

Health and Safety Policy and Procedures

1. Aims

The Board of Governors and the Senior Leadership Team at EGIS consider the health, safety and welfare of pupils and staff to be of paramount importance. The importance of creating and maintaining a healthy and safe environment is a responsibility taken very seriously. We are committed to achieving the effective implementation of the School's Health and Safety policy. Different aspects of policies and procedures are set out in this policy.

Each aspect and policy related to health and safety at EGIS defines our intent and commitment to ensuring a safe environment for our pupils and staff. Most policies are accompanied by detailed procedures and other supporting documents which are available to review. The Health and Safety policy is reviewed annually by the Board of Governors, under the guidance of the designated governor for this area. All EGIS policies relating to health and safety conform to local regulatory requirements. All activities are to be planned and executed with a systematic approach which includes an element of risk assessment (Risk Assessment Form RAF) and, wherever necessary, control measures will be put in place to eliminate/reduce to a safe level any foreseen risks.

It is the responsibility of all members of the EGIS community to report concerns regarding health and safety. The Health and Safety Officer at EGIS is [Ms. Vicky Gamal who is also the school Operations Manager](#), or in her absence, the Principal. She will raise concerns with the Principal and the relevant Coordinators and relevant concerns brought to the attention of the Health and Safety Committee.

Board of Governors

The Board of Governors must ensure that:

- a positive Health & Safety culture is established and maintained;
- in co-operation with the Principal, a school Health & Safety Policy is produced, and that this policy is regularly reviewed and revised as and when necessary;
- relevant matters pertaining to maintenance, building and security are addressed;
- sufficient funding is allocated for Health & Safety issues (e.g. training, provision of personal protective clothing, etc.);
- formal Health & Safety inspections of the premises are carried out on a termly basis;
- in co-operation with the Principal, an annual audit of Health & Safety systems and the standards of Health & Safety is carried out and reported. Deficiencies in systems should be addressed promptly and the Health & Safety Policy amended as appropriate.

Principal

The Principal is responsible for the implementation of this policy. In order for this to be achieved, his/her operational duties include the following:

- ensuring that all members of staff (including new staff, temporary staff, voluntary helpers, etc.) are aware of the contents of the school's Health & Safety Policy and safe working practices.
 - * *The policy is translated for, and explained to, members of staff who are not English-speakers;*
- ensuring that inspections of the school premises, plans, equipment and working practices take place on a regular basis (including participating in these inspections wherever possible), and recommending/implementing changes and improvements where necessary;
- ensuring that effective first aid provision and accident reporting procedures are in place;
- ensuring that risk assessments are carried out on any activity that has significant associated hazards. Where significant risks are identified, appropriate measures and safe working practices should be introduced to reduce/eliminate such hazards;

- providing an annual report to the Governors of the school regarding safety performance (e.g. what risk assessments have been carried out? How many fire drills have been carried out? How many accidents have occurred? Are there any trends? etc.);
- making recommendations to Governors where funding is required to address Health & Safety issues and advising on any safety policies that may need to be introduced.

KS Coordinators/Heads of Section

The KS Coordinators/Heads of Section are responsible to the Principal for the Health & Safety of all staff, workplaces and activities under their control. To achieve this, their duties include:

- establishing and regularly reviewing safe working practices for activities under their control;
- ensuring that all staff members are aware of the requirements of the Health & Safety Policy, and the safe working practices that apply to their area of activity;
- making known to the Principal any identified Health & Safety needs, including training needs;
- actively encouraging the participation in Health & Safety and welfare matters of all pupils;
- taking effective action and/or immediately referring to the Principal any Health & Safety problems brought to their attention.
 - * *This includes stopping any practices or the use of any tools, equipment etc. which are considered unsafe, and this must be enforced until safety levels are made adequate;*
 - * *Defective or damaged equipment must be isolated, labelled and taken out of use until repaired or replaced.*
 - * *A maintenance form must be completed and sent to the Operations/Service Manager, along with (wherever possible) the piece of equipment.*
- checking the adequacy of fire precautions and procedures in liaison with the Principal; assisting, in the event of an accident/incident, in the subsequent investigation and in implementing any findings and recommendations to prevent a recurrence

