



# British School

## Quito

an Orbital Education School

<b><u>Health and Safety Policy</u></b>
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### **Introduction**

The health and safety of the staff, students, parents and visitors at BSQ is of paramount importance to us all. Without a feeling of security and well-being, learning cannot take place effectively and so this policy is a key element of the way in which our values drive the way we operate.

### **Aims of Policy**

This policy exists to ensure that all staff and students at BSQ know how to live and learn in the community safely. It outlines the ways in which all community members can work to ensure a safe, happy and secure environment.

### **Policy statements**

BSQ will:

- Take all reasonable steps to provide a safe and healthy workplace for staff, students, parents and visitors.
- Take all necessary steps to ensure compliance with local and relevant international health and safety legislation.
- Provide adequate resources to implement the policy and required actions. Where necessary or required, the advice of specialists will be secured.
- Expect all staff and students to comply with legal obligations and additional activities designed to secure their safety.
- Provide training and practice where needed

- Support the proposals that emerge from the HS committee meetings led by HR

## **Responsibilities and expectations**

### The School Leadership and Orbital

- Will ensure there are adequate resources to secure a safe environment
- Will take steps to eliminate significant risks
- Will determine and document procedures and codes of practice
- Will ensure that all staff are aware of the policy and that it is a part of the induction process
- Will ensure that any third-party workers have safe practices in place

### The Staff

- Will report any health and safety matters that they cannot easily resolve using the online ticketing system installed on all BSQ PCs
- Will implement any safety measures and controls required by the school
- Will ensure that equipment and resources are fit for purpose
- Will comply with all aspects of policy
- Will use any equipment in line with training or instructions

### The students

- Will comply with the school rules whilst on-site and on school trips
- Will follow instructions from staff
- Will use equipment as instructed
- Will report anything that concerns them to a responsible adult

## **Implementation**

### The Curriculum

Opportunities within the curriculum linked to health and safety should be taken and made clear. The PSHE (in Primary) and LifeSkills (in Secondary) programs are designed to teach students to be safe and to avoid high risk situations. For example, drugs, SRE, alcohol, smoking, online safety, and healthy eating feature in the wider curriculum. Primary circle time and secondary tutor time allow students the opportunity to share concerns or ask questions about their safety and health.

### Safeguarding and Child Protection

The policies related to safeguarding and child protection are clear in terms of what constitutes abuse and how to respond to disclosures or concerns. All employees and contracted staff have full police checks and regular training takes place. The Safer Recruitment policy ensures that processes are duly followed, and appointments are made where maximum care has been taken to negate risk.

### Security

All possible measures are taken to ensure the BSQ site is safe and that all in it are protected from potential harm. The employment of the security company Sefardi, provides trained guards who monitor the physical boundaries of the site and ensure that visitors are checked and have a valid purpose for being at the school.

Drills for evacuation, lockdown and earthquake alert take place regularly and the guidance for these can be found in the Crisis Management Handbook. All staff are required to familiarise themselves and their students with the relevant and appropriate responses.

All classrooms are fitted with a 'Red Cabinet' for the safe storage of valuable items. All staff are encouraged and reminded to make use of this facility.

### Healthcare and Counselling

At BSQ a fully qualified doctor and two school counsellors work full-time to support the health, safety and well-being of the student and staff population. All BSQ staff are required to complete the Educare International First Aid course online. Staff are required to complete an incident form in the event of a student having an accident at school or on an educational visit.

### Educational visits

Staff are encouraged to arrange and lead educational visits to supplement the written curriculum. The paperwork required by the Ecuadorian Ministry (includes a full risk assessment) is completed at least 15 working days in advance and checked by the Principal and the General Secretary before being submitted for approval. For new residential visits risk assessments are required to be undertaken in person prior to the visit taking place with students. All paperwork is available in the policy handbook with examples provided. Existing events must have previously considered risk assessment reviewed by the current trip leader.

### Internet Safety

We encourage our staff to plan lessons and learning opportunities that involve the use of the internet. Through the LifeSkills programme, acceptable user policies and parent training the school is committed to ensuring the safety of the students in this domain.

This policy links to:

Safeguarding

Acceptable user guidelines

Educational visits

Various Curriculum documents