

## The International Academy - Amman

Policy Name:	Health and Safety Policy
Effective from:	November 2010
Last Updated:	4 November 2020

### I. PURPOSE

This policy statement is the local supplement to the Labour Law of the year 1996. The Academy's Board of Governors (hereby referred to as the Board) and Senior Leadership Team recognise and accept their responsibilities in complying with the Labour Law of the year 1996. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is therefore acknowledged.

The International Academy – Amman (IAA) is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.

#### IAA Definitions

**Contractors** – A person or company that undertakes a contract to perform a service.

**Lone Worker** – An employee that performs an activity in isolation or away from other workers without close or direct supervision.

### II. POLICY

In compliance with the Labour Law of the year 1996, the Board will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition;
- Safe access to and egress from the premises is maintained;
- All plant and equipment is safe to use;
- Appropriate safe systems of work exist and are maintained including off-site visits;
- Sufficient information, instruction, training and supervision is available and provided;
- Arrangements exist for the safe use, handling and storage of articles and substances at work; and
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Board also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes students), contractors, etc., are or may be affected by IAA activities, the Board will make the necessary information, instruction, training and supervision available to

ensure the safety of those affected. As an education provider which must set standards by example for its students, this commitment is seen as especially important.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

## **GENERAL PROCEDURES**

### **Health, Safety and Welfare**

The following procedures and arrangements have been established within our Academy to minimise health and safety risks to an acceptable level.

#### **1. Accident Reporting, Recording and Investigation**

- a. IAA will report and investigate accidents, incidents and near misses seriously;
- b. In line with the procedure, all staff will be encouraged to report accidents, incidents and near misses;
- c. Health and safety representatives will investigate such incidents and identify and implement means to prevent a recurrence.
- d. All completed accident/incident/near miss forms will be sent to the health and safety coordinator.

#### **2. Contractors**

The following guidelines are for all contractors working in/at IAA:

- a. Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);
- b. Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc;
- c. Having clearly identified personnel who are points of contact for contractors and visiting workers;
- d. Having all significant and unusual hazards and risks on site clearly identified;
- e. Exchanging information on hazards and risks
- f. Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:
  - i. Segregation of traffic and pedestrian;
  - ii. Segregation of contractors and occupants of IAA (where possible);
  - iii. Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled;
  - iv. implications on fire precautions due to possible increased risk and interference with fire alarm;
  - v. system and routes of evacuation;
  - vi. safeguarding the welfare of students, staff and visitors
- g. The Academy recognises that it is crucial that issues relating to premises works are communicated effectively. By:

- i. providing visitors with copies of appropriate hazard register;
- ii. telling visitors about hazards on site;
- iii. asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes);
- iv. asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
- v. controlling access so that contractors know who may also be working on site;
- vi. sign-off/safe completion certificates;and
- vii. ensuring completion of the Log Book by contractors and visiting persons (held in Control Room).

### **3. Curriculum Safety**

- a. IAA recognises that programmes of study require that students should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- b. Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for students to use.
- c. All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.
- d. Curriculum activities will be reviewed to assess the risk in order to determine:
  - i. Where close supervision is required;
  - ii. Suitable group size;
  - iii. Suitability for whole class participation;
  - iv. Where particular skills need to be taught;
  - v. Personal protective equipment (PPE); and
  - vi. Levels of hygiene required.

### **4. Drugs & Medications**

- a. Parents have the prime responsibility for their child's health and should provide IAA's admissions with information about their child's medical condition.
- b. Parents, and students (if appropriate), should obtain details from their child's General Practitioner (GP) or paediatrician, if needed.
- c. IAA's nurse and specialist voluntary bodies will be approached to provide additional background information for staff.
- d. IAA recognises that students with medical needs have the same rights of admission to the school as other students, however nurses will only administer medication as outlined in our Health Policy.

### **5. Electrical Equipment [fixed and portable]**

- a. Fixed and portable electrical checks will be carried out every six months by Facilities maintenance.

