



**BANGLADESH ENGLISH PRIVATE SCHOOL**

المدرسة البنجلاديشية الإنجليزية الخاصة

# **HEALTH AND SAFETY POLICY**

<b>DEVELOPED BY</b>	<b>MIDDLE DEVELOPMENT TEAM</b>
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<b>APPROVED BY</b>	<b>PRINCIPAL</b>
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## 1. INTRODUCTION

Bangladesh English Private School is committed to ensuring the health, safety, and well-being of all students, staff, parents, and visitors. This policy outlines the standards and procedures necessary to create a safe and supportive environment for learning and work. By prioritizing safety, we aim to prevent accidents, promote health awareness, and respond effectively to emergencies, ensuring compliance with all relevant laws and regulations.

## 2. AIM & OBJECTIVES

This policy aims to:

1. Protect students, staff, and visitors from accidents, injuries, and health hazards.
2. Foster a culture of safety, awareness, and responsibility within the school community.
3. Meet all legal and regulatory health and safety requirements.
4. Develop and implement effective emergency response systems.
5. Regularly evaluate and improve safety practices based on feedback and risk assessments.

## 3. SCOPE

This policy applies to all aspects of school operations, including:

- Facilities such as classrooms, laboratories, playgrounds, and offices.
- Staff, students, parents, and visitors while on school premises or participating in school activities.
- School-provided transportation and off-campus events such as field trips and competitions.

## 4. DEFINITIONS

- **Health and Safety:** Measures and practices designed to prevent accidents and promote well-being.
- **Hazard:** A potential source of harm, injury, or damage.
- **Risk:** The likelihood and consequences of a hazard causing harm.
- **Risk Assessment:** A systematic process to identify, evaluate, and control risks.
- **First Aid:** Immediate care given to someone injured or ill before professional medical help arrives.

## 5. ROLES AND RESPONSIBILITIES

- **School Management**
  - Make the staff familiar with the School's policy and all related advice and guidance.
  - Ensure that there is an effective and enforceable policy for health and safety

throughout the school.

- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
- Identify and evaluate all risks relating to the premises & school activities.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, students and others.
- Create and monitor the management structure to enable the implementation of health and safety.
- Supervision, training and instruction so that all the staff

- **Principal**

- Oversee safe working conditions and practices for all staff and students.
- Ensure health and safety standards are consistently maintained.
- Safe procedures are implemented to manage and control risks effectively.
- Any defects affecting health and safety are promptly addressed based on the level of risk.

- **Supervisor**

- Under the Principal's guidance, manage the implementation of the health and safety policy in their designated areas.
- They ensure safe practices are established and adhered to.
- Regulations and procedures are effectively enforced.
- Prompt actions are taken to address any safety concerns and ensure the well-being of all.

- **Teacher**

- Practice effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as instructed in the school practice.
- Give clear oral and written instructions and warnings to students where necessary.
- Follow safe working procedures personally.
- Require the use of protective clothing and guards where necessary.
- Report all accidents, defects and dangerous occurrences to the Principal or Head of Department.
- Chemicals in the science laboratory should be stored safely in a closed cupboard, and must be locked by the lab in-charge.
- The expired chemicals should be immediately disposed as per the safety guidelines.
- The lab in-charge should maintain a Lab Schedule regularly. The schedule must include the timings and classes allotted. The timings should be strictly followed

and nobody is allowed entry to the lab out of this time schedule.

- **Health and Safety Committee**

- To coordinate and manage the annual risk assessment process for the school.
- To familiarize students with emergency exits and procedures.
- To conduct regular drills for fire, lockdown, and other emergencies.
- To ensure a first aid kit is accessible and properly stocked.
- To coordinate the annual general workplace monitoring inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of records of all health and safety activities with the nurses.
- To advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the School.

- **Students**

- Take personal responsibility for their own health and safety and that of others.
- Follow safety and hygiene dress standards.
- Adhere to school health and safety rules and staff instructions, especially in emergencies.
- Use facilities and equipment responsibly, avoiding misuse or neglect.
- Report hazards or unsafe practices to a teacher or staff member.

