

Tenby Schools, Tropicana Aman

Health and Safety Whole School Policy

Policy	Health & Safety Policy			
Approval Date	August 2024	Next Review	August 2025	
Review Cycle	12 months			
Scope	Whole Group	<input type="checkbox"/>	Whole School	<input checked="" type="checkbox"/>
	International Primary	<input type="checkbox"/>	International Secondary	<input type="checkbox"/>
Ownership	Campus Principal	Approved by	SLT	

1. Introduction

The health and safety of all students, staff and visitors to the school is of paramount importance. To ensure that health and safety standards are maintained, it is the responsibility of all staff to read and familiarise themselves with the content of this policy.

Matters for clarification or areas of concern should be raised with any member of the Health and Safety Committee.

2. Aims

It is the policy of the school, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school.
2. Establish and maintain safe working procedures among staff and students.
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
5. Maintain all areas of the school in a condition that is safe and without risk to health and to provide and maintain safe means of access to and egress from the school campus.
6. Formulate effective procedures for use in case of fire and for emergency evacuation of the school premises.
7. Lay down procedures to be followed in case of accident.
8. Teach safety as part of the educational programme.
9. Provide and maintain adequate medical and first aid facilities.

Health & Safety Committee

Health & Safety is on the agenda along with safeguarding in every meeting with staff and minuted. Items are passed onto the Administration Manager, Maintenance Executive, respective Heads of School and Campus Principal to action.

Responsibilities

The Campus Principal (CP) is responsible for

- the day-to-day management of health and safety;
- the implementation of this policy;
- ensuring all staff are aware of this policy as well as relevant health and safety procedures;
- ensuring that students and teaching staff receive appropriate training in health and safety procedures.
- liaison with contractors to ensure an adequate exchange of health and safety information;
- ensuring that health and safety issues are given adequate priority when determining financial plans and expenditure.

The Heads of School are responsible for

- assisting the CP in the implementation, monitoring and development of the health and safety policy within the school;
- investigating any specific health and safety problem identified within the school and recommending remedial action;
- ordering that a hazardous working practice ceases, on health and safety grounds, on a temporary basis subject to further consideration by the CP.

The Maintenance Executive is responsible for:

- ensuring that maintenance matters reported to him are dealt with promptly.
- ensuring that all defects in the building and grounds are dealt with promptly.
- undertaking a weekly check of the fire alarm system and recording results in the Fire Safety Logbook.
- carrying out daily checks on all outdoor PE and play equipment.
- carrying out a weekly check on the safety of school grounds.

- carrying out a half-termly inspection of the school's physical resources.

All Staff are responsible for:

- the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision.

They will monitor their own work activities and take reasonable steps to:

- Be familiar with health and safety arrangements and comply with them. This includes conducting a risk assessment before starting any task and suitable control measures should be put in place before commencing the task/work.
- Have a responsibility to themselves and others for health and safety and should report any problems using the procedure laid down in this policy. If necessary, they must be prepared to take appropriate action themselves to remove hazards.
- Exercise effective supervision over all those for whom they are responsible, including students.
- Be aware of and implement safe working practices and set a good example personally. This includes the use of a ladder when having to access places out of reach. Staff should not use tables and chairs to reach high places.
- Ensure that any equipment or tools used in the classroom, laboratory and workshop are appropriate to the task undertaken and meet accepted safety standards.
- Ensure that students in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.
- Ensure that any accidents, whether or not an injury occurs, are recorded in the accident book maintained in the Medical Centre.

Students are expected in proportion to their age and ability to:

- Exercise personal responsibility for the safety of themselves and fellow students.
- Observe standards of dress consistent with safety and/or hygiene (including unsuitable footwear, the wearing of jewellery, tying back of long hair, etc.).
- Observe all safety rules of the school and in particular, the instructions of the teaching staff in the event of an emergency.
- Use and not willfully misuse, neglect or interfere with equipment provided for safety purposes.

