



**NETWORK**  
INTERNATIONAL  
SCHOOL

## **Health and Safety Policy**

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## 1. Purpose of Policy

The purpose of this policy is to ensure that the environment at Network International School promotes safety and health through responsible adherence to effective practices within statutory regulations and guidelines.

## 2. Scope

At Network we regard the health and safety of students, staff, visitors and contractors to be a priority and an integral part of all its activities.

The Executive Leadership Team (ELT) considers health and safety to be a management responsibility equal to that of any other function. It is, therefore, the policy of the school to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health for students, staff and visitors, adequate as regards welfare facilities, and that ensures that persons not in the school's employment are not exposed to risks which may arise from the school's activities.

The ELT is committed to maintaining equipment and systems of work that are, so far as is reasonably practicable, safe and will provide such information, training and supervision as is necessary to achieve this aim.

In order to implement this policy, the commitment of everyone concerned is necessary and it is a condition of employment that all employees will cooperate with the school by:

- Following instructions in this policy, safety rules or notices displayed on the school property.
- Complying with any code of practice or guidance that may apply to their work or workplace.
- Taking reasonable care for health and safety (H&S) of themselves and of persons who may be affected by their acts or omissions at work.
- Stopping any activity or work in the school grounds that they believe to be unsafe and reporting it immediately to a member of the ELT who has a subsequent responsibility to take action.
- Completing the Health and Safety module on TES Develop within 6 weeks of starting at the school.
- Health and safety is the responsibility of **EVERYONE** in the school.

ELT stresses its commitment to health and safety to the extent that it will not tolerate disregard of safe working practice by a student, staff member, visitor or

contractor. This policy will be reviewed and amended as circumstances and as legal requirements change. It should be considered alongside the Safeguarding Policy.

### **3. Statement of Intent**

Network is committed to providing a safe, secure, and healthy working and learning environment for all staff, students, contractors, and visitors. We strive to create and sustain an incident-free workplace through the following strategies:

- Mitigating risks through the conduct of risk assessment and taking reasonably practicable measures.
- Building competencies of staff through training.
- Complying with the requirements of the UK legislation (as far as possible within the context of Myanmar) and relevant standards.
- Prepare staff with the right knowledge and skills to prevent, protect and manage potential security threats during a crisis.
- Instilling ownership of occupational health and safety in stakeholders through communication, participation, and consultation.
- Seeking continual improvement through regular review of Occupational Health and Safety performance.

Network will adhere to the local Health and Safety legislation and, where appropriate, will take guidance on any additional requirements from UK and/or European Health and Safety Laws. In doing so, the school aims to:

- Develop clear structures which identify health and safety responsibility at all management levels across Network International School.
- Ensure that all staff are competent to carry out their own work without risk to themselves or others, by assessing capabilities and providing additional training as appropriate.
- Ensure that there are effective channels of communication and consultation for health, safety and welfare for our employees and their representatives at all levels.
- Bring to the attention of its employees the Health and Safety policy, and to ensure that employees know what is expected of them by sharing this policy and via the annual induction process.
- Ensure an effective risk assessment process is in place, which establishes appropriate workplace precautions and risk control systems.
- Maintain a safe and healthy working environment through maintenance of premises, plant and equipment.
- Ensure all accidents, injuries, ill health and near misses are reported promptly, recorded and investigated to an appropriate level.

- Implement a regular system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk control are being achieved across the school.
- Ensure all students will receive appropriate safety instruction as an integrated part of their activities and that all students taking part in the school controlled activities must take care of their own and others' health and safety.
- In addition, visitors (including contractors and visiting public) are required to comply with the school policy, codes and procedures, and report any concerns to the school staff whilst on the school premises.

## **4. Organisation and Responsibilities**

### 4.1 Executive Leadership Team

- Network assigns ultimate responsibility, so far as reasonably practicable, for the health, safety and welfare of employees, students and visitors to the Principal.
- Network's Executive Leadership Team will receive and act upon, where necessary, periodic reports from the Health and Safety Officer, via the Director of Business and Finance during the ELT meeting or as required.
- Network's Executive Leadership Team will arrange for the review of the Health and Safety policy and arrangements for health and safety, where necessary, in light of new legal requirements or guidance.

### 4.2 Delegation

- Implementation of the Health and Safety policy is a line management responsibility, led by the Principal, assigned to the Director of Business and Finance (DBF) and the Administration Manager with the day to day responsibility. A Head of School and/or Line Manager may issue instructions or guidance and delegate the responsibility for the implementation of these to employees under his/her control. The duty to ensure compliance remains with the DBF, Administration Manager, relevant Head of School and Line Manager at all times.
- The person to whom the functions are delegated may also be in breach of duty if they do not carry out their functions within the authority delegated to them.

#### 4.3 The Principal

- Ensure that the objectives and relevant specific policies and procedures outlined within the school's Health and Safety policy are fully understood, observed and implemented by all employees and visitors.
- Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of risk assessments which may affect employees, is adequately communicated to them.
- Ensure that, so far as it is within their control, adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.
- Ensure that all persons under his control are adequately trained to carry out any task required of them in a healthy and safe manner.
- In consultation with the DBF, ensure that the school's Health and Safety policy and associated procedures are implemented.
- Monitor the effectiveness of the school's Health and Safety policy and procedures as regards both academic and non-academic work.
- Ensure the cooperation of all staff at all levels as regards working to the school's policy and procedures with regard to health and safety (H&S).