- **Cleaners**

- The cleaners must ensure proper storage of all the cleaning materials & equipment in safely locked cupboards.
- Regularly clean and disinfect classrooms, restrooms, hallways, and common areas.
- Promptly clean up spills to prevent slips and falls.
- Report and address any potential hazards such as broken glass, sharp objects, or damaged furniture.
- Use signage to indicate wet floors or areas under maintenance.
- Regularly empty trash bins and dispose of waste properly.
- Ensure that hazardous waste is disposed of according to safety guidelines.
- Ensure that restrooms are stocked with necessary supplies like soap, paper towels, and toilet paper.
- Undergo regular training on health and safety protocols.

## **6. HEALTH & SAFETY AND EMERGENCY PROCEDURES**

### **1. Health and Safety Procedures**

- **General Safety Guidelines**

- Ensure all classrooms, laboratories, playgrounds, and work areas are free from hazards, well-lit, clean, and well-ventilated.
- Conduct regular risk assessments to identify and control potential hazards. High-risk areas, such as science labs, playgrounds, and maintenance areas, require more frequent checks.
- Regularly inspect all equipment and facilities for defects. All tools, machinery, and classroom materials must be used correctly and safely according to training.
- Fire exits must be clearly marked and unobstructed. Fire drills must be conducted at least twice a term to ensure everyone knows the evacuation procedure.
- Maintain clean restrooms, provide hand washing stations, and promote hygiene practices among students and staff. Regular cleaning routines must be followed.

