Health, Safety, and Emergency Policy for Greenfield College

1. Introduction

This policy outlines our commitment to ensure the health, safety, and well-being of all students, staff, and visitors. It establishes the framework for creating a safe and healthy school environment and details procedures for responding to emergencies and health and safety incidents.

2. Scope

This policy applies to all students, staff, and visitors of Greenfield College and covers all school activities and premises.

3. Objectives

- To provide a safe and healthy learning and working environment.
- To ensure compliance with relevant health and safety legislation.
- To prepare for and effectively manage emergency situations.

4. Responsibilities

- **School Management**: Ensure the implementation of health, safety, and emergency policies; provide necessary resources and training.
- **Staff**: Comply with health and safety guidelines; report hazards and incidents; participate in training.
- **Students**: Follow safety rules; report unsafe conditions or behaviors.
- **Parents/Guardians**: Support the school's health and safety program and encourage children to follow safety rules.

5.Assessing School Hazards

Identifying and addressing hazards is crucial for ensuring the safety of our students, staff, and visitors. Our guiding principle is to identify the list of hazards that should be recognized and mitigated. These include:

5.1. Physical Hazards

- **Slip, Trip, and Fall Hazards caused by sl**ippery floors, cluttered hallways, uneven surfaces, and poorly maintained playgrounds.
- **Fire and Electric Risks:** caused by poorly-maintained electric rooms with overloaded electrical outlets, flammable materials, and blocked fire exits. It can also result from the

absence of smoke sensors in bathrooms, electricity rooms, kitchen, lab or the absence of Ground Fault Circuit Interrupters (GFCIs) to prevent electrical shocks, especially in areas near water.

- **Structural Hazards:** caused by damaged buildings, poorly-maintained playgrounds, loose ceiling tiles, and unsafe staircases. Or windows below or at the level of children's heights. levels high enough for children.

5.2. Chemical Hazards that are normally caused by:

- Improper handling and storage of lab chemicals.
- Absence of special hoods and cabinets for hazardous lab chemicals.
- Insufficient ventilation and/or inadequate lightning in the school labs.
- The absence of eye wash stations, safety showers, fire extinguishers, first-aid kit, and PPE (personal protective equipment).
- Slippery floors.
- Improper handling, usage or storage of cleaning materials.

5.3. Health Hazards caused by:

- Illness Outbreaks with no clear policies implemented to monitor and prevent the spread of infectious diseases like the flu or COVID-19.
- Allergens like peanuts, mold, or animal dander with minimal actions put in place to prevent their spread.
- Pest Infestations with no plan put in place to control rodents or insects carrying diseases.
- Food Safety**:** Poor food handling or storage in the school cafeteria.
- Nutritionally unbalanced meals: Selling or offering unhealthy food.
- Non-ergonomic furniture.
- Heavy Backpacks.

5. 4. Environmental Hazards caused by:

- Poor Air Quality due to Inadequate ventilation or smoking.
- Noise Pollution due to the improper planning of the number and time of breaks and outdoor activities.
- Extreme Weather aggravated by the absence of a good plan to face risks related to heatwaves, cold snaps, or severe storms.

5. 6. Security Hazards caused by:

- **Unauthorized Access to the school facilities**
- **Bullying and Violence**

5.7. Psychosocial Hazards

- Stress and Anxiety: A social emotional learning program should be put at the school to deal with academic pressure or social issues.
- Lack of Supervision can result in loss of control over students' behaviors.

5.8. Technological Hazards

- **Internet Safety:** Exposure to inappropriate content or online predators.
- **Data Security:** Protection of student and staff personal information.

6.Protection from Physical Injuries

6.1. Creating a Safe Physical Environment

Activities:

- Conducting regular safety audits of school facilities to identify and address the potential physical hazards described above and to ensure that all areas, including classrooms, playgrounds, and sports fields, meet safety standards.
- Implementing regular maintenance of school facilities and equipment.
- Organizing cleanup and safety inspection days involving staff and older students.
- Engaging professionals for annual safety audits and follow up on their recommendations.

6.2. Safety Education and Training

Activities:

- Integrating safety education in the curriculum for students at all grade levels. This includes assessing safety hazards in schools.
- Training for staff on first aid, emergency response, and injury prevention.
- Conducting regular drills for emergencies like war, fire, earthquakes, or lockdowns.
- Organizing first aid workshops for students.

6.3. Safe Participation in Sports and Physical Activities

Activities:

- Enforce the use of appropriate safety gear and equipment in sports and physical education classes.

- Ensure that physical education teachers and coaches are trained in injury prevention and response.

7. Protection from Chemical Hazards

- Posters for safety rules are displayed in all labs.
- Chemicals are stored in special cabinets.
- The labs are equipped with hoods, eye wash stations, safety showers, fire extinguishers, first-aid kits, and PPE (personal protective equipment).
- The labs are well ventilated with adequate lightning.
- The physical structure of the lab are regularly monitors and the floors are non-slippery.
- Teachers, students and workers are trained on how to properly handle lab materials, glassware and wastes.

