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Heathfield International School Health & Safety Policy

1. Policy Statement

Heathfield International School Bangkok (HISB) is committed to providing a safe, healthy, and secure environment for all students, staff, parents, and visitors. We recognise our duty of care under Thai legislation and international best practice, and we will take all reasonable steps to prevent accidents and protect the physical and emotional wellbeing of our school community.

The safety of children is paramount. All staff share responsibility for maintaining high standards of health and safety and are expected to be proactive in identifying and addressing risks.

2. Aims of the Policy

The aims of this Health and Safety Policy are to:

- Promote a positive culture of safety and wellbeing across the school.
- Comply with relevant Thai laws and international safeguarding standards.
- Minimise risks to health and safety by maintaining safe working conditions, equipment, and practices.
- Provide clear roles and responsibilities for staff, students, and contractors.
- Ensure effective training, communication, and consultation on health and safety matters.
- Regularly monitor, review, and improve health and safety arrangements.

3. Responsibilities

3.1 Headmaster

The Headmaster has overall responsibility for health and safety at HISB and will:

- Ensure that the Health and Safety Policy is implemented and reviewed annually.
- Ensure all new staff are aware of the school policy and procedures and are responsible for carrying out an adequate needs analysis of Health and Safety training for school staff.
- Allocate sufficient resources to meet health and safety requirements.
- Appoint competent staff to oversee day-to-day health and safety matters.
- Ensure that risk assessments are conducted, documented, and reviewed.
- Report serious incidents to the School Owner and relevant authorities
- Provide health and safety training to staff and students.

3.2 Health and Safety Officer

The Facilities Coordinator is the designated Health and Safety Officer and will:

- Carry out regular inspections of the campus including the fabric of the building.
- Carry out regular inspections of the play equipment, playgrounds, sports area and the swimming pool.
- Check all fire appliances, air conditioning and water systems.
- Carry out regular inspections of the medical facility and equipment and also curriculum specific equipment such as PE or science equipment and outdoor play resources.
- Carry out daily checks of all electricity and water supplies.
- Maintain accident and incident records.
- Oversee termly fire drills, emergency procedures, and first aid arrangements.
- Act as the first point of contact for health and safety concerns.

3.3 Staff

All staff are expected to:

- Take reasonable care of their own health and safety and that of others.
- Follow school health and safety procedures at all times.
- Report hazards, accidents, and near misses immediately.
- Supervise students responsibly and ensure safe practices in classrooms, playgrounds, and activities.
- Use equipment safely and maintain good housekeeping in their areas of responsibility.

3.4 Students

Students are expected to:

- Follow school rules and instructions regarding safety.
- Behave in a way that does not endanger themselves or others.
- Report unsafe situations to a teacher or member of staff.

3.5 Parents and Visitors

Parents and visitors are expected to:

- Follow HISB's health and safety guidelines whilst on campus.
- Respect security and safeguarding measures, including registration at the school reception.
- Report any hazards or concerns to staff.

4. Procedures

4.1 Risk Assessment

- Risk assessments will be conducted for classrooms, playgrounds, laboratories, sports facilities, school trips, and special events.

- Risk assessments are carried out before each Educational Visit (refer to the *Educational Visits Policy* for further information).
- Assessments will be reviewed annually or after significant changes.

4.2 Safety Inspections

- Full inspections of the buildings and grounds are carried out on a termly basis by the Health and Safety Committee, led by the Health and Safety co-ordinator. These concerns will be reported to the Headmaster and will be prioritised and dealt with accordingly. Records of the inspections are kept by the Health and Safety coordinator. In addition, inspections of specific facilities are made more frequently as follows:

Daily

Visual inspections of playgrounds, play equipment, sports areas and school grounds. All water and electrical supplies checked.

All teachers are responsible for carrying out a visual check of all learning lessons prior to the start of each day (or lesson if a specialist room/area such as the sports hall).

