



**The British International  
School of Brussels**

163, Av. Emile Max, 1030 Brussels, Belgium, [www.bisb.org](http://www.bisb.org)  
Headteacher: Mr. Stephen Prescott MA

# Health & Safety Policy

Created Oct 2003  
Last updated March 2015

---

## Introduction

### **The BISB Health & Safety policy is intended to;**

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among staff and pupils;
- make arrangements for ensuring safety and minimising of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils 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;
- maintain all areas of the school in a condition that is safe and without significant risk to health and to provide and maintain means of access to and from places of work that are safe and without significant risk;
- formulate effective procedures for use in case of fire and for evacuating the school premises;
- lay down procedures to be followed in case of accident;
- teach safety as part of pupils' duties where appropriate;
- provide and maintain adequate welfare facilities.

---

## Relevant School Aims

- sustain a friendly, safe and interesting environment that stimulates and encourages the fascination of learning.
- enable the children to make a positive contribution to our multicultural society and to enjoy life, appreciating and coping with its disappointments and triumphs

---

## Appendices

The school's procedures for fire and emergency evacuation  
Map showing evacuation routes

---

### **Responsibility of the Headteacher**

The Headteacher is responsible for implementing this policy within the school. In particular he / she will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures;
4. make arrangements for the implementation of BISB's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing all pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken. (A Health & Safety team should inspect all school premises and property once a term.);
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. report to the Headteacher any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
9. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
10. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;

### **Responsibilities of Staff Towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and set a good example personally.
3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written warning notices and signs as appropriate;
6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age and height of the children concerned are used (for a child less than 1.35m the use of a booster seat is obligatory).

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

## **Responsibilities of all Employees**

All employees have a responsibility to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Headteacher and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety procedures and safe working practices; when in doubt they must seek immediate clarification from the Headteacher;
- ensure that tools and equipment are in good condition and report any defects to the Headteacher;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, general accommodation and vehicles are kept tidy;
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

Please note the following:-

It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## **Responsibilities of Pupils**

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, and other items considered dangerous)
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

## **Responsibilities of Parents**

If children are not well enough to attend school then parents should ensure that they stay at home and are appropriately supervised. If a child is sent home for reasons of illness then they should stay home for at least 24 hours.

## **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

## **Lettings**

The Headteacher must ensure that:

- all entrances and exits are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;

- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff.

### **Fire and Emergency Evacuation Procedures**

The school's procedures for fire and emergency evacuation are appended. They are also posted in the school entrance hall. These procedures will be updated as appropriate.

The log for the recording and evaluation of practice and evacuation drills is available in the office diary.

### **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system.

### **First Aid and Accident Reporting Procedures**

First aid facilities are available:-

- Infant Department: In the Staff Room and in the downstairs office.
- Junior Department: In the Staff Room

A list of staff members with a current first aid qualification is on display in each staff room.

The person responsible for administering the accident reporting procedure in each department is the department co-ordinator. The notification of serious accidents causing death or major injury and dangerous occurrences is the Headteacher.

The incident book and report forms and the arrangements to be followed if the person injured is an adult and is unable to complete an accident report form or who is not an employee of BISB are to be found in the School Office.

The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

### **Other points of significance**

- Parents should not send children who are unwell, to attend school. If the child has been absent from school for 3 or more days then they should bring a doctor's note into school upon their return, explaining their absence and stating that they should be fit to return to school if the reason for absence is contagious or infectious.
- Visitors to the building should be accompanied by a staff member at all times and not allowed to roam the school premises by themselves. This does not apply to members of a school inspection team. People who are not known to the person answering the door should not be granted access to the building.
- Children can only be allowed to travel home unaccompanied, without being picked up by an adult, if prior permission in writing has been provided by the parent and circulated to the Headteacher, department co-ordinator and class teacher.
- If an adult other than a child's parent or usual carer is picking up a child then the school must have been informed beforehand and the id card of the person picking the child up must be checked and photocopied before the pick-up.
- Parents should not take any photos of swimming lessons without prior permission from the Headteacher, which will not usually be granted.

# Appendix

## Procedures for fire and emergency evacuation

- Upon discovering a fire the person who does so should break the glass of one of the fire buttons located in the hall, library or basement storage area. This both activates the alarms and alerts the security centre automatically, who telephone the fire brigade.
- People on the first floor should evacuate via the smoke free route behind fire doors i.e. Year 2 →Year 3 →staffroom corridor →Year 4 →Year 5 →fire escape. People on the ground floor should evacuate via the nearest direct exit to the playground using the minimum number of intervening doors i.e. Year 1→Reception class →Playground or Nursery →Playground
- The assembly point is the upper playground.
- The evacuation will start immediately and people should not try to collect bags or other personal possessions.
- Each teacher should accompany their whole class in a calm and orderly manner to the assembly point. The only words required are “Keep moving. Don’t talk” After checking the room, toilets etc. to ensure the area has been cleared, staff should close doors behind them.
- Any staff without an immediate responsibility for children should do what they can to assist the smooth exit of the building by the children whilst simultaneously making their own exit.
- If it is safe to do so, the office manager, Head teacher or deputy will collect the class registers and take them to the assembly point
- At the assembly point, the registers will be called and checked for any unaccounted adults or children, and the fire brigade will be told of any missing people. Nobody will be permitted to return to the building until the all clear is given by the fire brigade.