



## **WVIS 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.

### **Organization**

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.

### **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 and/or from the Academic Manager, Operations Manager or HR and Admin Manager
- Providing appropriate resources within the school's budget for the implementation of arrangements, including maintenance and training;
- Receiving from the School Director, Operations Manager or HR and Admin Manager reports on health and safety matters and reporting any hazards.
- Seeking specialist advice on health and safety, including guidance for Covid-19
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

### **Responsibilities of the Operations Manager/Supervisor**

The Operations Manager/Supervisor is in charge of the execution of the health and safety policies of WVIS. The Operations Manager/Supervisor is under the direct management of the HR and Admin Manager. The Operations Manager/Supervisor 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/Supervisor.

As the custodian of the establishment and of all the activities carried on within it, the Operations Manager/Supervisor 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/Supervisor 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.

## **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 line managers and the Operations Manager/Supervisor;



- 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.

## **Arrangements for Fire and Lockdown**

### **Fire and emergency evacuation information** (*please refer to the 'Fire Drill and Lockdown Procedures and Responsibilities Policy'*)

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 and emergency evacuation procedures**

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. Staff members will evacuate using a folder system with names of students, and 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.

## **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.

### **Serious incidents**

If the health and safety committee members or Student Care and Nursing Team members consider it necessary, professional medical assistance will be called and parents and/or guardians will be informed. The health and safety committee leader and Student Care and Nursing Team Leader will review the circumstances of any serious incidents to advise for future prevention. This policy is further outlined in the Sickness Policy and the Emergency Plan for Students with Medical Issues.

### **Sports**

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

### **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.

### **Accident and Incident Reporting**

Staff should 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.

### **Health and safety training**

Health and safety induction training will be provided and documented for all employees annually in accordance with the staff handbook. Training includes responses to emergency, 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.

## **Premises and Equipment**

The Operations Manager/Supervisor performs a general daily inspection each morning before the beginning of the school day. During the day, the Manager/Supervisor performs 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 should report all potential hazards of premises or equipment, including playground equipment, and any health and safety concerns immediately to the Operations Manager/Supervisor.

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, as well as an open space by the swimming pool. 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.

## **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 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.

## **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.

### **Field Trips / Off-site Visits**

A named field trip leader will secure permissions from the Operations Manager for off-site trips, and provide a risk assessment for the location and activity to the Operations Manager for review.

### **Safeguarding/Child Protection**

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

The WVIS Technology 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 in the staff handbook, with students through the student handbook, and reviewed during the induction week of school each year.

### **Extraordinary Circumstances**

The school adheres to a separate Covid-19 health and safety policy approved by the Ministry of Education, Youth and Sport or any other policy required by the Ministry of Health.

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