



# Health and Safety Policy

<b>APPLIES TO:</b>	All Staff
<b>HIS SZ</b>	Head Master - Daniel Berry
<b>RESPONSIBILITY:</b>	
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# Health and Safety Policy

## 1. Introduction

The Health and Safety Ordinance of Shenzhen places duties in respect of health and safety of employees, students and on each person who has, to any extent, control of the School premises. The management of health and safety extends these duties in various respects.

- The School Management including Owners and Governors, (herein after referred to as “**The School**”) has the ultimate responsibility to take all reasonably practicable measures within their power to ensure that the premises are safe and risks to health and safety of the staff, students, contractors and members of the public are minimized. In practice, the Head Master will ensure through the SMT that the appropriate measures are carried out.
- FM & HSSE Manager will co-ordinate health and safety policy and practice in the School as a whole and Heads of Department/schools, Director of Boarding, Phase Leaders, Heads of House and Support Staff Managers, will in turn be responsible for the health and safety of their respective departments.
- All staff should take reasonable care of their own health and safety and that of others who may be affected by their legal acts or omissions and must co-operate with their employers on health and safety matters. This Policy Document gives details of the specific responsibilities of all members of staff: it can be inspected at any time by contacting the Director/Head of Operations.
- Any shortcomings, omissions or errors are to be reported to Head Master, Director/Head of Operations by email.

## 2. Useful Website

- Health and Safety Executive: <https://www.hse.gov.uk/>
- World Health Organisation: <http://www.who.int/en/>
- Ministry of Health of the People’s Republic of China : <http://www.moh.gov.cn/2.htm>

## 3. General Rules

Good housekeeping is an important part of any safety policy and everyone- staff and students, must take an active role in complying with the appropriate safety measures and contribute to the general tidiness and general efficiency of the School. The following are intended to act as a reminder to all.

- Harrow Shenzhen is a non-smoking environment. It is essential that all staff observe this.
- Corridors, fire exits and thoroughfares forming a means of escape **must** be kept free of obstruction. Fire doors **must not** be propped open.
- Spillages and breakages must be cleaned up immediately. “Slippery Surface” notices must be displayed during wet cleaning.
- Nobody should interfere with, obstruct or remove first aid boxes, protective clothing, smoke stop doors, firefighting equipment, and electrical circuit breakers.
- Dangerous or faulty equipment must be reported to the person in charge immediately and action taken to isolate the equipment until the problem has been rectified.
- Extra care must be taken against the possibility of tripping or stumbling when carrying glassware, hot foods / liquids, poisons or corrosives.
- Lockers and cupboards must be kept clean and tidy and unwanted materials / equipment disposed of or returned to the appropriate place.

- Incidents and accidents to students, staff, visitors or members of the public must be reported to the FM& HSSE manager immediately.

#### **4. Policy Statement on Health and Safety at Work**

School Management accepts that it has a statutory and moral duty to ensure, in so far as is reasonably practicable, the health and safety of all employees, students, visitors and contractors. Furthermore, to ensure that any person engaging in activities undertaken by The School or on behalf of The School does not recklessly or unknowingly endanger themselves or others participating in any authorized School activity.

It is, therefore, School policy to:

- Establish and maintain a safe environment, so far as is reasonably practicable, throughout all areas used by the School to comply fully with the statutory regulations, provisions and Codes of Practice
- Develop an awareness of health and safety and an acceptance of individual responsibility among employees, students, visitors and contractors.
- Provide all employees and students with appropriate information, instruction, training and supervision for (a) fire safety and (b) to work safely and value their contribution to the achievement and maintenance of safety standards.
- Work in close collaboration and consult with safety representatives appointed by employees/the School.
- Ensure that plant, equipment and systems of work are safe, with risks kept to the minimum that is reasonably practicable, for employees, students and any other persons who may come into contact with such plant, equipment or systems.
- Arrange and operate suitable procedures for the safe handling, storage and transportation of chemicals, substances and materials within the School.
- Implement effective emergency procedures and first aid provision to meet statutory requirements.
- Obtain expert advice on any item that is outside the knowledge and experience of School employees.
- The Director of Operations will evaluate and review the content, operation and achievement of this Policy by representation of an annual report to the Board of Governors of Harrow Shenzhen.
- Conduct Risk Assessments of all School activities and premises.
- Allocate sufficient funds in annual budgets.

#### **5. Roles and Responsibilities**

Overall responsibility for health, safety and welfare rests with the School Management but all other employees who are responsible for the School's activities must take account of safety, health and welfare at all times. All School employees have health and safety responsibilities within their own working area throughout the campus.

##### **a) The Governing Body**

The Board of Governors of the School is, as stated in the Health and Safety statutory requirements has the responsibility of actively monitoring and controlling health and safety management within the School by:

- Requiring such information including this policy, to be presented to them as may be necessary for the efficient discharge of their responsibility
- Approving the allocation of sufficient resources, both personnel and financial, to meet the Health and Safety needs of the School.
- Ensuring that delegated functions are carried out in such a manner as to meet the statutory and ethical requirements of Health and Safety.
- The Governor with responsibility for overseeing Health and Safety matters is Ahmed Hussain(Chief Education Officer at AISL Harrow).

**b) The Head Master**

The Head Master has delegated authority from the Governing Body of the School to ensure that the School meets the statutory and ethical requirements of Health and Safety.

The Head Master will ensure that:

- The School has an approved Health and Safety Policy and practices, which are implemented.
- There are adequate personnel and financial resources allocated to Health and Safety.
- Health and Safety is accorded such status as to encourage the commitment, co-operation and involvement of all staff.
- The School actively promotes an awareness and acceptance of good practice in Health and Safety.
- Discipline any member of staff found guilty of ignoring or failing to implement approved procedures and practices.
- Appropriate inspection, monitoring and auditing procedures are agreed and implemented.
- There are adequate arrangements for staff training for the Senior Management Team and general staff in order to provide the expertise in Health and Safety required at all levels.
- There are regular performance reviews of Health and Safety and an agreed plan for future development.
- All Health and Safety Audit findings & actions are followed up within the schedule assigned.

**c) The Head of Operations**

The Head of Operations have responsibilities to ensure that:

- The policy is effectively implemented, monitored, developed and communicated to all staff and necessary alterations are made to the policy to reflect changes in statutory requirement or company development.
- Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- Procedures are put in place to ensure that all equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used and has any required certificates of inspection or examination.
- All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
- An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
- The Senior Management Team recognizes its role in providing health and safety leadership in the school and engaging the active participation of workers in improving health and safety through continuous improvement.
- Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
- Procedures are put in place to ensure that adequate welfare facilities are provided for employees.

- Health and safety objectives are set and their achievement is measured and reported as part of the management review.
- Where necessary, health and safety rules are developed to meet legislative and school requirements.

**d) Heads of Departments/Line Managers**

Responsible for: Teachers, Students, Support Staff and Visitors to Departments etc.

The Head of Department/Line Manager has responsibility to:

- Having overall responsibility for the safe operation of the department. Note that certain elements of safety can be delegated, but overall responsibility remains with the Head of Department/Line Manager.
- Read, understand and promote the School Health and Safety Policy.
- Carry out annual risk assessments within their areas of responsibility in conjunction with the relevant Head of School and Director of Operations.
- Ensure that all personnel receive appropriate health & safety training including evacuation procedures and fire precaution instructions.
- Ensure that all exit routes are kept clear of obstructions and that the build-up of combustible materials is prevented. Ensure correct use of fire doors (e.g. unobstructed, not propped open, close firmly).
- Ensure correct signage is displayed and in good condition; the Director of Operations should be notified of any defects.
- Ensure that any personal electrical equipment brought into the Department is checked by the Facilities Management Team.
- Ensure that any First Aid boxes are correctly stocked and the location clearly marked.
- Ensure that every member of the Department is aware of the name and location of the nearest qualified First Aider. (See appendix page 37 include First Aider poster.)
- Inform the Director of Operations of any defects, which could jeopardize the health and safety of those people in the Department.

**e) Director of Boarding (or in his or her absence, the deputy director of boarding )**

Responsible for: Resident House Tutors, Students, Support Staff, Visitors and Families.

The Director of Boarding have responsibility to:

- Read, understand, implement and promote the School Health and Safety Policy.
- Carry out annual risk assessments within their areas of responsibility in conjunction with the Director of Operations.
- Ensure that all personnel receive appropriate Health and Safety training including evacuation procedures and fire precaution instructions.
- Ensure that all exit routes are kept clear of obstructions and that the build-up of combustible materials is prevented. Ensure correct use of fire doors (e.g. unobstructed, not propped open, close firmly).
- Conduct one fire drill per term in conjunction with Facilities Management Team and keep appropriate records.
- Ensure correct signage is displayed and in good condition; the Head of Operations should be notified of any defects.
- Ensure that any personal electrical equipment brought into the Department is checked by the Facilities Management Team.
- Ensure that any First Aid boxes are correctly stocked and the location clearly marked.

- Ensure that every member of the House is aware of the name and location of the nearest qualified First Aider. (See appendix page 37.)
- Inform the Head of Operations of any defects which could jeopardize the health & safety of those persons in the boarding block.

#### **f) Staff Responsibilities**

Every member of staff is required to:

- Make themselves familiar with the School's Health and Safety Policy and any other safety legislation and codes of practice, which are relevant to the work of the department in which they work. The Director of Operations will advise on what is required.
- Take reasonable care for the health and safety of colleagues, students, visitors and any other persons who may be affected by their acts or omissions at work.
- Co-operate with the Director of Operations in complying with health and safety requirements.
- Ensure that both staff and students are applying health and safety requirements, rules, routines and procedures effectively.
- Be familiar with the School Fire Precautions and Evacuation procedures for the areas in which they work.
- Report any defects in the premises, plant, equipment and facilities, which they observe.
- Ensure that all plant, machinery and equipment are in good and safe working order and adequately guarded where appropriate.
- Not make unauthorized or improper use of plant, machinery or equipment.
- Use the correct equipment for the job and wear any protective equipment or safety devices, which may be supplied.
- Report all incidents and accidents, which cause injury to any person, to the Head Master and FM& HSSE manager by following accident/incident report process(refer to Appendix 1). Take an active interest in promoting health & safety and suggest ways of reducing risks.
- Heed the School's no smoking policy.

#### **g) Senior Management Team**

The Senior Management Team will have overall responsibility for:

- Ensuring that adequate health and safety training, procedures and equipment is being provided for every adult employee
- Developing the implementation of policy throughout the School
- Acting as a clearing house for complaints
- Investigating incidents
- Making recommendations to the Governing Body

#### **Health and Safety Committee is part of SMT (meet bi weekly)**

The membership consists of:

Head Master

Principal Deputy Head

Head of LS

Head of US

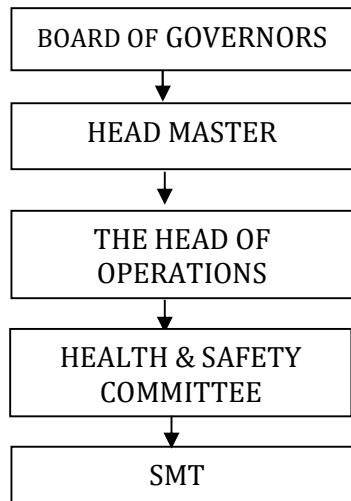
The Head of Operations, FIN, HR, ICT

GA Manager

PA – Head Master

FM & HSSE Manager

### **The Health and Safety Management Structure**



#### **h) Health and Safety Statement for Students**

Harrow Shenzhen strives to make all areas where students work and undertake activities, as safe as is reasonably practicable. Students' co-operation in ensuring that the School and its activities are as safe as possible is expected and required.

- Students are required to take all reasonable care to ensure that their actions do not endanger themselves or others. Students should not use any equipment, which they consider being unsafe and must report it to the person in charge
- Students should ensure that they are familiar with safe operating procedures prior to using any equipment
- Students must not undertake any procedure unless authorized to do so by a responsible adult
- Students must familiarize themselves with the Health and Safety Policy provided for certain equipment, procedures and operations, and co-operate with all emergency evacuation drills and observe fire regulations
- Students are required to report any accident involving injury, either to themselves or others, to the person in charge, without delay.

#### **i) Health and Safety Statement for Contractors**

Contractors' health and safety responsibilities are to ensure that they:

- Provide copies of their Health and Safety Policy and any other relevant documentation appertaining to health and safety that may be requested by the School
- Comply with all the requirements of the School's Health and Safety policy
- Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public
- Ensure that all equipment used is safe and in good working condition, and is accompanied by any necessary certification
- Ensure that any injury suffered or damage caused by their staff is reported immediately to the Director of Operations or the School's representative

- Follow the School's safety rules and comply with any safety instructions given by our representative
- Ensure that any materials which have health, safety or fire risks are used and stored in accordance with regulations and current recommendations and such information is provided to any other person who may be affected. Assessment of risk associated with any substance or process hazardous to health that will be used must be presented to the School's representative before work commences.
- Ensure that workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds.
- Provide written instructions through risk assessment and safe systems of work to establish safe working methods, to explain the sequence of operations, outline the potential hazards and the implementation of suitable risk controls.
- Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

#### **j) Health and Safety Statement for Caterer**

##### **Caterer's health and safety responsibilities are to ensure that they:**

- Comply with all the requirements of School's Health and Safety Policy
- Keep an accurate record of students' food allergies
- Ask their staff to wear Personal Protective Equipment while performing their duties
- Keep the kitchen and dining area clean and tidy
- Carry out pest control timely
- Comply with the local ordinance and regulation for food safety
- Prevent kitchen fire risks and use water, electricity, and gas safely

## **6. Accident/Incident Reporting, Recording and Investigation**

All accidents must be reported using the Incident Reporting Form(refer to Appendix 1), and a record of all reported incidents must be kept by the Head of Operations' office.