Risk Assessment

Risk assessment is an important means of ensuring health and safety. There are three stages to a risk assessment:

1. Identifying hazards to health and safety
2. Evaluating the risk of harm resulting from the hazards
3. Deciding on action, to either remove the risk (the ideal option) or to minimise the risk or to protect students/staff against the risk.

The definitions of 'hazard' and 'risk' are as follows:

- Hazard means anything that has the potential to cause harm (e.g. chemicals, electricity, working with tools, etc.)
- Risk is the likelihood, great or small, that someone will be harmed by the hazard.

Risk assessments should be carried out in relation to any significant activity on or off the school campus including all school journeys. A standard format is used for carrying out risk assessments in relation to school journeys

Dangerous Items

Fire-arms (including "mock" weapons), knives, other bladed instruments, matches, lighters, hazardous substances/chemicals and explosives (including fireworks) etc. are prohibited from the school campus and on school trips and off-site activities. Any failure by a student to adhere to this requirement will be regarded as a serious disciplinary matter.

In the case of knives, other bladed instruments, matches, lighters, hazardous substances and chemicals etc. that are required for use by staff, suitable control measures (locked, restricted access by staff for example) must be in place for storage, use and disposal before using the items. This includes that staff ensure that their work area is secure and that pupils are prohibited from accessing these items.

Drugs and Prescription Medication

It is illegal to possess/use/sell/distribute any drugs. Should the school discover such acts within the community, the school has a duty to involve the police and those involved will be at risk of expulsion. In addition, people are not to sell or distribute prescription medication within the school. Such actions will be viewed seriously as a disciplinary matter. Any medicine, in the smallest practicable amount, should be brought to school by the parent, not the child, and delivered personally to the Nurse.

Safeguarding

The definition of the term 'safeguarding children' is taken from the UK Government which is:

'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

The school recognises its responsibility to protect and support students in school. As such, all adults working with children and parents have a responsibility to promote the welfare of children. All adults and students have a duty to report any concerns with regards to child protection and well-being to the school's Designated Safeguarding Lead (Campus Principal).

Security

In line with the School's Vision, Mission and Core Values, the safety and security of students is the school's utmost priority. Please take note of the following security procedures.

Car Stickers

All cars driven onto the school premises should have a current Tenby School, Tropicana Aman car sticker displayed on the left hand-side (passenger side) of the windscreen. Up to two stickers are given in the first instance, but should you require an additional one, you will need to complete a requisition form and pay RM20.00 for the extra car sticker. Please return the car sticker if you change your vehicle so that the correct registration number plate can be updated into our system. Please do not alter the sticker yourself. Please note that car stickers will need to be replaced periodically.

Identity Tags

All adults of the school staff, parents and other visitors - are required to wear identification tags whilst on the school campus. For visitors, these are obtained from security staff on access to the school. Please do not be offended if you are challenged by school staff if your identification is not visible; this is a part of how we ensure security for your children.

It is **everyone's** responsibility to challenge anyone or report immediately without the right identification or breaching security procedures.

Anyone (including parents when lessons start) coming on site needs to register at Reception where they will either be given a 'Visitor' or 'Learning Zone Pass' sticker.

- Visitor stickers - visitors wearing these are not permitted to enter other parts of the school without being escorted by a member of staff or security guard.
- Learning Pass Zone sticker - people wearing these are allowed to enter other parts of the school unsupervised, usually for a special purpose/event.
- Any other persons (including C.A.S.E coaches, authorised helpers) will have a Tenby TTA tag. Please note the background colours of the security card & lanyard colours for easy identification:
- Blue background on the security card & TENBY SCHOOLS blue lanyard - STAFF.

- White background on the security card & yellow lanyard – C.A.S.E COACHES, LEARNING AIDES, VOLUNTEERS.
- Orange background on the security card & orange lanyard – PARENTS.
- Green background on the security card & green lanyard – STUDENTS' GUARDIANS.
- Cleaners, Security Guards and Cafeteria Personnel have uniforms.

Bodyguards and Drivers are not permitted to enter school premises and should remain with their vehicles at all times.

