International School of London

Health and Safety Policy

Date Reviewed
August 2025

To be reviewed
August 2026

Mission statement

Since 1972, we have established a welcoming and inclusive community. Our diverse cultures and languages drive all our learning experiences.
We nurture creativity and curiosity to stimulate deep thinking. We foster insight, compassion and resilience to enable us to play a meaningful part in a changing world.

Vision statement

We celebrate our stories, our worth and our purpose to make a difference in a shared world

At the International School of London, we believe in:

Empowering students to maximise their learning opportunities and to fulfil their potential.
Actively integrating cultural diversity in the curriculum.
Creating inclusive, vibrant and innovative learning communities.
Offering a diverse and extensive international programme that supports personal, social and professional growth.

1. Rationale

ISL endeavours to take all reasonable steps to ensure the health, safety and welfare of all its staff, students and visitors.

The school accepts that health and safety is an integral part of all its activities, and endeavours to involve everyone in the systematic identification of hazards and the assessment and control of risks.

Appropriate health and safety standards will be applied to all activities, and deviations from these will not be tolerated. Any uncertainty regarding health and safety is to be raised through appropriate channels and where necessary specialist advice and assistance will be obtained.

2. Objectives

- To provide and maintain a safe working environment
- To ensure suitable information, instruction, training and supervision of staff and students
- To carry out periodic inspections to identify unsafe conditions and unsafe practices
- To investigate causes of accidents, compile reports and provide advice to prevent recurrence
- To review all hazard reports and recommendations received by students, parents and employees
- To ensure risk assessments for all tasks and locations are up to date, and regularly reviewed

- To ensure that all health and safety personnel are trained
- To ensure that fire alarms are regularly tested, and that fire evacuation drills are carried out at least once a term
- To maintain accident records

2. Arrangements and Guidelines

The Head of School will ensure the Facilities Manager is clear in his roles as Health and Safety Officer and a Fire Incident Co-Ordinator. The responsibilities of the Health and Safety Coordinator are outlined in the job description of the Facilities Manager.

The Health and Safety Committee will be representative of the key areas in the school and will meet at least once a half term. The primary purposes of the Health and Safety Committee are outlined in Appendix A.

Departments responsible for regular off-site activities will complete a risk assessment form and pass to the Senior Teacher responsible for out of school activities.

The Head of School will convene a Critical Incident Team as necessary.

3. Monitoring and Reviewing

The policy will be reviewed annually in accordance with the experience gained from monitoring and taking into account any new developments in health and safety legislation and guidance.

Health and Safety Procedures at ISL
The Health and Safety Policy, procedures and practices are a priority for everyone in the school. The school Health and Safety Policy provides administrative direction for carrying out our roles in this key area of responsibility. Please read the Health and Safety Procedures in conjunction with the Health and Safety Policy and procedures for Lockdown and Fire Evacuation.

Staff have a duty to pay regard to safe practices throughout the school and its environment and to raise concerns with the Health and Safety Officer or Head of School. Codes of safe practice are written for a variety of settings and those working in such settings should be familiar with and work according to the codes.

We will regularly review our facilities to ensure that we do not have a situation that might facilitate child to child and adult to child abuse (e.g. e-remote rooms, obscure corners, hiding places)

We have one committee to address related and overlapping issues and practices – the Health and Safety Committee and the Critical Incident

Management Team. Additionally, we have appointed a Health and Safety Coordinator.

This document provides an overview of the role and responsibilities of each team.

The School-wide Health and Safety Team – This team is appointed by the Head of School in liaison with the Head of Health an Safety to monitor ongoing health and safety concerns:

Primary purposes of the Health and Safety Committee are:

1. To review the Health and Safety Policy and communicate it to the school's constituents to ensure all staff are made aware of their responsibilities
2. To review Health and Safety policies and practices and propose changes to the Head of School, Managing Directors and Board
3. To develop the framework for communication, problem-solving, and inspection strategies which confirm to our community, our accreditors, and the Health and Safety inspectorate that our Health and Safety policy, practices and protocols are of the highest order.
4. To update Health and Safety procedures and practices annually and/or when appropriate.
5. To review the Health and Safety Report recommendations and decide a plan of action
6. To determine and initiate appropriate actions, to address areas of high risk and draw up disaster and recovery plans for incidents which could happen
7. To prioritize and plan changes and improvements in Health and Safety, with special attention paid to professional development of faculty and staff
8. To maintain an environment that is as safe as possible and provides adequate hygiene, sanitary and welfare facilities and prevent the transmission of communicable diseases
9. To create and maintain an on-line database of information which contains Health and Safety risk assessments for the whole school.
10. To address Health and Safety concerns as they arise and are referred to members of the Health and Safety Committee members by school constituents and to oversee the Accident Book
11. To plan and oversee an annual Health and Safety audit and check the Health and Safety Policy is actively implemented.

Responsibilities of the Health and Safety Coordinator are:

1. To research for and compile Health and Safety information, reviewing new legislation and developing proposals and plans for change as part of our school's efforts to keep abreast of Health and Safety regulations and good practice

2. To provide guidance and assistance in Health and Safety Policy and practices to school administrators and managers
3. To address Health and Safety questions as they arise and to advise the Health and Safety Committee on any issues
4. To convene Health and Safety meetings every half term
5. To arrange for the minutes of the Health and Safety Committee meetings to be taken and distributed and coordinate with staff any decisions made and necessary action to be taken
6. To provide Health and Safety information to staff and provide guidance
7. To pursue any Health and Safety problems, Policy questions, and issues and document concerns and actions
8. To communicate with our school community Health and Safety issues in a timely and effective fashion
9. To communicate with the relevant school personnel Health and Safety Committee actions and decisions
10. To be responsible for the Health and Safety database of information
11. To oversee the regular assessment of school practices related to Health and Safety Policy
12. To provide leadership in assisting the staff to create a safe and healthy environment
13. To meet with the Head of School each term to report on Health and Safety issues/compliance at ISL and address school-wide areas of concern.

Responsibilities of Other Members of the Health and Safety Committee are:

a) Managing Directors
Amin Makarem
- Overall responsibility for Health and Safety at ISL: staff and student welfare, facilities, contractors, school sponsored activities on site and off site, including fieldtrips.

Head of School
Richard Parker
- responsible for appointment and training of Health and Safety Officer, Fire Officer and Marshals, and First Aiders
- responsible for convening the Critical Incident Team when necessary
- responsible for Health and Safety in the curriculum

b) Fire Officer/Emergency Evacuations (to be determined at the beginning of each academic year
- responsible for school-wide fire equipment and procedures
- responsible for regular fire drills

c) Facilities Manager and Team
- responsible for school-wide facilities, equipment, playground equipment, traffic control and access.

d) Control of Substance Hazardous to Health (COSH)
Honor Colling
- responsible for the safe storage and disposal of hazardous substances

e) Primary Department
Kathryn Firebrace

- responsible for encouraging safe practices in the Primary School

f) P.E.
Head of P.E.
- responsible for safe practices in the P.E. department activities

g) Science
Honor Colling
- responsible for ensuring a safe environment and practices in the science laboratories

h) First Aid and Medical Care
Johanna Ambaye
- responsible for all first aid supplies on site

i) Kitchen
David Dalzell
- responsible for ensuring a high standard of health and safety in the kitchen

(j) Student Affairs
Claudine Hakim
- Responsible for the welfare of students

(k) Information Services
- Responsible for high standard of health and safety in the implementation of IT within the school

At ISL London, Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.