Nurse/Medical Practitioner

The Nurse is responsible for meeting the medical and First Aid provisions set out in the Health & Safety Policy and for monitoring medical provision and incidents throughout the school. In order to achieve this, his/her duties include:

- setting an example by personally following and modelling safe working practices;
- promoting an awareness of emergency procedures in respect of first aid, accident reporting, etc.;
- compiling and maintaining records of student medical needs, and ensuring these are incorporated into student files and (where appropriate) shared with Teachers by Student Affairs;
- maintaining records of incidents requiring medical intervention, including accidents or illness.

Teaching Staff

All staff have undertake the Health and Safety for International Schools Educare online training, and update of this with Optimus Education online Health and Safety training. Teachers have a duty of care regarding Health & Safety and, in particular, with regard to following the school's policy and procedures. In order to achieve this, their duties include:

- exercising effective supervision of students at all times;
- setting an example by personally following and modelling safe working practices;
- maintaining an awareness of emergency procedures in respect of fire, first aid, accident reporting, etc., and carrying these out as necessary;
- ensuring that all students and staff assigned to help them are aware of the general Health & Safety requirements of the school and the detailed requirements for activities relevant to them;

- integrating the relevant aspects of Health & Safety into the teaching process and, if necessary, giving special lessons (e.g. the handling of chemicals in Science lessons);
- implementing the Health & Safety and welfare procedures for all pupils at a level appropriate for their requirements, ensuring that these procedures are explained in terms that the students can readily understand;
- seeking information on any special safety measures to be adopted in their own teaching areas and ensuring that these are adhered to;
- ensuring that, where necessary, appropriate protective clothing, guards, etc. are available, in good condition and are used, and that all electrical equipment is visually checked before use;
- reporting any defects in equipment or identified inadequacies in procedures to the Operations Manager and KS Coordinator/Deputy Head or Principal.
 - * *Defective or damaged equipment must be isolated, labelled and taken out of use until repaired or replaced.*
 - * *A maintenance form must be completed and sent to the Operations Manager, along with (wherever possible) the piece of equipment.*

All Support Staff

All employees - teaching and non-teaching staff - must:

- take reasonable care for their Health & Safety at work, and that of all others who might be affected by their acts or omissions;
- co-operate with management by complying with Health & Safety requirements;
- report immediately, or as soon as practicable, to their line manager (or other designated person) any defects noted with equipment or the general workplace;
- report to their line manager (or other designated person) any accident, ‘near miss’ incident, dangerous occurrence or case of ill health arising out of work, and co-operate with management in investigating such accidents or incidents;
- not misuse anything provided for Health & Safety purposes.

Students

Students are expected to:

- comply with school rules relating to behaviour and conduct;
- take note of and comply with information provided for safety with regard to activities undertaken;
- in cases of emergency to remain quiet, listen and obey instructions given by staff; and not to misuse anything provided for Health & Safety reasons.

1.1 Health & Safety Committee

The EGIS Health and Safety Committee meets termly and has standing items on each of the main areas.

The committee is made up of key personnel in school: Principal, Deputy Principal, Financial Controller, Operation/Service Manager, Head of Senior School, KS2 Coordinator, KS1/FS Coordinator, PE Teacher, School Nurse/Medical Practitioner, Transport Supervisor, Storekeeper, Maintenance Supervisor, Science Lab Technician, IT Manager, Fire Warden, and a designated Board member.

