



**KELLETT SCHOOL HONG KONG**

## **HEALTH AND SAFETY Management POLICY**

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## 1 HEALTH & SAFETY POLICY STATEMENT

- 1.1 The Senior Management Team of Kellett School is responsible for the management of Health & Safety within the premises it occupies and also for the services it provides.
- 1.2 It is our commitment to ensure so far as is reasonably practicable:
  - 1.2.1 the health, safety and, where appropriate, welfare at work of all its staff, pupils/students, and other persons who may visit or use our premises, or be otherwise affected by our activities, is in accordance with the relevant statutory requirements;
  - 1.2.2 that risks created by our activities are controlled via our management function, that health and safety is integrated into our management systems and that the appropriate resources are provided as a matter of priority to implement this policy;
  - 1.2.3 that we strive for health and safety standards which go beyond legal requirements and match national best practice. We will do this through a planning process which will set clear, measurable objectives and ensure progressive improvement;
  - 1.2.4 that we develop competence in health and safety management issues and practices at all levels and ensure that we maintain effective means of communication and consultation with all stakeholders within our community on health and safety issues;
  - 1.2.5 that we conform to all legal requirements and appropriate Codes of Practice, etc. and take any reasonable measures necessary to manage our affairs to ensure compliance with this policy;
  - 1.2.6 that we provide and maintain plant and systems of work that are safe and without risks to health and make arrangements for ensuring the safe use, storage, handling and transport of articles and substances that are inherently or potentially dangerous.

## 2 AIMS

- 2.1 Via this Policy we aim to ensure that:
  - 2.1.1 areas of responsibility for health and safety are delegated and defined as appropriate;
  - 2.1.2 this policy statement is brought to the attention of all employees;
  - 2.1.3 all employees are made aware of their own responsibilities to take reasonable care for their own health and safety, and that of others who may be affected by their activities or failure to act;

- 2.1.4 we provide a means of consultation on relevant health and safety matters for all our employees and pupils/students;

### 3 ORGANISATION AND RESPONSIBILITIES

3.1 Health and Safety is considered to be a collective and devolved responsibility of every employee, who is expected to take ownership for adherence to this policy. We will seek to achieve high standards by enlisting the full support and commitment of all employees through effective communication, consultation and role relevant training. Specific areas of responsibility are as follows.

#### 3.2 **Safety & Health Committee**

3.2.1 Inaugurated in June 2019 following a recommendation from HMC, this cross-representational (staff) whole-school Committee is to have a general overview of practical H&S Matters and for monitoring the delivery/upholding of Policy for 'day-to-day' Campus-related Operations (incl. ECAs).

3.2.2 The terms of reference for this committee, and membership, may be found [here](#).

#### 3.3 **Campus Safety Officers**

3.3.1 Each campus has a designated Safety Officer responsible for ensuring fire evacuation and lockdown drills are undertaken each term and that the necessary infrastructure, supporting staff designations and procedures are maintained and implemented during actual occurrences.

3.3.2 The CSOs are presently **Joe Alsop** for Kowloon Bay Campus and **Sam Lehmann** for Pok Fu Lam.

#### 3.4 **Senior Leadership**

3.4.1 High standards of health and safety management and the implementation and monitoring of this policy is the local responsibility of the Heads of School and the Senior Management Team.

3.4.2 The first hand overview of health and safety management is delegated to the Director of Finance and Operations, who, with support from Senior & Middle Leadership colleagues and FM Partners, is responsible for:

- a) Monitoring health and safety performance on a regular basis.
- b) Providing adequate advice to support the health and safety programme.
- c) Ensuring that safety inspections are carried out on a regular basis.

- d) Ensuring contractors are made aware of hazards and procedures they are required to follow.
- e) Implementing the Health and Safety Policy Arrangements, including Inspections.
- f) Working with third party providers to ensure they undertake their H&S responsibilities diligently
- g) Reporting to and liaising with the appropriate Authorities on any local matters as deemed appropriate.

