



Health and Safety Policy

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INTRODUCTION

Myrtle Vine Academy is committed to ensuring a healthy, germ-free environment for all educators, staff (academic and non-academic), children, parents and visitors by providing a safe and healthy environment. Reduction in the risk of infections can only be achieved through effective sanitation and proper hygiene. Sanitation fosters conducive learning environment. Myrtle Vine Academy as a Christian and Cambridge school upholds clean and healthy environment, hence the following procedures are adopted:

2. General Policy Statement

The Board of Directors and the Head of School of **Myrtle Vine Academy School** believe that the health and safety of persons within the school is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and that of others.

In the special circumstances of a school, it is also important that adults recognize their additional responsibility for **modelling safe practice for young people**. It is our intention to **prevent accidents and occupational ill health** and, where possible, **eliminate hazards in the workplace**.

We believe that health and safety standards will be maintained only with the **co-operation of all staff, pupils, and visitors** to the school. We require all staff to comply fully with this policy. In addition, we will ensure that all pupils and visitors are provided with the information they require to enable them to comply with this policy.

The effectiveness of the policy will be **regularly monitored** to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

3. Safety Responsibilities of Groups and Individual Members of Staff

3.1 The Board of Directors

The Board of Directors, in its role as employer, will ensure, so far as is reasonably practicable, the work health and safety of employees and others (e.g. students/pupils, and visitors).

To discharge this responsibility, the Board of Directors will:

- ensure that all staff undertake **health and safety training** appropriate for their role, updated when necessary, and will receive copies of all relevant health and safety information.



- provide **adequate support** (administrative, financial, etc.) for the implementation of the School's Health and Safety Policy.
- ensure, through review of **risk assessments and inspection reports** that adequate provision is made in staffing, facilities, and resources to allow the School to meet both its **legal and moral obligations** regarding health, safety, and welfare.
- consider **information, statistics, and reports** relating to health and safety matters.
- consider and make recommendations regarding individual health and safety issues that have not been resolved at the management level.

3.2 Head of School

The Head of School has overall responsibility for **safety, policy, organization, and arrangements** throughout the school and will:

- Provide **liaison with the Health and Safety Executive (HSE)** regarding safety aspects.
- **Budget** for safety and health matters.
- Ensure the provision and maintenance of all **fire equipment**, including the **preparation and review of Fire Risk Assessments**.

3.2 Head of School (continued)

The Head of School will also:

- Ensure health and safety issues associated with major building projects are complied with.
- Monitor accidents to identify trends and introduce methods of reducing accidents.
- Delegate authority to the **Human and Resources Manager** to assume these duties in their absence, including authority to make and implement decisions throughout the school if there is:
 - Immediate danger, or
 - Dangerous practice or breach of the law.

3.3 Health & Safety Manager

The Health and Safety Manager is responsible for coordinating health and safety management throughout the school and will:



- Organize inspections and safety audits.
- Investigate and advise on hazards and precautions.
- Develop and establish emergency procedures and organize fire evacuation practices.
- Make safety policy recommendations to the Head of School or Board of Directors in line with legislation.
- Publicize safety matters.
- Liaise with external health and safety agencies.
- Ensure that all staff receive health and safety training at induction, including emergency procedures (e.g., first aid, fire evacuation).

3.4 Teachers

Teachers are responsible to their Head of Department for the **immediate safety of pupils** in their classroom and throughout the school compound. They must:

- Keep classrooms tidy daily to support cleanliness and health standards.
- Provide safety information before and during activities.
- Ensure protective clothing/equipment is used when necessary.
- Give clear instructions and warnings to pupils verbally as needed.
- Report facility defects to the Facilities Officer.

3.5 School Nurse

The School Nurse will:

- Attend to and monitor pupil illnesses/injuries and refer them as needed.
- Maintain the school health unit and equipment.
- Help monitor first aid equipment across the site.
- Assist with developing and promoting health initiatives at the school.

3.6 Facility Manager

The Facility Manager will:



- Report on health and safety related to school buildings and grounds.
- Ensure that safety procedures are followed by school staff and contractors.
- Keep records of hazards reported by staff and the actions taken.
- Ensure all work under their control is carried out safely.