Weekly

Detailed (recorded) inspections of playgrounds, play equipment, sports areas and school grounds. Visual inspections of school boundaries and buildings.

Monthly

All corridors, classrooms and offices.

4.3 First Aid

- The school employs a qualified nurse who is located on the ground floor of the primary building between the hours of 7.30am and 3.45pm.
- Trained first aiders will be available at all times during the school day and also will always attend Educational Visits and **are in attendance for any out of hours events.**
- First aid kits are currently located at the main office (2 pieces) and one at the clinic and checked regularly by the School Nurse. Group Leaders on Education Visits are responsible for taking a First Aid kit with them.
- Accidents will be recorded and, where necessary, reported to parents and relevant authorities.
- Disposable gloves and aprons are available and all staff members are advised to wear these when dealing with blood or other body fluids.

- If there is a need to attend a hospital, the parents will be called and requested to transport their child. In an emergency situation an ambulance will be called to transport a child to the hospital and a member of staff will accompany them if a parent is unable to.

4.4 Fire and Emergency Evacuation (*please refer to the Fire Safety & Evacuation Policy*)

- Fire alarms, extinguishers, and emergency exits will be regularly inspected and maintained.
- Fire drills will be held at least once per term.
- Clear evacuation procedures will be displayed in all classrooms and offices.

4.5 Security (*please refer to the Security Policy*)

- The school maintains 24 hour security (via a third party company) of the premises working in two 12-hour shifts. Shift changes take place at 7am and 7pm. All staff and students are encouraged to be aware of strangers on the premises and politely approach anyone not wearing an identification badge.
- Parents are issued with badges. Only the parents of Pre-Nursery are permitted to enter the school at drop-off and pick-up times. Parent ID cards are only activated in the event of special activities at school such as student performances, parent consultations or workshops.
- The school campus is monitored by CCTV in accordance with the school's Data Protection Policy.
- Lockdown buttons are installed at various positions around the school including at the security box, the Headmasters office and the main corridor. In the event of a threat to the community (e.g. stray animals, armed personnel, etc), the lockdown procedures are activated. See *Lockdown Policy* for further information.
- Staff are required to wear their photo ID badges at all times which also activate the entry/exit points at the school entrances. Staff who forget their ID badge must inform the Receptionist at the main desk who will issue a temporary card.
- Entrance and exit gates are controlled by facial recognition technology with parental consent and opt-out options (i.e. use of ID card). Students cannot exit the school once inside until the official programmed time at the end of the day. A member of staff is always on duty at the flipgates to ensure correct use.
- On arrival, all visitors report to Security to exchange their ID before passing to the Main Reception Office. All visitors must sign in and wear identification badges. Visitors will be sent a visitors confidentiality agreement prior to arriving at the school

or will be asked to complete upon arrival. Visitors are not allowed to go directly to classrooms.

- The school operates a zero tolerance policy of abuse towards staff (physical or verbal). Any incidents must be reported to the Headmaster.
- When not in use the Main Gate is closed at all times.

4.6 School Trips and Activities (please refer to the Education Visits Policy)

- Risk assessments must be completed and approved prior to any off-site activity.
- Staff will ensure adequate supervision ratios and emergency contact arrangements.
- There is no school transportation service to and from school. For Educational Visits the school will only hire transport from two reputable companies; Thanawit and Montri. Both companies have demonstrated their exceptional safety standards to the Senior Leadership Team. They also run workshops for parents prior to any trips.

4.7 Health and Wellbeing

- HISSB promotes healthy lifestyles through curriculum, canteen provision, and extracurricular activities.
- Emotional wellbeing is supported through pastoral care and counselling services.
- The school has a zero-tolerance policy on bullying and harassment.

