities for ensuring health and safety within the school;
- Reviewing the Health and Safety Policy annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary in accordance with information received from the School Director or Operations Manager and other relevant managers;
- Providing appropriate resources within the school's budget for the implementation of arrangements, including maintenance and training;
- Receiving from the School Director and the Operations Manager reports on health and safety matters and reporting any hazards.
- Comply with regulations from local authority in terms to ensure the health and safety of the community;
- Promoting a positive culture and high standards of health and safety within the school.

2. Responsibilities of the Operations Manager and his/her Operations Team

The Operations Manager and his/her Operations team is in charge of the execution of the health and safety policies of WVIS. The Operations Manager and his/her Operations Team are under the direct management of the HR and Admin Manager. The Operations Manager prepares health and safety briefings for the HR and Admin Manager and the School Director. Overall responsibility for the day-to-day management of health and safety in the school rests with the Operations Manager and his/her substitute.

As the custodian of the establishment and of all the activities carried on within it, the Operations Manager and his/her substitute will advise the HR & Admin Manager and the School Director of the areas of health and safety concern which may need to be addressed by the allocation of funds or revision of policy.

The Operations Manager and his/her substitute is expected to:

- Communicate all operational policies to all relevant stakeholders;
- Ensure there is an adequate system in place for undertaking risk assessments;
- Implement and monitor the health and safety arrangements which form part of this policy;
- Ensure all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensure that the establishment has emergency procedures in place;
- Ensure that the facility, site and equipment are maintained in a serviceable condition;
- Provide status updates of appropriate health and safety information to the HR and Admin Manager and the School Director;
- Monitor and ensure that staff carry out their responsibilities as related to Health and Safety, as set out below;
- Meet regularly with the Health Safety Committee to review policies and identify remediations.

3. Responsibilities of staff

All staff members have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All staff members of WVIS have a responsibility to:

- Take reasonable care their own health and safety others in undertaking their work;

- Maintain a safe and healthy environment for students;
 - Comply with the school's health and safety policy and procedures at all times;
 - Report all accidents and incidents to their line manager and the Operations Manager;
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- Cooperate with school management on all matters relating to health and safety;
 - Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe, and report all issues related to the condition of premises or equipment and any health and safety concerns to the Operations Manager;
 - Report immediately to the Operations Manager/Supervisor any serious concerns regarding the health and safety status quo.

4. Arrangements for Fire drill, Lockdown and Emergencies procedures

Emergency exits, evacuation routes and assembly points are clearly posted in classrooms and hallways. Fire wardens are appointed throughout the building to ensure safe evacuation of community members.

Fire evacuation procedure *(please refer to our Fire emergency policy for further details)*

Upon hearing the fire alarm, staff will escort students in an orderly fashion via the posted evacuation routes to a meeting point as noted on the emergency evacuation map and per the instruction of the firewarden. Staff members will evacuate students using the student attendance list of the day, and the green and red cards. Staff members will show a green card to the Chief Warden if all students are accounted for, and a red card if a student is missing. The Chief Warden shall be responsible for locating missing students. The Staff members will remain with their students until an all-clear signal is given by the Chief Warden. Fire drills are held periodically throughout the school year. The Chief Warden will record the adherence of the staff and students to the evacuation procedures to ensure a safe evacuation in the event of an actual emergency.

Lockdown procedure *(please refer to our lockdown policy for further details)*

Upon hearing the lockdown signal, staff will secure students in the classrooms away from doors and windows and wait for an all-clear signal from the Chief Warden.

5. Arrangements for Medical and First Aid

Selected school personnel are trained in the administration of medical first aid and are zoned throughout the building to provide a rapid response in the event of an incident or accident. First aid kits are located in the Infirmary Room, Science Laboratory, hallways, on each floor and in the

classrooms of designated First Aid responders. First Aid responders are provided with annual training, which includes CPR certification.

Students are not permitted to carry medication on their person, in school. Administration of medicines through the day is managed only by the selected trained personnel in the Infirmary Room, where medicine sent from home is stored. The student care and nursing team keeps a record of medicine administration in the Infirmary Room and keeps a running record of this.

6. Serious incidents

If the health and safety committee members or Nursing Team members consider it necessary, professional medical assistance will be called and parents and/or guardians will be informed. The head of the health and safety committee and the Nursing Team Lead will review the circumstances of any serious incidents to advise for future prevention. This policy is further outlined in the Medical Emergencies Policy.

