



# **SULTAN HANAFI ROYAL SCHOOLS**

## **HEALTH AND SAFETY POLICY**

### **1:0 INTRODUCTION**

At Sultan Hanafi Royal Schools (SULTAN), we strive to provide every child with total education in a comfortable and safe environment. We therefore strive to ensure that all children in our care, our staff and visitors to our school are healthy, safe and enjoy emotional well-being while in school and during school activities. These we will be achieving by implementing this policy

### **2:0 OBJECTIVES:**

The objectives of this policy include:-

- Fostering health and safe environment
- Empowering learners and staff as health and safety advocates
- Helping learners and staff to develop increasing responsibility for their own and other safety
- Minimizing the potentials for injuries
- Developing safety rules
- Addressing individual specific needs
- Preparing for and managing hazards
- Ensuring that staff and learners have access to health and safety training as appropriate or as when provided

### **3:0 SCOPE**

This is a broad document which encompasses health, safety and environmental well-being of all so as to identify potential hazards and mitigate risks to prevent accident and ensure the well-being of all.

### **4:0 BENEFITS**

The benefits of this policy include: -

- Reduction of accidental occurrences
- Awareness about general approach to health and safety
- Reduction of risks
- Money- saving
- Improvement of morale and motivation
- Creation of enabling environment for teaching and learning
- Use of facilities and equipment without risks to health and safety

### **5:0 POLICY**

This policy captures some of our school's preventive action guidelines, emergency management provisions and list of likely hazards

## **5:1 LIKELY HAZARDS**

- Tripping
- Slipping
- Falling
- Unprotected electrical wire
- Aggression from violent students/parents/visitors/intruders
- Noise from machinery
- Bites from ants and pests
- Sunburn
- Running and playing dangerously
- Fire outbreak
- Psychological hazard (bullying, harassment...)

## **5:2 RESPONSIBILITIES FOR HEALTH AND SAFETY**

### **A- SAFETY**

- Educating all learners and staff about the danger of fire
- Organizing occasional fire drills and evacuation procedure to keep all alert and prepared
- Fire prevention equipment be placed at appropriate and accessible places
- Information about fire and other emergencies are displayed in all offices and around the school
- Fire- fighting equipment to be inspected regularly and replaced when necessary
- Fire escape and safety exits are clearly indicated
- Regular visitor inspection of fire extinguishers and the testing of the fire alarm system
- Regular safety inspections and weekly walk around are undertaken by members of health and safety committee
- Unsafe item of furniture, fitting or equipment identified are quickly withdrawn, repaired or replaced

### **B - SECURITY**

- Effective supervision of learners in and around the school environment
- Effective monitoring and documentation of vehicles coming and going out of the school
- Constant orientation of the security personnel
- Display of high level of professionalism and dedication by security personnel at all times
- All visitors shall sign the visitors book at the security post and do same when leaving
- Visitors shall wear the visitor's identification badge while within the school premises

- Visitors
- No visitor shall any classroom or office without the identification badge
- Any visitor who pose potential threat to safety of school members should be professionally dispatched by the security unit

#### **C - ENVIRONMENTAL AND OTHERS**

- Occasional fumigation of offices, hostels, classrooms, other facilities and the environment
- Maintenance of high level of hygiene and cleanliness by all and in all places in the school
- Shielding all rooms from sunburn
- Provision of facilities for the physically challenged
- Proper and functional placement of furniture and equipment
- Proper management of access to offices, labs, classrooms and other important facilities (movement of keys)
- All workers, technicians and contractors to carry out their tasks with their PPE
- All workers, technicians and contractors to plan their work at minimal risk to health and safety

#### **6:0 CONCLUSION**

While the concern for health and safety is for all, the correct and final interpretation and implementation of this policy is the sole responsibility of the management staff

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