4.8 Electrical and Gas Safety

- All staff are expected to visually check equipment before use, report damage and remove any broken/damaged items, marking them with a notice saying, '**Out of Use**'. The matter should be reported to the Facilities Coordinator.
- Particular care needs to be taken with extension leads to avoid trailing wires. Electrical equipment from home should not be used at school without prior permission.
- All staff are responsible for ensuring all electrical equipment, including AC units, are turned off at the end of each day.
- There is no mains gas supply. Bottled gas is used in the school. We do not hold any supply of full cylinders and empty cylinders are immediately replaced with new ones. All cylinders are stored in lockable cages and out of direct sunlight.

4.9 Control of Substances Hazardous to Health

- All cleaning equipment is to be stored in lockable cleaning cupboards when not in use. Care is taken with equipment to avoid cross contamination.
- No cleaning or other hazardous substances are left in classrooms.
- When not in use, all teaching chemicals are stored safely in purpose designed safety cabinets within the Science Prep room. CLEAPSS information on all items is kept in the preparation room.
- During practical work, all students are issued with personal protective equipment.
- All tools, paints, adhesives and other materials are stored safely when not in use. Care is taken to ensure that the manufacturer's instructions are followed with regards to storage.
- Swimming pool chemicals are separated and kept in a locked and ventilated area. The external door has appropriate warning signs.
- In the event of any issues involving pests, outside agencies will be called upon who will use several different procedures depending on the pest concerned. All treatments are carried out when the school is closed and no bait traps are placed where children can access.

4.10 Use of Equipment

- It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be removed (where possible) or prevented from use by attaching an **"Out of Use"** sign and reported to the Facilities Coordinator.
- Art Equipment – students are instructed in the correct use of art equipment and fully supervised when using tools. When not in use, any knives, staple guns, tools, paper cutters and aerosol products are stored in lockable cupboards.
- PE Equipment - is visually inspected before each lesson by the PE teacher. Any unsafe equipment is withdrawn from use until either repaired or disposed of in a responsible manner.
- All staff are advised to use ladders and not chairs when displaying work. Small ladders are kept in the teacher resource room in primary and in the Secondary School, ladders are stored in the Art and Science Prep room.

4.11 Health and Hygiene

- Details of infectious illnesses and periods of exclusion are included in *Managing Students' Health*.
- Permission for the school nurse to administer medicine is a section on the Student Health Form that is completed at enrolment. Medicines from home are given directly

to the Nurse. The Nurse will contact parents if there are any concerns about the child's medical history or the suitability of the medicine. The medicine is labelled with the child's name and is kept in the Nurse's room and given in accordance with dosage instructions. It is returned home at the end of the course of treatment.

- The school operates a **strict no smoking** policy within the school building and grounds.
- The school outsources its cleaning to a third party company. The site is cleaned on a continuous basis and it is the responsibility of the Facilities Coordinator to monitor and ensure the cleanliness of the building. This forms part of the monthly visual inspection. All cleaning staff are encouraged to report any damage or health and safety concerns to the Facilities Coordinator.
- All HISB staff members are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

4.12 Animals in School

- No dogs are allowed on the school grounds at any time. There are a number of semi-domesticated cats that sometimes wander onto the school grounds due to the open plan layout of the school. These are removed where possible.
- There may be occasions where other small animals are brought into school. Before bringing any animal into the school, permission must be obtained from the relevant phase Headteacher. All such occasions will be covered by Appendix 1 (CLEAPSS document *“Bringing pets and other animals into school”*). It is the organising teachers' responsibility to ensure these guidelines are followed.

4.13 Out of schools visits - refer to the *Educational Visits Policy*

4.14 Contractors

- The Facilities Coordinator must be notified of all work involving heat or flame (cutting, welding, grinding, soldering etc.) being carried out in any part of the school.
- All work is planned in advance and where possible, all contractors should complete their work outside school hours.
- Prior to commencing works, contractors will provide copies of workers ID cards. All contractor's employees are expected to register their arrival and departure with Security at the start of each shift. They will be issued with a visitors badge on arrival which must be returned at the end of the shift.
- If they are working in an unsafe manner they are requested to stop work by the Facilities Coordinator. Contractors are never allowed to work unsupervised in the vicinity of students.