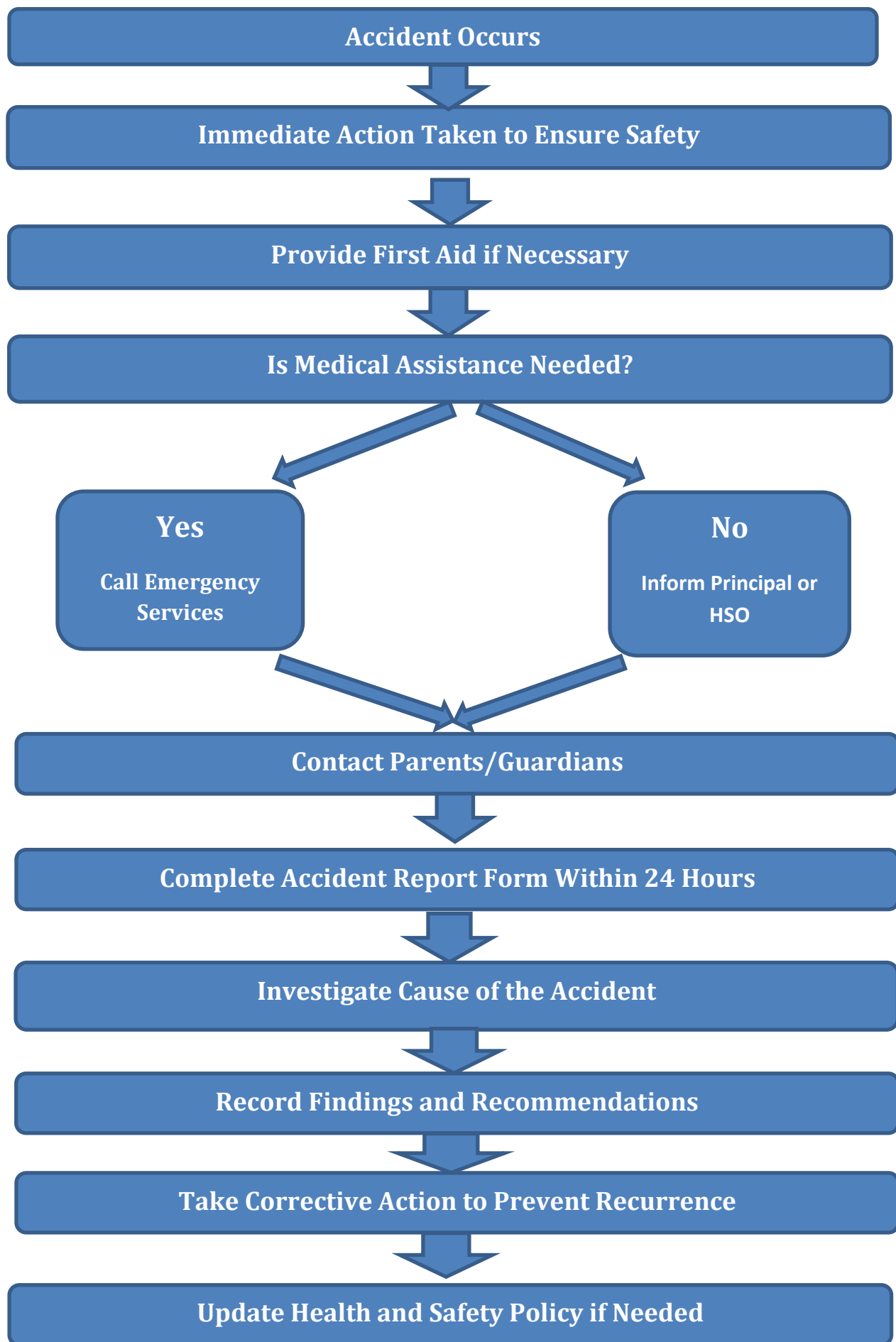
- **Classroom Safety**

- Teachers must supervise students at all times, ensuring they follow safety guidelines during activities.
- Ensure all classrooms have clear and accessible emergency exits, with regular checks for obstructions.
- A first aid kit must be readily available in every classroom and high-risk area, stocked with basic medical supplies.
- Electrical equipment must be checked regularly to ensure it is in safe working order. Only trained staff should carry out any electrical repairs.

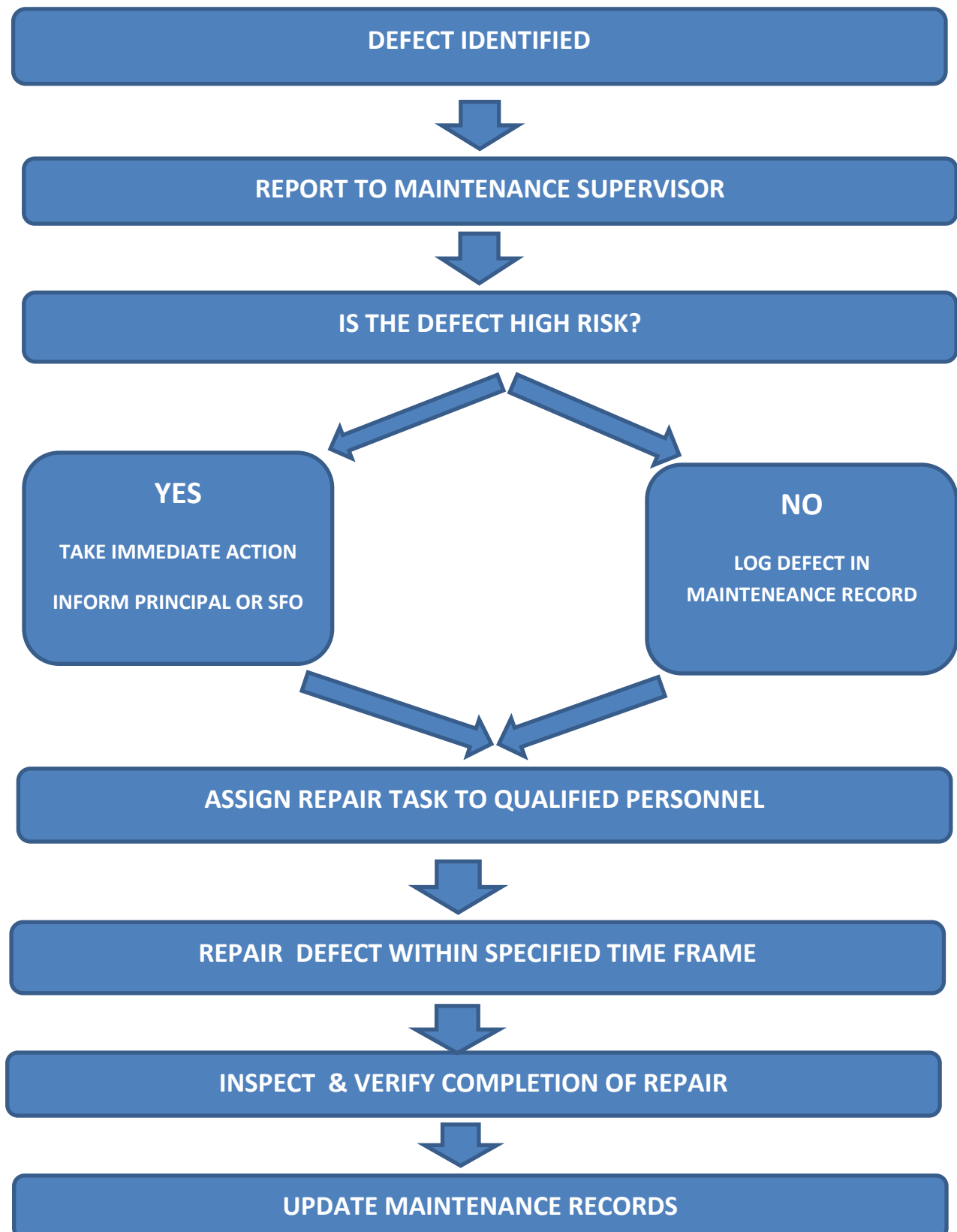
### **2. Reporting and Addressing Hazards**

