



HS01 Health and Safety Policy

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Shrewsbury International School Phnom Penh is committed to providing outstanding care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

Shrewsbury International School Phnom Penh (SISPP) Health and Safety Policy

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Shrewsbury International School Phnom Penh: Health and Safety Policy

Introduction

Shrewsbury International School Phnom Penh is committed to providing a safe and healthy learning environment for all pupils, staff, and visitors. This policy outlines our approach to maintaining a high standard of health and safety across the school premises and during school activities, including those outside of the regular timetable.

Our Responsibilities

- The School: We will provide a safe environment for all by:
 - Conducting thorough risk assessments for all activities offered outside of the regular timetable, both on and off-site. These assessments will consider factors like the age and ability of participants, the location of the activity, the equipment used, and potential weather conditions.
 - Selecting safe and reliable venues or equipment providers for off-site activities.

- Ensuring all staff supervising activities outside the timetable are qualified and trained in relevant safety procedures specific to the activity.
- Providing clear instructions and safety briefings to pupils and parents/guardians before any activity outside the timetable.
- Maintaining a strict pupil-to-staff supervision ratio during activities outside the timetable according to age group, activity level, and potential risks identified in the risk assessment.
- Maintaining a near miss report log to record and investigate incidents where accidents were narrowly avoided. This will help identify potential hazards and implement preventative measures to ensure such situations don't lead to actual accidents in the future.
- Staff: Staff members supervising activities outside the timetable are responsible for:
 - Familiarising themselves with the specific risk assessment for the activity they are supervising.
 - Completing any necessary training required for the specific activity, such as first aid or safety equipment operation.
 - Implementing the safety procedures outlined in the risk assessment and adhering to any specific instructions provided.
 - Supervising pupils closely throughout the activity, ensuring adherence to safety rules and responsible behaviour.
 - Conducting regular headcounts of pupils and reporting any missing pupils immediately.
 - Responding promptly to any emergencies or accidents that may occur during the activity.
 - Communicating effectively with parents/guardians throughout the activity, providing updates and addressing any concerns.
 - Reporting any near misses or safety concerns encountered during the activity and logging them in the designated register.
- Pupils: Pupils participating in activities outside the timetable are expected to:
 - Follow all instructions and safety rules provided by staff members.
 - Behave responsibly and respectfully towards others throughout the activity.

- Stay with the designated group at all times and inform a staff member if they need to use the washroom or leave the group briefly for any reason.
- Wear appropriate clothing and footwear for the activity and weather conditions.
- Inform a staff member immediately of any concerns, injuries, or if they feel unwell during the activity.
- Report any near misses or safety hazards they observe during the activity to a member of staff (use the SISPP Near Miss Report Form).

Key Health and Safety Considerations

- Risk Assessment: As mentioned above, the school will conduct a risk assessment for all activities outside the regular timetable. This proactive approach helps identify potential hazards and implement control measures to mitigate risks. Risk Assessment templates are accessed in the Health and Safety supporting documents sub-folder.
- Staff Training: Staff supervising activities outside the timetable will be qualified and trained in relevant safety procedures specific to the activity.
- Supervision: A strict pupil-to-staff supervision ratio will be maintained during activities outside the timetable to ensure the safety and well-being of all pupils.
- Communication: Clear communication channels will be established between staff, pupils, and parents/guardians regarding activities outside the timetable, including safety procedures and expectations.

Fire safety

- Fire safety procedures are set out in the document HS05 SISPP Emergency Procedures.

Fire Safety Measures

- The school will maintain a preventative maintenance program for all fire safety equipment, including fire alarms and extinguishers.
- Flammable materials will be stored safely in designated areas with limited access.

- Fire safety signage will be displayed prominently throughout the school building, indicating fire exits, assembly points, and fire extinguisher locations.
- Regular fire safety awareness training will be provided to all staff members.

Regular drills will be carried out (at least one per term) after which a report is given by the health and safety office to the Principal and any suggested actions followed up. Each report is kept as part of the school's evacuation drill log, maintained by the health and safety officer.

Reporting Accidents and Incidents

Any fire incident, regardless of severity, must be reported to a member of staff immediately. All accidents and incidents, regardless of severity, must be reported to the staff member supervising the activity immediately. The staff member will then inform the school and parents/guardians as necessary. A record of all accidents and incidents will be maintained by the school. This will include details of any near misses reported by staff or pupils.

Child Sickness

For information and guidelines on dealing with child sickness, see HS06 Child Sickness Policy.

Visitors

Parents or guardians accompanying pupils during activities outside the timetable must adhere to all safety instructions provided by staff and the SISPP HS02 Visitors Policy.

Training

Staff members will receive regular training on health and safety procedures, including risk assessment techniques. Training will also be provided on specific safety procedures relevant to activities offered outside the timetable.

Review

This Health and Safety Policy will be reviewed annually or as necessary.

Contact

For any questions or concerns regarding health and safety at Shrewsbury International School Phnom Penh, please contact the designated health and safety officer.

Additional Notes

- This policy is intended to be a general framework and may be supplemented by additional procedures specific to certain activities or locations for events outside the timetable.
- The school reserves the right to amend this policy at any time.