3.7 Members of Staff

All staff are responsible for:

- Their own safety and the safety of others by adhering to school rules and safety procedures.

3.8 Students/Pupils

All students/pupils are responsible for:

- Their own safety and that of fellow pupils by following school rules and procedures.
- Observing proper dress and behavior.
- Heeding safety warnings and routines.
- Not misusing or damaging safety equipment.

4. Health and Safety Committee (If Required)

If needed (e.g., during emergencies), the Health and Safety Committee will include:

- Head of School
- Deputy Head / Heads of Sections (Nursery and Primary)
- Health and Safety Manager
- School Nurse
- Facility Manager
- Student Representatives (Head Boy, Head Girl, Health Prefect)



5. Crisis Management

A Crisis Management Team is in place to reduce major risks and implement a recovery plan during serious incidents. A separate **Crisis Management Plan** has been developed.

5.1 Crisis Management Team Members:

- Head of School
- Heads of Sections (Nursery, Basic & College)
- Human and General Resources Manager
- School Nurse
- Health and Safety Manager
- Facility Manager

5.2 Functions of the Crisis Management Team:

- Act as the decision-making authority during incidents.
- Establish and maintain a **Crisis Management Centre** with:
 - Communications equipment
 - Emergency plans and procedures
 - A logbook to track crisis responses
 - Office equipment, supplies, maps, and building plans
- Assess the **nature, degree, and likelihood** of threats to the organization's interests (personnel, facilities, information, and other assets).
- Determine the **vulnerability** of the organization's personnel, facilities, or assets to these threats.

6. Fire Procedures

Prevention is the best way to reduce the risk of fire outbreak. The school management should ensure that:

- All electrical appliances are in good condition and are serviced regularly.
- All flammable materials are stored in designated areas away from potential ignition sources.



- Smoking is prohibited on school premises.
- Fire exits are clearly marked and are not obstructed or locked.
 - The **evacuation signal** is the **continuous ringing** of the fire bell.
 - **Always evacuate** the school when the fire alarm sounds—**assume every alarm is real**.
 - **Never re-enter** the building until the fire officer confirms it is safe.

Evacuation Protocol:

- Leave the room via the **nearest safe exit**.
- **Switch off lights**, and **close doors and windows** as you exit.
- **Walk swiftly** (do not run); **do not take personal belongings**.
- Assemble at the **designated assembly point**.
- **Teachers must account for all pupils, visitors, and volunteers**.

Roles and Responsibilities:

- Teachers must know evacuation routes; these are defined and communicated by the **Facility Officer** and the **Health and Safety Officer**.
- Those officers are also responsible for **keeping escape routes clear** at all times.
- Teachers must evacuate **volunteers or other visitors** in their classrooms during an emergency.
- **Fire extinguishers** are serviced annually. Report any faults for **immediate remedial action**.
- **Emergency evacuation notices** are displayed in all classrooms.
- Pupils with **special needs must receive appropriate support** from their class teacher during evacuations.

7. Bomb Incident and Lockdown Management

Unlike fire evacuations, clear and mandatory guidelines for bomb threats and lockdowns cannot be fully pre-defined due to the variability of real-life situations. Therefore:



- The **Crisis Management Team** will **liaise with the Police and Fire & Rescue Services** and act based on their guidance.
- The evacuation procedures and assembly points will be **communicated to staff, pupils, and visitors** accordingly.

7.1 Bomb Incident

- If **any staff member receives bomb-related information**, they must **immediately inform**:
 - Head of School
 - Safety Manager
 - OR a member of the Senior Leadership Team (in their absence)

7.2 Lockdown Incident

- If any staff member **receives information** or **observes a suspicious person or situation** that may require a lockdown, they must **immediately inform**:
 - Head of School
 - Safety Manager
 - OR a member of the Senior Leadership Team (in their absence)

8. First Aid Procedure

- Parents must inform the school if their child has **any allergies**.
- A **record of pupils with allergies** will be maintained and shared with staff as necessary.
- **All injuries**, no matter how minor, must be **recorded on the relevant form**.
- When in doubt, **err on the side of caution**.
- If a pupil is injured and **parents or emergency contacts are unavailable**, and it is deemed necessary, the pupil may be taken to the **hospital**.
 - In such cases, the pupil will be **accompanied by one of the school nurses**.



