



Invictus International School Health and Safety Policy

Prepared by

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HEALTH & SAFETY

Invictus International School recognise our responsibilities and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our students, school personnel and visitors to the school.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the school premises or during school-sponsored activities. .

AIMS

- To establish a safe and healthy working and learning environment for all students, school personnel and visitors.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the school.
- To provide training and up dated information.

Procedure Delegation:

The Invictus International School Board has delegated the day to day management of Health and Safety to the Principal of each school.

Responsibilities:

The maintenance of a healthy and safe school is the shared responsibility of the whole school community.

- Invictus International School Board
- The Principal
- Teaching Staff
- Support Staff
- Students
- Parents
- Visitors

Risk Assessments / Safe Operating Systems

Invictus International School believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety. Risk Assessment is something we all do every day and most activities have some form of risk attached to them. The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimize or eliminate the risk by:

- Preparing and implementing safe working practices
- Monitoring, inspecting and reporting regularly

- Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.
- We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence.
- We are of the opinion that if something is not acceptable at home then it should not be acceptable in school.
- All of us have a legal responsibility for the safety of our colleagues.

Inspections

- A designated person on each campus who reports to the Principal undertakes a weekly inspection.
- Monthly checks are undertaken by Principal or designate
- Compliance with the Local Authority Health and Safety section inspections.

Reporting

The Principal receives a weekly report from the designated person.
Items that require action are documented and requests made in writing by the Principal

Training

All staff meet periodically to discuss safety policies, procedures and safe working practices. Appropriate personnel undertake training when required.

ORGANISATION FOR HEALTH & SAFETY

Health and Safety Policies and Provisions

Premises

The premises covered by this policy are all the School building and all other premises owned/operated by the Invictus International School.

Organisation in the School

The Principal

The Principal is responsible to the Senior Vice President (SVP) and Board where appropriate for the Health & Safety of the employees, students, visitors and members of the public, in relation to the running of the School, the School premises and the activities carried on there. He will be assisted in this by Invictus International School professional advisers, all or any of whom may from time to time visit the School.

Taking this assistance into account the Principal will monitor the effectiveness of this policy and its implementations at all levels. Where he thinks significant modifications are necessary he will bring these to the attention of the SVP. To achieve this he must have the co-operation of his staff at all levels.

The Principal is responsible to the SVP for matters relating to the maintenance of grounds and buildings owned/rented* by the School, provision of means of escape and prevention of the spread of fire in existing buildings, access generally and all equipment, plant and machinery operated by the School.

*in cases of rented accommodation or accommodations within larger complexes (i.e. Centrium Campus), liaison with those bodies will be required.

Laboratory Technicians

The Laboratory technicians are responsible to the Head of their science department for the security of all materials used in the science departments and for ensuring that all stores are kept securely locked except when the materials are actually being used.

All employees of the School have a duty:

- To notify the Principal if they consider the condition of buildings, grounds, furniture, or equipment to be unsafe.
- To notify the Principal of any accident in which they are involved and which occurs on School premises.
- To ensure that anyone injured on School premises receives first aid or, if relevant, is immediately taken to hospital.
- To make themselves familiar on a continuing basis with means of escape, fire alarm and evacuation procedures and other associated matters. Certain employees will have specific duties during fire practices and actual fire/bomb evacuations.
- Treat all other employees, management and students with dignity and respect

SPECIFIC PROVISIONS

The following specific aspects of this policy are drawn to the attention of all employees:

1. FIRE AND EMERGENCY PROCEDURES

Fire is probably the most serious hazard in the School and all members of staff must be aware of the dangers and fully aware of escape routes and evacuation procedures.

Within most buildings there are automatic sensing and warning devices, they are linked to an addressable system which automatically report faults. Fire alarms must be tested once a week during term time and once during holiday time. Any false alarms or fire incidents are recorded in a log maintained at the Reception.

The School will hold only fire extinguishers which comply with local regulations.

Such extinguishers all have red bodies with a zone of appropriate colour to indicate contents, (Singapore Standards)

The colour of such zone shall be based on the following colours:

Extinguishing agent	Colour	RAL colour ref:*
Water	Red	RAL 3000
Foam	Pale cream	RAL 1014
Powder	Blue	RAL 5002
Carbon dioxide	Black	RAL 9005
Clean agent	Green	RAL 6016
Wet chemical	Yellow	RAL 1023

* The RAL colour reference shall be as specified in Farbregister RAL-841-GL

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Day time fire drills will be held twice a year and staff must join in with the students in evacuating the building in a safe and controlled manner.