### **Reporting**

All incidents/accidents no matter how small, must be reported to the FM &HSSE manager by completing the Incident Reporting Form. The significant incident/accident, such as severe injury and hospitalization, fire, gas leakage, flooding, building collapse, food poisoning etc, shall be reported to the Group within one hour and relevant government institute (based on its regulation) by the Head of OPS. It is not the responsibility of the Health Care Centre to fill out Incident Report Forms.

The Head Master will keep a record and report the incident to the external agencies as appropriate; all work injury related cases will be forwarded to the Human Resources Department for reporting it to the relevant department.

### **Near Miss Reporting**

Staff should report near miss incidents to the FM&HSSE Manager [HIS SZ Near Miss Report](#)  
They will be recorded and monitored as a proactive measure to prevent accidents occurring. All incidents and near miss occurrences will be reported to the Governing Body annually.



## **Accident Investigation**

All incidents/accidents should be investigated to prevent further occurrence. FM & HSSE Manager will investigate reportable incidents/accidents with the assistance of the staff responsible for the area where the incident/accident occurred.

# **Health and Safety Inspection Policy**

This policy is a sub section of the School's main Health and Safety Policy and will be reviewed annually.

## **1. Inspections**

Heads of Department, Director of Boarding, Line Managers (Designated Persons) are required to undertake an annual formal health and safety inspection of their area(s) of responsibility, in conjunction with the FM & HSSE manager. This includes ensuring that the staff / students for whom they are responsible are aware of their roles and responsibilities for health and safety. Further informal inspections are necessary only when there are relevant changes within the building.

The Designated Persons should complete the checklist for their area of responsibility. The Director of Operations will send the checklists to the Designated Persons in the beginning of each academic year for completion. It is their responsibility in conjunction with the Director of Operations, to identify any actions required and ensure that they are carried out without delay. The Designated Person should retain the completed action plan and inspection check lists by for a minimum of two years.

Copies of both should be sent to the Director of Operations' Office for record keeping and action as necessary.

# **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**

## **(RIDDOR)**

### **1. Policy Statement and Aims**

Our school is committed to providing a safe and healthy learning and working environment for all students, staff, and visitors. To achieve this aim, this policy establishes a safety management system that integrates international standards with local regulatory requirements, strictly adhering to the following frameworks:

- a) UK Regulations: Full compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- b) Chinese and Shenzhen Regulations: Strict adherence to laws and regulations including the Work Safety Law of the People's Republic of China, the Law on the Protection of Minors, the Safety Management Measures for Primary and Secondary Schools and Kindergartens, and the Shenzhen School Safety Management Regulations.

We pledge to effectively manage risks, prevent accidents, and fulfill our paramount duty of care for safety, health, and well-being through timely reporting, systematic investigation, and continuous improvement, thereby meeting the stringent requirements for British Schools Overseas (BSO) accreditation.

### **2. Definitions, Scope and Legal Basis**

- a)  
Scope of Application: This policy applies to all school staff (including full-time, part-time, and volunteers), all students (from Early Years to High School), all visitors on campus, and all on-site or off-site activities organized or overseen by the school.
- b)  
Legal Basis: The formulation and implementation of this policy are based on the aforementioned UK, Chinese national, and Shenzhen local laws and regulations.
- c)  
Core Principles:

**Safety First, Prevention Foremost:** All operational and teaching activities prioritize safety and proactive preventive measures.

**Dual Compliance, Systematic Management:** Establish unified procedures to ensure simultaneous compliance with the reporting, investigation, and recording requirements of both RIDDOR and local regulations.

**Total Participation, Continuous Improvement:** Safety is everyone's responsibility. We will continuously enhance our safety management standards through regular reviews and training.

### 3. Management Structure and Responsibilities

To ensure the effective implementation of this policy, the school establishes the following clear responsibility structure:

Role	Key Responsibilities
Head of School	As the executive leader for school-wide safety management, ensures safety policies are integrated into daily operations; reports major safety issues to the Health and Safety Committee/SMT.
Health and Safety Committee	Composed of management, staff, responsible for regularly reviewing safety data, investigating major incidents, and proposing improvements.
GA Manager	(Mandatory full-time/part-time position per Shenzhen School Safety Management Regulations) Responsible for daily enforcement of local safety regulations; primary liaison with local Education, Public Security, Health departments under the "Protecting School and Garden" mechanism.
FM & HSSE manager	Overall coordinator for RIDDOR-related matters; submits statutory reports to the Health and Safety Committee/SMT; maintains related records and archives.
Head of Section / Department Head	Responsible for safety risk management, staff safety training, initial incident reporting, and internal investigation within their department/section.
All Staff	Statutory Duty: Must take responsibility for their own safety and that of others affected by their activities. Must report all accidents, injuries, illnesses, and safety hazards immediately.

Role	Key Responsibilities
Students and Visitors	Must comply with all school safety rules; have a duty to report any unsafe conditions or witnessed incidents to staff immediately.

#### 4. Types of Reportable Events

Incident Category	Specific Description	Primary Reporting Pathway
A. Work-related Incidents (Staff)	1. Death 2. Specified Injuries: Fracture (excluding fingers, thumbs and toes), amputation, loss of sight, serious burns, injury to head causing unconsciousness, etc. 3. Injury leading to incapacity for work for more than seven days 4. Diagnosed occupational diseases: such as occupational asthma, carpal tunnel syndrome, etc.	Must be reported to Health and Safety Committee/SMT
B. Incidents Involving Non-Employees	1. Death arising from work activities 2. Injury from a work-related accident where the injured person is taken directly from the scene to hospital for treatment (examination only does not count)	Must be reported to Health and Safety Committee/SMT
C. Dangerous Occurrences	Dangerous occurrences, such as specific types of explosion, fire, structural collapse, boiler explosion, etc., which	Must be reported to Health and Safety Committee/SMT

	could have caused serious harm but did not actually occur.	
D. Campus Safety Incidents under Chinese Regulations	1. Student Bullying and Violence: physical bullying, verbal bullying, cyberbullying; violent conflicts; sexual assault. 2. Public Security and Criminal Incidents: unlawful entry, extortion, theft, intentional injury. 3. School Bus Safety Incidents: traffic accidents; non-compliant operations discovered. 4. Major Safety Hazards: Significant risks involving building structures, fire safety, and laboratory hazardous chemical management. 5. Serious injuries during group activities: serious accidents in PE classes and off-campus practice. 6. Student unnatural death or serious injury.	Must be handled internally per Chinese/Shenzhen regulations and reported to local authorities (Education Bureau, Public Security, etc.) as required
E. Other Internally Recordable Incidents	Incidents that do not meet the aforementioned statutory reporting criteria but result in minor injury, illness, or property damage, or any significant near-miss events.	Must be recorded on the School Internal Incident Report Form for statistical analysis and preventive improvement

The school operates a Dual Reporting Standard. After any incident, an initial assessment must be made using the table below to determine the applicable reporting pathway.

## 5. Reporting and Handling Procedure

All incidents shall be handled following the key steps below to ensure a timely, compliant, and effective response.

Key Step Details

1. (Immediate Response):

- Upon discovering an incident, the first priority is to ensure the safety of personnel and provide first aid. Contact emergency services if necessary.
- Verbal reports shall be made immediately upon discovery of an incident, and in any case no later than 30 minutes after the incident occurs.

2. (Assessment & Categorization):

- FM & HSSE manager shall initiate a preliminary assessment within 1 hour of receiving the report.
- The assessment shall be conducted in accordance with Part 4 of this Policy to identify the applicable reporting pathway(s). Both reporting pathways may be triggered simultaneously.

3. (Statutory Reporting Deadlines):

- Report to the Health and Safety Committee/SMT: Death/Specified Injuries: immediate notification (by telephone) required, online report within 10 days; Over-7-day injury: within 10 days; Occupational disease/Dangerous occurrence: within 15 days.
- Report to the local competent authority: Public security/criminal incidents: report to the police immediately (no later than 24 hours); Serious incidents requiring report to the Education Bureau: initial verbal report within 2 hours, detailed written report within 24 hours.

4. (Investigation & Rectification):

- All RIDDOR-reportable incidents and serious local regulatory incidents shall be formally investigated to identify root causes.
- Corrective actions must clearly identify the responsible person and completion deadline, and be subject to follow-up verification.

5. (Communication & Records):

- Pursuant to the Shenzhen Municipal Regulations on School Safety Management, the school shall promptly notify the guardians of students involved in incidents.
- All documents (reports, investigation records, and communication records) shall be jointly verified by the Health and Safety Coordinator and the Safety Officer, retained for a minimum of three years, and maintained in compliance with both Chinese and UK requirements.

## 6. Training and Awareness

- Role-Specific Training: The Safety Officer, Health and Safety Coordinator, lab technicians, PE teachers, school bus staff, etc., must receive specialized safety training related to their duties.
- Student Safety Education: Integrate age-appropriate safety education into the curriculum for all grades through courses and activities.

## 7. Monitoring, Review and Continuous Improvement

- The FM&HSSE manager shall meet at least quarterly to review all incident reports, investigation findings, and the status of corrective actions.

- School management shall conduct a comprehensive annual review of the safety policy and its implementation effectiveness to ensure its continuing suitability, adequacy, and effectiveness.
- The results of the review and any policy revisions shall be reported to the Health and Safety Committee/SMT and communicated to all relevant parties.

## **8. Policy Revision**

The authority to revise this policy rests with the School. Any revisions must undergo review and recommendation by the Health and Safety Committee and receive final approval from the Head Master.

# **Campus Access & Security Policy**

## **1. Purpose of This Guide**

1.1 To have in place a clear procedure for the admittance of staff, students and external visitors to the School that is understood by all members of staff, visitor, parents, contractors and conforms to the School's Child Safeguarding and Protection Policy.

## **2. Scope**

2.1 The School is deemed to have responsibility for its students during normal school hours and after school hours for boarding students. The policy applies to:

- All teaching and non-teaching staff employed by the School;
- All families of members of staff living on-site;
- All facility management firm (FM) staff
- All external visitors entering the School site (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists);
- All parents;
- All students; and
- Building & Maintenance Contractors

## **3. Procedures**

### **3.1 Security Monitoring**

- Install video surveillance and intrusion alarm systems on school parameter.
- Install video surveillance systems in major areas of the campus.
- Place the hard collision prevention devices in front of the school gates to prevent accidental

collisions or violent attacks by vehicles.

- Arrange security staff to guard at the school gate area during student arrival and departure times.
- Security staff conducts regular patrols throughout the campus, both during the day and at night.

### 3.2 Security Staff

- All security staff should be certified/vetted to work on campus.
- The security team should be equipped with sufficient anti-riot equipment and tools to respond to potentially armed intruders.

### 3.3 Members of School Staff

- All members of school staff must show their staff card at the school entrance and wear the lanyard (Blue Colour) at all times while on campus.
- Members of school staff shall not visit unauthorised areas e.g. members of staff that do not have access to the boarding facilities should not enter boarding without the escort of an authorised person.

### 3.4 Students

- All students must enter and leave the School in School Uniform/School PE Kit.
- Any student late to the School must register at the main Reception of the School upon their arrival.
- Students leaving the School early must obtain an Early Leave Card from the main Reception and present it to the guards at the gate before leaving the Campus even being escorted by their parents.
- Boarders shall not be allowed to leave the campus at any time except Friday Dismissal Time unless they have the relevant signed documentation from their parents and Director/Deputy Director of Boarding.

### 3.5 Visitors with appointments to the School

- When a visitor is invited to the School, the Facilities Management team & Receptionist should be informed by the member of staff responsible for the visitor as soon as possible, explaining the relevance and purpose of the visit, and the intended date and time.
- Visitors to the School should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below.
- All visitors must report to security at the main gate before accessing any other part of the School.
- At the security desk, all visitors must state the purpose of their visit and the member of staff who has invited them and Scan QR Code to finish the register and SFG. They should be ready to produce formal identification.
- All visitors will be required to wear the visitor pass (Red Lanyard) issued by the School.
- Visitors will then be escorted to the Receptionist and their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- On departing the school, visitors should leave via the main gate and return the visitor's pass to security.
- If a visitor is driving to the School, the inviting member of staff must also provide their car registration number.

### 3.6 Visitors to the School without appointments

- Visitors coming to the School without any appointment should register with the security at the main gate and be issued with a visitor pass.

- The visitor should be escorted to the Receptionist before accessing any area of the School to ensure that they have a genuine purpose for visiting the School.
- Any visitor to the School site who is not wearing a visitor pass should be challenged politely to enquire who they are and their business on the School site. They should then be escorted for registration and be issued with a visitor pass.
- On departing the School, visitors should depart via the main gate and return the visitors' passes to security.
- In the event that any visitor refuses to comply, he/ she should be asked to leave the site immediately and the Head, and/or Head master should be informed promptly.
- The Head, and/or the Head master will consider the situation and decide if it is necessary to inform the police.
- If any visitors become abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the School grounds, police assistance will be called for.

### 3.7 Contractors and/or External Service Providers

- Staff of onsite External Services Providers, e.g. Facilities Management Company, Catering Services Provider, Health Care Centre, must wear their lanyards (Green Colour) with their identity cards.
- All peripatetic teachers, sports coaches, other ECA providers must wear their temporary staff card issued to them by the School.
- All visiting contractors or visitors of the onsite service providers (Facility Management Company, Catering Company etc) must follow the registration procedures as stated above and wear their lanyard (Red Colour).
- Any contractors without a Contractor's Pass must be removed from the site.
- Contractors should return the visitors' passes to the security when leaving the School.
- All visitor badges are valid for the day only.