### 3.5 **Middle Leadership**

#### 3.5.1 Heads of Departments and Line Supervisors are responsible for:

- a) Familiarising themselves with the health and safety policy.
- b) Ensuring persons they supervise are inducted and aware of any hazards in their workplace;
- c) Ensuring all employees they supervise know what to do in the event of a fire or other emergency.
- d) Ensuring that all employees they supervise know the whereabouts of first aid facilities.
- e) Investigating accidents to ascertain the cause and to eliminate recurrence if within their competence.
- f) Ensuring all safety rules are observed and that safety equipment is worn or used where appropriate.
- g) Ensuring all defects in the workplace they are responsible for are promptly reported and rectified.
- h) Maintaining good housekeeping standards.
- i) Ensuring classroom and teaching practices comply with Health & Safety protocol and policy
- j) Highlighting any Health and Safety concerns to the designated School/Site Manager.

### 3.6 **Teaching & Non-Teaching Staff**

3.6.1 All employees have a personal responsibility to prevent injury to themselves and others and damage to equipment and buildings. They also have a responsibility through routine observation to report to their Head of School or Director of Finance & Operations any concerns.

3.6.2 In particular they must:

- a) Make themselves familiar with and conform to health and safety procedures at all times.
- b) Wear appropriate safety equipment and use appropriate safety devices as necessary.
- c) Conform to all instructions given by those with responsibility for health and safety.
- d) Report hazards, accidents, faults, defects, damage, etc. to the designated School/Site Manager.
- e) Offer any suggestions to improve H&S to the designated School/Site Manager or DFO.
- f) Not misuse any plant, equipment or hand tools.
- g) Take a responsible attitude towards H&S, to include having due care for themselves and others.
- h) Follow all manufacturers and suppliers instructions when using plant and equipment.

### 3.7 **Students**

3.8 Students in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health & safety rules of their respective Academy, and in particular, the procedures for and instructions of staff in relation to emergency situations.

- d) Use and not will fully misuse, neglect or interfere with things provided for their health and safety.

### 3.9 **Health & Safety Inspections**

- 3.9.1 Inspections provide an opportunity to discover poor housekeeping, conditions of floors, passages and stairs, inadequate waste disposal, damaged tools and equipment, poor lighting, inadequate fire prevention and protection, failure to use the appropriate protective equipment, dangerous machinery, poor food hygiene, etc.
- 3.9.2 The designated School FM Managers will conduct inspections of each school on a termly basis and record any obvious defects on the standard ***H&S Inspection Sheet***. Completed forms are forwarded to the Director of Finance & Operations.
- 3.9.3 It should be noted that the intention of these inspections is to highlight obvious visual defects based on a 'common-sense' approach, i.e. there is no requirement for specialist training in advance (although generic H&S Awareness training will be considered).

### 3.10 **Training**

- 3.10.1 Each Departmental Manager will ensure that team-members are appropriately trained in the appropriate work areas for their specific role. On-going training needs will be reviewed formally as part of the standard appraisal process. Update or refresher training will be provided as appropriate/requested where new responsibilities are undertaken or where there is a change in equipment or work procedures. Any requirements for generic H&S training should be directed to the local Head of School who will liaise accordingly with the Director of Finance & Operations to ensure the timely arrangement of course.
- 3.10.2 New employees will receive induction training locally on health and safety including arrangements for first aid, emergency procedures, fire and evacuation.

### 3.11 **Disciplinary Proceedings**

- 3.11.1 Understanding and complying with all health and safety procedures is of the utmost importance. Failure to comply with these procedures, or tampering with any of the health and safety equipment, including fire-fighting equipment, may lead to the implementation of disciplinary procedures by the appropriate Authority. Any person who intentionally or recklessly misuses, removes, interferes with or damages safety equipment (see definition below) may be liable to prosecution.

- 3.12 “Safety Equipment” means any item of equipment (e.g. a fire extinguisher or a first-aid box) or any part of a building (e.g. a fire escape, fire alarm or fire door) provided specifically in the interests of health, safety or welfare as distinct from other items or equipment, parts of buildings, etc. which have other purposes.