2. FIRST AID & MEDICAL PROVISIONS

Each Invictus International School site will have information on Medical provision with the School Reception.

The first aid boxes are located at the School Reception and at the Medical Centre if one is on site.

3. INCIDENT RECORDING AND REPORTING

The Accident Report Book is held at the school reception. All accidents, injuries and near misses must be reported in the Accident Report Book by the member of staff present and/or on duty.

Next steps must be reported and recorded in the Accident Book.(i.e. Parent collected, Sent to medical Centre etc,)

4. VIOLENCE TO STAFF

The management of Invictus International School will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise towards any employee from whatever source. Violence, or the risk of violence to any employee is considered a very serious matter, and management will give all support necessary to any member of staff who reports any such incident, actual or perceived whatever the circumstances.

All reports of violent or abusive conduct will be fully investigated and the necessary disciplinary action taken.

Any injury sustained as a result of a violent attack will be reported in accordance with the incident reporting procedures.

5. RISK ASSESSMENT & SAFETY AUDITS

The Principal is responsible for ensuring that risk assessments are undertaken in all departments throughout the School. This may be through risk assessment requests for staff taking students on field trips, to assessment of Science Laboratory conditions.

The latest risk assessment forms will act as reference points for the checks.

When doing risk assessments, the responsible persons need to follow these five steps:

1. Look for the Hazards

2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4. Record your findings
5. Review your assessment and revise it if necessary

Once the risk assessment has been completed a copy must be sent to the safety officer.

6. ELECTRICAL SAFETY

All electrical work, must be done by trained and competent people. Every electrical system must be inspected and tested at regular intervals by qualified testers. All electrical equipment must be regularly examined to make sure it is safe - even your desktop computer should be regularly checked. Poorly maintained or damaged electrical equipment such as desk lamps, photocopiers or kettles used in office environments can be dangerous.

All electrical equipment should be subject to routine periodic visual inspection to identify whether the appliance has been subject to physical damage, overheating or failure of the plug cord grip.

Where an item of electrical equipment or electrical flex or cable displays damage, and / or demonstrates a fault such as intermittent stopping etc, it should be withdrawn from use and either disposed of or repaired by a competent person.

All electrical equipment must be suitable for the purpose, including the use to which it will be put.

7. MACHINERY

Machinery and specialised equipment should be used only by those trained in its use.

Teachers, where there is no Head of Departments (HoD) will be responsible for ensuring that they are properly trained in the use of equipment and a record of training must be kept on file in the Principal's office.

Teachers where there is no HoD will be responsible for checking the equipment in their department on a regular basis (at least monthly). Any faults must be reported immediately to the Head of Department or where there is none, Vice Principal (VP). It is the responsibility of the Head of Department or VP to take equipment out of commission if there is any doubt about its safety, particularly in respect of guarding, emergency stops or run-down times.

8. PERSONAL PROTECTIVE EQUIPMENT

The main requirement of the PPE at Work is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

The Regulations also require that PPE:

- Is properly assessed before use to ensure it is suitable

- Is maintained and stored properly
- Is provided with instructions on how to use it safely; and
- Is used correctly by employees.

The hazards and types of PPE

PPE is required for all work done on site and for classes that require protection (Science, Design Technology etc)

Eyes

Hazards: chemical or metal splash, dust, projectiles, gas and vapour.

Options: safety spectacles, goggles, face-shields, visors.

Head

Hazards: impact from falling or flying objects, risk of head bumping, hair entanglement.

Options: a range of helmets and bump caps.

Breathing

Hazards: dust, vapour, gas, oxygen-deficient atmospheres.

Options: disposable filtering face-piece or respirator, half- or full-face respirators, air-fed helmets, breathing apparatus.

Protecting the body

Hazards: temperature extremes, adverse weather, chemical or metal splash, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing.

Options: conventional or disposable overalls, boiler suits, specialist protective clothing, eg chain-mail aprons, high-visibility clothing.