### 3.8 Drop Off and Pick Up Arrangement

Please wear the Parents' lanyard and follow the onsite guidance from the academic staff and security guards.

### 3.9 Family Members and Guests of Staff living on site

- All family members of staff living on site shall wear their Resident Card with lanyard (Purple Colour) when they visit the School Campus or other facilities after school hours.
- When a guest is expected, a member of staff should send an email to the Facilities Management Team explaining length of their stay, date and time.
- All staff guests (including any unexpected guests) should report to the security at the gate to staff entrance.
- A guest not staying overnight should be registered in accordance with the policy for 'visitors with appointment'. Overnight guest should get approval from Head Master.
- A guest staying overnight will be issued with a guest pass for the period of his/her stay. All guests should wear the pass when walking through the campus and present it at the gate when re-entering the campus. The FM team should inform the Head of Operations if any visitors are staying overnight in the boarding block.
- On departure, guests should return the guest pass to the security.

## **Weapons on Campus**

**Policy Statement:**

School is committed to maintaining a safe and secure environment. No individual may carry or store any weapon on school premises, including replicas or items designed to resemble weapons.

**Definition of Weapons:**

Includes (but is not limited to): firearms, tasers, explosives, BB/pellet/air guns, knives, martial arts weapons, crossbows, brass knuckles, and imitation weapons.

**Exception:**

On-duty police or security personnel with issued weapons.

**Procedure:**

- All unauthorised weapons will be confiscated.
- Firearms and imitation firearms will be handed over to local police.
- Disciplinary action, up to expulsion or dismissal, will apply for possession of unauthorised weapons.
- Confiscated weapons may be returned under authorised, safe arrangements.

Exceptions: May be granted in writing by the Principal for specific purposes (e.g., theatre props or training). Written approval must outline items, purpose, users, duration, and storage plans.

## **Fire Safety Policy and Procedure**

### **1. Fire Safety**

#### **a) Introduction**

The School's priority is to minimize the risk to life and to reduce injury by maintaining the fire safety of the School, by ensuring that staff, students and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The Fire Safety Policy, procedures and risk assessments at Harrow Shenzhen are designed to help its community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

### **b) Role of the School Fire Safety Manager**

The Head of Operations is the designated School Fire Safety Manager, and is responsible together with the Head Master and the Health & Safety Committee for ensuring that:

- The Board of Governors and the SMT keep the Fire Safety Policy under regular review.
- The Fire Safety Policy is promulgated to the School community.
- Everyone in the School (including visitors and contractors) is given clear instructions on where they should go in the event of fire.
- Fire training is given to new and existing staff and students and records of fire training are kept.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons learnt.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept up to date.

### **c) Fire Drills**

Fire Drills are carried out in accordance with the local fire safety statutory requirements. Fire drills should be as realistic as possible. Accordingly the minimum number of staff should be advised of the date and time. Security must be advised prior to the drill.

Should the drill show deficiencies in the system of implementation, further drills will need to be organized.

An escape route or staircase may be closed for a drill (if so, the escape route / staircase which is closed will be rotated).

A copy of the fire drill / alarm report must be completed by the Facilities Management team and the report must be given to the Head of Operations.

Every term a fire drill must be carried out, once in the daytime and once at night. This will be organized by Head Master and the FM&HSSE manager.

### **d) Fire Fighting Equipment**

Sprinklers, hose reels, sand buckets and fire blankets (where appropriate) are located in buildings in accordance with the local statutory requirements. The fire alarm can be manually activated by breaking the 'break glass' units located around the school. Smoke/heat detectors are installed in the Boarding Block, which will automatically activate the fire alarm when smoke/heat builds up.

## **2. Fire Organisation**

### **a) Strategic**

The SMT is responsible to the Board of Governors for the fire organization and procedures for the School. The Head of Operations co-ordinates the organization and procedure on behalf of the SMT with provision/ maintenance/ renewal of the detection/ alarm systems, fire-fighting equipment and escape provisions.

### **b) Accounting Responsibilities**

Those listed below, or their nominated deputy, are responsible for taking registers of students, staff and external service providers after an alarm has sounded. Once the registers have been taken, the

results must be passed to the Head Master as soon as possible. If the Head of Operations is not there, the FM & HSSE manager would assume the responsibility. The chain of command is as follows:

- Upper School studentsForm Tutors will take register and report to HoH, HoH then feedback to HoUS. US Staff – HoUS takes the register at their assembly point. Once the register has been completed the results are passed to the Head Master.
- Members of the Upper School staff who do not have a House attachment report to the Head of Upper School (or in his absence the Deputy head of US). The Head of Upper School will then confirm attendance with the Head Master.
- Lower School students and TAs (including any parent helpers) will be registered by the Homeroom Teacher. Once the register is complete, the Class Teacher should confirm attendance with the Head of the Lower School (or in his absence, Deputy Head of the Lower School). Once the Lower School attendance has been ascertained, the Head of the Lower School passes the results of the registers to the Head Master.
- Part time /visiting musicians report to the Head of Music who liaises with the Head of Upper School.
- Health Care Centre staff report to the Head of Operations.
- Catering staff report to the Catering Manager, who liaises with the Head of Operations.
- Life Guards report to the FM site manager who liaises with the Head of Operations.
- All Facilities Management staff report to the FM site manager or their Assistant, who liaises with the Head of Operations
- Other NACA will report to HOHR via Head of departments.
- Staff members with a visitor should accompany them to the assembly point (Green Belt in front of the main building gate) and they should remain with the staff member for the duration of the process.

### **c) School Building Out of Term**

Security/Facilities Management Team are responsible for responding to the fire alarm, working with the FM & HSSE manager during the day, to ensure the safe evacuation of the buildings and accounting for Harrow Shenzhen Staff.

### **d) Reporting Responsibilities**

All fire alarms, evacuations or fire drills must be recorded, and a written report should be kept in the Operations Office.

### **e) Staff Register**

- Lists of all Upper School and Lower School Teachers and students are kept in their respective school offices. Administrative Staff hand out the lists to the Designated Member at the Assembly point.
- A log sheet for teachers going out of the School for their personal appointments is kept at reception. The receptionists hands out the lists to one of the Designated Members at the assembly point. Staff members should inform their line manager if they leave the building.
- A list of all administrative staff is kept at the Reception Counter.

## **3. Fire Procedures**

**a) On Discovering a Fire**

Immediately shout “Fire” “Fire” “Fire” and break glass of the fire alarm units which are positioned near the fire hose reel in corridors and leave the building via the nearest exit route, and proceed at walking pace to the assembly point (Green Belt / ChengXin 3<sup>rd</sup> Street).

**i. On Hearing the Fire Alarm during the day**

- Immediately walk to the nearest exit route and make your way to the Green Belt / ChengXin 3<sup>rd</sup> Street
- Do not stop to collect belongings, lock drawers or close windows
- Do not use the lifts. If you are in the lift when the fire alarm sounds, the lift will stop at the nearest floor; you should use the nearest exit route to leave the building
- Once at the Paved Area next to Early Years: Upper School students should line up in their House Tutor Groups, in alphabetical order, by Year group; Pre Prep students should line up in their class groups, in alphabetical order, by Year group; The Early Years students should line up Chengxin 3<sup>rd</sup> street in homeroom order
- Upper School students should line up further along the pavement and Pre Prep closer to the building as signed-line up next to the appropriate signages
- Students should remain quiet and orderly until told otherwise
- Students should be attentive in helping the register to be taken promptly
- All administrative staff, external service providers and contractors should also assemble on the Green Belt of the front gate of main building
- The Designated members should take attendance of the people they are responsible for

**ii. On Hearing the Fire Alarm at night**

- Wake anyone who shares your room
- Leave the building in a quiet and orderly manner using the nearest available exit route
- Close all doors behind you
- Knock on any closed doors and shout “FIRE” to alert occupants
- Do not stop collecting personal belongings
- Do not use the lifts
- Do not re-enter the building until authorized to do so by Head Master
- Do not attempt to fight the fire. Personal safety must always take precedence over property
- Students should line up in their Boarding House Line in ChengXin 3<sup>rd</sup> street.
- House Pastoral Teams and other resident staff should report to Director of Boarding

**b) Fire Evacuation for the Residents of Staff Quarters**

- Shout “Fire” “Fire” “Fire and break glass units which are positioned near the fire hose reel in corridors, or call . If a smoke detector in your flat activates and there is a fire, please follow the above mentioned procedure .
- Evacuate the building using the most direct route of the stairwells. If you are in the lift when the fire alarm sounds, the lift will stop at the nearest floor, you should use the nearest exit point to leave the building
- All families should assemble on Green Belt / ChengXin 3<sup>rd</sup> Street and the HOO will take a register. Please note that all residents must inform Reception team if you and any members of your family are going to be out of your flat overnight (i.e. it will be empty for the night. )

### **c) Liaison with the Fire and Rescue Service**

The Security Guards / Facilities Management Team will direct the Fire and Rescue Service on their arrival. When registers have been taken, FM will be contacted to confirm that all are present or who is still missing. FM must then pass this information to the Fire and Rescue Service

### **d) Re-Occupation**

Once the Fire and Rescue Service have given the all-clear, the Facilities Management Team will communicate that to the Head of Operations, who will inform the Head Master. Then Head Master will inform the Heads of School to dismiss the students and staff by Year group or by House.

**No one should leave the assembly point until they are informed by one of the designated persons.**

### **e) Fire Procedures for Public Examinations**

- If there is a fire alarm, the 'Fire Marshal' teachers and Examinations Officer must make their way to the exam room as quickly as they can.
- The invigilators remain in the room until the Fire Marshals arrive, making sure all students remain calm and do not communicate. The invigilators should write the time of the alarm on the board at the front.
- On arrival of the Fire Marshals, the invigilators leave the room and move to the assembly point.
- The question papers and answer scripts are left in the exam room and that the room is secured.
- Each 'fire Marshal' member will be in charge of three rows of candidates (the number will depend on the number of students in exams at that time) as directed by the Examinations officer and they will be dismissed in small groups at appropriate intervals.
- The staff will chaperone the students out of the room to the special assembly point, in separate groups, making sure that there is absolutely no communication whatsoever between the candidates.
- The assembly point will be next to the flagpoles overlooking the garden/road by the tennis courts and it should be accessed by going around the Paved Area next to the Early Years Centre.
- Examinations Officer will be in charge of making sure the room is secure and all is in order -
- Nothing should be removed from the room, no paper should be collected and everything should be left on the tables.

NB: If the fire alarm goes during an evening examination and it is unclear whether there is a genuine fire or not, the Examinations Officer will contact the fire squad staff to ensure that they are not risking their lives to enter the building. Instead, they should go directly to the assembly point (flagpole) and await the arrival of the students. The Examinations Officer will dismiss them at appropriately safe intervals and the fire squad should organise them (as above) when they arrive at the assembly point.

#### **f) Occupants with Disabilities**

Where there are occupants with disabilities, which could affect their movement, hearing or sight, Deputy director of boardings, Heads of Department and other Line Managers are responsible for ensuring these controls can be followed, and for completing the Fire Safety Risk Assessment and submitting a copy to FM&HSSE manager.

**Students:** The head of schools and director of Boarding should assess the safe method of evacuation and communicate that to the student.

**Staff:** The Head of Department/Line Manager should assess the safe method of evacuation and communicate that to the staff member.

**Visitor:** The host member of staff should assess safe method of evacuation and communicate that to the visitor.

**NB:** Lifts are not to be used, except in extreme cases and where it is known to be a scheduled drill.

### **4. Fire Control/Prevention Measures**

The following fire control/ prevention measures are in place at Harrow Shenzhen:

#### **a) Escape Routes and Emergency Exits**

- There are at least two escape routes in the majority of buildings.
- Fire notices and evacuation signs are displayed in classrooms, offices and bedrooms.
- Sprinklers, hose reels sand buckets, fire blankets (where appropriate) are located in buildings in accordance with Codes of Practice for Minimum Fire Service Installations and Equipment And Inspection, Testing and Maintenance of Installations and Equipment. The fire alarm can be manually activated by breaking the break glass unit located near the hose reel. Smoke/heat detectors are installed in the Boarding Block which can automatically activate the fire alarm when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Fire routes and exits must be kept clear at all times.
- All fire alarms are tested regularly by the Facilities Management Team in conjunction with the Fire Services Contractor.
- All fire services equipment is checked quarterly and all inspection records are kept in the Operations Office
- An annual service of alarms, smoke detectors, emergency lights etc is conducted and records of all tests are kept in the Operations Office

#### **b) Electrical Safety**

- The School Electrical Contractor checks and tests circuitry within buildings.
- Circuits are RCD protected and meet the requirements of the Code of Practice for the Electricity (Wiring) Regulations.
- A registered electrician undertakes regular portable appliance testing.
- The electrical system for the whole School is checked every year and records/certificate of all inspections are kept in the Operations Office.
- Departmental staff check that all scientific and design & technology equipment is switched off at the end of the School day.
- The Catering appointed staff checks that all kitchen equipment is switched off at the end of the day.

### **c) Lightning Protection**

- All lightning protection and earthing conforms to the Code of Practice for the Electricity (Wiring) Regulations and is tested every year by a specialist contractor. Records of all tests are kept in the Operations Office.

### **d) Gas Safety**

Purpose: Ensure all gas systems (mains or bottled) are safe, properly maintained, and comply with local legal standards.

#### **Key Requirements:**

- Qualified Personnel Only:

Only certified professionals may install, maintain, or repair gas systems. Proof of competence must be provided by contractors.

- Nominated Responsible Person:

Typically the FM&HSSE Manager oversees gas safety and compliance.

- Annual Inspection:

All gas systems and equipment must be inspected and tested at least annually, or per local law.

