

Stars College High School – Health & Safety Policy

Academic Year: 2025 – 2026



Name of Policy	Health & Safety Policy
Reviewed by	Head of School, Health & Safety Coordinator
Date	Dec.19, 2025
Date of next review	Dec.19, 2026

1. Policy Statement

Stars College High School is committed to providing a safe, healthy, and supportive environment for students, staff, visitors and contractors. We recognize that health & safety is a shared responsibility: every member of the school community has a part to play. We will take all reasonably practicable measures to prevent accidents, injuries, ill-health and incident, and to promote well-being, while enabling dynamic teaching, learning, and school activities.

2. Scope

This policy applies to:

- All school premises (classrooms, laboratories, sports facilities, outdoor areas, common areas, offices)
- All school-sponsored activities, whether on or off site (sport activities, field trips, transport)
- All staff (teaching, administrative, support), students and visitors.
- All equipment, substances, systems of work, and processes used in the school context
- All foreseeable risks including physical, chemical, biological, psychosocial and external emergencies.

3. Responsibilities

3.1 School Leadership

- Establish and keep under review the health and safety policy and ensure it is communicated, implemented and maintained.

- Allocate sufficient resources (people, time, equipment) so that the policy can be effectively operated.
- Ensure that health & safety is a standing item at leadership meetings and that the policy is regularly audited for effectiveness.
- Ensure risk assessments are carried out, action-plans are developed, and compliance with relevant legislation/regulations.

3.2 Health & Safety Coordinator

- Act as the focal person for health & safety matters in the school.
- Maintain the risk-assessment register, incident/accident log, and monitor trends.
- Liaise with external agencies (emergency services- red cross).
- Organize regular inspections, drills and audits; ensure staff training is up to date.

3.3 Staff / Teachers

- Take reasonable care of their own health & safety and that of students or visitors under their supervision.
- Follow safe systems of work, report hazards, accidents, near-misses, unsafe practices or equipment.
- Ensure that students are aware of and comply with relevant safety rules and supervision standards (especially in labs, workshops, sports).
- Participate in training, and reviews.

3.4 Students

- Take care of their own health and safety, and that of others.
- Follow the school's rules and instructions related to safety, supervision, protective equipment, behavior in labs, sports, transport, etc.
- Report anything, they believe to be unsafe to a staff member.

3.5 Contractors & Visitors

- Contractors must follow the school's health & safety requirements when on site; provide evidence of their competence, risk assessments and insurance.
- Visitors must comply with school instructions, sign in/out, wear badges when required, and be escorted as needed.

4. Risk Assessment & Management

- The school will maintain a dynamic risk-assessment register covering all significant hazards (physical structures, equipment, labs, sports, chemical substances, biological/communicable disease, ergonomic/desk posture issues, psychosocial stress, external threats).

- For every identified risk, implement appropriate controls (elimination, substitution, engineering controls, administrative controls, personal protective equipment).
- The school recognizes that risk cannot be eliminated entirely—but it must be managed so that risk is reasonable and the environment remains sufficiently safe without unduly restricting learning and growth.

5. Health & Safety Arrangements

5.1 Premises & Facilities

- Daily, weekly and termly inspections of premises will be scheduled.
- All plant and equipment (lifts, sports equipment, fire alarm systems, lighting, chemical storage) will be maintained and tested in accordance with manufacturer's guidance and legal requirements.
- Workplaces will be kept clean, uncluttered, and free from hazards. Safe access and egress will be maintained.
- Emergency exits, evacuation routes, assembly points will be clearly marked and free of obstruction.

5.2 Fire & Emergency Procedures

- The school will maintain a comprehensive Emergency Operations Plan covering fire, earthquake, severe weather, intruder/lockdown, medical emergency and other foreseeable serious incidents.
- Fire alarms and firefighting equipment are installed and maintained; fire drills will be held at least once per term, with all staff and students participating.
- Evacuation routes and assembly points are regularly reviewed; roll-calls are conducted.
- All staff (and where appropriate students) will receive training and familiarization in fire/lockdown procedures.

