HEALTH & SAFETY POLICY

Reviewed:	July 2026
Next Review Due:	July 2027
Applies To:	Whole School/Community
Owner:	Head of School
Approved By:	Board of Directors

Mission, Vision and Values

Mission
To inspire our children to reach their full potential by fostering curiosity and an interest in learning, awakening their minds and illuminating their world.

Vision
To create an affordable international secondary school with a high standard of education where children learn through practical and project-based work. To develop our students' moral and intellectual capacity, and to encourage creativity and adaptability.

Aim
An education that is broad, balanced and challenging, with an emphasis on developing strong connections to our host country, Uganda.

Values
Desire for lifelong learning; an ability to adapt; be innovative and reflective thinkers; open minded, and empathetic while achieving high academic success according to individual potential.

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1. Introduction

7Hills International School (7Hills) is committed to creating and maintaining a safe, healthy and supportive environment for all students, staff, parents and visitors. This policy outlines the systems, responsibilities and procedures that protect the wellbeing of the school community and ensure compliance with national requirements and international accreditation standards.

The school recognises that a proactive approach to health and safety is essential for effective learning, safeguarding, and operational excellence. This policy brings together responsibilities, procedures, risk assessments, emergency systems and communication to ensure that health and safety is embedded across all aspects of school life.

2. Purpose of the Policy

The purpose of this policy is to:

- Establish clear expectations for maintaining a safe school environment.
- Define responsibilities at all levels of leadership and staffing.
- Ensure compliance with Ugandan legislation, CIS standards and global best practices.
- Prevent accidents, injuries and health risks where possible.
- Provide consistent systems for reporting, reviewing and responding to safety concerns.
- Support a culture where safety is the responsibility of every member of the school community.

3. Policy Scope

This policy applies to:

- All staff (teaching, administrative, operations, support).
- All students.
- Visitors, parents and volunteers.
- Contractors and service personnel.
- All school buildings, grounds, vehicles, trips and off-site activities.

4. Legal & Regulatory Framework

This policy is informed by:

- The Occupational Safety and Health Act (Uganda), 2006.
- Ministry of Education and Sports guidelines.
- National construction and fire safety standards.
- CIS International Accreditation Framework.

Where international standards exceed local requirements, 7Hills adopts the higher standard.

5. Health & Safety Principles

7Hills follows these key principles:

- Prevention first - hazards are identified and mitigated early.
- Shared responsibility - every member of the community contributes to safety.
- Child-centred practice - safety decisions prioritise student wellbeing.

- Transparency - concerns are reported and addressed promptly.
- Continuous improvement - lessons learned inform future planning.

6. Leadership Roles & Responsibilities

6.1 Board of Directors

The Board provides strategic oversight, ensuring the school meets its legal and accreditation obligations. The Board approves the policy annually, reviews major incidents and ensures the school has appropriate resources and staffing to implement health and safety procedures.

6.2 Head of School

The Head of School holds overall responsibility and ensures that:

- Policies and procedures are implemented consistently.
- Staff understand their responsibilities.
- The school conducts risk assessments and emergency planning.
- Serious incidents are investigated and reported.
- The Health & Safety Officer receives the support and authority required to carry out duties.

6.3 Operations Coordinator (Health & Safety Lead)

The Operations Manager oversees day-to-day health and safety operations, including:

- Site inspections and risk assessments.
- Fire safety and emergency systems.
- Maintenance of equipment and infrastructure.
- Coordination with security and cleaning teams.
- Contractor supervision.
- Monitoring incident reports and following up on concerns.

6.4 Health & Safety Officer

Works closely with Operations to:

- Conduct audits and checks.
- Monitor hygiene, waste, water, and environmental controls.
- Ensure First Aid kits are stocked and accessible.
- Support evacuation and lockdown drills.
- Maintain policy documentation and compliance logs.

6.5 Designated Safeguarding Lead (DSL)

Collaborates with the H&S team where safety and safeguarding overlap, including:

- supervision standards
- student behaviour risks
- medical/mental health concerns
- wellbeing and emotional safety

6.6 All Staff
Every staff member must:

- Take reasonable care for their own safety and that of students.
- Report hazards or concerns immediately.
- Use equipment safely.
- Maintain clean and safe classrooms/workspaces.
- Understand emergency procedures.

6.7 Students
Students learn to:

- Follow instructions during drills and emergencies.
- Behave safely during lessons and activities.
- Report hazards or unsafe behaviour.
- Respect school grounds, equipment, and facilities.

7. Health & Safety Committee
A cross-school committee meets once per term to:

- Review facility safety, risk assessments and incidents.
- Monitor issues raised by staff, parents or students.
- Follow up after drills.
- Recommend improvements.

