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NEW CAIRO BRITISH INTERNATIONAL SCHOOL



Name of Policy:	Occupational Health and Safety Policy
Applicable to:	Whole School
Effective date:	August 2019
Date of next review:	August 2024

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New Cairo British International School is the sole operating activity of the Heliopolis Society for the Social and Cultural care of English Speaking Foreigners. Ministry of Social Affairs Registration No: 2643, New Cairo.



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NCBIS Health and Safety Policy

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Equality Act 2010
- School Premises (England) Regulations 2012

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the school premises or during school-sponsored activities.

We believe the maintenance of a healthy and safe school is the shared responsibility of everyone in the school community.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To establish a safe and healthy working and learning environment for all pupils, school personnel and visitors.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the school.
- To provide training and updated information.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Role of the board of directors:

- is responsible for the health, safety and welfare of its employees, pupils and visitors to the school premises;
- has delegated the day to day management of Health and Safety to the health & safety committee.
- has appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the HS&E committee to ensure all school personnel and stakeholders are aware of and comply with this policy;
- has the duty of establishing appropriate committees in which to consult on health and safety matters;
- will ensure arrangements are in place for the school operating effectively;



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- engaging the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;

- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the local authority, HS&E committee and Safety Representatives.

- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;



Role of the HS&E committee:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school;
- be trained in and will keep up to date with all health and safety legislation;
- periodically report to the Premises, Health, Safety and Security Sub-committee;
- ensure that all school personnel fulfil their duties to cooperate with the policy;
- provide leadership and vision in respect of equality;
- ensure risk assessments:
 - are undertaken by members of the senior management team and other competent members of the school personnel;
 - are in place and cover all the main aspects of the school:
 - are accurate and suitable;
 - are easily available for all school personnel.
- ensure a thorough risk assessment is undertaken and all school personnel are notified once a new hazard has been identified;
- ensure advice is sought from appropriate outside agencies in order to complete certain risk assessments;



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- provide training for the appropriate school personnel so that they are aware of the process of completing a risk assessment;

- ensure that all stakeholders are aware of all risk assessments and safe systems of work.

- be vigilant and aware of the possible risks by undertaking regular health and safety inspections of:
 - the general condition of the school building(s);
 - the general condition of the school grounds;
 - all entrances, exits and finger guard protection;
 - fire safety precautions;
 - electrical equipment and electrical power points;
 - heating, lighting and ventilation;
 - all glazed areas;
 - floor surfaces;
 - toilets and showers;
 - storage of equipment;
 - storage of hazardous substances;
 - PE equipment and other specialist equipment;
 - standards of cleaning.
- ensure all inspections are recorded and reported to the Premises, Health, Safety and Security Sub-committee;

- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- have in place an emergency plan to cover any major incident;
- have in place:
 - fire precautions and an emergency evacuation plan in the event of fire
 - procedures for first aid provision
 - procedures for the control of substances hazardous to health
 - an electrical maintenance plan

Role of School Personnel

School personnel will:

- carry out their duties in accordance with the Safety Policy;
- take reasonable care of themselves and others whilst at work;
- cooperate with the Principal and Heads of School and others in school to comply with legislation;
- attend appropriate training;





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- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Representative

- implement the school's equality policy and schemes.

- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.



Pupils

Pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Parents

Parents are expected to:

- support the school in any health and safety matters reported to them on newsletters;
- be aware of and comply with this policy;
- be asked to take part in periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Visitors and People Working on Site

Visitors are expected to:

- take reasonable care of themselves and others while on the school premises;
- cooperate with the safety rules and procedures of the school;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents.



- We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety.
- Risk Assessment is something we all do every day and most activities have some form of risk attached to them.
- The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:
 - Preparing and implementing safe working practices
 - Monitoring, inspecting and reporting regularly
 - Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.

Inspections

- Weekly checks are undertaken by the relevant personnel.
- The Local Authority and Safety section undertakes an annual inspection.
- Annual inspection by the Governor with responsibility for Health and Safety.

Reporting

- The principal receives a weekly report from the HS&E committee.
- The Head of Facilities provides a monthly report to the board of directors.

Linked Policies

- All Health and Safety Policies
- Safeguarding and Child Protection