The scope of the school’s health and safety committee is all embracing covering the main areas of:

- a. Security in School (operational routines, special events);
- b. Medical (see First Aid Policy);
- c. Safe Practices in School (PE, Science, School Cleaning);
- d. Emergency procedures (Fire, earthquakes and security lockdowns);
- e. Educational Visits/Trips (Policy and Practice – see Trips Policy)

All policies referred to in this document will be made available on the school website

2. Relevant Staff:

Manager	Area of Responsibility
Mr. Mohamed Ashour	Board of Governor's Health and Safety Committee member
Ms. Maha Shenouda	Principal
Ms. Rachel Abundo	Deputy Principal
Mr. Ramy Sabry	Financial Controller (liaising with <i>outside service providers</i> *)
Ms. Vicky Gamal	HS Officer, Operations/Service Manager
Ms. Gina Martin	Head of Senior School
Ms. Laura Connolly	KS2 Coordinator
Ms. Bronwen Botes	FS/KS1 Coordinator
Mr. Ali Tawfik	PE Teacher
Nurse Marian Medhat	School Nurse – Clinic
Mr. Hisham Mahmoud	Transport Supervisor
Mr. Mahmoud Raslan	Storekeeper/Electrician
Mr. Latif Noshy	Maintenance Supervisor
Ms. Youstina Samy	Science Lab Technician
Mr. Karim Mahmoud	IT Manager
Mr. Hassan Awadallah	Fire Warden & HR

**Outsourced Service Providers*

- 1) Mr. Mohamed Ayoub – Head of El Gouna Security
- 2) Bavaria (Fire Extinguishers)
- 2) Swimming Pool (El Gouna Service Company/Maintenance Dept) Eng. Alber Onsi
Eng. Wahib Mounir (El Gouna Service – air conditioners, painting, building)

3. Health and Safety Aspects

Aspect	Policy Statement	Action	Reporting/ Responsibility	Supporting Document
3.1 Fire Prevention and Safety	EGIS Fire Safety policy adheres to all local and Egyptian requirements. Our principal aim is to ensure the safety of all pupils, staff and anyone else legally on the school premises. This policy outlines our commitment and strategy for prevention of fire and all the necessary and required protective measures.	EGIS's Fire Safety policy and procedure falls under the responsibility of the School's Health & Safety Committee (HSC). The HSC meets termly and reviews fire safety practices as a standing item. Mr. Mohamed Ashour is the Governor who has responsibility for health and safety matters. Fire practices (termly, announced & unannounced)	Fire Warden Mr. Hassan Awadallah and Operations/Service Manager Ms. Vicky Gamal (<i>The Designated Competent Persons</i>) Principal, Maha Shenouda (or Deputy Principal in his/her absence). All members of the HSC.	Fire Safety Policy Science Labs Map of School of Evacuation Route Fire safety maintenance (SLA, schedule & records). SMT minutes & HSC

Policy discussed, reviewed and approved by BOG – Nov 2021
Reviewed by SMT – Sep 2021

	<p>The aim of this fire safety policy is to ensure that the potential for fire ignition is reduced to a minimum. The policy and procedures outline preventative and safety measures and include the reduction and elimination of fire risk from dangerous substances. The policy is posted on the School website and is made available to all members of staff.</p>			
<p>3.2 Communication</p>	<p>The aim of EGIS's policy is to establish effective communication within the EGIS community to create a positive, collaborative working and learning environment. This requires that we use a variety of channels of communication to ensure that the relevant people receive the necessary information.</p> <p>Emergency Communication procedures</p>	<p>Parents must ensure the school always has current contact telephone numbers and email addresses so that contact can be made in an emergency. Parents must activate and check their Engage portal account regularly.</p> <ul style="list-style-type: none"> ● Parents will be contacted directly by the school if there is an incident concerning their child. ● Where an incident affects the whole school community, the school will send all parents an email or Whatsapp message, often directing them to a special message posted onto the school's website/FB page. ● In the unlikely event of a more serious incident, the first and greatest priority will always be to look after the pupils. EGIS will communicate with parents the fullest possible account of events as soon as possible. 	<p>Principal/Deputy</p>	<p>All related H&S policies on website Communication Policy Contingency Plans Staff Emergency Communication tree</p> <p>School circulars/emails; school website; Engage database communication system (personal level data, including reports)</p>

