



**THE TASHKENT ULUGBEK INTERNATIONAL SCHOOL**

*"Quality Education for Future Generations"*

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# Health and Safety Policy

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## **1.0 Statement of Intent**

The policy of the school Director and the Head teacher is to maintain safe and healthy working conditions at TUIS School for all staff, pupils and visitors. In preparing this policy the Health and Safety Guide-lines of Tashkent have been taken in to account.

The allocation of duties for safety matters and the particular arrangements made.

To implement the policy are set out in this document. An annual review of the policy will take place. The Policy will be kept under constant review and reviewed at least annually.

## **2.0 Responsibilities & Procedures**

### **2.1. The Tashkent Health Ministry**

The THM is responsible for setting health and safety standards, this is policy is designed by TUIS School following THM standards.

### **2.2. The School Director**

The school director with SMT team is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

### **2.3. The Headteacher**

Overall responsibility for the detailed health and safety arrangements within the school lies with the Headteacher and in their absence with the designated team leader in charge. It is the Headteacher's responsibility to ensure compliance with the THM (Tashkent Health Ministry) policy for health and safety.

### **2.4. Safety Representative**

Health and Safety committee carry out termly safety inspections. Records of the inspections are discussed at the meetings of the health and safety committee. In addition the Headteacher and Site Manager do weekly checks.

Health inspection committee members

### **2.5. Employees**

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Headteacher immediately who will record it in the incident book.



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### 3.1. Fire Safety

All exits are marked and kept free of obstructions. There are three fire extinguishers, one electrical extinguisher and a fire blanket in the school and an extinguisher and blanket in the kitchen. Their location is marked with a red fire sticker. Fire safety equipment is checked regularly by the school maintenance department Security and records of their visit are kept. The Headteacher checks the alarm on a regular basis. Fire practices are held termly and recorded in the fire practice book. In the event of a fire, all staff and children congregate on the field behind the play area, facing towards the school. Named staff are responsible for checking toilets. It is the responsibility of the Headteacher to call the fire brigade. Mrs Dyfoza & Komila will take the registers out to teachers for role call.

### 3.2. Accidents

We have three first aid boxes, one in the reception classroom, one in the hygiene suite and one in the office. All accidents are recorded and monitored. We have a full time school physician to take care of first aid and emergency situations at TUIS. Regular emergency first aid courses are held for all staff.

Letters to parents informing them of accidents to their children are recorded on a Local Authority Form. These forms are checked each half term for trends of accidents. Letters are always sent to parents when children have a bump on the head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, The school will provide the transportation.

### 3.3. Reporting Hazards

All staff are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up this report. The health and safety committee monitors the action taken to remedy hazards.

## 3.0 Electrical Safety

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Fault Do Not Use".

In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment.

Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the school Director.

## 4.0 Dangerous Substances

**Control of Substances Hazardous to Health Regulations** Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such



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substances. The cleaning cupboard is locked during the day and the key kept in the Secretary's office. Teaching staff should note that the use of chemicals in science should be checked with the science co-ordinator or the Headteacher.

Please inform the Headteacher of any additional potential COSHHE items that have been brought into school other than those on the list.

## **5.0 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 withdrawn from use and reported to the Headteacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

- Staple Guns – These are not to be used by children and must always be stored in a drawer when not in use.
- Equipment Children are instructed in the correct use of this equipment and fully supervised when using tools.
- Ladders – Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work.
- PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.
- Cookers – Parents are shown how to operate the cooker. It is essential that parents remain by the cooker when the rings are still hot. The cooker is marked with this instruction.

## **6.0 Health and Hygiene**

### **7.1. Notifiable and Infectious Diseases**

Details of notifiable diseases and periods of exclusion are kept in the school prospectus.

### **7.2. Medicines**

It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents. A medical care plan is then drawn up in conjunction with the schools medical officer. In general only inhalers and panadol are kept in school. Children who go home with a medical complaint or as a result of an accident are recorded in a book in the office.

### **7.3. Smoking**

The Governing Body has adopted a no smoking policy within the school building and grounds.

### **7.4. Hygiene**

It is the responsibility of the Headteacher to monitor the cleanliness of the building. This is part of the weekly visual inspection.



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All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

### 7.0 Animals in School

Fish may be kept in school but no animals are allowed on school premises.

### 8.0 Outdoor Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED** using Evolve. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by a member of the Health and Safety Committee.

### 9. Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front door. Outside doors at the school are closed once children have left the premises. Staff who remain in school late are advised to ensure that their classroom doors are locked. In the event of anything suspicious or a child or a teacher is at risk of injury then the message should be sent to the Headteacher or Secretary and they will act appropriately (red card – emergency, green card – assistance required).

Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action. Further notes on our security policy are set out in appendix 2.

All security staff are connected with walkie talkies which are linked directly to the office.

### 10. Contractors & Lettings

All contractors are expected to report their arrival and departure to the Headteacher or office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Headteacher. Additional advice is available from the Head of Maintenance Section.

#### **11.1. Lettings**

All bodies using the school building receive information which includes information about the location of the first aid box and the telephone. They also have a contact number of school doctor.

#### **11.2. Staff and the Health and Safety Policy**



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All staff, teaching and non-teaching, are given a copy of the policy. New staff is given a copy and are required to confirm they have read it. All staff keep a copy of the policy in the staff file so that it is available for supply staff.

**11.3. Staff are encouraged to attend health and safety courses as appropriate.**

## Appendix 1

### Booklets and Books

1. Health and Safety & Guide-lines
2. Be Safe (science safety guide-lines)
3. Make it Safe (Equipment safety guide-lines)
4. Safety Guide-lines for Educational Visits and Outdoor Activities
5. Safety and Disaster Management in Schools.

## Appendix 2

### Security in Action

#### Management Practice

- Records are kept of acts of vandalism, theft.
- Any damage is quickly repaired
- Incidents are reported to the Director and police as appropriate
- A budget for essential security items is requested as necessary
- Advice from the Crime Prevention Officer and safety is being reviewed.
- All staff are asked to be alert to suspicious activities.

#### Contingency Planning

- Computer back-up records are kept off site.

#### Evacuation Plans

- Termly fire practices are held
- The fire bells/equipment are tested regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The headteacher will report to the Director, who is responsible for telephoning the police and/or fire service.

#### General Building Security

- The boundary of the school is clearly defined
- The school has an security fence alarm
- The alarm system is set only by the head of maintenance



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- The alarm system is regularly maintained
  - Access to the building during school hours is restricted by the use of push pads on doors and courtyard gates
  - Visitors are asked to use the front door
  - Staff are encouraged to challenge strangers and ask for identification

### Security Outside of School Hours

- Parents are encouraged to report any suspicious activities to the headteacher
- The school has external lighting
- Hirers of the school are advised to take account of security

### Equipment/Money

- Computer equipment is kept in classrooms. It is security marked and records are kept of serial numbers.
- Students have lockers, which can be used for personal property.
- Cash holdings are kept to a minimum
- Money is not left unattended

### Health and Safety Policy Check List

Yes/No

1. Have you got a copy of the Schools Health and Safety Policy?
2. Do you know how to report an accident?
3. Do you know where the accident book is kept?
4. Do you know what the fire drill is?
5. Have you been made aware of any workplace hazards?
6. Do you know who to report to about any faulty equipment or anything which may cause injury?
7. Do you understand your responsibility towards health and safety?
8. Are you aware of the safety policy regarding doors?

Name

Signature

Date