- Emergency Shut-Offs:

Required for large installations (e.g. kitchens, labs). Must be tested regularly and logged.

- Gas Detection:

Leak detectors and CO monitors must be installed.

Automatic shut-offs should be in place where needed.

Ventilation interlocks must shut off gas if airflow fails.

- Access Control:

Strictly control access to gas storage areas and enforce no smoking rules.

All gas equipment in the Science Laboratories (the only area that has gas equipment) are regularly maintained and service by the Registered Contractor.

The lab technician checks that gas valve is switched off at the end of the day.

- Untrained Staff:

Must never tamper with gas equipment.

### **e) Safe Storage**

- Flammable materials used in teaching or maintenance are locked away

### **f) Rubbish and Combustible Materials**

- Flammable rubbish is stored away from buildings.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.
- Rubbish is removed daily from buildings.

## 5. Fire Precautions/Control Measures in Boarding Houses

### a) Items not allowed in student rooms

- Electric kettles and coffee machines
- Electric heaters & fans
- Toasters and sandwich makers
- Microwave ovens
- All cooking equipment, including cookers, baby belling type cookers, electric rings, hot plates, gas hobs
- Fridges
- Fairy lights
- Electric blankets
- Open lamp without shade
- Lava lamps and Standard lamps
- Anything fixed to ceiling
- Material hanging across the room
- Posters, drapes, etc. above lamps
- Multi adapters
- Irons

### b) Items not allowed in escape routes

- Obstructions to fire exit doors
- Storage of easily combustible materials
- Wedges to fire doors within escape routes
- Obstruction to escape corridors
- Any unplugged electrical items at night
- Where there is a single escape route, no equipment is allowed in the escape corridor

### c) Electrical Equipment in student rooms

- Electrical equipment within bedrooms must only be positioned on the bedside cabinet, chest of drawers, desks or other hard surfaces
- No electrical equipment should be left on a bed
- Equipment must be turned off when not in use
- A visual check of students' equipment is carried out termly by the Facilities Management Team. Any equipment must have a CE/3C mark .
- All adapters must be fused and CE / 3C marked.

### d) Wedges to doors

- Fire doors in corridors cannot be wedged open at any time
- Wedges on fire doors to bedrooms/House rooms are only allowed in the following circumstances:
  - whilst cleaning, a maximum of two rooms per time. The cleaner must be instructed to remove the wedges should the fire alarm sound.
  - During prep, where appropriate for pastoral/supervision reasons, doors can be wedged open provided, when a member of staff is within the area; a member of staff and students remove all wedges should the fire alarm sound
- All wedges must be removed from all doors at nighttime

## 6. Fire Risk Assessments

The School's Fire Risk Assessment meets the requirements of the statutory requirements of Fire Ordinance. Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard procedure for evaluating risk.

Fire Risk Assessments have been conducted at Harrow Shenzhen. The document is reviewed every year, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of the School's Fire Risk Assessments are kept in the Facilities Management Office and the Head of Operations' Office. Any comments or suggestions for improvement are always welcome. All HODs, HMs, Managers should ensure that their department read the sections that are relevant to them.

## **First Aid Policy & Medical Provision**

### **1. Introduction**

The aim of the policy is to ensure that the School has as far as possible, adequate, safe and effective, First Aid provision for students, members of staff, staff of external service providers and visitors. First Aid is defined as the help that is given to an injured person until proper medical treatment is available. It can save lives and prevent minor injuries becoming major injuries.

### **2. Responsibility**

The Governing Body and Senior Leadership Team of Harrow Shenzhen are responsible for site wide safety and that responsibility includes arrangements for First Aid, based on an assessment of the risks presented by activities across the school site and, where students or members of staff are involved, outside the site. The Head Master has delegated the responsibility of implementing the policy and ensuring that members of staff, students, and staff of the external service providers are aware of the policy and procedures to the Head of Operations.

### **3. Risk Assessment**

A First Aid risk assessment has been undertaken for the School. This identifies:

- The potential hazards on school site (activities which take place)
- People who may need assistance (students, staff members or the public)
- First Aid provision, training levels, staff numbers, equipment (First Aid boxes and location)
- The remoteness/ location of the School and the problems with the large/split site layout
- Hours that the school is occupied/events taking place on site
- Access for the emergency services

#### 4. First Aiders

The Education Bureau has a requirement of a minimum of two teachers to be trained as First Aiders. The Head of Operations along with the Head Master are responsible for ensuring that an adequate number of qualified First Aiders is available on campus. All First Aiders should go through training and obtain their certificates. They should attend refresher courses for keeping their qualification valid at all times. A copy of the certificate should be submitted to the Human Resources Department for filing.

First Aiders are responsible for:

- Responding to first aid situations, including emergencies and common illnesses and injuries.
- Calling the Emergency Services and/or the Health Care Centre, getting further first aid assistance, informing the Security if an ambulance is arriving on site.
- Documenting any first aid care that they give.
- Carrying out first aid treatment within the training they have received.
- Maintaining their training, proficiency and competencies

##### a) Name of First Aiders

The names of the first aiders are listed below:

HIS SZ 2026 Certificated 1st Aider Training Name List		
No.	Departments / Schools	Name
1	PE	Scott Greenwood
2		Hayley Sinclair
3		Christopher Leyva
4		Abdelrahman Mahmoud
5		David McKay
6		Ruifu Li
7		Jiacheng Li
8		Xiangzhan Tan
9	Science	Yi Zhong
10		Tim Wang
11	Boarding	Carol Yeung
12		Lisa Johnston
13		Boat Wu

14		Susie Shi
15		Joy Liu
16		Bella Liu
17		Jessica Li
18	US	Zaynah Lyons
19		Joy Huang
20		Jin Xu
21	Music	Yoon Foong Wong
22	EYC	Kara Chen
23	LS	Cheryl Xue
24		Gloria Guo
25	HR	Becky Li
26	ICT	Chao Ning
27	A&M	Ching Shen
28	OPS	Deborah Chen
29		Jim Chen
30		Lillian Xu
31		Sunshine Xie
32		Iris Wei
33		Molinda Li
34		Claire Rao
35		Yuki Zhang



## b) Competencies and Protocol

At all times, First Aiders must operate within their own scope of competencies and should not attempt any skills with which they are not trained or confident. All staff who administer first aid must be within the 3 year qualification period. First Aiders must identify themselves to the patient and verbally explain that they are able to treat them.

## 5. First Aid Boxes

All floors should have first aid boxes and they will contain:

- Sterile Gauze pad 2''x 2" (24pcs)
- Sterile Gauze pad 3''x 3" (12pcs)
- Sterile Clear plaster (1 box)
- Triangular Bandage (8pcs)
- Zinc Oxide Adhesive (2rolls)
- Cotton Wool 35g (6packs)
- 2" Elastic Bandage (1roll)
- Plastic Head Safety Pin (16pcs)
- S/S Dressing Scissors (1pair)
- Latex Exam Gloves (4pair)

No medication should be held in a first aid box and only the Health Care Centre Staff should administer emergency medicine. It is the responsibility of the Health Care Centre Staff to ensure that all first aid boxes are kept stocked. They should ensure that all boxes are checked twice a term. First Aid boxes are located:

- Science Labs
  - Swimming Pool
  - Sports Hall
  - PE office
- Boarding House Common Rooms

## **6. Procedures**

### **In School (term time)**

- If a situation is thought to be life threatening or very serious then an ambulance must be called immediately. In these cases (Dial 9 for an outside line) '120' and the Health Care Centre should be called immediately. It is also important that FM Hotline (0755-88987816-236) is informed about the location of the incident and ambulance arrival. Where relevant, the Residential Matron will also be called to attend the scene.
- Any student complaining of illness should be sent to the School's Health Care Centre where they will be seen by the Health Care Centre Staff.
- First Aiders will deal with minor injuries within their personal competency, referring the injured person for primary care provision if necessary. More serious injuries should be referred to the Health Care Centre. The Health Care Centre is open during term time only.
- The School recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff). This does not apply to the Health Care Centre staff.
- No member of staff or volunteer should administer first aid unless he or she is a qualified first aider, and the qualification is in date.

## **7. Reporting**

All incidents/accidents/or when first aid is provided must be recorded by completing the Incident Report Form. The completed form should be submitted to the FM&HSSE manager.

## **8. Health and Safety**

A number of risks are inherent to all those involved in dispensing first aid. All staff must take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves are provided in first aid boxes. Additionally First Aiders should ensure that they have access to hand washing facilities both before and after attending to the First Aid situation.

## **9. Blood Born Virus**

The School has a duty of care to all employees to protect them against risks involved from their work activity. It is important that the School First Aid risk assessment contains control measures to protect staff from blood born virus. When dealing with a casualty the first aiders must wear protective rubber gloves (provided in the First Aid kits). This will give increased protection against direct contact with bodily fluids/ blood. If blood or bodily fluids have been spilt on the floor then staff should wear gloves and clean the area using paper towels and a disinfectant solution.

After the clearing up process First Aiders should always wash their hands, this is good practice even if there has not been any contact with bodily fluids or blood. If the First Aider is at all concerned about cross infection after dealing with a casualty then they should seek advice from the Health Care Centre staff. Such incidents must be reported to the FM&HSSE manager as a near miss incident.

## **10. Medical provision**

School must comply with all local legal and regulatory requirements for medical provision, seeking expert advice where needed. Facilities must meet high standards of care, appropriate to the number and age of students, the school's operations (e.g., after-school activities, sports, or boarding), and any

specific local authority guidelines.

The school clinic room must be constructed and set up in line with local standards for these facilities. As a minimum it should contain:

- 1 A treatment area(s) with suitable screening for privacy
- 2 Segregation of male/female as required
- 3 Separate/dedicated toilet provision (ideally including disabled facilities)
- 4 Washing facilities (ideally including shower)
- 5 Suitable secure storage for medical supplies
- 6 Medical fridge with temperature monitoring
- 7 Secure medicine storage (including provision for students own medicine)
- 8 Workstation(s) for staff
- 9 Appropriate lighting
- 10 Waiting areas not overlooked by other students
- 11 Rest area(s) for students that are unfit to return to normal activities
- 12 Appropriate waste management including clinical waste provision
- 13 Appropriate storage for sterile items
- 14 Facilities for cleaning and disinfection
- 15 Suitable furniture including examination couch/bed that can be easily cleaned/disinfected
- 16 Suitable flooring, wall covering etc. that can be easily cleaned
- 17 Adequate heating, cooling and ventilation
- 18 Ability to secure all areas to prevent unauthorised access

All medical staff must be properly qualified, licensed, and maintain ongoing professional development (CPD) to meet local standards. Where required, medical staff (e.g. school nurses) must be overseen by a qualified clinician. Staff must clearly understand their roles and use school systems (e.g. ISAMS ) to manage medical information in full compliance with local laws.

School must ensure that appropriate arrangements are in place for:

- 1 Capturing up to date medical information for the students
- 2 Ensuring that all mandatory vaccinations for students are in place (local requirements)
- 3 Ensuring that the school has the required permissions to treat and administer medicines (as required)
- 4 Obtaining permission to share medical information as required
- 5 Ensuring that conditions such as allergies are identified, relevant information shared (i.e. to catering staff on food allergies) and protocols established for emergency treatment etc.
- 6 Managing stocks of medicines to ensure that they are controlled and remain in date.
- 7 Maintaining any equipment to appropriate standards
- 8 Managing medical information and ensure it is stored securely with correct permissions in place.

## **Food Hygiene and Safety Policy**

School must comply with all relevant local food safety legislation.

### **Key Requirements:**

- Food Safety Management:

Robust procedures must be in place to ensure high standards of food hygiene and safety across all food preparation and catering operations.

- **Staff Training:**

All personnel involved in food handling must be trained to the appropriate local standards and follow established hygiene protocols.

- **Monitoring and Checks:**

Regular inspections and hygiene checks must be carried out to ensure ongoing compliance and high standards.

- **External Catering Contractors:**

Where catering is outsourced, the school must maintain effective oversight of the contractor.

Outputs from internal audits should be reviewed and discussed as part of regular contract review meetings.

**Note:** It is essential that a suitable process is in place to effectively manage any food allergies/intolerances.

## **School Transportation Policy**

The policy aims to provide an overview of the School Transport for Students. The school will nominate and contract a School Bus Service for students with the aim of providing safe and secure services in accordance with the local regulations and ordinances. The School ensures that the Bus Company also adhere to the School's regulations and guidelines.

This policy applies to all students, staff, parents, bus monitors, bus drivers and other members of the bus company.

The school must ensure that all transport it provides meets the following minimum standards:

1. **The Hiring of Buses**
2. **School Staff**
3. **School Bus Procedures for Monitors**
4. **Children expectations**
5. **child misbehaves the Monitor**
6. **Entering and Leaving the bus safely**
7. **Joining or Changing Bus Routes**
8. **Late, Missing, or Absent Students**
9. **Absence Notification**
10. **Bus Driver Guidelines**
11. **School Bus Accident Guidelines**
12. **Emergency contacts**

# **Control of Substances Hazardous to Health (COSHH)**

School is committed to controlling employee and pupil exposure to hazardous substances by assessing risks and implementing appropriate controls in line with local regulations.

## **School Responsibilities**

- Comply with all local COSHH regulations.
- Implement procedures and training.
- Identify all areas of potential exposure, including third-party activities (e.g. cleaners, caterers).

## **COSHH Management Process**

### 1. Identify Substances:

Maintain a register of all hazardous substances.

Use purchase records, inspections, and obtain Material Safety Data Sheets (MSDS).

### 2. Review Substance Use:

Assess handling from delivery to disposal.