Hands and arms

Hazards: abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination.

Options: gloves, gauntlets, mitts, wrist-cuffs, armlets.

Feet and legs

Hazards: wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion.

Options: safety boots and shoes with protective toe caps and penetration-resistant mid-sole, gaiters, leggings.

Training

Make sure anyone using PPE is aware of why it is needed, when it is to be used, repaired or replaced and its limitations.

Train and instruct people how to use it properly and make sure they are doing this.

Because PPE is the last resort after other methods of protection have been considered, it is important that users wear it all the time they are exposed to the risk. Never allow exemptions for those jobs which take 'just a few minutes'.

Check regularly that PPE is being used and investigate fully any reasons why it is not. Safety signs can be useful reminders to wear PPE especially in classrooms where appropriate.

Maintenance

Make sure equipment is:

- well looked after and properly stored when it is not being used, for example in a dry, clean cupboard, or in the case of smaller items, such as eye protection, in a box or case;
- kept clean and in good repair - follow the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives).
- Simple maintenance can be carried out by the trained wearer, but more intricate repairs should only be done by specialists.
- Make sure suitable replacement PPE is always readily available fire precautions.

First day induction

The Principal must ensure that new full or part time employees and temporary staff are immediately made aware of the School's health and safety policy and safety procedures.

9. SMOKING POLICY

Invictus International School is a non-smoking site.

Any staff member needing to smoke must obtain permission from the Principal and if allowed must go outside and away from the School premises.

Smoking is not permitted in school vehicles.

Visitors and Temporary Staff

There must be Adequate signage, clearly visible and that the Main College Receptionist/Person greeting will inform all visitors of the No Smoking Policy. The Principal will monitor the school signage.

Recruitment Procedures

On appointment, all new staff members will be briefed about this policy.

PROVISIONS INVOLVING THIRD PARTIES

VISITORS & SECURITY

Visitor's, contractors when visiting Invictus becomes our legal responsibility.

We are obliged to ensure their welfare and Health and safety, and ensure they conduct themselves in a professional manner and adhere to Invictus International School rules and standards.

departure from the school.

SECURITY

In the interests of security, employees must carry their identity card whilst in School and produce it on request. You must not remove any School documents from the site or take any photographs without due permission. The School reserves the right to search the outer clothing, bags, lockers and vehicles etc of employee's whilst on site. The employee may have a colleague in attendance on such rare occasions. Failure to give such permission may result in disciplinary action.

Intruders / Suspicious Behaviour of Visitors

Action:

Under no circumstances should force be used to evict unwelcome visitors / intruders.

- If a stranger is sighted acting suspiciously, the matter should be reported to the school office immediately.
- Challenge the visitor by asking for their reason for being on the premises and identification if appropriate. Ask them to report to the Main reception.
- The main reception will phone the Police if appropriate.
- Do not take any risks if you are threatened leave the situation and call for help.

RECREATIONAL AREAS

Basic Requirements

All facilities will be properly maintained and kept in good condition.* All apparatus and equipment will be inspected on a regular basis. A log of such inspections will be kept at the School Reception, available on request.

*In some cases this will be the responsibility of the provider if not on a school site.

Procedures

A risk assessment on the use and supervision of each piece of apparatus/equipment will be drawn up. The control procedures for said equipment will be adhered to at all times.

Students will be reminded that while using the facility they should respect the needs of others.

Students will be alerted to the need to recognise faulty equipment and report it immediately.

Skate boards, roller blades and similar equipment may be used only with the principal's approval and only if approved protective clothing is being worn.

PERFORMANCES AND EVENTS

For certain events and activities involving members of the public the School will ensure that they are briefed on relevant emergency procedures prior to the commencement of the event by the person holding the event. It is that person's responsibility to be aware of emergency procedures.

INFORMATION REGARDING HEALTH & SAFETY

1. ARRANGEMENTS FOR MONITORING & REVIEWING

(THE HEALTH & SAFETY POLICY STATEMENT)

The Principal will review the Health & Safety Policy Statement and the arrangements for the Health & Safety on an annual basis or more frequently should the need arise.