8. Protection from Security Hazards

- Signs for exits are clearly displayed.
- Security guards are well-trained to ensure secured entrances to prevent the entry to potential intruders.
- Strict rules are put in place to avoid and deal with adult abuse and school violence.
- Surveillance cameras are placed at all school entrances and main premises.

9. Protection from Health Hazards

- Clear policies are implemented and strict procedure are followed to monitor and prevent the spread of infectious diseases like the flu or COVID-19.
- Actions are put in place to monitor and prevent the spread of allergens like peanuts, mold, or animal dander.
- Prevent pest and rodent Infestations by cleaning all wastes, removing sources of food wastes, storing food properly, control cracks where rodents can hide and breed, control leaky plumping and treating the school with pesticides on regular basis.
- Control the quality of food served at the cafeteria: expiry dates, proper handling and storage, nutritional value and composition, health risks….
- Plan to purchase seats and furniture that are ergonomic.
- Control heavy backpacks by organizing the timetable and the agenda work.
- Promote the importance proper nutrition and hydration for physical health and injury prevention.
- Control the quality of water used by running regular water testing.

-

10. Promoting Psychological and Mental Well-being

10.1. **Establishing a Supportive Environment**

Rules:
- Maintain a zero-tolerance policy towards bullying and harassment.
- Ensure that every classroom is a judgment-free zone where all opinions are respected.
- Require teachers and staff to model respectful and empathetic behavior.

Activities:
- Hold regular class discussions on topics like empathy, kindness, and diversity.
- Create buddy systems pairing older students with younger ones to foster a sense of community.

10.2. **Mental Health Education and Awareness**

Rules:
- Include mental health education in the curriculum.
- Require staff to participate in professional development on mental health awareness.

Activities:
- Organize workshops and seminars on mental health topics for students and staff.
- Invite mental health professionals to speak at school events.

10.3. **Providing Access to Counseling Services**

Rules:
- Ensure confidentiality for students who seek counseling.
- Make counseling services easily accessible to all students.

Activities:
- Have school counselors hold regular "open hours" for students to drop in.
- Implement peer counseling programs.

10.4. **Promoting Mindfulness and Stress Reduction**

Rules:
- Encourage breaks and downtime in the school schedule.
- Create spaces in the school where students can relax and decompress.

Activities:
- Introduce mindfulness sessions or meditation practices during the school day.
- Offer yoga or other stress-reduction classes.

10.5. **Building Resilience and Coping Skills**

Rules:
- Integrate lessons on resilience and coping strategies into the curriculum.
- Provide resources and materials for students to learn about managing stress and emotions.

Activities:
- Conduct workshops or classes on resilience-building and coping strategies.

Use role-playing or scenarios to teach practical problem-solving skills.

10.6. **Encouraging Healthy Lifestyles**

Rules:
- Promote balanced nutrition in school meals.
- Ensure physical education classes include lessons on the importance of physical activity for mental health.

Activities:
- Organize after-school sports or fitness clubs.
- Hold regular health and wellness fairs.

10.7. **Fostering Open Communication**

Rules:
- Create a policy that encourages students to speak openly with teachers and staff about their concerns.
- Train teachers in active listening and communication skills.

Activities:
- Implement regular student-teacher check-ins.
- Create student-led forums or councils to discuss school policies and student well-being.
-

10.8. **Engaging Families and Communities**

Rules:
- Encourage regular communication between school and home.
- Involve families in mental health and well-being initiatives.

Activities:
- Host family workshops on topics like positive parenting and understanding adolescent challenges.
- Establish a parent liaison or committee to provide input on student well-being programs.

10.9. Continuous Evaluation and Improvement
- Regularly survey students and parents to assess the effectiveness of well-being initiatives.
- Update and adapt strategies based on feedback and new research in child psychology and education.

11. Emergency Response Procedure and Follow-Up

11.1 Emergency Planning

- Development of emergency response plans for scenarios such as fires, natural disasters, medical emergencies, and security threats.
- Regular drills and training for staff and students.

11.2 Emergency Response

- Clear procedures for evacuation, lockdown, and shelter-in-place scenarios.
- Designation of emergency assembly areas and roles for staff during emergencies.

11.3 Communication

- Procedures for communicating with parents, emergency services, and the community during and after an emergency.

11.4. Training and Awareness

- Regular training for staff on health, safety, and emergency procedures.
- Awareness programs for students on safety and emergency preparedness.

11.5 Monitoring and Review

- Regular review and updating of health, safety, and emergency policies.
- Monitoring of policy effectiveness and implementation of improvements.

11.6. Policy Review and Update

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with current health and safety standards and regulations.