#### 4.4 Administration Manager - (Health and Safety Officer)

The Administration Manager, as the school's Health and Safety Officer, is responsible for:

- The overall management of H&S and the implementation of the school's Health and Safety policy and practices.
- Reporting to the ELT, issues relating to the management of the health, safety and welfare of the school;
- Completing monthly site walks with the Facilities Manager and updating the task log.

The Administration Manager may delegate responsibility for the discharge of his / her duties to a designated Facilities Manager. Heads of Schools and Line Managers, including Department Heads, by virtue of their roles and professional experience, have responsibility for H&S matters within their area of responsibility, ensuring risks as highlighted, where appropriate, to the Administration Manager (Health and Safety Officer).

#### 4.5 Heads of School/Department Heads/Line Managers

As an integral part of their management responsibilities, they will be responsible for:



- The implementation and enforcement of the School's Health & Safety policy.
- The management of health and safety within areas under their control and the H&S of staff, students and visitors.
- Bringing to the attention of the DBF any part of the Health & Safety policy where it is considered that revision is necessary.
- Ensuring risk assessments are carried out, documented and stored appropriately, and that safe systems of work are in operation and followed by staff and students within areas under their control.
- Working with the DBF to ensure that sufficient information, supervision, instruction and training is provided to staff to ensure that they operate in a safe and healthy manner.
- Ensuring areas over which they have control are inspected, with Facility and Operations staff, at least every 6 weeks during term time. Any resultant H&S issues are to be reported to the Administration Manager, who will investigate and action any remedial works as soon as practicably possible.
- Reporting accidents, near misses and hazardous incidents promptly to the Administration Manager promptly via the school's accident/incident reporting procedure.
- Reporting any unsafe practice to the Administration Manager immediately.
- Cultivating a culture where all staff are empowered to intervene immediately when they witness unsafe practice or a safety hazard.
- Cooperating with other managers, where responsibilities interface or overlap, to ensure all H&S issues are addressed in line with best practice.
- Ensuring all equipment and substances etc., used by their staff, students and all visitors are fit for purpose, in safe working order and are safely handled.
- Informing the DBF and Administration Manager before any significant hazards are introduced or when new risks are identified.

#### 4.6 Health and Safety Coordinator (Administration Manager)

As an integral part of his/her management responsibilities, he/she will be responsible for assisting the DBF in:

- The implementation of the school's Health and Safety policy.
- Providing H&S guidance and support to Heads of School and Line Managers.

- Ensuring that records of any incidents are kept up to date and for ensuring that any reportable accidents (or diseases) are reported according to the school's internal process and external regulations.
- Ensuring all relevant H&S information is circulated through the school management structure.
- Liaising with Line Managers to ensure that risk assessments are in place and regularly reviewed.
- Bringing to the attention of the DBF any part of the Health and Safety policy that is in need of revision.

#### 4.7 Employees, Students, Volunteers, Work Experience and Visiting Workers

All employees, students, visiting workers and others with a contractual arrangement with the school must:

- Take reasonable care for their own H&S and that of others who may be affected by their activities.
- Comply with safe systems of work and any other safety instruction that will safeguard them and other fellow employees, students and other users of the school.
- Report to their supervisor, teacher or escorting staff member any H&S risk.
- Make use and take appropriate and reasonable care of protective/safety equipment, tools, plant and equipment.
- Notify the relevant Line Manager or supervisor before any significant hazards are introduced.
- Attend training where their Line Manager or supervisor identifies it as necessary for H&S.
- Report accidents, near misses and hazardous incidents promptly via the school's accident/incident reporting procedure.
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare.

#### 4.8 Visitors

All visitors are expected to take reasonable care for their own health and safety and others who may be affected by their activities and follow any instruction or information provided by the school.

#### 4.9 Contractors

All contractors undertaking work within the school must be approved to do so by a permanent member of staff or as delegated to the facilities management site lead. For all maintenance work, including but not limited

to painting, digging, working at height, hot works, the erection of banners, etc., permission must come from the DBF once the project has been signed off through the CAPEX process. Anyone requiring work to be undertaken must first seek approval from the DBF. All contractors working on the school premises are expected to take reasonable care for their own health and safety as well as others who may be affected by their activities by following strictly to instructions relating to their health and safety. The relevant member of staff who organises the external contractor is personally responsible for ensuring they are qualified and competent to undertake the required work, comply with all Health and Safety, as well as Safeguarding requirements at all times, and are escorted at all times when students are in the school. The Administration Manager should be the first point of contact for advice regarding a contractor's suitability to conduct work.

