



BRINGING OUT THE BEST IN EVERYONE!

NCBIS

SINCE 1978

NEW CAIRO BRITISH INTERNATIONAL SCHOOL



Name of Policy:	Occupational Health and Safety Policy
Applicable to:	Whole School
Effective date:	August 2019
Date of next review:	August 2024

Address: Road 17, 1st District, 3rd Zone,
 5th Settlement, New Cairo, Cairo, Egypt
 Tel: +202 2565 7115 / 2565 7120 / 2565 7121
 E-mail: info@ncbis.co.uk Web: www.ncbis.co.uk

New Cairo British International School is the sole operating activity of the Heliopolis Society for the Social and Cultural care of English Speaking Foreigners. Ministry of Social Affairs Registration No: 2643, New Cairo.



@NcbisSecondary

@NcbisPrimary

@NCBISDutch



@New Cairo British International School



@New Cairo British International School



@New Cairo British International School

NCBIS Health and Safety Policy

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school.

We recognize our responsibilities and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the school premises or during school-sponsored activities.

We believe the maintenance of a healthy and safe school is the shared responsibility of everyone in the school community.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

- Aims**
- To establish a safe and healthy working and learning environment for all pupils, school personnel and visitors.
 - To encourage everyone to take responsibility for their own health and safety and that of others.
 - To provide and maintain equipment.
 - To establish safe operating systems within the school.
 - To provide training and updated information.
 - To work with other schools and the local authority to share good practice in order to improve this policy.

Role of the board of directors:

- Responsible for the health, safety and welfare of its employees, pupils and visitors to the school premises.
- Has delegated the day-to-day management of Health and Safety to the health & safety committee.
- Has appointed a member of staff to be responsible for Health and Safety.
- Delegated powers and responsibilities to the HS&E committee to ensure all school personnel and stakeholders are aware of and comply with this policy.
- Has the duty of establishing appropriate committees in which to consult on health and safety matters.
- Ensure arrangements are in place for the school operating effectively.
- Engaging the allocation of sufficient funds to ensure, so far as reasonably practicable, the working environment is safe and without risk to health.
- Ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the local authority, HS&E committee and Safety Representatives.
- Ensuring funding is in place to support this policy.
- Ensuring this policy and all policies are maintained and updated regularly;
- Ensuring all policies are made available to parents.

Role of the HS&E committee:

- Work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy.
- Responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school.
- Be trained in and will keep up to date with all health and safety local legislation.
- Periodically report to the Premises, Health, Safety and Security Sub-committee.
- Ensure that all school personnel fulfil their duties to cooperate with the policy.
- Ensure risk assessments:
 - Are undertaken by members of the senior management team and other competent members of the school personnel.
 - Are in place and cover all the main aspects of the school:
 - Are accurate and suitable.
 - Are easily available for all school personnel.
- Ensure a thorough risk assessment is undertaken and all school personnel are notified once a new hazard has been identified.
- Ensure advice is sought from appropriate outside agencies in order to complete certain risk assessments

- be vigilant and aware of the possible risks by undertaking regular health and safety inspections of:
 - The general condition of the school building(s);
 - The general condition of the school grounds;
 - All entrances, exits and finger guard protection;
 - Fire safety precautions.
 - Electrical equipment and electrical power points;
 - Heating, lighting and ventilation;
 - All glazed areas;
 - Floor surfaces;
 - Toilets and showers;
 - Storage of equipment;
 - Storage of hazardous substances;
 - Standards of cleaning.

- Report any accidents or dangerous occurrences.
- Investigate the causes of any accident, dangerous occurrence or near miss.
- Put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again.
- Have in place an emergency plan to cover any major incident.

Role of School Personnel

School personnel will:

- Carry out their duties in accordance with the Safety Policy;
- Take reasonable care of themselves and others whilst at work;
- Cooperate with the Principal and Heads of School and others in school to comply with local legislation.
- Attend appropriate training.
- Report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Representative.
- Report any concerns they have on any aspect of the school community.

Pupils

Pupils are expected to:

- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- Use and not willfully misuse, neglect or interfere with things provided for their safety;
- Exercise personal responsibility for the safety of themselves and others;
- Observe standards of dress consistent with safety and or / or hygiene
- Treat others with respect.
- Support the school Code of Conduct and guidance necessary to ensure the smooth running of the school.
- Liaise with the school council.
- Take part in questionnaires and surveys.

Parents

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters.
- Be aware of and comply with this policy.
- Be asked to take part in periodic surveys conducted by the school;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Visitors and People Working on Site

Visitors are expected to:

- Take reasonable care of themselves and others while on the school premises.
- Cooperate with the safety rules and procedures of the school.
- Ensure compliance with risk management when working on the premises.
- Report defects or damage to equipment.
- Report all accidents and incidents.

We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety. Risk Assessment is something we all do every day and most activities have some form of risk attached to them. The objective is to assess the level of risk, determine whether it is acceptable and introduce measures to minimize or eliminate the risk by:

- Preparing and implementing safe working practices.
- Monitoring, inspecting and reporting regularly,
- Identifying potential hazards and knowing what to do to minimize risk and respond if something goes wrong.

Inspections

- Weekly checks are undertaken by the relevant personnel.
- The Local Authority and Safety section undertakes random inspection.
- Annual inspection by the Governor with responsibility for Health and Safety.

Reporting

- The Head of Facilities provides a monthly report to the board of directors.

Linked Policies

- All Health and Safety Policies
- Safeguarding and Child Protection