<p>3.3 First Aid Clinic/ Accidents</p>	<p>This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.</p>	<p>All members of EGIS community to report all incidents to School Clinic. All members of EGIS community to complete <i>School Incident Report</i>. Ambulance is available through El Gouna Hospital 24 hours. Local 32200 All trip leaders must qualify with Advanced First Aid.</p> <p>All Science staff (including technicians) must qualify as Advanced First Aid.</p> <p>A trained PE teacher (as a lifeguard), is available during all swimming lesson.</p>	<p>All staff to understand and follow procedures for reporting accidents.</p> <p>School Nurse Ambulance</p> <p>Health and Safety Officer</p> <p>Health and Safety Committee</p>	<p>First Aid Policy Trips policy Science Lab (Science Dept Handbook) Incident Record Form Engage Database</p>
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3.4 Transport Policy	To provide a safe, reliable and efficient transport service for pupils (FS1/KG1 to Y13/3 rd Secondary) and staff.	<p>All buses are contracted to have: seatbelts factory-fitted; It is school policy to have in its contract renew its vehicles after a five-year period. Bus supervisors/monitors are on board all school buses Driver checks all doors are secured before departure. Bus Monitor checks all pupils have seatbelts fastened properly before the bus moves. Bus Monitor checks that all contact information is on board and that this tallies with the pupils travelling on each journey. Bus Monitor ensures correct behaviour from pupils throughout the journey. A weekly report to the Principal is made. Buses fitted with fire extinguisher and first aid kit as standard. Monitors trained in basic First aid procedures as set out in the Transport policy.</p> <p>Buses will be driven at speeds in line with the road conditions, adhering to recommended speed limits. Bus speeds are monitored (Bus monitors); a weekly report issued to the Principal by the school's Transport Supervisor.</p>	<p>Transport Supervisor</p> <p>Operations/Service Manager</p> <p>Financial Controller</p> <p>Principal</p> <p>Bus Drivers Bus Monitors Security Staff</p>	Transport Policy Trips Policy
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		Security staff will maintain orderly conduct of drivers around the school perimeters. Security Staff check all vehicles and buses before they park on site.		
3.5 Safeguarding	The School is committed to safeguarding and promoting the welfare of children and young people, from Foundation Stage/KG to Year 13/3 rd Secondary.	All staff to receive training in Child Protection. Recruitment Policy and procedures ensure children are safe. All staff to read and sign Safeguarding policy. All staff to report incidents or concerns to Designated Safeguarding Lead (DSL).	BoG: Mr. Mohamed Ashour Ms. Maha Shenouda - Principal Ms. Rachel Abundo DSL (or Deputy DSLs) Mr. Hassan - HR	Safeguarding Policy Recruitment Policy
3.6 Emotional and physical wellbeing of pupils Drugs, smoking and alcohol	Ensure all pupils are happy, healthy and safe.	EGIS community to read and adhere to principles and procedures outlined in all relevant policies. Assembly Student Council/Prefects Include outside speakers Curriculum coverage: PSHE and year group projects	Form Tutors Senior Teachers Student Welfare Leaders KS Coordinators/Section Heads/Head of Secondary Student Council & Prefects	Anti Bullying Policy Code of Conduct Behaviour Policies Programmes of Study (schemes of work/Curriculum Mapping) Parent Handbooks Code of Conduct, Trips Policy
3.8 Trips	Ensure effective arrangements on visits so that children are kept safe. Effective advanced planning achieves this, as set out in the list of essentials for educational visits (below). The teacher who plans	All staff to read and adhere to all procedures outlined in Trips policy RAF (Risk Assessment Forms) must be produced and approved for all trips Chair of Education Sub Committee to approve all RAFs	Principal Chair of Education Sub Committee	Trips Policy