## 4 GENERAL GUIDANCE FOR HEALTH & SAFETY FOR STAFF (AVAILABLE TO PARENTS UPON REQUEST)

### 4.1 Accidents

- 4.1.1 It is the responsibility of all staff to ensure that all students are aware of their responsibilities relating to safety in and around school or at organised school activities where staff have obligations for student safety.
- 4.1.2 It is a requirement that all teaching staff are first aid trained and have a valid certificate. The school provides its own CPL First Aid Course, offered to all teachers at no cost. Should a teacher not undertake this course, they must seek certification in their own time and at their own expense.
- 4.1.3 All accidents that require first aid beyond basic cleaning must be reported in the accident ledger in the Well-Being Office.
- 4.1.4 In addition to this, all accidents that require first aid treatment or further medical attention must be reported on an accident form which make up the accident book. This must be signed by the person who witnessed the accident and the nurse or Well-Being Coordinator.
- 4.1.5 Where more serious accidents occur, the most senior member of the respective School’s staff is responsible for coordinating the response. The school nurse should be called and advice sought if during the school day.
- 4.1.6 **If the incident is escalating from a parent’s perspective, the Head of School needs to coordinate the communication etc with Parents.**
- 4.1.7 [For more guidance please click here](#)

### 4.2 Contact with Bodily Fluids

- 4.2.1 All bodily fluids potentially carry transmittable disease therefore all staff are expected to wear gloves when contact with blood or body fluids is anticipated. Use appropriate decontamination procedures and avoid use of or exposure to needles and sharp objects.

4.2.2 Biohazard bags and clinical waste bins are made available in the nearest wellbeing centre for disposal of contaminated waste and linen.

4.2.3 Any affected persons should seek advice from the school nurse or Well-Being Coordinator.

4.2.4 [For more guidance please click here](#)

#### 4.3 **Working above Ground (read in conjunction with [EDB Guidance](#))**

4.3.1 Working (at any height) above ground must be avoided and where unavoidable can only be conducted using specific safety designed equipment and by staff trained in safe use methods. The use of standard ladders, stools, chairs or any other non-specific equipment is prohibited for students and staff.

4.3.2 A register of safety step-ladders or other fit-for-purpose equipment (for working at height) is maintained by the respective campus FM Teams. It is essential that departments do not supply or hold their own non-approved/inventory stock of equipment. Each piece of equipment on the register should be inspected before each use and by a competent person each year.

4.3.3 The nature of the detailed inspection will depend on the complexity of the equipment. If a task requires strenuous work or bulky/ heavy equipment, alternatives such as a hydraulic platform should be used.

4.3.4 [For more guidance click here](#)

#### 4.4 **First Aid Policy**

4.4.1 It is a requirement that all teaching staff are first aid trained and have a valid certificate. The school provides its own CPL First Aid Course, offered to all teachers at no cost. Should a teacher not undertake this course, they must seek certification in their own time and at their own expense.

4.4.2 It is a requirement that a first aid kit is taken on any activity that takes place away from the school campus. On residential visits it is the responsibility of the Visit Leader to ensure adequate first aid provision is planned and provided for the group(s). They will also ensure that adequate first-aid kits / equipment is provided for the visit.

4.4.3 [For a copy of our First Aid Policy click here](#)

4.5 **Individual Student Care Plans/Re-admittance to School for student with a temporary disability**

4.5.1 Kellett students incur ailments and injuries that from time to time impact upon their ability to move around the school unimpeded. For example; following CNY it is not unusual for there to be a high incidence of skiing injuries requiring students to use crutches or confining them to wheel- chairs. Additionally given the levels of sport played across the school injuries and/or subsequent surgery restricting mobility and/or requiring mobility aids are not uncommon.

4.5.2 Kellett School will endeavour to re-admit a student as soon as possible in order to avoid disruption to their education, provided those staff responsible for the student's well-being are confident the child is not at risk, the child's injury and mobility aids do not present a danger to others and that we can make reasonable arrangements for the student's safety in the event of an evacuation.

4.5.3 [For more guidance click here](#)

4.6 **Local Health Response**

4.6.1 The school is obliged to follow the recommendations as listed on the Centre for Health Protection or Education Bureau websites or other communications, in relation to any outbreaks (and/or risks) of infection, diseases, etc. prevalent in Hong Kong.

4.6.2 This is monitored and required actions managed by the Wellbeing Coordinator and Team.

4.7 **Lifting**

4.7.1 Ensure that before lifting any objects, the lift is planned and considerations such as where the load is going to be placed and if help is required are evaluated. Correct lifting procedures must be adopted such as keeping the load close to the waist, a stable position is assumed and head is kept up.

4.7.2 Avoid leaning sideways and twisting the back during the lift as this can increase risk of injury. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

4.7.3 Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift.

