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Health and Safety Policy

This policy is to ensure, as far as practicable, the health and safety of all Oxford International School (OIS) staff at work, of students in the course of study and of the general public using OIS premises.

1. Objectives for Health and Safety

1.1 More specifically, it is OIS's intention to:

- provide and maintain buildings and systems of work that are safe.
- identify any hazards that may exist in the school's activities, eliminate these wherever possible and devise procedures to minimise the risks to health and safety that may arise.
- provide training and supervision to ensure the health and safety of its staff and students.
- take any other actions necessary in the interests of health and safety.

1.2 All responsible personnel, including staff, students, and contractors, are required to support and actively participate in the implementing of this Policy.

2. Responsibility for Health and Safety

2.1 Principal

It is the responsibility of the Principal and the staff whom he designates for health and safety matters to:

- ensure that there is an effective policy on health and safety at work within the school.
- ensure that there are appropriate mechanisms in place to evaluate the effectiveness of the Policy periodically and implement any changes that may be necessary; and
- ensure that there are adequate resources to meet the requirements of the Policy.

2.2 Health and Safety Committee

The Committee provides a mechanism for management, staff and students to:

- facilitate cooperation between management, staff and students in developing and carrying out measures to ensure health and safety throughout the campus.
- formulate, review and propose to the Principal rules relating to health and safety that are to be carried out throughout the campus.

2.3 Vice Principals

Responsibility for health and safety in branches rests with Vice Principals. Their responsibilities are to:

- implement the school's health & safety policies.
- assess the risk in the work of their departments and put controls in place.
- provide chains of responsibility and lines of communication for health & safety in all areas within their control.
- provide the necessary information, instruction and training to enable staff to perform their job in a safe manner.

- ensure that staff having roles as supervisors carry out their health and safety duties properly.
- ensure the proper supervision of students.
- monitor health and safety performance actively.

2.4 Staff and Students

It is the responsibility of all staff and students:

- to be actively involved in implementing the Health and Safety Policy.
- to take reasonable care at work for all who may be affected by their acts or omissions.
- not to interfere with or misuse anything provided in the interests of health and safety; and
- to report problems relating to health and safety matters.

2.5 Contractors

It is the responsibility of all contractors to comply with all legal requirements, school health & safety policies and related requirements. OIS requires all contractors to have high health & safety standards.

2.6 Suppliers

Suppliers are required to submit to the Institute all necessary information about the hazards from and the safety precautions for the use of supplied items.

Consequences of non-compliance

Risk of injury or harm to individuals on campus, using school facilities or while under the supervision of OIS managers or staff. Risk of litigation in relation to failure to provide a safe and secure working or training environment.

Associated Forms, Systems and Documents

Incident Report Form