#### 4.10 Health & Safety Committee (ELT and Admin Manager)

The Health & Safety Committee has a central coordinating role in relation to health and safety matters and is responsible for:

- Developing a Health & Safety policy and relevant procedures as required.
- Providing advice, guidance and support to the school to ensure compliance with the H&S legislative requirements of the school.
- Working closely with the Health & Safety personnel of the school (any specialist advisers, Health and Safety Officer).
- Through the Health and Safety Officer, reporting to the Executive Leadership Team on the health and safety performance of the school.
- Acting as the school's main representative with all statutory and other external agencies dealing with health and safety matters.
- Reporting to such agencies as legally required.
- Maintaining regular contact with other school committees that may overlap with the work of the Health and Safety Committee, such as the Safeguarding committee.

## 5. Reporting Structure

The Executive Leadership Team (ELT) through the Principal is responsible for monitoring the school's system of internal control including risk management, and receives information on H&S performance through a number of sources outlined below.

### 5.1 The Health and Safety Committee (ELT)

The Health and Safety Committee is convened by the Principal with the other members of ELT and the Administration Manager. The Committee formulates and reviews policies to promote the health, safety and welfare of employees, students and visitors. Other members may be added at the discretion of the Principal and DBF.

### 5.2 Health and Safety Coordinator

The Health and Safety Coordinator is responsible for overseeing the day to day implementation of the Health and Safety policy and reports to the DBF on matters of day to day H&S practice and implementation.

### 5.3 Line Managers/ Department Heads

The Heads of Schools and/or Line Managers, with support from the DBF, are responsible for the management of H&S within their department or area; this is monitored by the Health and Safety Committee.

## **6. Accident Reporting and Investigation**

- All accidents, injuries, diseases and dangerous occurrences involving employees, students or others on the school premises must be reported immediately and recorded on the Accident/Incident Reporting Form which can be accessed via the school intranet.
- Employees must report all such accidents/incidents immediately to their Head of School/Line Manager. All such reports will be retained by the Administration Manager, and reports will detail the person's name and give brief details of the accident including dates, times, location and description of the events of the accident. All accidents will be investigated and documented as soon as practicable after the incident.
- All fatalities, major injury accidents and dangerous occurrences must be reported to ELT, and the enforcing authority if applicable.
- All employees will report to the school doctor any disease or occupational ill health as soon as they are aware or suspect they are suffering ill effects as a result, or in connection with, their duties as employees.
- Accidents and cases of ill health will be investigated to endeavour to identify the cause of the accident or ill health. Measures for prevention will be devised wherever possible, in order to attempt to prevent recurrences.
- Full cooperation is required from all employees during any investigation by the school, insurers or enforcing authority inspectors.
- All incidents will be reviewed by the Health and Safety Officer with the aim of noting recurrences or trends.

- The School considers execution of the Health and Safety policy to be of absolute priority, overriding other school policies in the case of any conflict.
- The Health and Safety Officer is responsible for the implementation of this policy.
- The Health and Safety Officer will be responsible for the accuracy and relevance of the policy and for making a copy of the policy readily accessible to all staff. Staff will also be provided with any H&S information that is relevant to their employment, whether it derives from this policy or any other source.
- The Health and Safety Officer will monitor the policy and recommend amendments to the ELT.
- All employees have a responsibility for reporting defects or failings and for full involvement in H&S matters. Employees should report any defect via the Maintenance Issues Google Form (available on the intranet) or to their Head of School/Line Manager if urgent but are also entitled to right of direct access to the Health and Safety Officer and/or Principal at any time.

## **7. Risk Management**

### 7.1 Risk Register

The school maintains a comprehensive Risk Register entailing all fundamental risks faced by the school and ELT and evaluates the control measures in place annually.

### 7.2 Risk Assessment Methodology

Numerous departments across the school are required to complete Risk Assessments for activities taking place under their supervision. Each Department maintains a comprehensive register of activities under their supervision. Please contact your Head of School or Head of Department if you wish to review the risk assessments in place. The Risk Assessment methodology can be viewed [here](#).

## **8. General Safety**

### 8.1 Electrical Safety

- Electrical work and installation will be carried out only by those persons deemed by the Administration Manager to be competent to do so.

- Electrical hazards arise from poor design, construction and installation, inadequate standards of maintenance, or misuse and incorrect operation. The school will reduce these hazards to a minimum by the use of competent persons, using safe systems of work, approved materials and equipment and through regular preventative maintenance and inspection.
- Staff who use electrical equipment must report any fault or defect immediately to their Head of Department.
- Staff must not attempt to carry out any repairs or interfere with any equipment unless they are designated competent to do so.
- As soon as staff become aware of any defect, they should stop using and isolate the equipment by removing the power source. They should then report the defect to the Administration Manager using the Maintenance Issues Google Form located on the schools intranet.
- Any electrical shocks suffered by any employee, student, visitor etc. must be reported immediately to an ELT member and an incident report raised.
- Any contractor that has been chosen to carry out electrical works or electrical repair works of any kind must provide the Administration Manager with documentation certifying competency in handling electrical work before the job is carried out.
- All electrical tools and equipment should be rated at 220v.