No one (except staff) is permitted to take photographs/video recordings of our students without permission.

In summary:

- Only staff, security guards, cleaners and Cafeteria personnel may roam freely on campus during school hours.
- During school hours, anyone else, even with security cards can only access the Reception and visitors' toilets. They are not permitted into other parts of the school except with a VISITOR sticker and escort or LEARNING ZONE PASS.

Parents/Drivers on Campus

Parents are expected to leave the designated learning zones once the school day has started. Once leaving the learning zones, parents may only remain in the School Foyer and will be expected to exit the school campus by 08:30hrs. Parents/drivers will not be allowed back on campus after exiting without a prior appointment. If you wish to enter the school premises after dropping off your son/daughter, you will need to seek permission from the School Office or make an appointment, preferably at least 24 hours beforehand.

Please note that drivers/bodyguards are not permitted to leave their vehicles unattended. They are to remain with their vehicle at all times. Only parents/guardians may enter school buildings (according to the security procedures stated below).

Security Procedures

- These security arrangements are put in place to account for additional persons on campus during school hours.
- At all times, parents are not permitted to enter any school buildings with the exception of the Main Entrance Foyer where they may access the Accounts Department, IT Department and Reception. There will be no access to the Cafeteria or other areas without prior arrangements.
- Parents must wear their ID tags visibly. Those who forget their ID tags must register as a visitor.
- Any appointments to meet with staff will be held at Reception in the Foyer area. If the Meeting Room is full, parents will be met at the Foyer by a member of staff and escorted to another venue for their meeting. In such cases, parents will need to 'sign in' and 'sign out'.
- Parents who have been invited to attend a small event e.g., Coffee Morning, Curriculum information session, 'Meet and Greet', Parent Teacher Meetings, Academic Review Day, Parent Forum, parent workshop etc. will need to 'sign in' their attendance at Foyer/Reception in exchange for an authorisation sticker. The parent will need to remember to 'sign out' when they leave the premises at the Foyer/Reception.
- For large-scale events e.g. Sports Day and festive performances, parents will not need to 'sign in' or 'sign out', they will need to gather and remain at the designated venue. At no point are parents to be present anywhere else on campus when attending such events.
- Between 08:30hrs and 14:30hrs parents may drive onto campus if a prior appointment has been made and make their way to the Foyer/Reception. Parking is available in the Visitors' Car Park by the Main Entrance. If there is no appointment parents will need to register at the Guardhouse and head to the Foyer/Reception.
- Please note that the road surrounding the school's perimeter will be closed from 08:30hrs – 14:00hrs.

Drop Off Time (Gates Open 07:10hrs – 08:30hrs)

- School gates will open at 07:10hrs and close at 08:30hrs. Parents should drop their children off as close to 07:30hrs as possible when staff will be on duty.
- Students will not be allowed access into the campus before 07:10hrs unless there is a prior arrangement e.g. swimming team training at 06:30hrs where details will be provided to parents on drop off arrangements.
- Students entering the site in vehicles must be dropped off quickly at the designated points.

Pick Up Arrangements

- The school gate will open at 14:25hrs for Primary and Secondary parents.
- Van transporters registered with the school may enter at 14:00hrs.
- Parents should pick up students at the designated points on campus. Parents are encouraged to do this quickly and efficiently failing which, they should exit the site and re-enter.
- Parents are not permitted to pick up students from their classes.
- Students not picked up by 15:00hrs will need to wait for their parents to collect them from the front of the Foyer.
- Van transporters will need to meet the students in the Foyer. Primary students taking this mode of transport will be escorted to the Foyer after school.