7. Sports

All sports activities are to be supervised by a school personnel to ensure safe behavior and rapid response in the event of injury.

8. Science Lessons

Teachers should consider any risks when planning lessons and take appropriate control measures. Laboratory practicals involving harmful chemicals shall be accompanied by a risk assessment reviewed by the subject lead.

9. Accident and Incident Reporting

Staff must report all accidents and incidents (including near misses) to the Health and Safety Committee as soon as possible after the incident. The Health & Safety Committee head will revise all reports to ensure a continued safe and secure environment for students and staff, and take action upon the discovery of any unsafe condition.

10. Health and safety training

Health and safety induction training will be provided and documented for all employees annually. Training includes responses to emergencies, proactive supervision of students, access to first aid,

actions in the event of a serious medical emergency, as well as general health and safety standards of the school facilities. Training records are maintained by the HR and Admin.

11. Premises and Equipment

The Operations Manager and his/her Operations Team perform a general daily inspection each morning before the beginning of the school day. During the day, the Manager or his/her designated team members perform a school walk through to supervise cleanliness and identify potential safety hazards. General repairs are scheduled outside of school hours, or during the weekend or school holiday when students are not in attendance. Repairs requiring immediate attention are completed with the least interruption possible to the operation of the school.

Maintaining a safe facility is a responsibility shared by all staff members. Staff must report all potential hazards of premises or equipment, including playground equipment, and any health and safety concerns immediately to the Operations Manager or his/her designated team members.

Classroom furniture is appropriate to the physical needs of the students. Desks are height-adjustable for student comfort. A designated break area is provided for students at the canteen, the gym and library. Chairs are provided in the hallways for student use during break times.

Two cafeterias are open for students and products are provided from approved organic suppliers. Kitchen staff are to perform within the Kitchen protocol, wearing hats, gloves, and closed toes shoes. The kitchen rack needs to be wiped with sanitizer after use. Kitchen staff are trained by the Operations Manager/Supervisor in proper hygiene and food safety practices.

12. Security and Access

The front of the school, classrooms, offices and all areas of the school grounds except toilets and changing rooms are equipped with security cameras. Security guards are at the front gate at all times during school hours and one guard is assigned to the facility overnight. The guards record the identity of all visitors and record passage of all persons in and out of school grounds.

All visitors and contractors need to show their IDs and they have to be escorted by the staff members. They are not allowed to trespass without an accompanying staff member. This includes contractors engaged in official business with the school.

13. Supervision

All students are actively supervised by staff, whether in classrooms, transition areas or open areas. The WVIS facility is designed to allow students to move safely and independently. However, supervision by staff is proactively maintained to ensure to the best ability a safe space for student activity and learning.

All classrooms have glass viewing portals for observation of class activity from the hallways.

14. Field Trips / Off-site Visits

A named field trip leader will visit the off-site trips, and provide a risk assessment for the location and activity to the School Director for review before student visits. An exception will be made for overseas trips or visits but other necessary risk assessments for the location and activity needs to be made by the field trip leader and approved by the School Director.

15. Safeguarding/Child Protection

The school maintains a separate policy outlining provisions for child protection, including staff education, mandatory reporting and the definition of child abuse. Staff receive annual training and a review of the Child Protection Policy.

The Digital Citizenship Policy describes the safe use of digital technology, the security of sensitive data, the teaching of digital citizenship, and provisions for the prevention of cyberbullying. This policy is shared with staff and students at student admission and staff orientation and reviewed during the induction week of school each year.

16. Extraordinary Circumstances

In case of pandemic or other extraordinary circumstances, the school may adhere to separate health and safety guidelines and regulations required by the Ministry of Education, Youth and Sport or any other competent authorities.

Health and Safety Policy 2023-2024

Updated: June, 2023

Approved by: **Ms. Vanny Sok, School Director**

Collaboration team on this policy:

Staff Member and Title	Signature
Ms. Somonea Sithan Operations Manager	
Ms. Helene By Head of Student Affairs	
Mr. Sovirak Sem Assistant School Director	
Mr. Timothy Boulton Head of Curriculum and Accreditations	
Mr. Ralph Quinao Academic Principal	