	an educational visit is the designated group leader, responsible for the well-being and safety of students on the visit.			
3.9 Emergency Emergency Drills	Ensure safety of all pupils, staff and visitors in an emergency	Know and adhere to policies and procedures for fire, evacuation, earthquake, lockdown	Principal, Deputy Principal Fire Warden Security All	Contingency Plans Lockdown Procedures Communication Policy
3.10 Building	Adheres to all local and Egyptian requirements. Our principal aim is to ensure the safety of all pupils, staff and visitors. Maintain safe environment for the community Maintenance of electric, fire prevention, safety and fire-fighting equipment, sewerage and irrigation Electric (Water supply, tanks and gas storage tanks)	Effective regular inspections and maintenance of all aspects of the fire, electric, water, and structure building Swimming Pool: chlorine and PH level checks, water level checks (Every other day) Twice a year external inspection and maintenance by Orascom Pest Control (weekly) See attached summary (Appendix 1)	Maintenance Dept Operation/Service Manager Financial Controller Principal	Appendix A Contracts, certification and inspection records maintained in Finance Dept
3.11 Services Department	Maintain a safe, healthy and hygienic working environment Prevent accidents	Washroom facilities: Female ancillary staff allocated on all floors (min of 2 per floor) Regular cleaning daily (including sanitation in the breaks) Supervisory checks throughout shifts Canteen is cleaned after breaks (Outsourced – “Clean as you go” basis)	Operation/Service Manager H&S Officer Principal	See Cleaning Schedule

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Reviewed by SMT – Sep 2021

		<p>School is cleaned after school</p> <p>Weekly – deep cleaning of school and sanitisation/ disinfection</p> <p>Use of warning cones for spillages</p>		
3.12 Security	<p>Secure safety of all pupils and staff</p> <p>Secure site</p>	<p>Floor Supervisors are allocated to all floors</p> <p>Security staff at all gates used</p> <p>Manage traffic around the school perimeter</p> <p>Security staff secure entrances to key areas: swimming pool, Science labs and IT labs</p> <p>Check all vehicles before entry (this is done for all vehicles at El Gouna Gates). Monitor parked vehicles on site</p> <p>Meet all visitors to: check appointment has been scheduled, sign visitors in, issue visitor’s badge, make sure visitor is escorted to correct office/ member of staff.</p> <p>Support staff and SMT in safe dismissal of children and pupils to carers and parents.</p>	<p>Security Staff</p> <p>Operations Manager</p> <p>H&S Officer</p> <p>Principal</p>	<p>Fire Safety</p> <p>Contingency Plans</p>
3.13 Science Labs	<p>Ensure safety of all our pupils and staff</p> <p>Prevent risk of chemical spillage</p> <p>Prevent risks of accidents in Science Department</p> <p>Store chemicals safely</p>	See Appendix B	<p>Laboratory Technician at EGIS</p> <p>Science Teachers</p> <p>H&S Officer</p> <p>Principal</p>	<p>Appendix C - Science Dept Handbook</p> <p>Incident Record Form</p> <p>Safety Rules – Students</p> <p>Safety Policy</p>

Policy discussed, reviewed and approved by BOG – Nov 2019
Reviewed by SMT – Sep 2019

				Science Department /Labs (Science Dept Handbook &RAF) Job Description for Laboratory Tech at EGIS Fire Safety Policy
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4. Delivering effective arrangements: The Plan, Do, Check, Act approach

Managing health and safety can rarely be achieved by one-off interventions. A sustained and systematic approach is necessary.

While this may not always require a formal health and safety management system, whatever approach is used it probably contains the steps Plan, Do, Check, Act. Plan, Do, Check, Act helps you achieve a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

4 Elements of Health and Safety Policy:

Plan, Do, Check, Act	Conventional health and safety management	Process safety
PLAN	Determine your policy/Plan for implementation	Define and communicate acceptable performance and resources needed Identify and assess risks/Identify controls/ Record and maintain process safety knowledge Implement and manage control measures
DO	Profile risks/Organise for health and safety/Implement your plan	
CHECK	Measure performance (monitor before events, investigate after events)	Measure and review performance/Learn from measurements and findings of investigations
ACT	Review performance/Act on lessons learned	

5. Policy Review

This policy is reviewed annually by the Health & Safety Committee and the Board of Governors, and countersigned to this effect by the Chairman of the Board of Governors.

