



WELLINGTON
COLLEGE

INTERNATIONAL SCHOOL
BANGKOK

Health and Safety Policy

Approval: Full Board
Writer: Bursar
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1. Policy statement

- 1.1. The Board of Governors of Wellington College International School Bangkok has a collective responsibility for providing a safe and healthy environment for all students, employees, parents, embedded and external contractors, visitors, and others who could be affected by the School's activities.
- 1.2. As an employer, the School attaches high priority to ensuring that all operations on the School campus, both educational and support, are delivered in an safe, collaborative, and sustainable manner. The Board is committed to promoting the welfare of all in our community so that effective learning can take place.

2. Aims and objectives

- 2.1. Board member Gurdist Chansrichawla has responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.
- 2.2. Day-to-day responsibility for the operation of health and safety at the School is vested with the Master. However, the Board specifies that that the School should adopt the following framework for managing health and safety.
 - 2.2.1. Gurdist Chansrichawla oversees the School's Health and Safety Committee, which meets every term, and he receives copies of all relevant Committee paperwork.
 - 2.2.2. A report is tabled at each Health and Safety Committee meeting covering inter alia:
 - 2.2.2.1. statistics on accidents to students, staff and visitors;
 - 2.2.2.2. updates on staff training, fire drills, risk assessments;
 - 2.2.2.3. all new or revised health and safety policies and procedures.
 - 2.2.3. The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Board together with any other issues on health and safety that the Committee Chair wishes to bring to the Board's attention.
 - 2.2.4. The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.



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- 2.2.5. The reports (per 2.2.2.) are considered by the Bursar and Deputy Bursar (Operations), and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes.
- 2.2.6. The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the relevant Thai authorities. In addition, the external Catering contractor arranges for an independent hygiene and safety audits of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services.
- 2.2.7. The School has fire risk assessments, carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review such risk assessments every time they are amended.
- 2.2.8. Where necessary, an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the School, and reports on actions required with recommended timescales.
- 2.2.9. The School has a competent person undertake a risk assessment for legionella, and a quarterly water sampling and testing regime is in place.
- 2.2.10. The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues; which where appropriate includes basic 'office work station', 'manual handling' and 'working at height training'.
 - 2.2.10.1. Health and safety training that is related to an individual member of staff's functions, such as science technician, is provided in addition to the 'standard' induction training.
 - 2.2.10.2. First Aid training will be a requirement for all teaching staff and is valid for two years. Any ALT or support staff member involved in coaching teams and coordinating school trips must also have received First Aid training.

3. Responsibilities

- 3.1. All members of staff are responsible for taking reasonable care of their own safety, and that of students, parents, visitors, temporary staff, volunteers, and contractors.
- 3.2. Staff are responsible for co-operating with the Master, the Bursar and other members of the Senior Leadership Team (SLT) in order to enable the Board to comply with health and safety duties.



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- 3.3. All members of staff are responsible for reporting any significant risks, near misses or other health and safety issues to the Bursar.
- 3.4. All members of staff are briefed on where copies of this Policy can be obtained on the School's intranet. They are advised as and when it is reviewed, added to or modified.

4. Organisation

- 4.1. **The Board** has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They also make adequate resources available to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.
- 4.2. **The Master** assists the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Master also reports to the Board on health and safety performance and assists the Board in implementing changes in the Policy which the Board has approved.
- 4.3. **The Bursar** has day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for statutory compliance and best practice of:
 - 4.3.1. Site security
 - 4.3.2. Fire safety
 - 4.3.3. Electrical safety
 - 4.3.4. Gas safety
 - 4.3.5. Water quality
 - 4.3.6. Accident reporting
 - 4.3.7. Crisis management
 - 4.3.8. Staff induction and refresher training
 - 4.3.9. Risk assessments
 - 4.3.10. First Aid
 - 4.3.11. Traffic management
 - 4.3.12. The Bursar also acts as the School's Health and Safety Officer, whose duties include:
 - 4.3.12.1. advising the Executive Board on maintenance requirements
 - 4.3.12.2. co-ordinating advice from specialist safety advisors and producing associated action plans