Particular attention will be given to:

- The Policy Statement
- Organisation
- Training & Competency
- Safe Systems of Work
- Safe Place to Work
- School trips and Transport
- Internal Communications
- Emergency Procedures, fire, flood, gas leaks, bomb alerts etc.
- Medical Facilities & Welfare
- Records and Monitoring of the Workplace
- Any other as deemed necessary in the light of changing conditions and legislation.

Following the review the policy statement will be signed and dated by the Headteacher, Board member or other designate.

APPENDIX

EVACUATION PROCEDURES

Each Invictus International School site has specific evacuation procedures clearly displayed but in general they are:

- a) On hearing the fire alarm evacuate the premises.
- b) For local fire emergency (i.e. within the school premises only), the school will invoke its fire emergency protocol to evacuate all school personnel and also to inform the landlord, as well as to contact the SCDF.
- c) If the fire emergency is not local (i.e. in other parts of the building), the landlord shall invoke its fire emergency protocol which includes sounding off all fire alarms in the building, contacting each tenant to evacuate immediately, as well as to contact the SCDF.
- d) Inform Fire Service when alarms operating or if known confirm a Fire.
- e) Senior Person to take roll call.
- f) If false alarm, state false alarm
- g) Assist fire service on arrival with information
- h) On completion of a false alarm or fire silence and reset the fire alarm system. Enter details on fire alarm activation sheet.

1. BOMB THREATS

May occur in two ways:

- a) Telephone call advising the School of a bomb planted on site, or
- b) Location of an unidentified package.
- c) Action
- d) Inform the Principal and start the evacuation of the premises concerned by operating the fire alarm system by breaking a break glass box.
- e) Summon the help of the emergency services.
- f) Move Staff and Students away from the building involved, to a safe area and distance.

Each school may also have other specific procedures that may include, **Safe haven, Flooding**, and other natural disasters depending on location.

HAZE

The school complies with standing orders as provided by the Ministry of Education where:

<https://www.moe.gov.sg/haze-management-measures>

SCHOOL CLOSURE

Can be temporary or permanent and could occur for the following reasons:

- a) Fire, Explosion, Hazardous substance spill, damage to property.
- b) An incident resulting in or with the potential fatality or major injuries
- c) Terrorism attack or major demonstrations/civil disturbances that disrupt SIM's regular operation
- d) Infectious disease outbreak
- e) Flood and/or other neighbourhood risks
- f) Other events and situations that may cause denial of access to primary operating site and that may warrant the invocation of the emergency plan.
- g)

2. EMERGENCY CONTACT NUMBERS (Internal/External)

Dempsey Campus

S No	Staff Name	Phone number
1	Tina Cooper	8755 0058
2	Ambulance (Emergency)	995
3	Ambulance (Non-emergency)	1777
4	Fire Marshall/PE Teacher – Mr Vincent	9144-8164
6	Dawson Medical Clinic	6250-2022
7.	Gleneagles Hospital	6473-7222
	Alexandra Hospital	6472-2000