4.7.4 If in doubt seek advice or get help from the respective campus FM Team.

4.7.5 [For more guidance click here](#)

#### 4.8 **Medical Needs and Medicine in School**

- 4.8.1 The Well-being Team including the Well-being Coordinator and School Nurses are the school staff responsible for managing any medical and medicine needs needs of students. Upon entry to school, parents will be asked to complete admission forms requesting medical information.
- 4.8.2 Parents should inform the school if these change throughout the year. The school will send out data sheets for parents to check and amend to ensure all our records are up to date annually and prior to an extended residential visit.
- 4.8.3 There are detailed procedures in place for overseeing Medical Needs and Medicine in School and dependant on various circumstance.
- 4.8.4 [For more guidance click here](#)

#### 4.9 **Offensive Weapons in School**

- 4.9.1 Kellett School is very proud of its community ethos. The school recognises that the presence of weapons in the school would not only create unacceptable risks of threat, injury or death, but also create a climate that undermines the school aim. Accordingly, it is the school's policy to forbid the possession and use of weapons by unauthorised persons in, on or around the school premises and school activities.
- 4.9.2 No student or other person shall bring an offensive weapon into the school, nor carry or keep any offensive weapon within the perimeter of the school site or while attending or participating in any school activities.
- 4.9.3 [For more guidance click here](#)

#### 4.10 **Risk Assessment**

- 4.10.1 A risk assessment is a careful examination of what could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Students, staff and volunteers have a right to be protected from harm caused by a failure to take reasonable control measures'.
- 4.10.2 As outlined in the table within the guidance sheets (linked below), the potential outcomes of a risk assessment are high, medium and low. These outcomes are dependent on the numbers and groups of people exposed to a hazard, frequency, duration and the severity of potential harm. Kellett School will ensure risks have been assessed and where possible, eradicated or reduced to as low as practicable.

4.10.3 [For more guidance on General Risk Assessment click here](#)

4.10.4 Faculty and Class-based Teaching Support staff should also refer to guidance on General Classroom or Teaching Space Risk Assessment [found here](#)

#### 4.11 **Sharp Objects**

4.11.1 Sharp objects may be classified as needles or bladed devices such as razors, scalpels, knives and scissors. The use of sharp/bladed devices in class must be supervised at all times. Students must be taught and reminded of safety rules before using such items. Injections may only be administered in the medical room.

4.11.2 [For more guidance on dealing with sharps/syringes etc click here](#)

#### 4.12 **Smoking**

4.12.1 Smoking, including electronic / vape devices, is not permitted within the buildings or grounds of Kellett School, or on any organised school visit in the presence of students.

4.12.2 Smoking offsite should be kept discrete and should not be witnessed by students.

4.12.3 Smoking by students is prohibited regardless of age.

#### 4.13 **Substances of Abuse**

4.13.1 The misuse of substances of abuse by school-aged children is a behaviour that compromises health and well-being, safe and positive learning environments, extra-curricular and academic achievement.

4.13.2 The possession, use or supply to others of substances of abuse within school boundaries and at any school related events is unacceptable.

4.13.3 Kellett aims to positively influence its students through effective policies, education programs and practices that can deter abuse, intervene early when problems emerge, and connect students who are developing abuse patterns to the relevant support service.

4.13.4 [For more details on our policy and guidance click here](#)

#### 4.14 **Vehicles on Campus**

- 4.14.1 Vehicle parking is permitted only in designated bays and to allocated staff. The driver holds the responsibility of ensuring that their vehicle is in a fit state so as not to cause damage or jeopardise safety whilst parked on the premises.
- 4.14.2 In addition, the driver must ensure that all legal requirements for the vehicle comply with legislation set out by the Hong Kong SAR government.
- 4.14.3 The school holds no responsibility for damage caused to a vehicle whilst parked on the premises. Drivers must adhere to the 8km/h speed limit in parking areas and instructions given to them by authorised staff.
- 4.14.4 Vehicles may not be driven into or out of the premises during the following times:
  - a) 15 minutes before the beginning of any school session (morning or afternoon) where students will be in the vicinity of the parking area.
  - b) 15 minutes **before and after** the end of any school session (morning or afternoon) where students will be in the vicinity of the parking area.

#### 4.15 **Visitors on Campus**

- 4.15.1 In order to protect our community stakeholders and provide a safe and safeguarded environment we exercise strict controls and procedures for Visitors on campus, including Parents.
- 4.15.2 [For more information on our Guidance and Procedures click here](#)