In Summary

- Any parents wishing to come on campus for any reason will need to enter via the Foyer. Parents are not permitted into any other areas of the school without invitation or permission.
- Parents attending a large-scale event held at one venue and those coming to the Foyer for a meeting or to visit the Accounts Department, Reception or IT Department do not need to 'sign in' and 'sign out'.
- Parents attending smaller events e.g., Coffee Morning, Curriculum information session, 'Meet and Greet', Parent Teacher Meetings, Academic Review Day, Parent Forum, parent workshop etc. will need to 'sign in' in exchange for an authorisation sticker at Foyer/Reception and remember to 'sign out' when leaving.
- Parents must wear their ID tags visibly. Those who forget their ID tags must register as a visitor.
- These arrangements will not affect any of the opportunities we have in place for parents to be involved in their children's learning.

Reporting Accidents and Injuries within School

Ensuring that accidents and injuries are reported, recorded and investigated is important for a number of reasons. It can help prevent future accidents by raising awareness of problems and making sure they are investigated. It also greatly helps when dealing with parents or relatives of the injured party. It is vital in cases where medical bills are incurred or when legal action may follow.

All accidents and injuries must be reported. No matter how trivial one considers an injury to be to a member of staff, to a student or to a visitor, it must be reported to the Medical Centre and recorded by the School Nurse. Injuries which seem trivial at the time can have longer term serious consequences. In addition, an Incident Report Form should be filled in and passed to the Heads of School.

The accident record book kept in the Medical Centre contains the following information:

- The date and time of the accident or injury
- The name of the person and nature of the injury
- The place where the incident took place, and
- A brief description of the circumstances including identification of the activity that was being undertaken at the time.

The School Nurse will ensure that accidents of a serious nature or those that require medical attention are reported to the Campus Principal immediately. The Campus Principal will investigate the cause of all serious accidents and injuries.

All accidents and injuries must be communicated to parents each time.

Medical Emergency Procedure

- In the event of a casualty, injury etc. the teacher should send a sensible, responsible child to the School Nurse. Please make sure the child knows where the Medical Centre is in the first place! If the School Nurse is not there, then the child should go to Reception or the respective School Office.
- The School Nurse will tend to the person. If additional help is required, the School Nurse will issue a card with a red cross on it to a child to bring to Reception.
- Once receiving this card, the Reception personnel know to alert either the Campus Principal, Head of HR & Administration or respective School Secretary who will follow the child to where the Nurse is to receive further instructions.
- Admin personnel should only call for an ambulance and alert the parents if instructed by the School Nurse, Campus Principal, Leader, Head of HR & Administration or respective School Secretary.
- Any follow up will be by the School Nurse, Leaders or Campus Principal with the parent.

Preventing the Spread of Viruses

We are instrumental in keeping our community healthy. Parents are informed via the Campus Principal when one confirmed case of an infectious illness is reported. Each case is investigated by the Campus Principal. Once three cases are confirmed, the Ministry of Health is alerted, and their advice is followed.

As a general rule for the prevention of the spread of viruses, we ensure that students wash their hands regularly during the day and that the classroom and equipment in daily use is cleaned regularly as a precaution. Hand sanitizers in classrooms are provided by the school. Additional precautions for Early Years are that children will need to wash their hands the moment they arrive at school and classrooms will be aired for at least 10 minutes each day. The precautions are in line with the World Health Organisation's guidelines.

Parents (of young children in particular) can help prevent the spread of viruses into school by following the advice below:

- Please have hand sanitiser available for children in the car so that they can disinfect their hands regularly.
- Bathe children as soon as they reach home.
- Wash school uniform daily (not re-wear items of uniform for school).
- Disinfect toys with one (1) cap of bleach in 500ml of water for 15 minutes.

If students are reported to be absent owing to an illness e.g., chickenpox, H1N1, HFMD, Covid-19 etc., these should be reported immediately to the Leaders/Campus Principal and School Nurse. In such cases, please monitor the absence rate of the students in the class. In general, any unusual pattern of absences should be reported and investigated.

Class Closure

Should the Ministry of Health instruct the school to close a class, the children may be moved to another room. In the cases where children stay at home, work will be set by teachers and will be accessible via MS Teams. Teachers are expected to mark students' work upon their return.

Lightning

The risk of injury or fatality as a result of lightning is small but real.