### **6. Fire Precautions & Procedures**

- a. The Emergency Response Plan is the default document for Fire Procedures and Evacuation.
- b. The Head of Security, along with the Facilities & Safety Superintendent, has the responsibility for the implementation of the fire management plan by:
  - i. Detailing any significant findings from the fire risk assessment and any action taken;
  - ii. Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;
  - iii. Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
  - iv. Recording of false alarms;
  - v. Testing and maintaining fire extinguishers and hose reels
  - vi. Recording and training of relevant people and fire evacuation drills;
  - vii. Planning, organising, policy and implementation, monitoring, audit and review;
  - viii. Maintaining and auditing any systems that are provided to help the fire and rescue service;
  - ix. Arranging in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire

#### **7. First Aid**

- a. The Academy provides two nurse stations and suitably trained first aiders.
- b. The nurse stations will record all accidents and make these records available for review.

#### **8. Glass and Glazing**

- a. All glass in doors and side panels is to be safety glass. All replacement glass to be of a safety standard.

#### **9. Handling & Lifting**

- a. All significant manual handling tasks shall be risk assessed and where appropriate training provided for staff; and
- b. Managers are responsible for assessing the appropriate approach to all handling tasks.

#### **10. Lone Working**

- a. Department Heads are to ensure that lone working is risk assessed.
- b. All staff have a responsibility to ensure their own health and safety.

#### **11. Maintenance / Inspection of Equipment**

- a. To be carried out in accordance with the facilities schedule

#### **12. Personal Protective Equipment (PPE)**

- a. Heads of Departments will assess on the basis of risk assessment the need for PPE.
- b. Where it is assessed that PPE is required it shall be appropriately selected and provided.

- c. A record of PPE issues will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.
- d. Staff are responsible for ensuring that they use PPE where it is provided.

### **13. Risk Assessments**

- a. Risk assessment is the responsibility of IAA's Senior Leadership Team at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.
- b. Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.
- c. The original risk assessments must be kept by the owner and a copy sent to the Health and Safety Co-ordinator for record keeping.

### **14. Trips/ Off-Site Activities**

- a. All Academy trips/events must be risk assessed. (Refer to 13)

### **15. Transport Services**

- a. The Director, or the member of staff nominated by the Director, is responsible in conjunction with the driver, for ensuring that vehicles kept or hired by the IAA are operated in accordance with the law and in complying with the regulations of the traffic department.
- b. Employees who are required to use their private vehicles for official business are personally responsible ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

### **16. Staff Consultation**

- a. The Board, through the Director, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each department will be offered a role in these consultations.

### **17. Smoking**

- a. IAA operates a No Smoking Policy.
- b. We are a non-smoking campus, however there are smoking locations that are made available to staff but are far from the reach of buildings.

### **18. Staff Well-being / Stress**

- a. Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc and implement appropriate control measures, so far as is reasonably practicable.

- b. Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means including Staff Counselling.

#### **19. Vehicles on Site**

- a. The Board will endeavour to:
  - i. Segregate vehicular access and vulnerable (pedestrians & cyclists) traffic;
  - ii. Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site;
  - iii. Wherever possible avoid same-access for all.

#### **20. Violence to Staff / Academy Security**

- a. Security in the Academy is the responsibility of the Board and Director
- b. Risks to personal security, premises and property will be assessed through the risk assessment process.
- c. Managers are responsible for assessing the risks of violence to staff.
- d. Where violence is identified as a significant risk Heads of Departments will ensure that appropriate control measures are put in place.
- e. Staff must report incidents of violence and aggression in the same manner as accidents.

#### **21. Workplace Inspections and Premises Risks**

- a. Managers responsible for premises/departments are to undertake workplace inspections every half term.
- b. The Facilities Manager will ensure that hazards associated with premises are monitored and controlled.

### **III. APPLICABILITY**

If necessary, list out all departments, divisions, facilities and/or programs to which this policy applies. This policy and accompanying procedures are available to all staff members, including new staff.

### **IV. LIMITATIONS / APPROVALS / RESPONSIBILITIES / ETC.**

#### **LIMITATIONS**

This policy and accompanying procedures will be reviewed at least annually and revised as and when necessary.