9. Accident Recording

In the event of an accident, the following procedure must be followed:

- **Render inoperative** any equipment involved in the accident.
- **Summon assistance** immediately.
- If the injury is **minor**, ensure follow-up treatment is carried out by reporting to the **qualified First Aider (School Nurse)**.
- If the injury is **major**, **call an ambulance immediately** without delay—even before contacting parents or guardians.
- If the injured person is **mobile**, they should be taken to the hospital for emergency treatment.
 - The **School Nurse** or a member of the **School Leadership Team** is responsible for arranging transport.
- No pupil/students may be sent to the hospital unless **accompanied by an adult**.
 - The staff member must:
 - Stay with the injured person and return with them; **or**
 - Stay until a **parent/guardian arrives** at the hospital, then return to school.

All staff must report:

- Any accident or **near miss** involving themselves or any visitors/volunteers.
- All incidents will be recorded and **investigated to prevent reoccurrence**.
- The **Health and Safety Officer** will monitor accident trends.

10. Health Issues

10.1 Smoking

- **No Smoking Policy** applies throughout the entire school premises.
- This includes **e-cigarettes/vapes**.



10.2 Alcohol and Drug Abuse

- Staff /student found **under the influence** of alcohol or drugs will be **excluded from work** and subject to disciplinary action.

Additional Notes:

1. If staff are feeling **depressed or anxious**, they should seek help from their **personal counselor or psychologist—alcohol or drugs are not solutions.**
2. Some prescribed medications may impair **judgment or concentration:**
 - If affected, **notify the School Health Unit** for assessment and possible work adjustment or temporary exemption.

10.3 Staff Wellbeing

- **Stress** is defined as the adverse reaction to **excessive pressures.**
- Not all pressure is harmful—some enhances performance.
- Each individual's ability to cope depends on:
 - **Personality, experience, motivation, and available support.**

Support Measures:

- The **Human and Resource Manager** and **Health and Safety Manager** will:
 - **Identify stressors** with staff.
 - **Minimize or eliminate** stressors where practicable.
- **Workloads and stressors will be continuously monitored.**

10.4 Expectant Mothers

- Pregnancy is **not an illness**; it is a part of life.
- Risks associated with pregnancy can be addressed via **standard safety procedures.**



Procedure:

1. Staff must **inform the Human and Resource Manager in writing** upon pregnancy confirmation.
2. A **risk assessment** will be conducted for the employee's work activities.
3. The **School Nurse** and **Health and Safety Manager** are available for consultation.
4. General principles of **common risk assessment** apply.

10.5 Communicable Diseases

- **Infectious diseases** are common among children and occasionally among staff.
- **Handwashing** is the most effective method of preventing cross-infection.

In the event of an infectious disease:

- Parents must **immediately inform the school** of the infection and keep the child home.
- The school will communicate with the broader community if there is a **serious public health concern**.
- **Medical staff** will notify parents **by text or phone call** when a child visits the clinic and why.
- If any **suspected disease/sickness** occurs at school:
 - The child must be **isolated** from the class.
 - The **Health Unit** must immediately **contact the child's parents** and urge them to take the child to the **hospital**.
- Before returning to school:
 - Parents must provide a **medical report** confirming the child is **free from the communicable disease**.
 - Upon approval, the child may resume **24 hours later**.

11. Departmental Health and Safety Policies

- **Heads of Departments** are responsible for creating and updating **Health and Safety policies** specific to their departments.



- These must:
 - Align with the **overall school policy**.
 - Address the **specific needs, practices, and hazards** within each department.
- Departmental policies will:
 - Be part of the **Departmental Guidelines** distributed to all staff within the department.
 - Be held by both the **Head of Department** and the **Health and Safety Manager**.

12. Specific Hazards

Though schools are generally low-risk environments, several specific hazards require attention and proactive management.