In the event of lightning or in the case of threatened lightning or nearby thunder, the following actions must be strictly adhered to even if there is no rain:

- Everyone must immediately leave the swimming pool and go indoors.
- **All** outside activities should cease and students, staff and visitors must take the shortest route to an undercover area of the school building.
- Activities may only resume once the teacher in charge is confident that the threat of lightning has passed.

Protection Against Melanoma

Exposure to sunlight has some benefits to the body especially through the production of vitamin

D. However, there is considerable evidence that excessive exposure, especially to ultra-violet radiation can lead to skin cancers of which Melanoma is the most serious.

The school therefore has a responsibility to make staff and students aware of the issues and provide them with the opportunity of avoiding excessive exposure.

- When taking part in outdoor activities, Early Years and Primary students will be required to wear hats (The No Hat No Play Policy). Older students will be encouraged to wear hats and use sunscreen without embarrassment.
- Specific reminders to use sunscreen and hats will be given to students and staff before school events, such as sports day, taking place outdoors.
- The dangers of excessive exposure to sunlight and the precautions needed to protect the body will form part of the PSHE programme.
- Protection against excessive exposure to the sun will form part of the risk assessment carried out before school trips.
- It is students' responsibility to provide sunscreen for their personal use; emergency supplies will be available from the School Nurse and at outdoor school events.
- For Primary students, there is a 15 minute compulsory sit down time during lunch.

Haze

The issue of 'the haze' appears to be an annual occurrence in Malaysia. As such we monitor the air quality using the API (Air Pollution Index) and use this to determine whether outdoor activities and lessons should continue.

The API is regularly updated on the Department of the Environment's website: <http://apims.doe.gov.my/apims/hourly2.php>. The table below indicates the different levels of air pollution. Please visit this website throughout the day to check the API for our area as it is regularly updated. You will need to look under Banting, Klang and Shah Alam.

As of 11th May at 11:00hrs

API	Status	Areas	%
0-50	Good	22	44%
51-100	Moderate	28	56%
101-200	Unhealthy	0	0%
201-300	Very Unhealthy	0	0%
>301	Hazardous	0	0%
#	Technical Problem	0	0%

According to the website, the air quality is only deemed unhealthy when the API goes above 100. Therefore, the following action will be taken dependent on the API reading at different times of the day:

Below 100: Activities and lessons continue as normal.

Above 100: All outdoor activities and lessons are suspended. In this case the following should be observed:

- The first option would be to find an indoor area to continue the class. If not, the teacher who would usually teach the class should remain with the class in a classroom and supervise them until the end of the lesson. This applies to lessons during the school day and C.A.S.E Lessons.
- Students should not be allowed to play outside. They should eat their snack/lunch quickly and go to an indoor space. Therefore, the MPH, classrooms and library become areas that the students can go to instead.

If the API readings should reach a level where the school needs to be closed to students, learning will continue through the distance and online learning arrangements vis MS Teams.

Communication channels from the school include but are not limited to: School Website, Facebook Page, Twitter, E-Mail and ENGAGE Portal.

Evacuation Plan - Fire / Bomb Threat / Natural Disaster

Emergency evacuation of the school premises may be necessary in the event of fire, bomb threat or natural disaster. The following plan has been drawn up and agreed to by the Campus Leadership Team of the school and the Health and Safety Committee.

Decision to Evacuate

The most serious of all decisions to be made by the Leadership Team of the school in the event of a bomb threat, fire or natural disaster is the evacuation or non-evacuation of the building and campus. In deciding on whether or not to evacuate, both the immediate and longer-term safety of the students and staff have to be considered. An element of risk is involved each time an evacuation occurs, and it is important that the following advice is followed.

The decision to evacuate the building and or campus will be taken by the most senior member of staff on duty at the time. The decision will be made after carrying out a full risk analysis using the criteria set out below and taking into account the prevailing circumstances. The most senior member of staff will discuss the situation with the crisis management team before the final decision is made. The US State Department recommends that no more than 30 minutes is spent on carrying out such a risk assessment.