#### **RESPONSIBILITIES**

Employees are reminded of their own duties:

- To take care of their own safety and that of others; and
- To cooperate with the Board and Senior Leadership Team so that they may carry out their own responsibilities successfully.

All relevant Regulations and Codes of Practice will be complied with as necessary.

#### **1. The Duties of The Board**

- a. The Board will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented. The Board is committed to this policy and all staff are required to comply as a condition of employment. All staff are encouraged to support the Board's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented at IAA must have the full cooperation of employees and others who use the premises.
- b. In the discharge of its duty, the Board, in consultation with the Director will:
  - i. Make itself familiar with the Labour Law of the year 1996 Health and Safety Article;
  - ii. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout IAA;
  - iii. Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
  - iv. Identify and evaluate all risks relating to:
    1. The premises;
    2. Academy activities;
    3. Educational visits (including local and international trips);
    4. Academy-sponsored events.
  - v. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
  - vi. Create and monitor the management structure to enable the implementation of health and safety.
- c. In particular the Board undertakes to provide:
  - i. A safe place for staff and pupils to work (in implementing the Safer Recruitment and Safeguarding and Child Protection Policies) including safe means of entry and exits;
  - ii. Plant equipment and systems of work which are safe;
  - iii. Safe arrangements for the handling, storage and transport of articles and substances;
  - iv. Safe and healthy working conditions which take into account all appropriate:
    1. statutory requirements
    2. codes of practice
    3. Guidance
  - v. Supervision, training and instruction so that all Senior Leaders, Staff members and Students can perform IAA-related activities in a healthy and safe manner;
  - vi. All staff will be given health and safety as well as Safeguarding and Child Protection training which is appropriate to their duties and responsibilities.
  - vii. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Board will ensure that

such training is provided. Students will receive information and as considered appropriate to the Academy-related activities which they are carrying out. All training will be regularly updated.

- viii. The required safety and protective equipment and clothing together with information on its use adequate welfare facilities.
- ix. So far as is reasonably practicable the Board, through the Director, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:
  - 1. this policy
  - 2. all other relevant health and safety matters
  - 3. the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## **2. The Duties of the Director**

- a. As well as the general duties of all members of staff, the Director has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, students, visitors and any other person using the premises or engaged in activities sponsored by IAA and will take all reasonably practicable steps to achieve this end through the deputy directors, principals, heads of departments, senior members of staff, teachers and others as appropriate.
- b. The Director is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.
  - i. In particular, the Director will, on a day-to-day basis, be responsible for:
    - 1. Ensuring safe working conditions of IAA premises and facilities
    - 2. Ensuring, at all times, the health, safety and welfare of staff, students and others using IAA premises or facilities or services or attending or taking part in IAA-sponsored activities
    - 3. Ensuring safe working practices and procedures throughout the Academy so that all risks are controlled
    - 4. Arranging systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Board are made aware of the findings
    - 5. Identifying the training needs of staff and students and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
    - 6. Ensuring that any defects in the premises, its plant, equipment or facilities which relate to or may affect the



health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk

7. Collating accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence
8. Monitoring the standards of health and safety throughout IAA, including all IAA-based activities
9. Monitoring the management structure, in consultation with the governors; consult with members of staff including Safety Representatives, on health and safety issues; and
10. Encouraging staff and others to promote health and safety.

### **3. The Duties of Supervisory Staff**

- a. In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Director or the member of staff nominated by the Director, to have overall day-to-day responsibility for the implementation and operation of the Academy's health and safety policy within their relevant departments and areas of responsibility.
- b. Supervisory staff includes: Deputy Director for Operations; Assistant Director for Curriculum/Whole School Curriculum Coordinator; Principal(s); Deputy Principal(s); Curriculum Coordinators; Heads of Years; Heads of Departments; Grade level leaders, Facilities Manager, Facilities Supervisor, Administration Managers/Supervisors.
- c. As part of their day-to-day responsibilities they will ensure that:
  - i. safe methods of working exist and are implemented throughout their area of responsibility
  - ii. health and safety regulations, rules, procedures and codes of practice are being applied effectively
  - iii. staff, pupils and others under their jurisdiction are instructed in safe working practice
  - iv. new employees are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Director or as necessary
  - v. regular safety inspections are made of their area of responsibility as required by the Director or as necessary
  - vi. positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
  - vii. all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only
  - viii. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work

- ix. hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised
- x. they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety
- xi. all health and safety information is communicated to the relevant persons; and
- xii. they report any health and safety concerns to the Director and the Deputy Director for Operations.