4.15 Staff and the Health and Safety Policy

- All members of staff (teaching and non-teaching) will be made aware of the policy. Copies will be available on Google Drive. All new staff are required to confirm they have read it by completing a Google Compliance Form sent out at the end of the Induction Week. Copies of the policy are available for temporary staff to view.

4.16 Food Hygiene & Water Safety

- A number of procedures are in place which are intended to minimise the risk of contamination of drinking water and food supplied by Heathfield International School. The school is responsible for taking all reasonable precautions in the preparation, handling and storage of food and snacks provided by the school.
- All school lunches are prepared on-site by an outsourced company, (Foodhouse), in the main kitchen. As a professional catering company, Foodhouse is expected to adopt 'best practice' in all aspects of food preparation and hygiene.
- Foodhouse have their own food safety officers that regularly carry out their own audits to ensure safe practice is followed at all times with regards to food preparation at HISB. In addition to this it also carries out biannual training with its staff on all aspects of food handling, health and hygiene in the kitchen. All new staff, as part of their induction, are trained in basic food safety standards and must pass a comprehensive test prior to their employment.
- In conjunction with the local health authority, Foodhouse ensures it complies with all local food safety requirements to operate food services at HISB and is regularly inspected to ensure best practice is followed. All certification of acceptance and compliance are held at the school and displayed in the kitchen.
- Food is taken by HISB staff from the kitchen to the Early Years canteen and Pre Nursery and is served by Foodhouse staff. Foodhouse staff are responsible for preparing the canteen and for cleaning up after all lunches have been eaten.
- All food must be covered when it is not being served to avoid contamination.
- All Foodhouse staff must wear all white company clothing, with hats, face masks, aprons and 'single use' gloves. Under no circumstances should any member of staff be close to or handle food without wearing the correct clothing and protective equipment.
- Before changing into protective clothing, all staff **MUST** thoroughly wash and dry their hands using Antibacterial hand soap and disposable paper towels. Staff **MUST** also ensure that they wash their hands after:
 - Going to the toilet
 - Blowing their nose
 - Emptying bins
 - Touching dirty cloths or equipment
 - Looking after a sick child
 - Dealing with an accident

All open cuts or grazes must be covered up with a waterproof dressing, (not flesh coloured).

- Any member of staff suffering with a cold, fever, sickness or diarrhea is **NOT** allowed to work in the canteen or transport food until **24 hours** after the symptoms have disappeared.

- All used plates, cutlery and utensils are washed in the main kitchen under high temperatures. Tables, benches and serving tables in both canteens should be cleaned with anti-bacterial cleaner before and after they are used by the children.
- Fresh milk (pasteurized) and UHT milk (sterilized) are both delivered every Monday, Wednesday, and Friday by a refrigerated truck for the fresh milk. After delivery, the fresh milk is immediately stored in the main canteen refrigerator, where the temperature is checked every morning and afternoon.
- All packed lunches for Educational Visits consist of items that are not high risk for developing bacteria. Packed lunches are prepared on the day of the trip and stored in cool boxes. Packed lunches are kept out of direct sunlight before being consumed by the students.
- All fridges provided by the school should be checked each term to ensure that they are functioning correctly and that low temperatures are being maintained. Staff storing their personal food items should do so for one week only and at the end of the week the fridges must be emptied.
- Inspections of the water quality (and for the presence of bacteria) are carried out twice yearly by the Department of Public Health.

