THE SEASIDE SCHOOL, AGBARA

Health and Safety Policy

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HEALTH AND SAFETY POLICY

1. Health and Safety

At The Seaside School, our Health and Safety Policy is a constantly reviewed whole-school architecture that seeks to make our premises a safe and secure environment for all students, staff and visitors. At the forefront of our concerns is to provide every child of the school with excellent and wholesome education through a very comfortable, safe and stimulating environment.
Every child of The Seaside School has a right to feel safe and comfortable in and out of the school. Our school therefore, will strive to ensure that the children in our care are healthy, safe and enjoy emotional well-being.

2. Planning For Safety

We are concerned with always exploring most effective ways to ensure safety in our school.
Before the commencement of every new term, a key part of the training organised for all teaching and non teaching staff is a 2 day programme on Safety. The programme reviews the current Health, safety and security policy and measures in place with a view to promoting full understanding, cooperation and oneness of purpose amongst

the generality of staff regarding the safety of the students and staff on the school premises.

Steps taken at the training include:

* A review of existing safety protocols in the school.

* Selection of 5-man SATETY TEAM for the incoming term. This team will

Compose of 2 teaching and 2 Admin staff, to work in close cooperation with the Head of Security and Safety (HOSS). The team reports to the Head of School,

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3. Fire Hazards

- Teachers shall take every opportunity to educate children about the danger of fire and other hazards.
- Occasional fire drill shall be done to keep children alert and prepare them on how to manage fire incident (in case of any).
- Procedures for fire and other emergency evacuation are displayed in all offices and around the school.
- Fire Prevention equipment shall be inspected regularly.

- All visitors to the school shall sign the visitors' book at the security post and do same when leaving.
- Visitors shall be given the Child protection leaflet to read as they come into the school.
- Visitors shall wear the identification badge while within the school premises.
- No visitor shall enter any classroom or office without the identification badge.
- If any visitor poses potential threat to the safety of children and staff, the security officials shall demand that the individual leaves the school immediately.

4. Fire safety

Frequent checks are made on the school's fire alarm system are to prepare against potential disaster.

Fire drills are organised once every session which is aimed at preparing everyone for emergencies and letting students know what to do in the event of a real fire and where they need to muster safely.

5. Doors, Windows and Locks.

Particular attention is paid to all doors, windows and locks within the school to ensure safety of all students while in school.

6. Play and sporting equipment

At The Seaside School, the selection of every sporting equipment as well as their siting and installation are under the direct supervision of the Head of School (HOS) and Head of Security &Safety (HOSS) whose primary duty is to ensure that their choices are informed by the safety of the students.

The following steps are usually followed in the matters relating to sporting areas and equipment:

i That the sporting fields are properly maintained, the lawns mowed and the whole space freed of stones as well as other injurious materials.

Ii. Playthings are installed on a rubber matting surface or artificial grass that are chosen for their softness which helps to lessen the possibility of injury in the case of a fall.

Iii. Climbing frames are provided for playing equipment that are high and require a ladder

Iv.Students are never left on their own during playtime. There are always sports trainers and teachers on hand whose presence is to prevent accidents and injury.

VISITOR MANAGEMENT SYSTEM

Keeping people away who might have no right to be on school property is a key measure that helps us to ensure the safety of teachers and students alike.

At The Seaside School, the visitor management system is continuously reviewed to improve safeguarding and security standards in the school. The following system is currently in place:

i. A visitor must identify himself/herself at the security post. Such visitor must either be on appointment with any school officer duly authorised to receive visitors during official opening hours. A prior notification is expected from the officer and a reconfirmation would be made before the visitor is permitted to advance further into the premises.

ii. Any visitor on enquiry without prior appointment would be attended to promptly by the Chief Security Officer (CSO) who would in all courtesy determine is such enquiry can be attended to sufficiently at the security reception post.

iii. An Admin. Officer or the Teacher on Duty may be informed to come and attend to the visitor if in the CSO's judgement, such is the attention required.

iv. Contractors' entering and exiting the school are well monitored and must submit themselves to search.

v. Repair works taking place in any parts of the school are deliberately restricted, as much as it is possible, to after school hours or weekends when students are not in the premises, both for the sake of the safety of the students and for minimizing noise levels and distractions within the premises. An Admin. Staff or security officer is detailed to stay with such person for the period of such repair works.

vi. Any visitor cleared to enter the school would be provided with the appropriate Visitor's or Contractor's tag after the appropriate register has been duly completed. The security on duty will ensure that full information as required have been provided, viz name, address, purpose of visit, if on appointment or not, telephone number, officer being visited, tag No., time enter, and time exit.