## 8.2 Gas Safety

- The risks associated with the use of gas depends on the circumstances. These risks include carbon monoxide poisoning, fire, explosion and asphyxiation.
- All gas-related work will be carried out by a competent person or persons only. The Administration Manager will ensure that any contractor hired to work on gas facilities at the school is competent and authorised to do so.
- Gas fittings will be of correct construction, material, strength and size and should be regularly maintained, in accordance with the UK Gas Safety(Installation and Use) Regulations 1998 (where possible within the context of Myanmar).
- Employees, unless competent and authorised to do so, must not interfere in any way with any gas appliances or fitting.
- Any employee who smells gas should initiate evacuation procedures (as for fire).

## 8.3 First Aid

- The school's medical policies are available on the schools Google Drive.

- The school maintains a robust and responsive medical service, with qualified doctors supplied through Samitivej International Clinic providing medical care on each campus, supported by trained first aiders amongst the teachers and non-academic staff.
- The school will maintain an adequate number of qualified first aiders and a doctor on site in order to provide first aid cover at all times .
- The Administration Manager, in consultation with the doctors, will be responsible for recording names and location of first aiders and will retain first aid certificates with date of initial training and refresher training.
- The prime aim of any employee dealing with an injured or ill person is to sustain life and if possible to stabilise the condition until professional assistance arrives. In case of an emergency the Doctor/ First Aider will call the Ar Yu Hospital for an ambulance for incidents happening at the Bahan campus and IES (Parami Hospital) for incidents at the 7 Miles school. The casualty will be taken to hospital by ambulance. Supportive care will be given by the Doctor or First Aider until the ambulance arrives.
- First aid kits will be kept in readily accessible condition to all schools and sporting facilities. The overall responsibility to maintain the first aid kits and their materials lies with the on site doctor. The first aid boxes are checked by the doctors on a monthly basis and replenished as required, or straight after supplies are known to be used.
- No medicine, drugs or other medications will be administered by any member of staff other than the school doctors on campus. Exception is over the counter medications or prescribed medications with written consent of the parent by teachers on school trips.
- Adequate training and information will be provided to employees so that they are aware of the above arrangements including the location of equipment, materials and personnel during Termly staff briefings.
- All first aid treatment provided by the First Aiders shall be recorded in the Incident Report.
- Following an investigation of the accident by the Head of School or Department, the Accident/ Incident Form shall be updated, including actions taken, and passed to the Administration Manager (Health and Safety Coordinator), who will pass it to the relevant member of ELT for review and filing.
- The school has an Automated External Defibrillator (AEDS) located in the medical room on each campus.
- Instructions on how to use the AED are found in these areas.

#### 8.4 Hot Liquids and Substances

- Hot liquids and substances are encountered on a day-to-day basis throughout the school.
- This will be within the heating installation, domestic hot water supply and when boiling water to prepare beverages.
- Maintenance staff etc. working on the domestic hot water supply will do so only if they have been authorised by the Administration Manager.
- All hot drinks containers, including staff's personal cups, when used within the areas accessible by students must have a lid if they are being carried around.

#### 8.5 Slips, Trips and Falls

- Slips, trips and falls are the single most common cause of injuries at work and account for over a third of major injuries reported each year.
- The school therefore requires that floors must be suitably surfaced, in good condition and free from obstructions. •
- Employees are to report any H&S concerns via the Maintenance Issues Google Form and if urgent and/or serious, to their Head of School or Department or the Administration Manager any obvious hazards to safe movement.
- Notices are to be prominently displayed when floors are being cleaned and floor cleaners are to wear appropriate footwear.
- Pedestrian routes and emergency entrances and exits are to be kept free from avoidable obstructions.
- Unavoidable ground-level obstructions are to be cordoned off.
- Warning signs are to be prominently displayed when hazards exist from overhead working, and areas into which objects from overhead working might fall are to be cordoned off to prevent pedestrian or motor access.

#### 8.6 Hand Tools

- All hand tools must only be used for the job for which they are intended.
- Employees must use hand tools in a safe manner and in accordance with any training given in their use.
- Hand tools must be maintained in an efficient working condition. Any defects must be reported and repaired.
- Electrically-powered hand tools are to be effectively earthed, unless marked as "all insulated".
- Hand tools must be stored appropriately and not be subject to substances or articles that will affect their safe use.



- When using hand tools, employees must take appropriate care not to expose themselves or others to undue risk. Any employee who is unsure of the correct use of hand tools should request training.

#### 8.7 Machinery and Equipment

- The school's aim is to provide, for employees' use, equipment which is, so far as reasonably practicable, safe and without risk to health.
- Prior to use, equipment will be checked and any manufacturer's guidance will be considered. Information, instruction and training will be given, by the Department Head to employees who will use the equipment. Such training will include risks, the preventative and protective measures, the correct use of guards, systems of work and any personal protective clothing that is required to be worn.
- Employees must not use any equipment unless they are competent to do so and have received the necessary information, instruction and training.
- Employees must report any damage, malfunction or unsafe equipment to their Head of School or Department. Employees must not interfere with or repair any equipment unless competent to do so.
- All equipment will be maintained in efficient working order. Particular items of equipment will have a routine and planned maintenance programme.
- Proper and safe procedures will be adopted for maintenance of equipment, including the isolation of power.