### 3. Risk Assessment:

Evaluate health risks (short/long-term exposure).

Consider exposure routes, duration, affected individuals, and existing controls.

Use air sampling or health surveillance if needed.

Assess overall risk and determine appropriate action.

### 4. Control Measures (in order of preference):

Eliminate the substance.

Substitute with a safer alternative.

Enclose or isolate the hazard.

Engineering controls (e.g. ventilation, fume cupboards).

Limit exposure (e.g. job rotation).

Safe systems of work and proper hygiene.

PPE as a last resort.

### 5. Documentation & Review:

Keep and regularly review assessment records, especially after changes in products, tasks, or personnel.

### 6. Health Surveillance:

Conduct where appropriate and feasible, based on exposure levels.

### 7. Training:

Ensure all staff are trained in safe handling and use of hazardous substances.

In specialist areas such as laboratories, art and DT the CLEAPSS guidelines can be used to assist schools in managing the risks from hazardous substances, however the CLEAPSS procedures may not guarantee regulatory compliance in a particular jurisdiction.

## **CLEAPSS Science Site**

Information for science teachers and technicians on all aspects of secondary science, including

Bulletins, HazCards, Practical Procedures etc.  
<http://science.cleapss.org.uk/>

### **CLEAPSS Primary Site**

Information for primary teachers of science, technology, art and design. Includes teaching ideas, doing things safely, primary competition and leadership guidance.

<http://primary.cleapss.org.uk/>

### **CLEAPSS Technology Site**

Information for teachers and managers of resistant materials, textiles, food, art and design and construction. Includes project ideas, model risk assessments, FutureMinds newsletter and management guidance.

<http://dt.cleapss.org.uk/>

Additional information on COSHh is also available on the following link to the HSE website:  
<https://www.hse.gov.uk/coshh/>

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

### **1. Purpose**

To protect workers from workplace hazards that cannot be eliminated or controlled through engineering or administrative controls. It is the last line of defense.

### **2. Employer Responsibilities**

- Conduct a workplace hazard assessment to identify hazards requiring PPE.
- Select appropriate PPE based on the specific hazards.
- Provide PPE to employees at no cost (in most jurisdictions).
- Train employees on: the necessity of PPE; proper use, donning/doffing, adjustment, and wearing limits; maintenance and disposal; and limitations of PPE.
- Ensure PPE is properly maintained, cleaned, stored, and replaced.

### **3. Employee Responsibilities**

- Properly wear PPE as required and trained.
- Attend all required PPE training.
- Inspect PPE before use.
- Clean, maintain, and store PPE as instructed.
- Report damaged, defective, or lost PPE to supervisor immediately.

## 4. Types of PPE and Common Hazards

PPE Type / 类型	Protects Against / 防护对象	Examples / 示例
Head Protection / 头部防护	Impact, falling/flying objects, electrical shock	Hard hats, bump caps / 安全帽、防撞帽
Eye & Face Protection / 眼面部防护	Flying particles, chemical splashes, molten metal, optical radiation	Safety glasses, goggles, face shields / 安全眼镜、护目镜、面罩
Hearing Protection / 听力防护	Excessive noise	Earplugs, earmuffs / 耳塞、耳罩
Respiratory Protection / 呼吸防护	Harmful dusts, fumes, mists, gases, vapors, oxygen-deficient atmospheres	Disposable masks, respirators (air-purifying or supplied-air) / 一次性口罩、呼吸器(净气式或供气式)
Hand Protection / 手部防护	Cuts, abrasions, chemical exposure, thermal burns, electrical hazards	Chemical-resistant gloves, cut-resistant gloves, insulated gloves / 耐化学品手套、防割手套、绝缘手套
Foot Protection / 足部防护	Crushing, punctures, slipping, electrical hazards, chemical exposure	Safety shoes/boots (steel toe, puncture-resistant, anti-static) / 安全鞋/靴(钢头、防刺穿、防静电)
Body Protection / 躯体防护	Chemical splashes, extreme temperatures, welding sparks, entanglement	Lab coats, coveralls, vests, aprons, full-body suits / 实验服、连体服、背心、围裙、全身防护服
Fall Protection / 坠落防护	Falls from heights (when working at 6 feet/1.8 meters or more, or as per local regulation)	Full-body harnesses, lanyards, lifelines / 全身式安全带、系索、生命线

## 5. Key Principles

- Hierarchy of Controls:** PPE is the last resort. Always prioritize elimination, substitution, engineering controls, and administrative controls first.
- Fit & Compatibility:** PPE must fit the individual properly. Different types of PPE (e.g., glasses and respirators) must be compatible.
- Inspection & Maintenance:** Regular inspection and proper maintenance are crucial for effectiveness. Follow manufacturer's instructions.
- Limitations:** Understand what the PPE does **NOT** protect against.
- Cleaning & Storage:** Clean according to the manufacturer's instructions, and store in a clean, dry place to avoid contamination or damage.
- Replacement:** PPE must be replaced immediately when it is damaged, has exceeded its service life, or is no longer suitable for use.

## 6. Training & Documentation

- Training must be specific to the workplace hazards and the PPE provided.
- Records of hazard assessments, PPE selection, and employee training must be maintained.
- Refresher training should be conducted periodically or when changes occur.

**Remember -**

PPE is effective only if it is **correctly selected, properly fitted, consistently worn, and meticulously maintained.**

## Water Hygiene & Legionella Management

Purpose: To ensure water systems in schools are safe and compliant with local legal requirements, preventing risks such as Legionnaires' disease, scalding, and water contamination.

**Key Requirements:**

• Legal Compliance:

All schools must comply with local water safety laws. Where standards are weak or unclear, UK guidance should be followed.

• Risk Assessment:

A competent person must assess the water systems on site, considering:

Design and complexity of the system

Water use (drinking, food prep, showers, etc.)

Water temperature (e.g. max 43°C for children to prevent scalding)

• Common Hazards:

Bacterial growth (Legionella) in stored or recirculated water

Scalding from overly hot water

Contamination from metals, chemicals, or waste

• Legionella Risks:

Schools are at particular risk due to:

Large hot water systems

Periods of low usage/stagnation

Warm storage temperatures ideal for bacteria growth

• Control Measures:

Ongoing monitoring and maintenance (e.g. weekly flushing, temp checks)

Implementation of a Water Safety Plan

Use of UK best practice where local standards are insufficient

• Expert Support:

Schools should consult the AISL H&S Manager for guidance in low-standard jurisdictions.

# Outdoor Environment & Tree Safety Management Policy

## 1. Policy Statement & General Principles

### 1.1 Purpose

To ensure the safety and health of all students, staff, and visitors in the school's outdoor environment, and to fulfill the legal and moral responsibilities of the school as an educational institution, this policy is established. It aims to create a systematic, professional, and auditable risk management system for proactive and continuous safety management of trees, vegetation, hard landscapes, playgrounds, and all outdoor open spaces, ensuring compliance with British Schools Overseas (BSO) accreditation requirements and relevant Chinese safety regulations.

### 1.2 Scope

This policy applies to School, including:

- Trees and large shrubs.
- Sports fields (e.g., football pitches, basketball courts, running tracks).
- Children's playgrounds and sports equipment.
- Hard landscape areas (e.g., walkways, plazas, steps, fences, railings).
- Water features and related facilities (e.g., ponds, fountains, drainage ditches).
- Outdoor lighting, surveillance, and other fixed installations.
- All contractor activities in the above areas.

### 1.3 Core Principles

- **Prevention First:** Proactively identify and control potential hazards through systematic risk assessments and periodic inspections.
- **Professional Standards:** All technical inspections, assessments, and maintenance must follow industry best practices (e.g., BSI standards, ISA guidelines) and be executed or supervised by qualified professionals.
- **Shared Responsibility:** All school members are encouraged and required to report observed outdoor safety hazards.
- **Continuous Improvement:** Continuously review and improve this policy and its implementation based on inspection records, incident analysis, and regulatory changes.

## 2. Organizational Structure & Responsibilities

• Role	• Core Responsibilities
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<ul style="list-style-type: none"> <li>• Role</li> </ul>	<ul style="list-style-type: none"> <li>• Core Responsibilities</li> </ul>
<ul style="list-style-type: none"> <li>• Head Master</li> </ul>	<ul style="list-style-type: none"> <li>• Ultimate leadership and legal responsibility for outdoor safety; approves this policy and necessary resources.</li> </ul>
<ul style="list-style-type: none"> <li>• SMT</li> </ul>	<ul style="list-style-type: none"> <li>• Oversees policy implementation; reviews annual safety reports and audit results; proposes strategic improvements.</li> </ul>
<ul style="list-style-type: none"> <li>• Facilities Management team</li> </ul>	<ul style="list-style-type: none"> <li>• Primary responsible for policy execution; manages the outdoor safety plan, ensuring effective inspections, maintenance, records, and emergency response.</li> </ul>
<ul style="list-style-type: none"> <li>• All Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise student activities within their duties; receive basic safety training; immediately report identified outdoor hazards.</li> </ul>
<ul style="list-style-type: none"> <li>• Students &amp; Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with school outdoor safety rules and guidelines; promptly report any perceived dangers.</li> </ul>

### 3. Tree Safety Management Procedures

#### 3.1 Risk Assessment

- **Risk Assessment:** All trees must undergo periodic risk assessments by the facilities team.
- **Frequency:**

Mature trees & trees in high-risk areas: At least an annual full visual assessment.

All trees: A special inspection is mandatory after extreme weather events (e.g., typhoons, heavy rain).

#### 3.2 Maintenance & Intervention

- **Action Plan:** An Tree Maintenance Plan shall be developed based on risk assessment reports, specifying priorities, budget, and timeline for pruning, support, removal, etc.
- **Emergency Response:** For trees graded "High-Risk" (Red), immediately implement temporary control measures (e.g., barriers, access restrictions) and initiate professional intervention procedures within 24 hours.

### 4. Outdoor Facilities & Area Safety Management Procedures

#### 4.1 Periodic Inspection System

A tiered inspection system is established:

• Inspection Type	• Frequency	• Performed by	• Content & Recording
• Daily Patrol	• Daily (school days)	• Cleaning/Security Staff	<ul style="list-style-type: none"> <li>• Check for slippery surfaces, damage, litter, or small hazards.</li> </ul> <p>Record in the <b>Daily Patrol Log</b>.</p>
• Regular Professional Inspection	• Monthly	• Facilities Management Technician	<ul style="list-style-type: none"> <li>• Systematic functional and structural checks of playgrounds, sports equipment, fences, lighting, etc. Use standard checklists.</li> </ul>

#### 4.2 Maintenance & Records

- All identified issues must be entered into the **Maintenance Work Order** system, with repair deadlines set based on risk level.
- All maintenance, repairs, and replacements must be fully documented, including date, work details, contractor, and post-completion verification.

#### 5. Contractor Management

Any contractor performing outdoor work on campus must:

1. Submit a detailed **Work Safety Plan** and **Risk Assessment Report** for approval by the Facilities Management Department before work begins.
2. Ensure all personnel are qualified and strictly adhere to school safety rules and the attached **Contractor Safety Code of Practice**.
3. Purchase adequate employer's liability and public liability insurance for their staff.
4. Accept on-site safety supervision by the school; the school has the right to immediately stop any unsafe work.

#### 6. Communication, Records

- **Communication:** This policy shall be published school-wide. Clear safety warning signs shall be placed in high-risk areas.
- **Record Retention:** All records required by this policy (checklists, assessment reports, maintenance records, training records, incident reports) must be retained for at least five years for BSO review and internal traceability.

## 7. Policy Review

This policy will be reviewed at least annually by the SMT, or promptly after major safety incidents or regulatory changes, to ensure ongoing effectiveness and compliance.

(This policy shall be implemented in conjunction with the school's overarching Health & Safety Policy, Food Safety Management Policy, and other relevant documents.)

# Air Quality Policy

## **1. POLICY STATEMENT**

Our School is committed to safeguarding and promoting the welfare of children and young people. This policy is designed to keep our children safe and well during periods of high air pollution by ensuring that outdoor activity is appropriate for the current conditions.

## **2. AIR QUALITY READINGS**

Our policy is to use the measurements provided on the website

[前海, Shenzhen Air Pollution: Real-time Air Quality Index](http://aqicn.org/city/1000/)

## **3. MEASURES TAKEN BY SCHOOL FOLLOWING AQICN READINGS AND RECOMMENDATIONS**

The following table is based on the Chinese text of the website aqicn.org (instead of adopting the often different English translations on the same website). The school uses the AQI shown at [前海, Shenzhen Air Pollution: Real-time Air Quality Index](http://aqicn.org/city/1000/) as the basis for actions

AQI	Air Pollution Level	Health Implications	Measures Recommended by aqicn.org	Measures Taken by School
<b>0 - 50</b>	Level I Good	Air quality is considered satisfactory, and air pollution poses little or no risk	Normal activities for all categories of people.	No additional measure.
<b>51 - 100</b>	Level II Moderate	Air quality is acceptable; however, for some pollutants there may be moderate health concern for a very small number of people who are unusually sensitive to air pollution.	A very small number of unusually sensitive people should reduce outdoor activities.	No changes to outdoor activity during breaks, PE lessons and outdoor HDAs, but students with respiratory conditions should be monitored and asked to take rest if necessary.
<b>101-150</b>	Level III Unhealthy for Sensitive Groups	Mild exacerbation of symptoms in susceptible groups, irritation among healthy people.	Children, the elderly and people with heart disease and respiratory disease should reduce prolonged, high-intensity outdoor exercise.	The school day will continue as normal. However, students will remain indoors during outdoor activity periods longer than 20 minutes (PE lessons, HDA and lunch break). Prolonged strenuous outdoor activities should be reduced for periods of 20 minutes or less
AQI	Air Pollution Level	Health Implications	Measures Recommended by aqicn.org	Measures Taken by School
				(other breaks).  Students in EY and those with asthma or other respiratory conditions should be instructed to stop outdoor activities altogether and remain indoor during break times.