The policy was last reviewed – September 2021

Policy discussed, reviewed and approved by BOG – Nov 2021

Reviewed by SMT – Sep 2021

Appendix A

Area/ Aspect	Checks Interval	By Whom	Outside consultant/ Local Agencies/ Contractors Frequency of checks
Building Structure and physical repairs	Monthly	Mr. Latif El Gouna Services/Maintenance Dept	Orascom - as needed
Electro Mechanical equipment pumps Fire Pumps Swimming pool Plumbing Electric Panels Transformers	Weekly	Mr. Mahmoud –Electrician & Plumber El Gouna Electric Company Swimming pool Technicians (outsourced) El Gouna Services/Maintenance Dept	Orascom Maintenance - upon need
Swimming Pool (not heated)	When swimming pool is used in Sep- Oct and in May-June, daily check, otherwise, it is weekly.	Swimming Pool Technician (outsourced)	Orascom Weekly/Monthly
Fire Alarm Detectors	Every 3 months	Bavaria (outsourced)	Fire Alarm Detectors

Pest Control of Rodents / crawling And Flying Insects	(Weekly)	El Gouna Services/Maintenance Dept	
Landscape And Gardening	Weekly, Daily watering	El Gouna Service/Landscape Dept Gardeners	

Policy discussed, reviewed and approved by BOG – Nov 2021

Reviewed by SMT – Sep 2021

Appendix B

Safety Policy Science Department /Labs

Introduction

Accidents can happen in our Science labs which cause damage to equipment and more importantly, injury to staff and pupils. In order to minimise the possibility of accident, teachers, pupils and technician must be in no doubt about what they should and should not be doing and what to do when something goes wrong.

We need to acknowledge that risks are not confined to the lab but are part of living. Safety should not be seen as a nuisance or a boundary to hassle free practical work but as an opportunity for education in one of the social and important aspects of science.

As a Department, we should aim to instill in pupils and each other an understanding of the need for a safe approach to experimentation. We must try and achieve this without becoming so over careful that unnecessary boundaries are created for us and for pupil experience.

An atmosphere should exist where pupils understand the need for safety and are comfortable with it. They should not feel that they are going to get in to trouble for having an accident (although they might be reprimanded afterwards if carelessness caused the accident). Teachers must make pupils understand that accidents can be serious and the more time that is wasted deciding whether to tell the teacher or not, the more serious the potential damage may become.

In order to practise Science safely:

- we must provide an environment in which risks are limited
- all involved are as fully informed as possible
- when accidents occur there is no doubt what to do
- Procedures are continually reviewed in the light of experience and external information about safety.

Safety Statement

When approaching scientific experimentation all reasonable precaution should be taken to minimise the risk of accident.

Safety Rules

Introduction

Until pupils have matured and gained sufficient experience of experimental techniques and of their manipulative abilities, we are their Common Sense. Since we cannot watch over every pupil all the time, there are certain basic rules that must be laid down to avoid inexperience or stupidity leading to accidents.

However, safety rules mean nothing if they are not taken seriously by EVERYBODY. If one teacher turns a blind eye to one thing while another ignores something else the pupils rightly become fuzzy as to where the lines are drawn.

Equally, the rules must be, for our own sake, applied consistently to all members of a class and to all year groups, including Sixth Form. Otherwise we become blasé in certain practices.

All the safety rules in the world cannot make up for lack of awareness or lack of class control. It therefore goes without saying that we are the lynch-pin of any classroom rules. We should therefore feel confident in the work we are undertaking and have the full cooperation of the class.

How to Use the Safety Rules

Implementation of the Rules should in the first instance be explanatory. Even the naughtiest pupil will often be blissfully unaware of the possible consequences of their actions. After that, sanctions should be pursued with the warning that further transgression will lead to possible expulsion from practical work. If the pupil proves to be really unable to stay in the lab without exposing others to danger, then they will be excluded from practical lessons until it is felt that they are suitably reformed.