- **Incident Reporting**

All accidents, injuries, or near misses should be reported immediately to the Principal or Health and Safety Officer. Use the Accident Report Form to document the incident.



Defect Reporting: Staff must immediately report any hazards such as broken equipment, faulty wiring, or dangerous conditions. A follow-up action plan will be created to address these issues.





### 3. Emergency Procedures

- **Fire Emergency Procedure**

- **Alarm Activation:** Upon hearing the fire alarm, all students and staff must stop their activities and immediately proceed to the nearest fire exit.
- **Evacuation Routes:** Staff must be familiar with designated evacuation routes and exits. Maps with routes must be posted in visible areas of classrooms and common spaces.
- **Assembly Points:** Once outside, staff and students must proceed to the designated assembly area, ensuring everyone is accounted for.
- **Fire Drill Practice:** Fire drills will occur twice per term, and students and staff must practice responding swiftly and calmly.

- **Medical Emergency Procedure**

- **First Aid Response:** In the event of an injury or illness, the nearest available first-aider should be contacted immediately to provide first aid.
- **Contacting Medical Help:** If the situation is critical or beyond first aid, emergency medical services (ambulance) should be called immediately. The person in charge must provide clear details about the incident and location.
- **Parental Notification:** In the case of significant injury, parents or guardians must be informed promptly.
- **Medical Records:** Ensure that all student medical information is up to date and accessible in case of an emergency.

- **Evacuation Procedures (Non-Fire Related Emergencies)**

- **Evacuation Plan:** In case of emergencies such as natural disasters or external threats, the Principal will decide on whether evacuation or lockdown procedures are necessary.
- **Lockdown Procedure:** If a lockdown is required, students must immediately return to their classrooms and remain there until the all-clear is given.
- **Communication:** The school will notify parents and guardians via SMS, email, or the school's communication system regarding the situation and steps being taken.

- **Earthquake Procedure**

- **Drop, Cover, and Hold On:** Students and staff should drop to the ground, cover their heads and necks with their arms, and seek shelter under desks or tables.
- **Evacuation After Tremors:** Once the shaking stops, evacuate the building calmly, using the designated exit routes, and proceed to the assembly point.
- **Check for Hazards:** After evacuation, check for hazards such as gas leaks, broken glass, or structural damage. Avoid re-entering the building until it has been declared safe.

- **Critical Incident Response**

- **Incident Coordination:** In the event of a serious incident, the Principal will lead the emergency response team, ensuring effective communication with staff, parents, emergency services, and authorities.
- **Critical Incident Plan:** A detailed critical incident plan must be in place, and all staff should be trained on emergency roles and responsibilities. This plan includes clear instructions on managing media inquiries, liaising with local authorities, and providing emotional support to students and staff.
- **Counseling and Support:** Provide counseling services to students and staff affected by the incident. Support for psychological well-being should be made available.

## 7. MONITORING AND REPORTING

- Daily cleaning logs will be reviewed by the Cleaning Supervisor.
- Maintenance requests will be logged and addressed within 48 hours for non-critical issues and immediately for urgent issues.
- Regular feedback will be sought from staff, students, and parents regarding cleanliness and facility conditions.

## 8. STAFF TRAINING AND DRILLS

- All staff must undergo regular health and safety training, including first aid, fire safety, and emergency procedures.
- Conduct regular drills for fire, earthquake, and evacuation scenarios to ensure all staff and students are prepared to act quickly and effectively.
- Ensure that emergency contact numbers are up to date and available to all staff members.

## 9. REVIEW AND COMMUNICATION

- This policy will be reviewed annually or after significant changes in cleaning or maintenance requirements.
- Updates will be communicated to staff, cleaners, and maintenance personnel through training and written notices.

Approved by



Principal