12.1 Electrical Equipment

- **All staff** must ensure electrical equipment is used safely and responsibly.
- Pupils or students must only use such equipment **under staff supervision**.
- If there's **any doubt** about the equipment's safety:
 - It **must not be used**.
 - Report potential hazards to the **Safety Officer** and **Facility Manager** immediately.
- Any items brought into the school (e.g., by staff, pupils, or volunteers) must be:
 - **Approved** by the Safety Officer and Facility Manager.
 - **Properly arranged** if requiring **temporary electrical extensions** (e.g., for performances or decorations).

12.2 Work at Height

- All work at height must be **properly planned and carried out safely**.
- It is **prohibited** to use chairs, furniture, or fixtures to access elevated areas.
- The **Safety Officer** is responsible for:
 - Conducting **risk assessments** for any work-at-height activity.



- In their absence, the **Facility Officer** can perform this task.
- Only **trained, competent staff** may carry out work at height.
 - Staff using ladders or step ladders higher than four rungs must undergo **training**.

12.3 Housekeeping

- Many injuries are caused by **poor housekeeping**—such as slips, trips, and falls.
- Common hazards:
 - **Trailing cables**
 - **Items left on floors**
 - **Blocked traffic routes**
- Teachers are responsible for:
 - Ensuring their classrooms maintain **clear traffic and exit routes**.
- The **Site Team** is responsible for:
 - Reporting hazards, obstructions, and maintenance issues to the **Health and Safety Coordinator**.
- **All staff** must remain vigilant:
 - Report hazards immediately.
 - **Clean up spills** without delay to prevent accidents.

13. Managing Sick, injured persons/ Administration of Medicines

- ✓ Myrtle Vine medical staff ought to furnish a medical facility in each section.
- ✓ Any sick or injured person on school premises should be given immediate medical attention.
- ✓ In case of emergency, the school management must be notified at once and relevant medical personnel must be contacted.
- ✓ The school must maintain a fully stocked first aid kit and the designated personnel must be trained in basic first aid techniques.
- ✓ If the sick or injured person is a student, the school nurse or designated personnel should be notified for immediate action and the parents or guardians should be informed.



- ✓ If the sick or injured person is a staff member, the relevant supervisor or HR personnel should be notified.
- ✓ If necessary, the sick or injured person should be transported to the hospital or a medical facility for further medical attention.
- ✓ Students who have been absent due to illness or injury will need to present a doctor's note before returning to school. If a student has a contagious illness, they must remain at home until they have fully recovered to prevent the spread of the illness to others.
- ✓ Any incidents should be documented and reported to the appropriate authorities.

Medication is only administered to pupils/students when the parental consent form has been completed.

- Medications must be delivered to the School Nurse (if applicable) in the original container, labeled with the child's name, dosage, and directions for administration.
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional, and only mild medications are administered.
- The only exceptions are asthma/seizure medications (following discussion with parents), which may be kept in appropriate locations, out of the reach of other pupils, as needed.
- The doses administered during the school day are to be kept to a minimum.

14. Vehicles and Transportation

- Staff and parents are advised on the importance of driving cautiously within School premises.
- Security staff will maintain orderly conduct of drivers while on school grounds.
- Incidents of careless driving should be reported to the Logistics Manager, who will determine the action to be taken.
- Weekly routine inspections should be carried out by the Logistics Manager on all the school-owned and outsourced vehicles. Necessary servicing/repairs should be done without delay.



15. Dress Code (Shoes)

- Pupils/students, staff, parents, and visitors are required to wear shoes at all times when outside of the classroom areas.
- If a child is consistently seen without shoes or refuses to put their shoes on when pointed out, disciplinary action will be determined and employed by the teaching team.

16. Drugs, Alcohol, and Cigarettes

- Possession of illegal drugs on school site and consumption of alcohol are strictly prohibited.
- In the case of drugs, this act is clearly criminal. Both present a direct threat to the welfare of others or may result in violence to persons or damage to property.
- The school grounds, classrooms, offices, and all public areas within School jurisdiction are all smoke-free zones. This applies to all employees, parents, visitors, and students. No smoking is allowed on the premises.

17. Emergencies

17.1 Emergency Drills

- Emergency drills occur regularly throughout the year, at least 2 times per session.
- A report on the effectiveness of each drill is sent to the whole school, and training conducted should contain procedures that need improvement.
- Drills are planned and coordinated by the Facility and Health & Safety Officer. They are expected to update the Teachers, Managers, and Board of Directors on the drill effectiveness and plans for improvement.