Membership includes Head of School, Operations Manager, Head of Sports, Safeguarding representative, STEM Department Representative, Support Staff Representative

8. Risk Assessment
Risk assessments are carried out for:

- All learning spaces.
- Science labs, Sports, arts, and practical subjects.
- Emergency procedures (fire, lockdown, medical).
- School trips, excursions and off-site learning.
- High-risk activities (sports, tools, heat exposure, etc.).
- Contractors, construction and maintenance works.

Risk assessments are reviewed:

- Annually.
- When activities change.
- After an incident.
- When new equipment or spaces are introduced.

9. Site Safety & Premises Management

The school maintains buildings and grounds to ensure:

- Clean, safe, and well-ventilated learning spaces
- Secure perimeter, gates, lighting, and signage
- Clear walkways, stairways, and emergency exits
- Safe water, sanitation, and waste systems
- Regular checks for structural integrity and hazards

Monthly site inspections are completed by the Operations Manager.

10. Fire Safety

The school maintains a robust fire safety system including:

- Fire alarms bells.
- Clearly marked evacuation routes.
- Fire extinguishers and blankets.
- Trained fire marshals.
- Termly fire drills.
- Annual servicing of fire equipment.
- Emergency lighting and signage.

Evacuation procedures are communicated to staff, students and visitors.

11. First Aid & Medical Arrangements

7Hills provides accessible First Aid across the school:

- A designated First Aid/Sick Bay area.
- Trained First Aiders available at all times.
- Stocked First Aid kits located throughout campus.
- Clear procedures for injuries, illness and referral.
- Parent communication for non-minor incidents.
- Protocols for emergency medical evacuation.

Medication for students is stored securely and administered only with parental consent.

12. Security & Access Control

Security personnel manage:

- Gate access for staff, students, parents and visitors.
- Visitor registration and ID checks.
- Contractor entry and supervision.
- Daily campus patrols.
- Incident reporting and communication.
- Support during emergency procedures.

The school uses a controlled access system with clear expectations for parent and visitor entry.

13. Emergency Procedures

The school maintains procedures for:

- Evacuation
- Lockdown
- Invacuation (Shelter in Place)
- Severe weather or environmental hazard
- Medical emergencies
- Missing students
- Transport or trip-related incidents

Drills are conducted regularly and staff are trained in their roles.

14. Supervision & Duty of Care

Supervision procedures ensure safety:

- Supervision across break, lunch, arrival and dismissal.
- Clear ratios for trips and activities.
- Enhanced supervision for high-risk areas.
- Staff training on active supervision and behaviour management.

15. Equipment & Classroom Safety

Teachers ensure:

- Furniture and equipment are suitable and safe.
- Classroom displays do not obstruct visibility or exits.
- Tools, chemicals and resources are used safely.
- Damaged items are reported immediately.
- Specialist rooms (science, art, sports) follow subject-specific safety rules.

16. Science, Sports & Specialist Areas

Specialist staff follow detailed safety guidance, including:

- Lab safety and chemical handling (COSHH-equivalent principles).
- Protective equipment and supervision.
- Safe storage of materials.
- Warm-up, cool-down and equipment checks in Sports.
- Performing arts and technical safety.

17. Water, Hygiene & Infection Control

The school maintains:

- Clean water supply.
- Hygienic washrooms.
- Handwashing facilities.
- Waste management.
- Pest control.
- Infection prevention procedures.

During outbreaks (e.g., flu, cholera risk), additional measures are implemented in line with public health guidance.

18. Contractors & Maintenance Work

Contractors must:

- Sign in and wear identification.
- Work only in authorised areas.
- Follow school safety rules.
- Use protective barriers where needed.
- Report hazards immediately.

The Operations Coordinator supervises all works.

19. Student Wellbeing & Mental Health

Health and safety includes emotional safety. The pastoral team, DSL, and counsellors:

- Support wellbeing and mental health.
- Identify vulnerable students.
- Respond to emotional or psychological harm.
- Provide guidance, referrals, or interventions.

20. Transport & School Vehicles

The school ensures:

- Regular vehicle servicing.
- Trained and licensed drivers.
- Safety equipment and seatbelts.
- Clear procedures for travel and behaviour.
- Supervision for all school-organised transport.

21. Reporting, Recording & Investigation

All hazards, injuries, or incidents must be reported promptly. The Operations Coordinator maintains an incident log including:

- Description of incident.
- Persons involved.
- Immediate actions taken.

- Medical follow-up.
- Preventive measures.

Serious incidents are reviewed by the senior leadership team and reported to the Board.

22. Training & Induction

Training includes:

- Annual health & safety induction.
- Fire safety and evacuation training.
- First Aid certification.
- Safeguarding.
- Specialist training for science, sports, and maintenance staff.