5.3 First Aid, Medical Services & Illness

- A well-equipped medical room / infirmary (or equivalent) will be maintained, staffed by qualified first-aid personnel.
- The school will keep records of accidents/illnesses, monitor patterns and implement preventive actions.
- In case of serious medical emergency, arrangements are in place for immediate transfer to a local hospital; parents/guardians are notified promptly.
- Procedures for communicable diseases (e.g., flu, chickenpox, COVID-19 variants) will be in place: guidelines for when students/staff should stay away, how to reduce spread, and communication to parents.
- **Medication:** students are not normally permitted to carry prescribed medication unless agreed by school nurse and parent; any medication stored must be labelled and administered per approved instructions.

- Students feeling unwell during the day will report to the infirmary/medical room; decisions on whether to dismiss will be taken jointly by nurse/staff and in consultation with parent/guardian.

5.4 Workshops, Laboratories & Practical Activities

- Specialist risk assessments are required for all practical work.
- Safe operating procedures, especially for use of chemicals, tools, machinery, will be documented and training provided.
- Personal Protective Equipment (PPE) such as goggles, gloves, and lab coats will be provided as needed. Students and staff will be trained to use/analyze PPE and safe systems.
- Waste disposal (chemical, biological) must follow best practice.

5.5 Transportation, Excursions & Off-Site Activities

- Students travelling off-campus must be covered by approved transportation arrangements and fully briefed on safety expectations.
- Risk assessments of transport (bus/coach), pick-up/drop-off points, driver credentials, vehicle insurance etc... must be checked.
- Trip-specific risk assessments include: route, supervision ratios, first-aid cover, communication protocols, emergency contingency plans.
- On-site vehicles (school vans, minibuses) follow maintenance and inspection schedules.

5.6 Food, Hygiene & Environmental Health

- The school kitchen/canteen operations must comply with local food-safety and hygiene regulations. Regular inspections, temperature logs, pest control programmes will be maintained.
- Drinking water supplies must be safe; sanitation facilities clean, well-maintained and accessible to all students/staff including persons with disabilities.
- Environmental health: pest control, cleaning contracts, lighting, ventilation, and indoor air quality will be monitored.
- Arrangements for hygiene during pandemics/epidemics: hand-washing stations, sanitizer availability, cleaning schedules for high-touch surfaces.

5.7 Well-Being, Behavior & Safeguarding

- Health & safety includes the emotional, mental as well as physical well-being of the school community. Stars college high school will promote a positive school climate, respectful relationships, bullying prevention, and support mechanisms for mental-health concerns.
- Safeguarding policies align with local child-protection legislation; staff receive training, students are educated on online safety, consent and personal boundaries.
- Stress management, ergonomics (for staff and students using laptops/devices), breaks and wellness programmes will be supported.

6. Monitoring, Review & Continuous Improvement

- The policy will be reviewed annually (or sooner if incident/trends/regulation require).
- The school will collect and analyze data: accidents, near-misses, incidents of ill-health, hazard reports — use this data to identify trends and implement improvements.
- External audits or peer reviews will be commissioned periodically to benchmark practice and identify enhancements.
- Staff and student feedback will be solicited on safety/perception of risk; suggestions for improvement will be encouraged and acted upon.
- The school commits to staying informed of national/international best practice in school health & safety, and to update the policy accordingly.

7. Communication & Training

- The policy will be published and accessible (school website, staff handbook, student/parent handbook).
- All staff will receive induction training on this policy, risk-assessment principles, emergency procedures, and their health & safety responsibilities.
- Regular refresher training and drills will be held (at least annually) for staff and students.
- Parents/guardians will be informed of key safety protocols (e.g., drop-off/pick-up procedures, illness/exclusion policies, off-site activity briefing).
- Signage will be used throughout the school to remind all users of safe behaviors.

8. Policy Governance

- The Governing Body of stars college high school has ultimate responsibility for health and safety.
- The Board delegates day-to-day operational responsibility to the Principal, supported by the Health & Safety Coordinator and senior leadership team.
- The Board will receive periodic reports (at least termly) on health & safety performance, incident statistics, review of risk assessments and any actions required.

9. Legal & Regulatory Compliance

- SCS will ensure compliance with all applicable health & safety legislation in the country - including workplace safety, occupational health, fire safety, food hygiene, child-protection, building codes.
- Where international standards or best practice exceed the minimum legal requirement, the school strives to adopt the higher standard.
- Where activities (e.g., overseas trips) involve international regulations, stars college high school will comply with both home and destination country requirements.