<b>151-200</b>	Level IV Unhealthy	Susceptible groups may have further exacerbated symptoms, and healthy people may experience cardiac and respiratory effects.	Children, the elderly and patients with heart disease and respiratory disease should avoid prolonged, high-intensity outdoor exercise, and the general public should moderately reduce outdoor exercise.	All outdoor activities, including those lasting 20 minutes or less, are moved to indoor locations. Students in EY and those with asthma or other respiratory conditions will remain indoors during break times. Children should wear masks at break times or stay indoors. PE and HDAs are moved to indoor locations.
<b>201-300</b>	Level V Very Unhealthy	Significant exacerbation of symptoms and reduced exercise tolerance in patients with heart and lung disease, and generalised symptoms in healthy populations.	Children, the elderly and people with heart or lung disease should stay indoors and stop outdoor exercise, while the general public should reduce outdoor exercise.	All students are to remain indoors for all break times and all activities. Staff should reduce any strenuous outdoor activities.
<b>300+</b>	Level VI Hazardous	Reduced exercise tolerance among healthy people, with noticeable strong symptoms and early onset of certain diseases.	Children, the elderly and the sick should stay indoors to avoid physical exertion, and the general population should avoid outdoor activities.	All students are to remain indoors for all break times and all activities. Staff should avoid outdoor activities.

#### **4. IMPLEMENTATION PROCEDURES (WEEKDAY SCHOOL DAYS)**

4.1 The air quality around Shenzhen is constantly changing and it is important that the air quality is checked regularly.

4.2 The Health and Safety Committee Chair will ensure heads of schools, PE, HDA and Boarding responsibilities include checking and reporting levels of air quality at key times. Air quality should be checked at the following times via [ict.robot@harrowshenzhen.cn](mailto:ict.robot@harrowshenzhen.cn)

- Before school hours begin
- Before first student lunch
- Before HDAs

4.3 Admin. Staff of schools shall notify head of schools , PE, HDA and Boarding on the Air quality change except the above time.

4.4 When a reading is anything other than “Good”, the member of staff responsible for checking the air quality must immediately inform all members of their leadership team (for

information only), the Head of PE (who will ensure that policies are followed by PE staff), the HDA Admin team (who will ensure that policies are followed by HDA leaders), and duty team leaders (who will ensure that policies are followed by duty staff).

## **5. IMPLEMENTATION PROCEDURES (WEEKEND ACTIVITIES ONSITE)**

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The air quality reading is taken at 8:30 am, If the reading is anything other than “Good”, the member of staff responsible for taking the reading must immediately inform all members of the Senior Leadership Team (for information only), the Director of HDAs will ensure that policies are followed by staff supervising outdoor activities.

## **6. IMPLEMENTATION PROCEDURES (BOARDING TIMES)**

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During evening, the air quality reading is taken at 7pm. If the reading is anything other than “Good”, the member of staff responsible for taking the reading must immediately inform all boarding staff who should ensure that policies are followed. House staff are responsible for checking the air quality reading before any house activity and should apply the policy accordingly.

# **Plan for school closure due to Extreme Weather / Infections incidents**

## **1. PURPOSE**

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To establish a clear and consistent process for Handling Extreme Weather incidents within the school community to ensure the safety and well-being of students, staff, and visitors.

## **2. SCOPE**

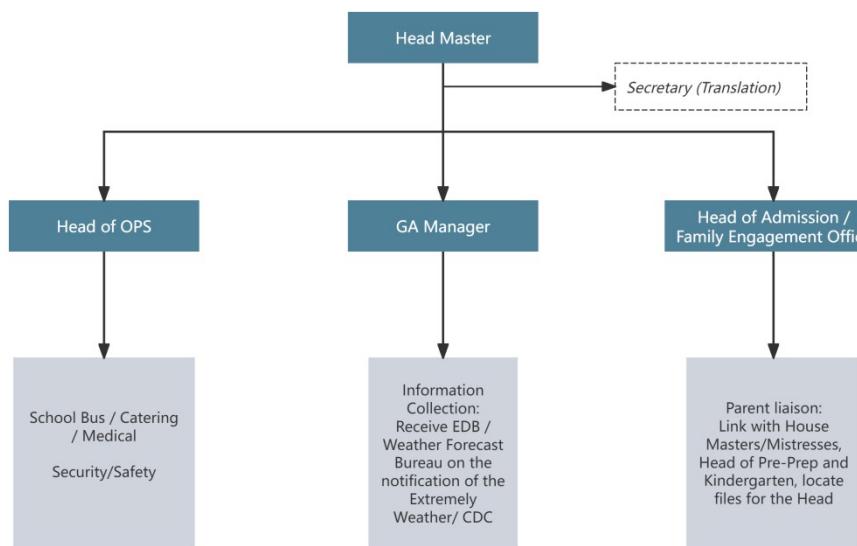
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This procedure applies to school closure due to extreme weather incidents.

### 3. ROLES AND RESPONSIBILITIES

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The Head Master will form and lead the plan to school Closure and allocate responsibilities. The duties of each member normally will remain unchanged, but the Head may reallocate duties based on the availability of the team members. The responsibilities may include the following as appropriate.

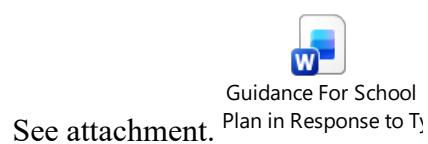


Role Responsibility	Possible Staff	Responsible	Back up
Information Collection	Receive EDB / Weather Forecast Bureau on the notification of the Extremely Weather / CDC	GA Manager	Head of OPS
Parent liaison	Link with House Masters/Mistresses, Head of Pre-Prep and Kindergarten, locate files for the Head	Head Master	Head of Admission / Family Engagement Office
Translation	Translate documents, for communication with parents and services	Exe. Communication Office Manager	PA to Principal Deputy Head
School Bus / Catering / Medical	Prepare proper plan for the service	Head of OPS	Operation Manager

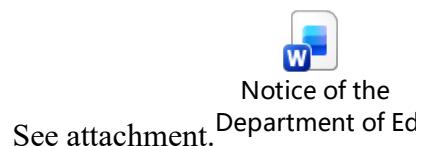
Security/Safety	Ensure area is secure and all staff/students are safe	Head of OPS	FM & HSSE Manager
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#### **4. PLAN**

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#### **Appendix 2**



#### **Reference Standards for Collective Class Suspension for Some Common Infectious Diseases in Schools**

Outbreak Type	Suspension Duration	Suspension Scope	
		Class Suspension	Whole School Suspension
Hand, Foot, and Mouth Disease	10 days	If severe or fatal cases occur, OR if 2 or more cases appear in the same class within 7 days.	If one of the following occurs within 7 days, after risk assessment, suspension of the entire school may be recommended: <ul style="list-style-type: none"> <li>• Cumulative occurrence of 10</li> </ul>

			<p>or more cases; OR</p> <ul style="list-style-type: none"> <li>• Occurrence of 2 or more cases in each of 3 different classes.</li> </ul>
Norovirus Infection	3 days	<p>Childcare institutions: 2 or more cases in the same class within 7 days.</p> <p>Primary/Secondary Schools &amp; Universities: 5 or more cases in the same class within 7 days.</p>	<p>If cases occur in more than 50% of the classes within the school/childcare institution within 7 days, after risk assessment, suspension of the entire school may be recommended.</p>
Bacillary Dysentery	7 days	Cumulative number of Bacillary Dysentery cases in the same class reaches 2 or more within 3 days.	Suspension of the entire school is not recommended. Under special circumstances, suspension of the entire school may be implemented after risk assessment.
Acute Hemorrhagic Conjunctivitis	7 days	<p>Childcare institutions: 5 or more cases in the same class within 7 days.</p> <p>Primary/Secondary Schools &amp; Universities: 10 or more cases in the same class within 7 days.</p>	Suspension of the entire school is not recommended. Under special circumstances, suspension of the entire school may be implemented after risk assessment.
Influenza	4 days	<p>If any of the following criteria are met, and assessment indicates the outbreak may further spread, the class may be suspended:</p> <ol style="list-style-type: none"> <li>1. 5 or more new influenza-like cases discovered in the class on</li> </ol>	If the outbreak continues to develop and affects normal school teaching activities, a risk assessment should be organized, and suspension measures may be implemented progressively.

		<p>a single day;</p> <p>2. Cumulative influenza-like cases in the same class reach 15 or more within 7 days.</p> <p>3. 2 or more laboratory-confirmed influenza hospitalizations or deaths occur within 7 days.</p>	
Scarlet Fever	7 days	Cumulative Scarlet Fever cases in the same class reach 5 or more within 7 days.	Whole school suspension is not recommended. Under special circumstances, may be conducted after risk assessment.
Measles	21 days	In principle, collective class suspension is not recommended. Emergency vaccination with a measles-containing vaccine should be completed within three days, with a coverage rate of at least 95%. In special circumstances, class-based or school-wide suspension may be implemented after a risk assessment.	
Rubella	21 days	In principle, collective class suspension is not recommended. Emergency vaccination with a rubella-containing vaccine should be completed within three days, with a coverage rate of at least 95%. In special circumstances, class-based or school-wide suspension may be implemented after a risk assessment.	
Mumps	25 days	In principle, collective class suspension is not recommended. Emergency vaccination with a mumps-containing vaccine should be completed within three days, with a coverage rate of at least 95%. In special circumstances, class-based or school-wide suspension may be implemented after a risk assessment.	
Chickenpox	24 days	In principle, collective class suspension is not recommended. In special circumstances, class-based or school-wide suspension may be implemented after a risk assessment.	
COVID-19	3 days	In principle, collective class suspension is not	

		recommended. Under routine prevention and control measures, emergency interventions are generally unnecessary. In special circumstances, class suspension may be implemented after a risk assessment, starting from the class level and expanding as needed.
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## **Lone Working Policy**

### **1. Introduction**

This policy is a sub section of the Health &Safety Policy. The aim of the policy is to ensure that any lone working carried out for the purpose of School business is performed in a controlled and coordinated manner, thereby minimising any health and safety risks to members of staff and students.

The document outlines some of the potential hazards associated with lone working, defines roles and responsibilities and describes the practical steps that can be taken to minimise any risks.

### **2. Definition of lone working**

A lone worker for the purposes of this guidance is defined as someone who works on their own with no close or direct supervision. Lone working is not where individuals experience temporary situations in which they find themselves alone, but where individuals are knowingly and foreseeably placed in circumstances in which they undertake work activities without direct or close supervision.

In practical terms, persons are considered to be working alone if they have neither visual nor audible communication with someone who can summon assistance in the event of an accident or illness.

Lone working is undertaken by some School employees and employees of external service providers either by virtue of their working hours, remote location or methods of working.

Some common examples include:

- Library staff, laboratory technicians, ICT technicians.
- Security, cleaning, portering, gardeners.
- Maintenance staff and service engineers.

### **3. Responsibilities**

### **a) Designated persons**

As this policy should be read in conjunction with the Health and Safety Policy, roles and responsibilities remain the same. All designated persons, such as Heads of Department, Line Managers, Director/Assistant Director of Boarding, External Service Providers have the responsibility to ensure that:

- All lone working activities and members for staff carrying out lone working are formally identified and appropriate risk assessments undertaken, which identify the risk to lone workers and the control measures necessary to minimise those risks, as far as reasonably practicable.
- Arrangements for lone working are communicated effectively and the details of what can or cannot be done while working alone is explicit.
- The lone worker is made aware of the hazards and understands all the necessary control measures that need to be put in place.
- Reasonable enquiries are made to ensure that the lone worker is medically fit to undertake the work alone.
- Adequate supervision, instruction and training are in place and that the lone worker is competent. The extent of the supervision is a management decision, which should be established through the risk assessment process. It should not be left to individual members of staff to decide if they require assistance/supervision.
- Monitoring of lone working practices is in place to ensure that control measures identified in the lone working risk assessment are being adhered to.

### **b) Employees**

All employees have a responsibility to take care of their own safety and to co-operate with the procedures. Employees should not knowingly place themselves in situations which expose them to additional risk by working alone. If a person finds that they are placed in a situation, which may be considered to be that of a 'lone worker', then they should ensure that their line manager is made aware of the circumstances at the earliest opportunity and then assist in the process of identifying the steps needed to either prevent the lone worker situation from arising, or, if this is not possible, assist in developing the precautions necessary to ensure their own safety.

Lone workers have a responsibility to inform their line manager if they have any concerns over the effectiveness and efficiency of the agreed arrangements and also if there are any reasons why they would not be able to work alone or to continue to work alone in safety.

## **4. Potential hazards of lone working**

People who work alone will, of course, face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid
- Violence or the threat of violence
- Fire
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment
- Lack of safe way in or out of a building (e.g. danger of being accidentally locked in)

Steps can be taken to reduce the risks of these events.

## 4.1 Risk Assessment

The School must consider these factors when doing risk assessments. A generic risk assessment covering all employees may be appropriate for a low risk environment e.g. lone working in an office. Specific risk assessments will be a requirement for high risk activities such as lone working at height, in the swimming pool, in electrical plants etc. It is expected that the risk assessment process is undertaken as a collaborative exercise by both the lone worker and their line manager/supervisor and that the agreed safe working procedures are recorded and communicated to all persons who may be required to work alone and any other employees who have a role to play in ensuring their safety.