In a situation where the decision is taken not to immediately evacuate, the building will be searched by a school search team who are familiar with corridors, toilets, cupboards, waste bins etc. This team should be made up of maintenance personnel, cleaning staff and senior managers. The criteria for risk assessment leading to possible evacuation are centred on the possibility or probability of imminent danger, leading to injury or loss of life to students, staff and campus visitors.

Criteria:

1. Is there an immediate danger to students, staff and campus visitors?
2. Will the presence of students, staff and campus visitors hinder the work of the emergency services?
3. In the event of an outbreak of fire to what extent has the fire spread?
4. In the event of a telephoned bomb warning the personnel receiving the call should do their best to obtain the following information:
 - a) When will the bomb explode?
 - b) Where is it?

- c) What does it look like?
- d) What kind of bomb is it?
- e) What will cause it to explode?
- f) Why was it placed in the building?
- g) Did you place the bomb?
- h) What is your name?

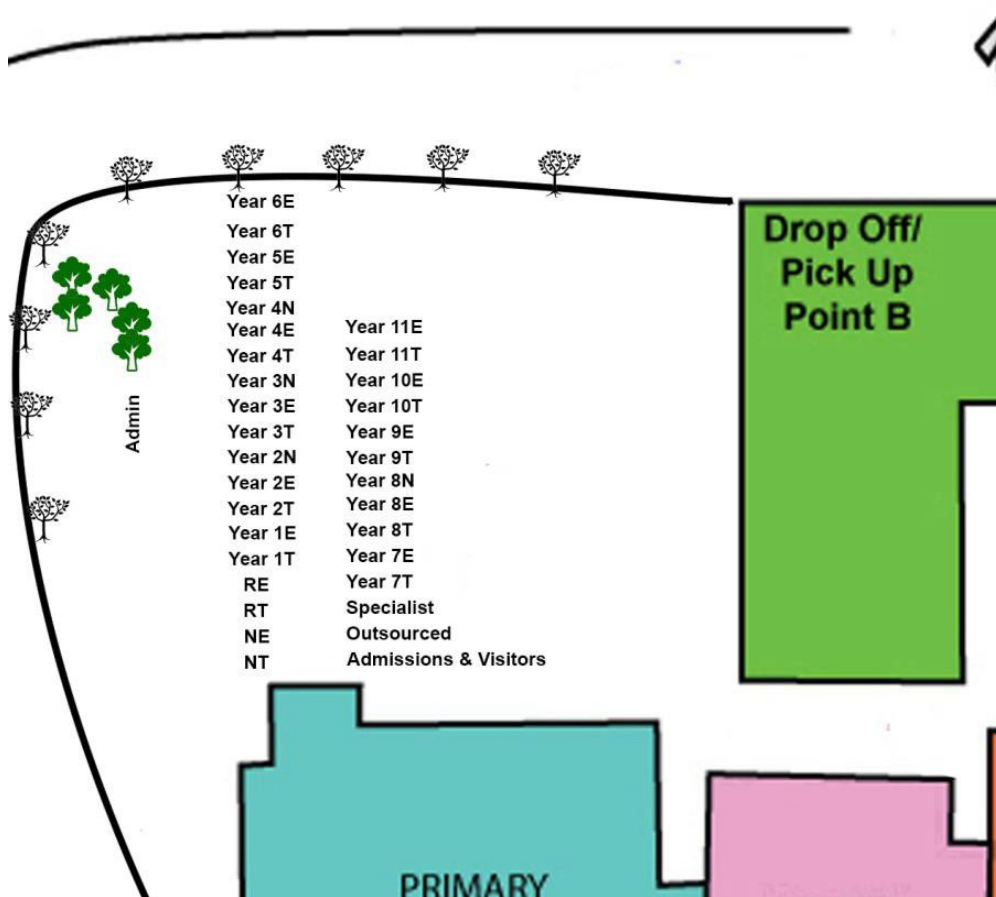
In addition, take note of the telephone number, whether the caller was male/female, what accent the caller has, any background noise and their tone of voice.

