

HEALTH AND SAFETY POLICY (SMC)

KISC Values

Health and Safety Member: Mr Dave Masters

The SMC recognises and accepts its responsibilities and is committed to providing as safe and healthy a workplace for all KISC staff, visitors and students as is practicable. It is the intention of this policy to set out responsibilities which will enable all members of the KISC community and visitors to the KISC premises, to carry out their activities in an environment where risks are identified and controlled, and in a way that will limit the risk of injury or work related ill health. The SMC will appoint a Health and Safety Member to liaise with the KISC Director and the KISC Health and Safety Officer. This policy embodies the KISC values in caring for the individual and the community. The KISC Director, Leadership Team and all staff are individually and collectively committed to health and safety. As such, they will take all steps within their power, where reasonably practicable, to meet their responsibilities and embrace the following principles which will assist us in achieving continuous performance improvement:

1. We recognise that the management of health and safety is paramount and we will ensure that adequate resources are made available to manage it effectively;
2. We will provide places of work that are without unreasonable risk to health and safety and welfare;
3. We will ensure arrangements are implemented to ensure risks arising from the use, handling, transportation and storage of articles and substances are managed properly;
4. We will provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
5. We seek to engage and involve all employees in the creating and maintaining of a safe and healthy working environment and practices with help of various groups, bodies and organisations;
6. We will ensure that all workplaces are adequately maintained;
7. We will provide all employees with access to adequate welfare facilities and we will encourage a sensible approach to a work life balance;
8. We will provide a safe means of access and egress from all workplaces;
9. We are committed to compliance with all current and future Nepali legislation as a minimum standard;
10. We recognise that the prevention of all work-related injury and ill health is good practice;
11. We will ensure that the organisation maintains access to competent health and safety advice;
12. We recognise and promote the fact that all employees have a responsibility for their own health and safety and that of others that could be affected as a direct result of their acts or omissions.

Although it is the duty of the KISC Director and the Leadership Team to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health and Safety Policy, and the KISC Health and Safety policy and procedures at all times.

The KISC Director will

1. Ensure that KISC's Health and Safety Policy and procedures align with this SMC policy
2. Oversee the KISC Health and Safety policy implementation within KISC.
3. Monitor the arrangements by which the KISC Health and Safety policy is carried out.
4. The maintaining of the KISC Health and Safety Policy

The Head of Operations acts for the KISC Director as KISC's Health and Safety Officer and in communicating with staff/visitors and contracted services in all matters relating to Health and Safety.

The responsibilities of the Health and Safety Officer include:

- To be available to any member of staff to discuss health and/or safety matters
- Note all Health and Safety instructions and make them available to staff
- Ensure all areas of the school are inspected on a regular basis, and at least once per term, leading to an annual written report on safety.
- Ensure that all accidents are reported, recorded, investigated and evaluated
- Ensure that reasonable steps are taken to prevent recurrence of accidents
- Ensure new staff are briefed about safety arrangements
- Ensure all visitors, including contractors are informed of any hazards on site of which they are unaware
- Liaison with client organisations who are responsible for their own employees
- Ensure the effects of maintenance work on potential safety of staff and students have been considered.

It is the duty of every member of staff, including agency staff, to:

1. Make themselves aware of the school's Health and Safety Policy and of changes in Health and Safety procedures
2. Report and act on injuries in accordance with the Academy's Health and Safety Policy
3. Report any situation that could cause or lead to an accident
4. Adhere to the requirements of risk assessments and comply with all safe working practices and Codes of Practice detailed in the policy
5. Make full use of appropriate safety equipment, personal protective equipment and make full use of all safety devices
6. Take reasonable care for the health and safety of himself/herself and of any other person who may be affected by his/her actions or omissions at work

It is the duty of the Heads of Faculty, particularly those for PE and Science, to ensure faculty Health and Safety procedures are in place, following the advice, guidance from appropriate bodies.

Date of Approval: December 2023

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