17.2 Security Emergency

- A security threat of any nature is considered a safety emergency, and the relevant emergency protocol goes into effect.
- Myrtle Vine Academy will take any threat to security, such as a bomb threat, guns on site, or other acts of terrorism, seriously and default to emergency evacuation procedures (evacuation to an assembly point or lockdown, depending on the threat), or as directed by the security personnel.



- If an emergency makes the general evacuation route unsafe or if the children are in immediate danger, the teacher will use their discretion to choose an alternative path for the quickest and safest evacuation unless directed to lockdown.
- If the children are not in immediate danger, the teacher will wait with them in the classroom until further instructions from the safety officer.

18. Hand Washing Policy

- The school provides for the health of staff and students by having:
 - Hand washing stations for students.
 - Separate boys' and girls' latrines/toilets.
 - Clean drinking water for all students.
 - Adequate bins for the disposal of rubbish.
 - Desks and seats for all students.

Hand Washing:

- Hand soaps and sanitizers are to be placed at strategic points, and students will be taught the habit of hand washing. Both adults and children are to wash their hands when:
 - After using the toilet.
 - After wiping or blowing their noses.
 - Before and after administering first aid.
 - Before and after eating.
 - After using chemicals from the laboratory.
 - After removing protective gloves.
 - After cleaning up bodily fluids.
 - Before going home.



18.1 Toilets

- Toilet policies must be strictly adhered to, in order to minimize contamination and the spread of infections in the toilets and to prevent malodorous smells.
 - **Hygiene:**
 - Toilets must be cleaned at least twice a day with clean water, soap, brushes, and air fresheners.
 - The "Don't forget to flush" rule must be followed.
 - Water supply must be available for maintaining cleanliness.
 - Toilet brushes are to be provided, and children aged 7 and above must be taught how to use them properly.
 - Air fresheners must be sprayed or hung regularly.
 - **Toilet Rules:**
 - Toilets should be supervised to ensure the rules are followed.
 - Supervisors must sit near the toilet at all times and double-check after each user leaves the toilet.
 - **Restroom Passes:**
 - Students must obtain a restroom pass before using the restroom.
 - Separate toilets for boys and girls in secondary sections, while both may use the same toilet in primary sections.
 - No pee splashes are allowed—students should sit properly or aim carefully.

19. Drinking Water Policy

- The school must ensure the availability of clean, safe drinking water by:
 - Regular water testing for quality.
 - Regular maintenance and hygiene of water access points.
 - Filtration systems to make drinking water safe.
 - Softening hard water to improve taste.
 - Providing free, clean drinking water to everyone in the school.



20. Adequate Bins for Waste Disposal

- Bins must be provided at every corner of the school and classrooms.
- Bins should have stands or clamps to ensure they stay secure during adverse weather.
- Bins must be washed every day and covered with their lids at all times.
- Different bins must be used for recyclable, reusable, and biodegradable waste, with visible signage for clarity.

21. Desks and Seats for All Students

- Desks, tables, and chairs should be handled with care.
 - At the end of the day, all desks must be cleared of materials.
 - Chairs must be stacked properly, not dragged or dropped recklessly.
 - Chewing gum is prohibited in school.
 - Damaged desks or chairs must be reported immediately.

22. Professional Development

- MVA promotes continuous professional development through training programs, financial support for further education, and on-the-job learning opportunities.

23. Playground

23.1 Playground Equipment

- Playground equipment use is supervised during breaks.
- Supervision is maintained if the equipment is used during lessons.
- Equipment should be replaced once worn.
- All movable outdoor playing equipment should be safeguarded after use at end of every term.



24.2 Playground Supervision

- Appropriate supervision levels will be maintained, as described in the outdoor play risk assessment.

24. Monitoring Health and Safety

- Health and safety standards will be monitored by the Senior Leadership Team (SLT) and School Directors through regular meetings, premises inspections, and annual reports.

25. Health and Safety Policy Review

- The School acknowledges the need for constant monitoring and updates to the Health and Safety Policy. A formal review will be conducted annually, with endorsement from the Board of Directors.