Dawson Medical Clinic: 85 Dawson Rd, #01-05, Singapore 141085

Gleneagles Hospital: 6A Napier Rd, Singapore 258500

Alexandra Hospital : 378 Alexandra Rd, Singapore 159964

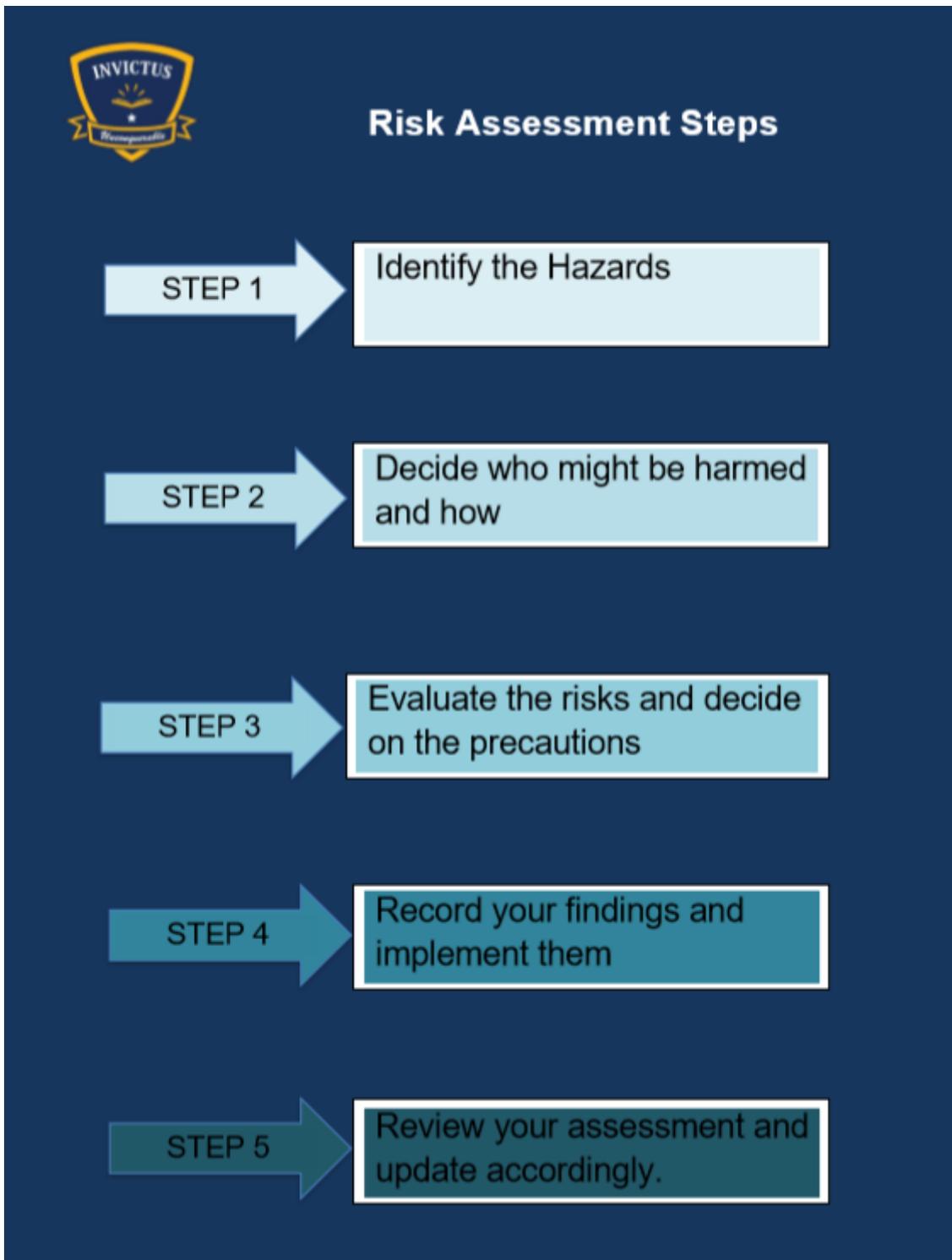
Centrium Campus

S/No	Fire Safety Officer	8126 4246	
1	Fire Emergency and Ambulance Hotline	995	
2	Police Hotline	999	
3	Building Fire Control Centre (FCC)	6493 0345	
4	Building Managing Agent	6493 0340	
5	Nearest Neighbourhood Police Post	Clementi Police Division	1800 775 9999
6	Nearest Hospital/Clinic	Ng Teng Fong Hospital	6716 2000
		National University Hospital	6779 5555
		KK Women's and Children's Hospital (KKH)	6225 5554
		My Clinic	6610 8335

EMERGENCY COMMUNICATION

Steps	Actions
1.	Call 995 for emergency and 1777 for non-emergency
2.	The following information should be provided to the dispatcher: a) Your name b) Exact location where injury occurred and where you will meet them c) The number you are calling from d) Number of injured students e) The condition of the student(s) f) The care being provided g) Hang up the phone only after the dispatcher has hung up
3.	As EMS is being dispatched, make sure you designate someone to retrieve any required emergency equipment.
4.	Have the individual serve as crowd control and keep other students away from victim.
5.	Inform the parent of the incident.
6.	Send someone to meet the ambulance at the designated spot.
7.	The teacher will accompany the injured athlete to the hospital.
8.	Teacher or Receptionist is to update the parent (based on the organisation's guidelines) on the location of the hospital as well as the medical condition of the student.

RISK ASSESSMENT PROCEDURE



Appendix:

- i) Emergency Action plan
- ii) Risk Assessment Form (Swimming)
- iii) Fire Evacuation and Safe Management Practices