When introducing and reminding of these Safety Rules, it is possible to reduce pupils' feelings of invulnerability by pointing out that accidents to them will often be caused by the person working next to them. They must protect themselves against that.

Finally Safety Rules must be re-enforced before any practical session and not just at the beginning of the school year. The focus of the reinforcement will depend on the practical but it is most definitely good practice to point out at least one possible pitfall, and hence one Safety Rule before every practical.

Safety Rules will be prominently displayed in every lab.

The Safety Rules

Pupil Safety Rules

Staff ‘Safety Rules’

For staff there are the unwritten rules of good housekeeping. It is necessary safe practice and good manners to each other to make sure the labs are left in a tidy state after any practical work. That means leaving enough time in the lesson for careful and unhurried clearing up. Equipment must be put away or stacked up and labelled for the technicians (“Clear Away” or “Please Leave”). Surfaces should be wiped down if dirty or wet.

Remember that lab swaps happen and any common practices such as where and how Bunsens are put away should be adhered to. Also, stacks of books or papers are both dangerous and contradict the idea that a lab is a place where organised safe things happen. A lab is not a matter of possession, even if you teach the majority of your lessons in the same one.

Finally, remember that pupils copy what they see. So, if you are safe, prepared and methodical in what you do, they are likely to follow suit.

10.4 Accident Procedure

Introduction

Accidents can and do happen.

As teachers, we must be as well prepared as possible for any eventuality. The main thing is to stay calm. Pupils will take signals from you when something goes wrong. They will only be too ready to get over excited or panic. If you are calm and know what you are doing, they will be more inclined to do what you ask of them and be generally more responsible.

In case of fire

If there is a fire that is out of control, or you do not feel able to put it out:

- then evacuate the class as for a fire alarm
- break the nearest fire alarm
- if possible, alert the Head of Department or other teacher

- Essentially, evacuate and leave others to deal with it.

If the fire can be dealt with, move the pupils away and deal with as follows:

Type of fire	Type of extinguisher	Action
Ordinary combustibles such as wood, paper, cloth, rubber and most plastics.	Use beaker of water if convenient. If not use CO2.	Clear pupils out of the way. Aim directly at fire from a distance of 1-2 metres. Be careful of paper blowing away.
Contained (ie small area to be dealt with) flammable fluids such as gasoline, oil, alcohols and flammable gases.	CO2.	Clear pupils out of the way. Aim in front of/at base of fire. Keep going for a few seconds after fire is out to cool things down.
Spreading (ie fast growing puddle) flammable fluids such as gasoline, oil, alcohols and flammable gases.	Powder (Pó) Then, if necessary, CO2 as well.	Clear pupils out of the way. Cover fire with powder, starting with area closest to you. Sweep from side to side. If fire persists, use CO2 as well.

Electrical equipment such as wiring, heaters and appliances in general.

CO2.

Then if necessary Powder (Pó) if fire has caused spillage of flammable material.

Clear pupils out of the way.

Aim at source of the fire.

Keep going for a few seconds to cool metal down.

Apply powder if a spillage has occurred and is getting out of hand.

General Procedures

Accidents can be divided into two types:

a) Major

b) Minor: i) Individual Hurt

ii) Equipment Broken

a) Major

Hopefully, these will be rare.

In the event of a serious spillage, fire or other major accident, the first priority must be a realistic evaluation of the situation. If you are in any doubt EVACUATE and seek ADVICE.



El Gouna International School

Incident Report

Name of Student	
Form	
Time and Date	
Teacher	

Details of incident:

Name and Signature: _____ Date: _____

Appendix C – Art and Design

Hazards

The main hazards associated with Art are the creation and inhalation of dust, damage to clothing, cross contamination of surfaces, or accidents through improper use of equipment or substances.

Precautions and Practices

Members of Staff should ensure that all children are well-supervised at all times.