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- 4.3.12.3. monitoring health and safety within the School and raising concerns with the Executive Board
 - 4.3.12.4. compliance with the Construction (Design and Management) Regulations
 - 4.3.12.5. chairing the School Health and Safety Committee
- 4.4. **The Academic Heads of Department** ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control and identifying, organising (and maintaining records) of training that is relevant to their area of control. Specific risk assessment requirements are:
- 4.4.1. Science (including harmful substances and flammable materials): Head of Science
 - 4.4.2. Sports activities: Director of Sport
 - 4.4.3. Art (including harmful substances and flammable materials): Head of Art
 - 4.4.4. Music: Director of Music
 - 4.4.5. Design & Technology: Head of Design Technology
 - 4.4.6. Outdoor lessons: Head of Junior/Senior School
 - 4.4.7. Trips and visits: Head of Junior/Senior School
 - 4.4.8. Catering and cleaning functions: Deputy Bursar (Operations)
- 4.5. **The Deputy Bursar (Operations)** assists the Bursar with the implementation of:
- 4.5.1. Building security
 - 4.5.2. Prevention of unsupervised access by students to potentially dangerous areas (in co-operation with others as appropriate)
 - 4.5.3. Registration and control of visitors
 - 4.5.4. Site traffic movements
 - 4.5.5. Maintenance of School vehicles
 - 4.5.6. Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
 - 4.5.7. Good standards of housekeeping, including drains, gutters etc
 - 4.5.8. Control of hazardous substances for grounds maintenance activities
- 4.6. The Bursar and Deputy Bursar (Operations) will arrange as appropriate for **external health and safety advisers** to advise on matters of health and safety within the School. Such provision may include:
- 4.6.1. Structural surveyors are retained to give advice on the external fabric of the School as indicated through internal building surveys.
 - 4.6.2. Engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists annually.
 - 4.6.3. Gym and fitness equipment and machinery used in DT and facilities, are serviced annually.



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- 4.6.4. Playground equipment is maintained, repaired, and serviced regularly.
- 4.6.5. The School's adherence to health and safety in catering and cleaning is subject to external inspection by the relevant Thai agencies. In addition, the external Catering contractor arranges for:
 - 4.6.5.1. an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
 - 4.6.5.2. an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
 - 4.6.5.3. professional advice from a dietician on healthier food, menu planning and special diets as needed.
 - 4.6.5.4. the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
 - 4.6.5.5. appropriate pest control measures to be in place.
- 4.6.6. The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- 4.6.7. In addition to the regular fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by a qualified contractor.
- 4.6.8. The School has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- 4.6.9. The School maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. He/she is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- 4.7. **The School Health and Safety Committee** meets every term and is chaired by the Bursar. The Board Member who is responsible for overseeing health and safety can attend these meetings and receives copies of the minutes. The other members of the Committee are:
 - 4.7.1. Master
 - 4.7.2. Head of Junior School
 - 4.7.3. Head of Senior School
 - 4.7.4. Operations Manager
 - 4.7.5. Head of Science
 - 4.7.6. Director of Sport
 - 4.7.7. Head of Senior DT



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4.7.8. Facilities Manager

4.7.9. Nurse

4.7.10. PA to the Master as note-taker

The role of the committee is to:

4.7.11. discuss matters concerning health and safety, including any changes to regulations;

4.7.12. monitor the effectiveness of health and safety within the School;

4.7.13. review accidents and near misses, and discuss preventative measures;

4.7.14. review and update risk assessments;

4.7.15. discuss training requirements;

4.7.16. monitor the implementation of professional advice;

4.7.17. review the safety policy guidance and update it;

4.7.18. assist in the development of safety rules and safe systems of work;

4.7.19. monitor communication and publicity relating to health and safety in the workplace;

4.7.20. encourage suggestions and reporting of defects by all members of staff.

4.8. **The School Nurse** is responsible for:

4.8.1. Maintaining an accident book and reporting notifiable accidents to the Health and Safety Committee and SLT

4.8.2. Keeping statistics and preparing summary reports for the Health and Safety Committee

4.8.3. Escorting students to hospital (and informing their parents)

4.8.4. Checking that all first aid boxes and eye wash stations are replenished

4.9. The cooperation of **all staff** is essential to the success of the Policy and the School requires that staff should notify their Line manager / School Safety Officer of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

4.9.1. follow this Policy;

4.9.2. take reasonable care for the health and safety of themselves and others who may be affected

4.9.3. follow requirements imposed on the School or any other person under health and safety law and cooperate fully so as to enable the duties upon them to be performed

4.9.4. carry out all reasonable instructions given by managers / senior staff

4.9.5. make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment may be regarded as a dismissible offence

4.9.6. comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.