The following is a list of key questions which can be used as a checklist for the completion of a suitable and sufficient risk assessment. It provides an indication on whether the risks can be adequately controlled by one person:

- Does the workplace present a special risk to a lone worker e.g. due to environment, location, contents, unfamiliarity, etc.? The building Facilities Manager may need to be contacted to ensure a safe entry/exit to the workplace.
- Does the work activity present a special risk to a lone worker – equipment, process, substance, location, time, members of the public?
- Is there safe entry and exit from the location for one person – both in the course of the normal work and in the event of an emergency? This may include information on not using lifts in an emergency.
- Can the equipment in use be adequately controlled and handled by one person?
- Can all goods, substances and materials in use be safely handled by one person?
- Is the working environment appropriate – heating, lighting, ventilation, etc.?
- Are the welfare facilities adequate and accessible - toilet, washing facilities, drinking water, etc.?
- Does the lone worker have, or have access to, first aid facilities?
- Does the lone worker have access to a suitable means of communication, or other means of summoning assistance, should this be required – telephone, mobile phone, radio, inactivity alarm, etc.?
- Is there a risk of violence associated with the work activity and/or location?
- Is the lone worker more at risk due to their gender or inexperience?
- Has the employee received sufficient information, instruction and training to enable the work to be undertaken safely whilst alone?
- Has the employee received specific training in how to respond to foreseeable emergencies which may arise in the course of their work alone?
- Is the lone worker medically fit to undertake the work alone? And is there a requirement for on-going health checks, health monitoring?
- Are there contingency plans in place should an alert/alarm be raised by a lone worker and are these plans well known and rehearsed – what to do, who to contact, etc.?

The risk assessment should be recorded and reviewed biannually.

## Work At Height Policy

## 1. Purpose and Scope

### 1.1 Purpose

This policy establishes a rigorous and systematic safety management framework for all work at height activities conducted on the school premises by third-party contractors. Its primary objective is to ensure that all such work is carried out in the safest possible manner, thereby:

- Fulfilling the school's statutory and moral health and safety duties as an educational institution.
- Protecting the safety and well-being of all students, staff, visitors, and the contractors' own personnel.
- Ensuring that the school's management of work at height aligns with the health and safety standards required for **British Schools Overseas (BSO) accreditation** and adheres to the principles and requirements of the UK Work at Height Regulations 2005 and relevant Chinese regulations.

### 1.2 Scope

This policy applies to all work conducted at any of the school's campuses where there is a risk of a person falling from a height liable to cause personal injury. The definition of "work at height" is broad and not restricted to a specific height, and includes, but is not limited to:

- Work using ladders or step stools.
- Work on scaffolds or mobile elevating work platforms (MEWPs).
- Work on or near roofs, skylights, or fragile surfaces.
- Work using cherry pickers or employing rope access techniques.

As a principle, school staff are not permitted to carry out any professional work at height. All such work must be performed by pre-approved and legally qualified third-party contractors.

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## 2. Core Principle: Hierarchy of Risk Control

The planning and organisation of all work at height must strictly follow the hierarchy of risk control below. Contractors and school supervisory staff must consider and prioritise control measures higher in the hierarchy:

### Level 1: Avoid Work at Height

- The first consideration must be whether work at height can be **avoided altogether** by changing the method, process, or using different equipment.

### Level 2: Prevent a Fall from Occurring

- If work at height cannot be avoided, work equipment that **prevents a fall from occurring** must be used.
- Priority should be given to: **Mobile Elevating Work Platforms (MEWPs)** with full guardrails, safely designed scaffolding, or fixed work platforms.

### Level 3: Minimise the Consequences of a Fall

- Equipment designed to **minimise the distance and consequences of a fall** should only be used where measures to prevent a fall are not reasonably practicable.

- Examples include: properly installed and used **full fall arrest systems**, safety nets, or soft landing systems.
- This level **must** be accompanied by adequate, specific training and supervision in its use.

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### 3. Responsibilities

- Role
- **Head Master**
  - Core Responsibilities
    - Holds ultimate leadership and legal responsibility for the health and safety of all activities on campus, including contractor work. Approves this policy and ensures adequate human and financial resources are provided for its effective implementation.
- **Facilities & HSE Manager**
  - As the operational lead for this policy, has overall management and oversight of all work at height. Responsibilities include: contractor pre-qualification, approval of work method statements, appointment of on-site supervisors, ensuring compliance checks, and the complete archiving of all safety records.
- **SMT**
  - Reviews the implementation and effectiveness of this policy periodically (at least annually). Reviews all incident/near-miss reports and annual audit findings related to work at height, and proposes strategic improvements.
- **Appointed Supervisor**
  - Appointed by the Head of Facilities Management for each specific work at height task. Responsible for pre-work permit checks, continuous on-site supervision during work, liaison with the contractor's site supervisor, and holds absolute authority to **stop work immediately** if any unsafe act or condition is observed.

### 4. Contractor Management & Work Approval Process

#### 4.1 Contractor Pre-qualification

Any contractor wishing to perform work at height on school premises must undergo pre-qualification by the Facilities Management Department before the first engagement and submit the following valid documents for filing and annual renewal:

- Valid business license and special operation qualifications as required by Chinese laws and regulations.
- Proof of adequate public liability insurance (minimum recommended coverage RMB 5 million) and employer's liability insurance that covers work at height risks.
- Valid work at height safety training certificates for personnel to be assigned.

- Past safety performance records, including the recordable incident rate for the past year.

## 4.2 Permit-to-Work System for Work at Height

All work at height **must** be authorized by a valid Permit-to-Work before commencement. The contractor must complete and submit the school's standard Work at Height Permit Application Form at least 48 hours prior to work (except in emergencies). The permit must address:

- Detailed work description, exact location, planned date/time, and estimated duration.
- List of all work at height equipment to be used and their last inspection dates.
- Specific fall prevention/protection measures selected per the hierarchy of control (e.g., guardrails, safety nets, personal fall arrest systems).
- Measures to prevent falling objects (e.g., tool lanyards, bags, exclusion zones below, scaffold toe boards).
- Weather assessment and limits: **Outdoor work at height is strictly prohibited during wind force 6 or above, thunderstorms, heavy rain, fog, or when surfaces are slippery/icy.**
- A brief site-specific emergency and rescue plan for the task.

## 4.3 Safe Work Method Statement

For all work at height, and especially for tasks assessed as higher risk (e.g., fall potential >2m, work on roofs/fragile surfaces, use of complex equipment), the contractor **must** submit a detailed Safe Work Method Statement for written approval by the Facilities Management Department prior to work. The SWMS must include:

- A step-by-step breakdown of the work procedure.
- Specific hazards identified for each step (e.g., fall from height, struck by object, electrocution).
- Detailed control measures for each hazard.
- On-site personnel structure, roles, and responsibilities, particularly designated safety watchers.
- Detailed emergency response procedures, including a plan for rapid rescue in case of suspension trauma.
- A list of required Personal Protective Equipment for the task.

# 5. On-site Supervision & Emergency Response

## 5.1 Supervisory Duties

- The **Appointed Supervisor** designated by the Facilities Management Department must conduct a joint pre-work site check with the contractor's supervisor to verify that all conditions of the Permit-to-Work and SWMS are met before work begins.
- The supervisor must conduct **regular and unscheduled inspections** during the work to ensure it proceeds according to the approved safe method.
- The supervisor is responsible for a final post-work inspection and signing off to close the Permit-to-Work.

## 5.2 Site Control

- The contractor must establish **clear, robust physical exclusion zones** beneath and around the work area based on risk assessment, using prominent warning signs to prevent access by unauthorized personnel.
- All persons entering the work area, including school supervisors, must comply with the contractor's site safety rules.

### 5.3 Emergency Preparedness

- The contractor must ensure that **immediately available and suitable emergency rescue equipment** (e.g., adjustable rescue lanyards, first-aid kits) is present on site, and that personnel on site **must** be trained in its use and the rescue procedure.
- The school medical room must be informed of the schedule and location of each work at height task before it commences.

## 6. Record Keeping

To demonstrate the school's duty of care and meet BSO/ISI audit requirements, the Facilities Management Department must systematically retain the following records for a minimum of **five years** from the date of creation:

- All contractor **pre-qualification and annual renewal documents**.
- **Work at Height Permit Applications, Safe Work Method Statements**, and approval records for every instance of work at height.
- **On-site inspection records** by the Appointed Supervisor, any non-conformance reports, and corresponding corrective action verification records.
- All formal **incident and near-miss reports** related to work at height and the findings of internal investigations.

## 7. Policy Review

This policy will be subject to a **mandatory review at least once per year**, led by the Health and Safety Committee. Furthermore, an immediate review and revision must be triggered following any serious incident or near-miss related to work at height, or upon significant changes to relevant Chinese or UK health and safety legislation, to ensure the policy's ongoing effectiveness and compliance.

## Manual Handling Policy

## 1. Introduction

Harrow Shenzhen makes a suitable and sufficient assessment of the risks to the health and safety of employees while at work, including the possibility of risks to employees from manual handling. In order to minimise the risks as far as reasonably practicable, and arrange for preventive and protective measures, the preliminary assessment includes:

- Avoid hazardous manual handling operations so far as is reasonably practicable
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury from those operations so far as is reasonably practicable

## 2. Risk Factors in Manual Handling

The weight of an object is the major risk factor, but it is not the only factor. Several other important factors can also increase the risk of injury. These include the characteristics of the task and the load, the working environment and the individual capability, etc.

### a) Characteristics of the task

#### • Posture

Awkward body movements or postures, e.g. holding loads at a distance from the body, twisting, stooping and reaching upward, excessive lifting or lowering distances, etc. are the common risk factors.

#### • Load manipulation

Excessive pushing, pulling of loads or excessive carrying distance are some other important risk factors in manual handling

#### • Frequent or prolonged manual handling

Frequent or prolonged physical effort or speeding up in order to increase the rate of work, will increase the risk of injury. In the same way, insufficient rest or recovery periods may increase incidence of injury.

### b) Loads

Weight, size and shape of the load or object are risk factors in manual handling. It is obvious that a heavy load is hard to pick up or move, but this applies equally to loads that are not so heavy but bulky. Easy-to-grasp handles should be provided for bulky loads. Unstable loads are another serious risk and, therefore, great care should be taken in manipulating them. For example, when lifting or moving a semi-filled container containing liquid, the centre of gravity changes as the liquid moves. Another example is a box with empty space inside wherein the contents are likely to move during transportation thereby increasing the difficulty in handling or manipulation. If the object being carried is a human being or an animal, their bodily movements impose great difficulty on the handler. Objects with sharp parts, or being hot or cold, can also cause potential risks for their handlers.

### c) Working environment

#### • Space constraints

Space constraints may make it difficult for handlers to employ a good posture in manual handling. Examples include manipulating or moving objects in a restricted space or carrying bulky objects along a narrow corridor.

#### • Floor or other surfaces

Working on uneven, slippery or unstable floors and other surfaces increases the degree of risk. Examples include surfaces on a moving vehicle, moving platforms and stairs, etc.

#### • Other environmental factors

Extremes of temperature or humidity in the working environment affect a person's ability to sustain work. Sufficient lighting is another essential factor, while strong winds require special consideration when handling a bulky load.

#### **d) Individual capability**

In some particular situations, manual handling operations may require operators to be specially trained, or to possess a strong physique such as firemen. A person's state of health greatly affects his or her ability to perform manual handling operations. Women who are pregnant or returning from maternity leave should avoid manual handling work that may cause safety or health risks. People recovering from surgery or who have a health problem should consult a doctor before performing certain manual handling work.

### **3. Best Practices**

- If a task involves holding or manipulating loads at a distance from the body trunk, the best way to reduce the holding force is to reduce the object weight, reduce the object size, reduce the holding time, provide an appropriate handle on the load and eliminate manual handling by using mechanical aids.
- If a certain task involves twisting the body trunk, the workplace layout should be re-designed and work practices modified to reduce such movements.
- If a task requires the handler to adopt a stooping posture, it is important to reduce the bending movements such as by positioning the heavy load at an appropriate level or using suitable mechanical aids.
- If a handler must reach upward to perform a task, it is important to reduce such stretching by providing steps, a height-adjustable work platform or other aid.
- If a task involves lifting or lowering heavy goods for excessive distances, the risk of injury can be reduced by using lift-tables, forklifts, conveyors, hoists and other similar mechanical devices or by team lifting.

**All members of staff are advised to contact Facilities Management Team for any manual handling jobs in the first instance.**

## **Earthquake Safety Procedures**

### **1. Introduction**

Earthquakes strike without warning and the major shock is usually followed by numerous aftershocks which may last for weeks or months. The major threat of injury during an earthquake is from falling objects and debris, and many injuries are sustained while entering or leaving buildings. Therefore, it is important to remain inside the building, quickly moving away from windows, glass and freestanding partitions and shelves and taking cover under a sturdy desk or table, in a doorway, or against an inside wall and covering your head with hands or clothing (Duck/Cover/Hold) until the shaking stops. This is a frightening and difficult experience for all involved. It is important that teachers rehearse procedures with the age group of the children in mind and are all aware of the school's evacuation plan, the

nearest exit point. A detailed plan and procedure in case of an earthquake occurs, will minimise risks and eventually save lives.