#### **4. Duties Of Teachers**

- a. Classroom teachers are expected to:
  - i. Understand and adhere to the Safeguarding and Child Protection policy and procedures
  - ii. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
  - iii. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied
  - iv. Give clear oral and written instructions and warnings to students where necessary
  - v. Follow safe working procedures themselves
  - vi. Require the use of protective clothing and guards where necessary
  - vii. Make recommendations to their Principal(s) or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
  - viii. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with Curriculum requirements for safety education
  - ix. Avoid introducing personal items of equipment (electrical or mechanical) into the Academy without prior authorisation; and
  - x. Report all accidents, near misses, defects and dangerous occurrences to their Principal(s) or Head of Department.

#### **5. Duties of All Employees [including temporary and volunteers]**

- a. Apart from any specific responsibilities which may have been delegated to them, all employees must:
  - i. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
  - ii. Observe all instructions on health and safety issued by the Government, IAA or any other person delegated to be responsible for a relevant aspect of health and safety

- iii. Act in accordance with any specific information provided by the Health and Safety and Safeguarding and Child Protection Policies as well as training received
  - iv. Report all accidents in accordance with current procedure
  - v. Cooperate with other persons to enable them to carry out their health and safety responsibilities;
  - vi. Inform their Head of Department of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
  - vii. Inform their Head of Department of any shortcomings they consider being in the Academy's health and safety arrangements
  - viii. Exercise good standards of housekeeping and cleanliness
  - ix. Know and apply the procedures in respect of fire, first aid and other emergencies
- b. All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.
  - c. Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's Head of Department must approve such re-assignments.

#### **6. Duties of the Deputy Director of Operations**

- a. The Deputy Director of operations has the following responsibilities:
  - i. To coordinate and manage the annual risk assessment process for the Academy
  - ii. To coordinate the annual general workplace monitoring inspections and performance monitoring process
  - iii. To make provision for the inspection and maintenance of work equipment throughout the Academy
  - iv. To manage the keeping of records of all health and safety activities
  - v. To advise the Director of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
  - vi. To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and IAA generally; and
  - vii. To carry out any other functions devolved by the Board.

#### **7. Duties of Academy Health and Safety (Committee) Representatives**

- a. The Board and Director recognise the role of Safety Representatives. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out Academy inspections within directed time; but, wherever practicable, outside teaching time.
- b. This committee meets twice a year to discuss problems encountered as well as preventative strategies.

- c. Representatives of the community includes:
  - i. Deputy Director for Operations
  - ii. Head of Security
  - iii. Maintenance Manager
  - iv. HR Manager
  - v. Head of Science
  - vi. Head of Design Technology
  - vii. School Nurses

#### **8. Duties of Students**

- a. Students, in accordance with their age and aptitude, are expected to:
  - i. Exercise personal responsibility for the health and safety of themselves and others
  - ii. Observe standards of dress consistent with safety and/or hygiene
  - iii. Observe all the health and safety rules of the Academy and in particular the instructions of staff given in an emergency; and
  - iv. Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

#### **9. Duties of Visitors, Members of the Public and Volunteers**

- a. Visitors and members of the public are to cooperate with the health and safety arrangements put in place by IAA to protect them when using IAA premises or land.
- b. Where volunteers are employed to undertake work on behalf of IAA they will for all intents and purposes be regarded as employees. Heads of Department will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

### **V. REFERENCES**

No external references were consulted in the writing of this policy

### **VI. KEY DOCUMENTATION SUPPORTING IMPLEMENTATION**

Safeguarding and Child Protection Policy