4.17 Outside food

- Parents and vendors are not permitted to sell their own food products at the school or within the school grounds unless permission has been granted by the Headmaster.
- For special occasions, the school may use outside food contractors. All contractors will be expected to demonstrate how they can meet the school expectations on food hygiene standards. No food should be brought from home or vendors where the preparation, storage, refrigeration and hygiene standards are unknown.
- Students are permitted to bring birthday cakes to school on the day of their birthday. However, it should be easy to grab items such as donuts or cupcakes to reduce the need for cutting and to reduce the risk of contamination.
- No food from outside is permitted (e.g. Pizza Company etc.) unless pre-authorised by the Headteacher of each school phase. For end of year class parties, the Headteacher may give permission for recognised vendors to deliver food. This should be delivered to the Main Gate and not taken directly to the classroom.

4.18 Reporting incidents

- In the event of a suspected case of food poisoning, the parent, (or member of staff if this involves an adult), should notify the School Nurse who will inform the Senior Leadership team immediately. The parent/staff member will be asked to give a description of the symptoms, the date and time of the onset and information about other food consumed and the source.
- In the event of a significant number of cases with similar symptoms, the School will contact the Foodhouse Manager who would then notify the company food safety officer to begin to investigate the root cause.
- As a company, Foodhouse keeps refrigerated samples of all food served at HISB. These samples are kept for a period of 3 days in any event that they may be required for testing in an independent laboratory if an outbreak of food poisoning was

reported. Under normal laboratory testing conditions, the testing process is approximately 7-10 days.

- In the event of a confirmed case of food poisoning and Foodhouse is found to have been negligent, the matter will be referred to Foodhouse's own public liability insurers for resolution, together with any necessary action taken by the Headmaster.
- As Foodhouse is not the sole provider of food at HISB, it is not responsible for any third party food offerings at the school.
- In the event of a breach of Health and Safety or Security, the witness should complete an incident form (Appendix 1) and report this immediately to the Headmaster.

4.19 Out of hours working

- Any staff working out of hours should request permission in writing (email) at least 48 hours beforehand from the Headmaster. Lone workers should avoid hazardous activities.
- Staff must inform security upon arrival and exiting the school site. All electrical equipment must be switched off before leaving.

4.20 Background checks

- All staff members must undergo background criminal checks. Overseas teachers are required to provide either an International Child Protection Certificate (if they have lived or worked in the UK) or an Enhanced Police Clearance from their country of origin. Staff who have lived or worked in additional countries must also obtain a police certificate from each of those countries. Locally hired staff, as well as staff who have lived in Thailand for at least three months, must obtain police clearance from the Royal Thai Police.
- A single central register is maintained on a third party programme referred to as *Sign In Central Register* and will be maintained by the PA to the Headmaster and checked termly by the Safeguard Team Leader (Deputy Head of School) and Headmaster.. Refer to the 'Safer Recruitment Policy' and 'Safeguarding Policy'.

4.21 Air Pollution

- The school is committed to providing a safe and healthy environment for students and staff. In line with this policy we continually monitor the air quality and follow the guidelines to modify school activities where necessary. Please refer to the 'Air Pollution Policy' (Appendix 2)
- All classrooms are equipped with air purifiers. It is the responsibility of the teacher to ensure that these are switched on and off each day, particularly during periods of high levels of pollution. All offices have air filters installed in the air conditioning units.
- The Facilities Coordinator will check and clean the filters every month and replace them annually.
- The School has its own Air Quality Reader (AirVisual Pro) installed on the school site. All staff and parents can sync their device to obtain live readings (feeds are updated every one hour).

- During periods of poor air quality/high pollution, the Assistant Head/Headteacher of each phase will obtain the live reading from their device and inform the staff in their phase if there are any changes to outside activities.
- During periods of poor air quality/high pollution, all students and staff will be requested to wear face masks and the amount of outside time will be limited. Curricular and extra-activities that normally take place outdoors will be moved indoors.

5. Monitoring and Review

- The Health and Safety Committee, chaired by the Headmaster, will meet once per term to review safety matters.
- An annual audit of health and safety will be conducted and reported to the School Owner. The School currently uses Safety in Asia to conduct this audit.
- This policy will be reviewed annually or sooner if legislation or school circumstances change.