#### 8.8 Manual Handling/Materials Handling

- The school accepts that there are risks of injuries to employees from manual handling operations.
- As a starting point, no employee will be expected to and therefore must refrain from moving any load that they think is liable to cause injury. Employees should have regard to good manual handling techniques and follow the approved systems of work including the use of any manual handling aids provided.
- Heavy objects are not to be moved around the campus during normal school hours. When there is an urgent requirement, heavy objects may only be moved while students are in class.
- Employees who have to carry out manual handling operations will be adequately trained in the process and the best way to move loads so as to reduce the risk of injury.

- All manual handling operations that involve a risk of injury and cannot be avoided, automated or mechanised, will be assessed to reduce the risks to the lowest level reasonably practicable.

#### 8.9 Hot Works

- Hot works are maintenance or construction that involves welding, burning, brazing, cutting, soldering or heating or other operations that may generate arcs, sparks, open flames or other fire hazards.
- Authorised Person: Only individuals qualified to perform burning, welding and cutting operations by virtue of training and competency can undertake hot works.
- All requests to undertake hot works must be approved in advance by the Administration Manager.
- Contractors must provide workers' hot works licences for approval by the Administration Manager before any hot works are undertaken.

#### 8.10 Working at Height (WAH)

- Falls from height are the single most frequent cause of work-place fatalities, whilst falling objects cause a high proportion of reported injuries.
- Work involving stepladders, which are only suitable for routine, low-risk and short duration tasks, is deemed to be working at height. Under normal circumstances in the school, this will only be undertaken by the site team or contractors, who are trained and deemed competent by virtue of their role and employment, in using ladders. Stepladders are to be carried in a vertical position, so as not to cause injury, are to be checked by the user before use, and are never to be left unattended. In all cases, a back-up, safety person is to be used, who is to ensure the area around the ladders is kept free of any other person. Standing on chairs to undertake work is not safe or appropriate and is forbidden.
- All work at height, with the exception of the use of stepladders as described above, must be approved in advance by the DBF for statutory compliance and the Administration Manager (Health and Safety Officer) for operational timings. Where possible, should be conducted out of normal hours.
- Protective headgear is to be used for all work conducted at a height of 1100mm or more.

- Slips and trips that may be trivial at ground level may result in fatal accidents when on a roof. Precautions should be taken where there is a risk of falling off or through a roof. These may include fall-arrest devices and crawling boards. Fragile roofs or surfaces should be clearly identified.
- If fencing or covers cannot be provided, or have to be removed, effective measures should be taken to prevent falls. Access should be limited to specific people and permission to work must be granted from the Administration Manager.
- Work involving cranes will be deemed to be working at height and may only be undertaken after approval from the Administration Manager. The safety area is to be marked out and enforced around any area where a crane is being operated.
- The Administration Manager is to ensure that any contractor working at height possesses all necessary certificates and licences to do so as required.

#### 8.11 Motor Transport

- As the school site is not designated for motor traffic and as many areas experience continual pedestrian use, particular care must be taken when manoeuvring motorised vehicles within the premises.
- To control the extent of traffic and parking on the site, all vehicles must be approved by the site team to gain access to the site.
- All drivers must keep their speed to a maximum of 15kph and should seek assistance in manoeuvring by a member of staff if required.

#### 8.12 Inspections

##### 8.12.1 Non-Statutory Inspections

- The Administration Manager and Facilities Manager are responsible for the annual inspection of processes, equipment and materials which are detailed in this policy. Some of these inspections are not required by law but will be undertaken in order to maintain the highest standards of H&S.
- Playground equipment and sports equipment are inspected annually by qualified inspectors.
- First aid kits will be checked regularly and replenished, then and after known use, by the school Doctor.
- All staff will be responsible for examining any equipment or machinery before they use it.
- Administration Manager and site team will inspect fire-fighting equipment and means of escape and will arrange for alarms to be tested monthly.

Services, such as electricity, gas etc. will be inspected annually by the regulating authorities and will be checked by the Administration Manager.

### 8.12.2 Statutory Inspections

- Annual Statutory inspections that need to be carried out on the school premises are listed below:
  - Boilers
  - Fire detection/alarm/equipment
  - Emergency lighting
  - Gas systems
- It is the responsibility of the Administration Manager to ensure that all statutory inspections on the above are carried out by competent persons, within the time-scale and a record kept of the result of the inspection.
- Any inspection that identifies unsafe equipment or practices will lead to the decommissioning of the equipment or suspension of the practice until the required standard can be achieved.
- Lifts and lifting equipment are covered by specific statutory regulations that require regular inspection and testing of the lifts and the lifting mechanisms (chains, motors, pulleys etc.) by a competent person. An annual insurance inspection must also be carried out.
- Administration Manager will also ensure that appropriate and regular maintenance and operational checks are carried out on CCTV and Access Control systems.

## 9. Administration

### 9.1 Office Safety

There are a number of risks associated with working in an office and, although such areas are generally of low risk, the following points should be kept in mind:

- Floors and aisles should be kept clear at all times.
- Floors should be kept free of materials or substances likely to cause persons to slip, trip or fall.
- Anything heavy or an awkward load, which is likely to cause injury, should not be lifted.
- Filing cabinets should not be overfilled and materials should not be stored on top of ledges, filing cabinets etc.
- Interference with any electrical equipment should be avoided, and electrical faults and defects should be reported immediately.
- Guidance or instructions on notices or signs should be followed.