## **2. Procedures**

### **Earthquake Safety Procedures – Indoors**

- It is essential that all staff remain calm in the event of an earthquake.
- Do not attempt to leave the building during the tremor.
- Give DUCK COVER HOLD command.
- Get under desk or table or other sturdy furniture with back to windows
- If notebooks or blazers are handy, hold over head for added protection
- Stay away from windows, bookcases, or other heavy objects
- In science labs, activate emergency shut-off for all power and extinguish all burners if possible, before taking cover; stay away from hazardous chemicals that may spill. Science teacher and science technician to check the condition of substances considered a risk.
- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. Posture must be such that the most vulnerable areas (the neck and chest) are protected. Teachers should protect themselves and prevent personal injury during an earthquake
- Count aloud to sixty and then sixty backwards. Ask students to count with you to minimise fear. For the youngest classes, teachers will lead appropriate songs during this time.
- After the shaking stops start counting again and count aloud to sixty. Sixty seconds after the shaking has stopped, students should be instructed to check carefully for injuries and dangerous objects such as broken glass before moving and standing up
- The Operations team or Security will turn off the gas and water pipes. Gas pipes are labelled and located in the back of the guard office.

## **3. Evacuation**

- Follow Drop/Cover procedures
- Call names out clearly (done as game according to age range) to check for injured and unconscious children
- Keep children in the drop/cover position whilst you assess injuries
- Only attempt to evacuate children with minor injuries – rescue services will need to attend to the injured
- Ask children to climb out from their cover – proceed with caution
- Keep the children together and walk them out of the building (after checking the state of the stairs, extreme care must be taken for loose debris) and take them to muster point
- Keep children together
- Keep a safe distance from any downed power lines
- Teachers need to work in a buddy system with another teacher or classes so that if one teacher is injured, the other will take care of students and get them to safety.

## **4. If Evacuation is not Possible**

- Follow Drop/Cover procedure

- Call names out clearly to check for injured and unconscious children
- Keep children in the drop/cover position whilst you assess injuries (if possible)
- Keep movement to a minimum to avoid further movement of debris
- Use the whistle to attract rescuers
- The torch must be used if you are in darkness and /or buried
- Keep taking name checks of the children to check their status every 5 minutes

## **5. Earthquake Safety Procedure – Outdoors**

- Assume SQUAT AND COVER position in an open space and protect vulnerable areas (the neck and chest). If notebooks or blazers are handy, hold over head for added protection, or use hands if necessary
- Maintain position until shaking stops
- Move away from buildings, trees, overhead wires, and poles
- After tremor stops go to Muster Point and make yourself known
- Do NOT enter the building until it is determined to be safe

## **6. Muster Point**

- Report your last location for search of injured and missing children to the site coordinator or to the next senior person who has assumed responsibility
- Line up children
- Office to distribute to registers to teachers and teachers to check children
- First Aid Kits to be taken to Muster Points
- Head of HR to check attendance of staff
- Any injuries to be registered with the site coordinator and a list to be compiled immediately
- Injured children to be kept together and designated member of staff to supervise them
- Report any missing students to Head of schools immediately and designated members of staff to search for any missing children
- Site coordinator to designate a member of staff to go to Parent Meeting Area and keep parents away from site
- One member of staff designated by site coordinator to attempt to call for rescuers.
- DO NOT return to building
- Stay alert for aftershocks:
  - o If a secondary earthquake or “aftershock” occurs whilst the evacuation procedures are outside, students/staff should sit down and stay down.
  - o If ordered by Head of Operations, start releasing children to parents, starting with youngest children. This release of children will be recorded.

## **7. Pick Up Point – Parent Meeting Area**

In case of a major earthquake children will be sent home and released to parents as the parents arrive at the school to pick them up. School staff could supervise and stay with the children for 72 hours or longer from the Earthquake.

- Parents are informed by Security that they are not allowed to enter the site
- Children must not leave unless the site coordinator has ensured the registers shows the parent is picking-up.

- Children being collected by alternate adults must be checked off, adults need to sign the children off, the name of the adult need to be written down together with contact number and address where the child can be found.
- When the tremor occurs, the usual Drop/Cover, Squat/ Cover and building evacuations procedures will take place. A major quake will possibly cause more debris to fall and perhaps structural damage.
- It is unlikely mobile phones will be working as network coverage will be used by emergency services.
- It is important to stay as calm as possible.
- It is important to remember that in the event of a major earthquake, the extent of injuries cannot be predicted. It may be the key people themselves injured, so it will be important to make yourself known, find out who the alternates are, and report to them.

## Lockdown Intruder Threat Procedures

**Lockdown Intruder Threat Definition:** School lockdown is issued when there is a threat to students and school staff and faculty members internal or external. This threat exists when the danger is inside the school. The goal of this procedure should be to keep everyone safe until the threat is completely removed.

External Threat – This type of threat occurs outside of the school building or campus. The goal of this lockdown is to prevent the threat from entering the school or campus.

Internal Threat – This threat exists when the danger is inside of the school or campus. The goal of this procedure should be to keep everyone safe until the threat is completely removed.

The site security is managed by an external company (ISS) who provide security guards 24 hours a day all year round. Security procedures are in place to limit access to authorized staff, students' parents and guests. Guards patrol the site and have electronic check in points. CCTV is situated around the campus and monitored from the control room. Arrangements are in place to initiate a lockdown should an intruder be identified.

If an intruder is identified the Security Team alerts the Head of Operations, Head Master and Deputy Head immediately and an alarm is sounded upon confirmation followed by a tannoy announcement. If a staff member sees an intruder threat, please contact the Operations Team immediately. The Security Team will contact the Police Bureau once the alarm has been sounded.

School lockdown procedures require the cooperation of the faculty, staff and students.

Faculty & staff should do the following if a lockdown is ordered:

- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by a safety or school official.
- Turn off all lights and close the blinds or curtains.

- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Silence televisions, walkie talkie, cell phones and other electronics.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Account for every student in the room.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an “all clear” from the Head master.
- Students/staff who are outside of the school buildings should be brought inside as quickly as possible to the nearest available room.

Students should abide by the following rules during a school lockdown:

- Alert a faculty member or staff if you know that someone is simply pulling a prank.
- Remain quiet, still, calm and alert.
- Follow all instructions.
- Only use cellular/mobile devices if it is an emergency or if instructed to do so.

Guidance in case of confrontation with armed/ aggressive intruder:

- Remain calm, and if you speak to the intruder, speak clearly and calmly.
- Avoid making any sudden movements or gestures.
- Do not try to disarm the intruder.
- If possible, move any students in the immediate vicinity away quickly and calmly.
- Raise the alarm through another member of staff.
- If you can monitor the location of the intruder without putting yourself in danger, do so, as this will assist the police.
- Try to remember details of the intruder: physical description, demeanor, anything they say, and any weapons they are carrying.

**Note:**

The lockdown alarm is a recorded message played over the school's broadcast system. The message will indicate whether there is an:

Intruder outside the building

Intruder inside the building

Another non-intruder danger (e.g. gas leak) which necessitates a lockdown.

The following message will be read out on the Tannoy :

1. Intruder inside building

'This is a lockdown, please follow lockdown procedures. There is an intruder inside the school building. Security guards are managing the situation. Please remain in your rooms or move to the nearest room if you are in an open area. Lock all doors, move away from doors and windows, and await further instruction. Repeat: This is a lockdown, please follow lockdown procedures. the intruder is INSIDE the building.'

2. Intruder outside school building

'This is a lockdown, please follow lockdown procedures. There is an intruder outside the school building. Security guards are managing the situation. Please stay in your rooms, or move to the nearest room if you are in an open area. Lock all doors, move away from doors and windows, and await further instruction. Repeat: This is a lockdown, please follow lockdown procedures. the intruder is OUTSIDE the building.'

3. Situation under control – return to normal- this will be a live message from the Incident Controller:

'The situation is under control and the lockdown is now over, this is an all-clear signal. Please return to your classes and continue as normal. I repeat. The lockdown has ended. Please return to your classes and continue as normal.'

4. Evacuation

'Please evacuate the building quickly and calmly, following normal evacuation procedures. Repeat: Please evacuate the building quickly and calmly, following normal evacuation procedures.'

# Appendix 1: Incidents Report and Investigation Procedure

## 1. Purpose

To establish a clear and consistent process for reporting, documenting, and investigating incidents within the school community to ensure the safety and well-being of students, staff, and visitors.

## 2. Scope

This procedure applies to all incidents involving:

- Students
- Staff
- Visitors
- School property
- Health and safety concerns

## 3. Definitions

- Incident: Any event that disrupts the normal functioning of the school, poses a risk to safety, or requires documentation and follow-up.
- Near Miss: An unplanned event that did not result in injury, illness, or damage but had the potential to do so.
- Reporting Party: The individual who reports the incident (e.g., student, teacher, parent, or staff member).
- Investigator: The designated person(s) responsible for investigating the incident (e.g., Head Master, Deputy-principal, or the staff responsible for the area where the incident/accident occurred ).
- Reportable Incidents: The significant incident/accident, such as severe injury and hospitalization, fire, gas leakage, flooding, building collapse, food poisoning etc,

## 4. Roles and responsibilities

### ❖ Staff Responsibilities

- Report all incidents and accidents, which cause injury to any person, to the Head Master and FM & HSSE manager. Take an active interest in promoting health & safety and suggest ways of reducing risks.
- Accidents/incidents (including near misses) reports must be completed by the member of staff who was present or who witnessed the accident/incident.
- The member of staff responsible at the time injury/incident occurs, for example during a lesson/trip/sports match should complete the form.
- If the injury/incident occurs in a boarding House the House Master/House Mistress or the Resident House Tutor should complete the forms.

✧ **Health and Safety Committee**

- Investigating incidents

## **5. Accident / Incident Reporting, Recording and Investigation**

5.1 All accidents must be reported using the Incident Initial Reporting Form - [HIS SZ Incident Initial Report Form Template 2025 \(Staff\).xlsx](#) and a record of all reported incidents must be kept by the Head of Operations' office.

The reporting party must complete an Incident Report Form as soon as possible, ideally within 24 hours of the incident.

### **5.2 Reporting**

All incidents/accidents no matter how small, must be reported to the FM &HSSE manager by completing the Incident Reporting Form. The significant incident/accident, such as severe injury and hospitalization, fire, gas leakage, flooding, building collapse, food poisoning etc, shall be reported to the Group within one hour and relevant government institute (based on its regulation) by the head of OPS. It is not the responsibility of the Health Care Centre to fill out Incident Report Forms.

The Head Master will keep a record and report the incident to the external agencies as appropriate; all work injury related cases will be forwarded to the Human Resources Department for reporting it to the relevant department.

### **5.3 Near Miss Reporting**

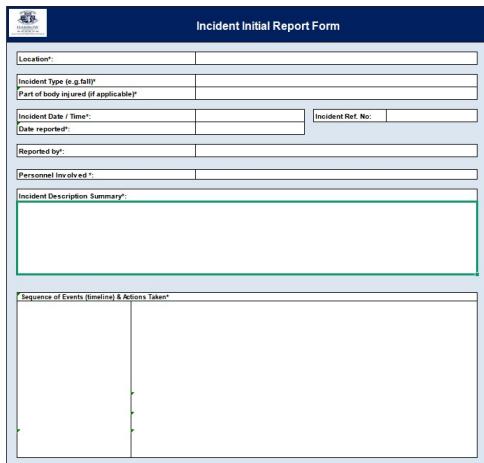
Staff should report near miss incidents to the FM &HSSE Manager via [Near Miss Report Form](#) They will be recorded and monitored as a proactive measure to prevent accidents occurring. All incidents and near miss occurrences will be logged and reported to the Governing Body annually as well as in HEOVs.

### **5.4 Accident Investigation**

All incidents/accidents should be investigated to prevent further occurrence. The FM &HSSE manager will investigate reportable incidents/accidents (with the assistance of the staff responsible for the area where the incident/accident occurred including the Human Resources Department for work injury cases and complete the Incident Final Report -[HIS SZ Incident Final Report Form Template 2025.xlsx](#)

All incidents/accidents should be addressed with preventive and corrective action plans and followed up until completion.

### **Incident Initial Report Form Template:**



Incident Initial Report Form

Location\*: [Input Field]

Incident Type (e.g. fall)\*: [Input Field]

(Part of body injured (if applicable)\*: [Input Field]

Incident Date / Time\*: [Input Field] Incident Ref. No.: [Input Field]

Date reported\*: [Input Field]

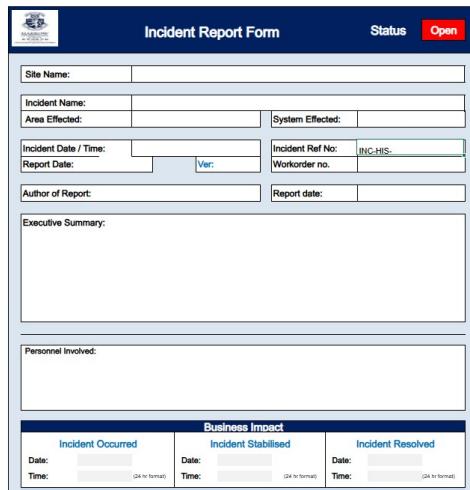
Reported by\*: [Input Field]

Personnel involved \*: [Input Field]

Incident Description Summary\*: [Large Text Area]

Sequence of Events (Timeline) & Actions Taken\*: [Diagram Area]

### **Incident Final Report Form Template:**



Incident Report Form Status Open

Site Name: [Input Field]

Incident Name: [Input Field]

Area Effected: [Input Field] System Effected: [Input Field]

Incident Date / Time: [Input Field] Incident Ref No: INC-HIS- [Input Field]

Report Date: [Input Field] Ver: [Input Field] Workorder no: [Input Field]

Author of Report: [Input Field] Report date: [Input Field]

Executive Summary: [Large Text Area]

Personnel involved: [Large Text Area]

**Business Impact**

Incident Occurred	Incident Stabilised	Incident Resolved
Date: [Input Field] (24 hr format)	Date: [Input Field] (24 hr format)	Date: [Input Field] (24 hr format)
Time: [Input Field] (24 hr format)	Time: [Input Field] (24 hr format)	Time: [Input Field] (24 hr format)