Risk assessment needs to identify if the pupils are capable of understanding the hazards associated with the use of different types of media; whether restrictions are required on the numbers using media at one time and what supervision is felt to be appropriate.

The risks associated with dust creation, damage to clothing and cross-contamination are managed by ensuring that:

- tables are covered to protect the surfaces and ease cleaning.
- cleanable aprons are worn by pupils involved in painting;
- all staff and pupils working with clay wear the aprons provided;
- only small quantities of powder paints are to be mixed at one time;
- all staff and students wash hands and equipment (e.g. paint pallets and brushes) is washed up/out after use and by the end of the lesson;
- only pre-mixed clay, cut into workable sizes, is used by pupils;
- spillages of clay are cleared up immediately using wet mopping or sponging techniques. *Brushing of dried clay is prohibited.*

The risks associated with tools are managed by ensuring that tools must be safe and used solely for their intended purpose. In particular:

- Scissors:
 - must be of the round edged type;
 - must be handled correctly.
- Glue Guns:
 - only low temperature, trigger-operated Glue Guns should be used;
 - Glue Guns should be located on stands ready for use;
 - electrical testing of Glue Guns must be carried out annually;
 - if used by students, protective clothing and eye protection are required;
 - Glue Guns may NOT be used by children under 7 years of age.

The risks associated with substances are expressly addressed in the Primary School by only using water-based paints and glues.

Appendix D – Physical Education/Sports

The school follows the guidelines contained in the document ‘Safe Practice in Physical Education and Sport’ produced by the Association for Physical Education (AfPE). For specific activities, the safety requirements (as contained in ‘Safe Practice in P.E.’) can be found in the P.E. office.

Hazards

The main risks associated with P.E. and sports relating to personal injury as a result of falls, collisions and being hit by objects. Additional risks arise from the movement and use of equipment.

Precautions and Practices

Members of Staff should ensure that all children are well-supervised at all times.

Risk assessment needs to identify if the pupils are capable of understanding the hazards associated with different sporting activities; whether restrictions are required on the numbers taking part in an activity or using equipment at one time and what supervision is felt to be appropriate.

The risks associated with P.E. and sports are managed by ensuring that:

Appropriate clothing is worn for P.E. and sports activities

- students will change into appropriate clothing/footwear and remove any jewelry before any P.E. lesson;
- staff wear appropriate clothing and footwear and remove jewelry;

Note: It is acceptable for staff to wear watches for managing time in lessons.

Safety and safe practices are developed as a part of all skills and activities

Refer to PE Policy

Sports equipment is handled and used safely

- staff members are only to use equipment they are familiar with;
- equipment (including the playing area) is visually checked before use.
Any defective or damaged equipment is reported to the Operations Manager immediately, and taken out of use awaiting repair if necessary;
- staff must undertake a manual handling assessment on behalf of the pupils (i.e. ask themselves “*can the pupils move the objects where they have been asked to safely and without risks to their health?*”) before allowing them to undertake any manual handling task;
- students assisting in setting out apparatus are shown correct methods for lifting/moving equipment, and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;
- staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;
- mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls.

Policy discussed, reviewed and approved by BOG – Nov 2021

Reviewed by SMT – Sep 2021

Action in case of injuries

- as a general rule, the steps outlined for First Aid should be followed;

Swimming Pool

EGIS is fortunate to have an on-site swimming pool. However, this poses a significant number of hazards which must be managed throughout the year, not just when in use for lessons and activities. Refer to PE policy

Extra-curricular Sports Activities

With regard to sports activities beyond the school's curriculum:

- a consent form must be received, signed by the parent/guardian, before a child may take part in any after-school activities;
- if a parent has put a restriction on a child's activity on medical grounds, it is the parent alone who can remove the restriction;
- if a child taking part in an unaccustomed physical activity is known to be disabled or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic fibrosis, etc), rigorous supervision should be maintained;
- parents/guardians must be notified in advance if after-school activities have to be cancelled. Where this is not possible, children must be kept supervised in school until the time they would normally leave at the end of the activity.