- Fire exits must be kept clear at all times
- Office staff must make themselves familiar with the arrangements for dealing with emergencies, including fire.
- Employees are required to keep their own work areas clean and tidy at all times.
- Paper products should not be stored close to electrical sockets or other electrical installations where possible.
- Smoking is prohibited on the school campus.
- Employees are advised not to drink and eat in the vicinity of electrical equipment.
- Employees must not overload power points. Employees must not use anything other than stepladders or other specifically designed aids to reach high shelves or other areas out of reach from the ground, e.g. files on shelves.

## 9.2 Lone Working

Lone workers are those who work on their own in a particular area of the school without close or direct supervision. Any member of staff who is working alone at weekends, during school holidays at any time or during school days after 7.00pm or before 7.00am must make the HR and security guards aware of their presence in the building(s) when they start work.

## 9.3 Housekeeping

- The general tidiness and cleanliness of the premises is a key factor in the promotion of H&S and can contribute greatly to reducing risks and accidents.
- All employees are responsible for the general state of the premises in respect of rubbish and debris. Employees must dispose of any waste material in the containers provided and must not allow accumulations of waste material.
- All employees must keep their own areas of responsibility clean and tidy. Corridors need to be kept free not only from solid objects but also from any fluids or liquids. Spillages must be cleaned up immediately, using appropriate materials and observing the relevant warning signs during and after the operation.
- No combustible materials must be allowed to accumulate, and all entrances and exits must be kept free from any object that is likely to affect safe movement through them.

- Employees will be responsible for clearing away any and all debris or surplus material of which they are the cause and for placing it in the relevant containers.
- Although accumulations of dirt or waste should be reported to the Administration Manager, it is stressed that general cleanliness and hygiene is the responsibility of all employees, not just those designated as cleaners.

#### 9.4 Employee Dress Code

- All employees must dress in such a manner that is appropriate for their job having regard to the Staff Handbook.
- Employees should be aware of the dangers of wearing any loose, baggy or hanging clothing, which can become trapped or entangled causing serious injury. Long hair should be tied back when using equipment and security badges removed, where entanglement is possible. Sensible footwear should be worn at all times, soles should permit a good grip on school surfaces and heels should be appropriately safe for walking around the premises.
- Where appropriate, items of PPE (personal protective equipment) must be worn whilst the task for which the PPE has been provided is being carried out. All PPE must be maintained in a clean and serviceable condition.
- Non swimmers who must undertake work (such as cleaning) close to the edge of the swimming pool when the lifeguard is not present must wear an appropriate life vest.

#### 9.5 Pregnancy

- Where a risk to a pregnant employee is identified then every step possible will be made to remove the risk or reassign the duties of that person as appropriate and until the pregnancy has passed.
- It is the duty and responsibility of the employee to notify the school that she is pregnant and to provide medical proof of the pregnancy.
- No employee who is either pregnant or who has recently come to term should undertake any activities or use any hazardous substances that might put herself, the foetus or newborn baby at risk of harm.

## 9.6 Alcohol, Drugs and Solvents

- The school is concerned that employees should not expose themselves or other persons to risks to their H&S and that employees should be, so far as is reasonably practicable, fit and well for work at all times.
- No person will be allowed to be at work if they are under, or perceived to be under, the influence of alcohol, drugs, solvents or medication that will affect their judgement.
- Any employee who is aware of any person who is at work and under the influence of drugs, alcohol, solvents or such medication must report the matter immediately to the Principal or their Head of School.
- Employees who are taking medication or prescribed drugs that may affect their actions or reactions at work must inform their Head of School/Line Manager. The Head of Department/Line Manager, together with the Health and Safety Officer, will determine if redeployment is necessary (for example to nonhazardous working).
- To use alcohol, uncontrolled drugs or solvents whilst at work or under their influence whilst at work is considered by the school to be a very serious matter and subject to the same disciplinary action as any act of gross misconduct.

## 9.7 Training

- Network expects that, by virtue of their professional qualifications and experience, every staff member should maintain a basic understanding of and strong commitment to H&S.
- However, the school recognises the importance and value of H&S training and is committed to providing adequate information, as well as additional instruction and training, where appropriate.
- Health and Safety and Emergency Procedure form a part of the induction checklist for the new employees.
- As part of the new employees' induction, they will be escorted around the school by their Line Manager to familiarise themselves with key features such as fire escape routes, fire-fighting equipment and assembly areas.
- Information relevant to an employee's particular tasks or job will be provided by the relevant Head of School or Department.
- The policy is published on the schools website and can also be accessed via the school intranet.
- The school will continually review the H&S training needs of employees and will endeavour to ensure that employees are competent for the task they are required to perform. Any employee who wants further

information, instruction or training should seek this in the first instance from his or her Head of School or Department.

- Employees must not attempt any task that they are not trained or competent to perform. Heads of School or Department should first satisfy themselves that employees are adequately trained before allocating tasks to them.
- New employees must complete the Health and Safety module on TES Develop.