Prior Information

- An assessment of the authenticity of the call.
- Was a specific time given?
- Was a specific location given?
- What previous knowledge of unrest or prevailing local circumstances is available?
- State of mind of the caller.

Evacuation Procedure

SIGNAL: BELL RUNG IN A CONTINUOUS CYCLE
NOTE: Any evacuation MUST be taken seriously



1. When the fire alarm sounds and is continuous, all personnel will immediately stop whatever they are doing.
2. **Staff with students give the following instructions BEFORE exiting the room/space:**
 - a. All evacuations **MUST** be taken seriously.
 - b. For your own safety you must follow all instructions.
 - c. Walk to line up.
 - d. Do not talk, push or play when walking the evacuation route.
 - e. Stay close together as a class in case further instructions need to be given.
 - f. Gather at the assembly point to await more instructions in **SILENCE**.

3. Turn off all lights, air-conditioners, SMART boards etc. and close windows.
4. Check that all students are out of the classroom.
5. Close classroom door & display the '✓' (all clear) sign on the door (DO NOT LOCK).
6. Promptly leave/ evacuate the building using the nearest Emergency Exit Route to the Assembly Point.
7. At the Assembly Point, teachers should take a roll call to account for each student with the attendance list given by the School Secretaries & hold up the green (all present)/red (missing student) card as appropriate.
8. Leaders, Head of Secondary, Head of Primary and Head of HR & Administration to report to Campus Principal (or most senior staff member).
9. At no time will any member of the community re-enter the building until the 'all clear' is given by the most senior member of staff on site at the Assembly Point.

**PROCEDURE FOR ADMINISTRATION OFFICE, GROUND
AND 1ST FLOOR OF PRIMARY & SECONDARY BLOCK**

1. The school secretaries to inform colleagues who are still working.
2. Promptly leave/ evacuate the building using the nearest Emergency Exit Route and head to the Assembly Point.
3. Nurse to take out First Aid Kit & wheelchair to the Assembly Point.
4. Designated teacher to conduct sweeping for Secondary Block (Ground Floor) and report to the Maintenance Executive/Head of HR & Administration.
5. Purchasing Executive to conduct sweeping for Admin Block (Ground Floor) and report to the Maintenance Executive/Head of HR & Administration.
6. Designated science teacher/Lab Assistant to conduct sweeping of Labs on First Floor and report to the Maintenance Executive/Head of HR & Administration.
7. Guards to sweep Primary, Art, MPH, Cafeteria/Library Blocks & report to Maintenance Executive/Head of HR & Administration.
8. School Secretaries to take the registers out to the Assembly Point for teachers.
9. Head of Admissions to take the Visitors' Logbook, Staff Offsite Logbook (from Reception) and the Parents' Registration List to the Assembly Point. Head of Admissions to take attendance of visitors and parents attending school event and report to Head of HR & Administration/Campus Principal.
10. The HR Executive will need to take the Staff Offsite Logbook from the Head of Admissions. HR Executive to take attendance of the Administration staff and report to Head of HR & Administration/Campus Principal.
11. Maintenance Executive to take attendance of the outsourced providers, contractors on campus and report to Head of HR & Administration/Campus Principal.
12. Head of Secondary to take attendance of specialists' subject teachers' and report students present/missing to Campus Principal.
13. Head of Primary to take attendance of Primary staff and report students present/missing to Campus Principal.

Lockdown (Hiding) Procedure

In the event there is a need to hide e.g., armed intruder, these are the procedures that will need to be followed:

1. When you hear 'bananas in pyjamas' on the tannoy it's code to go into hiding.
2. Lock yourselves in the class, close all blinds, hide behind the wall facing the corridor. Cover all door windows if possible.
3. Be silent.
4. If on the field/cafeteria, hide in the library.
5. Staff should have their mobiles on standby as any communication to staff on what is really going on will be shared on Whatsapp group chats.
6. Only come out if you hear 'bananas hooray!' announced on the tannoy, otherwise stay hidden.