23. Monitoring & Review

The school monitors health and safety through:

- Routine inspections.
- H&S Committee meetings.
- Incident data analysis.
- Feedback from staff and parents.
- CIS self-study requirements.

This policy will be reviewed annually or as required to reflect changes in legislation, CIS standards, or school practice.

24. Distribution and Access

This policy is available to all staff, students, and parents via the school website and on the school Google drive. Printed copies can be requested from the school reception.

Appendix A: Health & Safety Governance & Responsibilities Statement

Governance & Oversight

- The Board of Directors
- provides strategic assurance and receives scheduled reports on health and safety performance, risks and incidents.
- The Head of School holds executive accountability for ensuring that appropriate arrangements, resources and procedures are in place.
- The Health & Safety Lead (HSL) coordinates day-to-day implementation, risk registers, inspections and compliance evidence.
- Heads of Department ensure safe practice within curriculum and operational areas.
- All staff have a duty of care to follow procedures, report hazards and support a positive safety culture.

Review & Assurance

- Health and safety arrangements are reviewed annually or following a significant incident.
- Findings from audits, inspections and incident reviews inform improvement actions.
- This statement sits alongside the Safeguarding Policy and Critical Incident Policy.

Appendix B: Whole-School Risk Assessment Framework & Register Template

Risk Assessment Principles

- Risk assessments must be proportionate to activity and level of hazard.
- Control measures should follow the hierarchy of elimination, substitution, engineering, administrative control and PPE.
- Reviews must be recorded and dated.

Risk Register Core Fields

- Reference / Area
- Hazard Description
- Persons at Risk
- Likelihood / Severity / Risk Rating
- Existing Controls
- Additional / Planned Controls
- Responsible Person
- Review Date / Status

Management Requirements

- Register maintained by the HSL and reviewed termly with SLT.
- Departmental assessments retained and cross-referenced to the whole-school register.

Appendix C: Premises & Site Safety Inspection Schedule and Checklist

Inspection Areas

- Buildings, corridors and classrooms
- Playgrounds and outdoor spaces
- Fire safety equipment and escape routes
- Electrical fittings and lighting
- Furniture, fixtures and storage
- Science, DT and specialist rooms
- Traffic management / parking
- Housekeeping and cleanliness

Recording Requirements

- Date of inspection
- Area / zone inspected
- Issues identified
- Immediate actions taken
- Responsible person
- Target completion date
- Follow-up status

Appendix D: Accident, Near-Miss & Incident Reporting Procedure

When a Record Must Be Completed

- Any injury requiring first aid or medical treatment
- Any head injury
- Any incident involving unsafe conditions or equipment
- Any near-miss with potential for harm

Minimum Reporting Fields

- Name(s) of person(s) involved
- Date / time / location
- Description of incident
- Cause or contributing factors (where known)
- Action taken / treatment given
- Witnesses
- Follow-up recommendations
- Reporting staff member

Escalation & External Reporting

- Serious incidents are reviewed by SLT and the HSL.
- Reportable incidents follow national reporting requirements where applicable.
- Lessons learned feed into risk review and staff training.

Appendix E: Fire Safety, Evacuation & Drills Summary Protocol

Core Arrangements

- Fire risk assessment reviewed annually or following material change.
- Escape routes kept clear and signed.
- Fire alarm and equipment checks logged according to maintenance schedules.

Drills & Recording

- Whole-school evacuation drills completed at least once per term.
- Registers completed at assembly points.
- Post-drill debrief recorded, with actions assigned.

Accessibility & Inclusion

- Personal Emergency Evacuation Plans (PEEPs) prepared for identified students and staff and reviewed regularly.

Appendix F: Contractor, Visitor & On-Site Works Safety Protocol

Requirements for Contractors

- Sign in at Reception and wear visible identification at all times.
- Provide method statements / risk assessments for higher-risk works.
- Comply with school safeguarding, security and health and safety procedures.
- Restrict work areas to agreed locations and times.

Supervision & Monitoring

- Works overseen by the Operations Manager / HSL.
- Any unsafe practice is stopped and reported immediately.

Post-Works Review

- Site left clean and safe.
- Issues or defects recorded and followed up.

Appendix G: Health & Safety Training, Induction & Competency Record

Training Coverage (as applicable to role)

- General health and safety awareness
- Fire safety and evacuation
- First aid / paediatric first aid
- Laboratory / workshop safety
- Manual handling
- Off-site and educational visits
- Training Record Fields
- Staff name
- Training type
- Provider
- Date completed
- Expiry / renewal date

Records are maintained by the HSL and reviewed as part of termly assurance reporting.