## 10. School Infrastructure

### 10.1 Premises

- With a large infrastructure, and requirements to constantly satisfy educational and event needs, it is not reasonable or practical for all maintenance activities to be undertaken out of hours.
- High risk activities, such as the use of scaffolding, will however only be undertaken out of hours unless operational essential and urgent. If undertaken, strict procedures must be followed, as outlined in this policy.
- The highly trained outsourced staff, who are subject to the school's and their company's H&S policies and procedures, will therefore be authorised to undertake any such work that is deemed necessary and safe to undertake during school hours, providing it poses no threat to students, staff or visitors. This may include the use of stepladders where appropriate, providing school procedures for their use are followed. At no times are tools, stepladders, paints, etc. or electrical installations that are being worked on to be left unattended.
- However, any member of staff, who has legitimate concerns about the safety of any work that is being undertaken, or who recognises that it is in breach of this policy, can and should report it to the Administration Manager immediately.
- Any breach of procedures will be reported immediately to the Administration Manager, investigated, and discussed at the weekly Facility and Operations meeting.
- School premises will be maintained in a condition that, so far as is reasonably practicable, is safe and without risk to health. When fulfilling



this commitment reference will always need to be made to the age and structural features of the buildings.

- All employees have a responsibility to maintain the premises and not to do anything to damage the school. Employees must report any defects or damage via the Google Maintenance Log, accessed on the school intranet.
- The following are a list of general rules for employees to follow (most are included in various parts of this policy):
  - Do not cause obstructions
  - Do not run
  - Do not leave cables trailing on the floor
  - Do not attempt to interfere with or repair any equipment or machinery unless you are authorised and competent to do so
  - Report all defects, damage or dangerous conditions or system of work
  - Dispose of rubbish and refuse promptly and in accordance with approved practice
  - Do not move any load liable to cause injury
  - Do not obstruct fire exits
  - Observe all signs
  - On leaving work ensure it is left in a tidy and clean state and ensure that materials are stored away
  - Follow approved procedures, instruction and training at all times
- Sufficient heating, lighting and ventilation will be provided and maintained by the school where practicable.
- If appropriate, notices designed to protect the H&S of employees will be displayed on the school premises. Such notices will be positioned in conspicuous places and employees are required to comply with them. Employees must not interfere with, remove or deface any signs or notices.
- The school will maintain adequate welfare facilities, toilets, drinking water, hand washing and drying facilities.

## 10.2 Security

- All visitors to any school premises will be challenged and required to register at the Guardhouse or the Reception counter when they enter the premises.
- Staff are required to wear valid school identification at all times.
- Guests to the school will be required to identify themselves and state the purpose of their visit. The guard on duty at the Guardhouse or the

receptionist at the Reception will confirm the arrangements prior to issuing a visitor's lanyard to the visitor.

- It is expected that all members of staff will contribute to the school security by challenging any person they see on campus not wearing a visible lanyard.

### 10.3 Visitors and Sub-Contractors

- For all major contracts a pre-site meeting will be held in school at which the designated College representative(s) and the contractors' representative(s), will discuss and agree the management of H&S in relation to the contract.
- All Work at Height (WAH) must be pre-approved by the Facilities Manager.
- All contractors must have a permission to work authorisation from the Facilities Manager, and approved by the Administration Manager for operational timings before work may commence.
- Contractors will be required to sign an agreement when undertaking work for the school acknowledging their responsibility to exercise safe working practices.
- In the case of contractors, a school representative will be made responsible for supervising any work being carried out on the premises and ensuring the contractors comply with safeguarding policies at all times.
- Contractors are not required to be escorted during holiday periods when the school is not operational, unless there are summer camps or any student activities.
- Visitors and contractors will be required to wear any personal protective equipment deemed necessary. All visitors and contractors will be given general information regarding the H&S, as well as Safeguarding, arrangements in the premises.
- Depending on the circumstances, visitors and contractors may be given a copy of the school's Health and Safety policy and will be required to inform the Head of Department for whom they are working, of any potential hazards. They will also be given fire safety instructions by that person if required.
- It is the responsibility of the school representative who is responsible for the visitors' or contractors' presence, to ensure that employees, other visitors and/or contractors are not placed at risk by those visitors or contractors. Equally the school has a responsibility to the visitors and/or contractors and will ensure that they are never put at risk by action or omissions of the school or its employees.

- A written contract may be required for certain tasks involving contractors. The Health and Safety Officer or their representative, will be responsible to ensure this contract contains adequate H&S clauses.
- Any accident, injury or damage involving a contractor must be reported to the Head of Department for whom they are working, who should inform the school Health and Safety Officer, and complete an accident report form.

#### 10.4 Volunteers

- Network will ensure that volunteers are supported and managed effectively, with the aim of making their contribution to the school as positive as possible both for the volunteers and the school.
- The school has a responsibility for H&S of volunteers. Volunteers must follow the same H&S policies and procedures as any member of staff. Volunteers have a duty of care to themselves and others, volunteers must be safeguard trained by a school Safeguarding trainer and must have signed the Network International School Safeguarding policy document.

#### 10.5 Swimming Pool

The swimming pool at Bahan is located beside Network House and at 7 Miles it is located next to the 3G football pitch. We conduct regular maintenance and cleaning throughout the year and any health and safety issues should be raised directly with the Health and Safety Officer. Any maintenance issues should be raised via the maintenance issues log located on the schools intranet.

#### 10.6 Sports and PE

- All physical education staff members are required to be first aid trained.
- For home sports fixtures, the school Doctors are available on site and are on call between 7.30 am – 4:00 pm during school days. If deemed necessary by the PE team, the school Doctors can be reserved for longer hours on Weekdays and Saturdays.
- For sports tournaments hosted by the school, the school Doctors are booked by the Director of Sport for each venue and attend with their own first aid materials. If a tournament is being played over more than one venue or pitch, consideration should be given to having a school Doctor at each venue.

### 10.7 Control of Substances Hazardous to Health

- The school recognises that certain substances used at work can be dangerous or hazardous depending on their use, condition of, storage and other factors, the environment, exposure and chemical make-up.
- It is important that employees understand the dangers and hazards associated with substances used at work and are fully aware of the precautions that are needed to prevent or reduce any risks to H&S. Line Managers, including Heads of Department, are to identify hazardous substances within their area of responsibility, assess the risks associated with their use, identify preventative measures, and communicate those to relevant staff.
- Strict control must be in place for any area containing hazardous chemicals, with only authorised members of staff allowed entry to such areas.
- The procedures for dealing with hazardous substances are outlined in the School Chemical Safety Management Policy.
- The Head of School will be required to inspect storage facilities of hazardous substances and conduct an annual risk assessment to be reviewed by the Health and Safety Committee.
- The school gardeners will use substances such as weed killers and fertilisers in the garden, however, these are stored in a locked storage area. Only authorised personnel have access to the area.
- Administration Manager will be required to inspect the storage facility once annually and ensure the Facilities Manager has updated risk assessments in place.

### 10.8 Crowds and Event Safety

- Prior to a major event where attendance exceeds the daily norm for each site, such as the Term 3 fair, a check of the relevant area of the school is to be conducted by the Health and Safety Officer. As a minimum, this check is to consider electrical safety, fire and evacuation procedures, traffic procedures, and medical procedures, including identifying access points for emergency vehicles.

### 10.9 School Trips

- School trips are covered under the School Trip Policy. All trip providers must hold the relevant licences in the country in which the trip is being held.

## 11. Critical Incident Management

### 11.1 Lockdown

The Network Lockdown Policy outlines the specific actions and procedures that the school should follow in the event of a critical emergency involving an intruder.

### 11.2 Threat

Threats may be delivered in writing, in person, over the telephone or through a secondary source. The most common method is by telephone.

- The Principal should be contacted immediately about the threat.
- The Administration Manager will contact Fire and Police Departments.
- The Principal will evaluate the seriousness of the threat to determine if the evacuation of the school is necessary.

### 11.3 Fire

- The school conducts, at a minimum, bi-annually evacuation drills on all campuses. The first evacuation drill of each year will be announced in advance to all staff, students and contractors while subsequent drills will be unannounced.
- In the event of an emergency evacuation, drill or otherwise, the Incident Controller (generally the Principal), will make the final decision to re-enter the building after consultation with the Administration Manager.
- The emergency kit, containing back-up class lists is kept current at all times by the designated staff for each school, located in the respective reception area of each school.
- Following any emergency evacuation, drill or otherwise, all feedback on the procedure is to be emailed directly to the Administration Manager, who will coordinate any required changes with the Health and Safety Committee.

### 11.4 Asbestos

The school, under the advice of the Administration Manager in cooperation with the Director of Business and Finance, undertakes to ensure that all premises and facilities comply with the relevant building codes and occupational health regulations (where possible within the context of Myanmar).

The school will never authorise the use of asbestos in building materials either in its existing premises or any new premises yet to be erected. It is

understood that the school premises are relatively young and unlikely to have utilised asbestos during the building process; nevertheless, should asbestos ever be detected in school facilities, immediate action will be taken to renovate the affected area(s) and all necessary health and safety precautions will be taken to minimise exposure including the temporary closure of school facilities, if necessary.

## **12. Review and Communication of Policy**

- In so far as it affects their actions, this policy and any related guidance, information, instruction and training must be communicated to all employees of the school.
- Appropriate aspects of this policy will be covered in the Annual All Staff Induction of all new employees. All employees are to have access to the full policy on the shared Google Drive.
- Where any aspect of this policy is unclear or where an elevated risk is evident, employees will be offered training, where required, in those elements of the policy that relate to their responsibilities.
- Any employees who can contribute to the policy and its improvements should do so through the Health and Safety Officer.
- The policy is a working document and will change constantly as employees, materials, equipment and system change. It will be formally reviewed once per year by the Health and Safety Committee.
- All employees will be made aware of any changes of significance that have been made as a result of the review process.
- Consideration in any review will be given to recommendations of governing authorities and other recognised agencies.
- All staff are required to complete the Health and Safety module on TES Develop.