



**Bishkek  
International  
School**

# **Health and Safety Policy**

Reviewed by the Management Board: August 2021  
Previous Review: August 2020

**Approved by the Governing Board: August 2021**

## Preface

### Mission, Policies, Handbooks and Regulations

The Mission of Bishkek International School is to enable our students to:

- Develop their intellectual curiosity and achieve their academic, sporting and creative potential;
- Be confident in their abilities and respectful of others;
- Learn about local and global issues and prepare to tackle common challenges.

In a school which:

- Delivers and celebrates excellent teaching for internationally accredited education;
- Values diversity and inclusivity;
- Promotes the well-being of the whole school community;
- Contributes positively to the development of the Kyrgyz Republic.

This policy is one of several policies, procedures and related documents that guide operations at Bishkek International School (BIS) and help to facilitate the achievement of our mission. The full list of relevant documents, prepared by the Management Board and approved by the Governing Board, comprises:

Policies:

1. Vision, Mission and Development Policy
2. Admissions Policy
3. Learning Diversity & Inclusion Policy
4. Language Policy
5. Academic Honesty Policy
6. Assessment Policy
7. Health & Safety Policy
8. Child Protection Policy
9. Educational Visits Policy
10. Ethics Policy
11. Environmental Policy
12. Accounting Policy

Handbooks:

1. Staff Handbook
2. Parents & Guardian Handbook
3. Student Handbook

All Governing Board members and all staff must be aware of each of these documents and their contents. All policy documents and handbooks are available to students and parents/guardians via the BIS website or provided in PDF form to parents/guardians on request. All policy documents and handbooks are reviewed and revised by the Management Board every year, normally in April/May for approval by the Governing Board in June for the following academic year. All students, parents and staff are invited to send comments and suggest any changes to the Management Board at any time before the end of April each year for consideration for policies/handbooks for the next academic year.

Overall Governance of BIS is guided by the legal charter and various internal regulations. These are:

1. Legal Charter of 'Bishkek International School'
2. Regulations of the Governing Board
3. Regulations of the Parents Association
4. Regulations of the Advisory Council

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## 1 HEALTH AND SAFETY POLICY STATEMENT

Bishkek International School (BIS) recognizes and accepts that all of its employees, students and visitors to the school are entitled to a safe and healthy environment.

The Chair of the Management Board, the Head of Administration, and the Health and Safety Officer will undertake all appropriate steps to meet the statutory requirements and recognized codes of practice in establishing a safe and healthy school environment.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The school's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

**Please note that if the school is operating at Levels 1, 2 or 3 of the [COVID-19 Protocol](#), the COVID-19 protocol overrules anything in this document wherever the documents contradict.**

## 2 HEALTH AND SAFETY TRAINING FOR STAFF AND STUDENTS

All BIS staff must read and understand this Health and Safety Policy and implement it throughout their work. At the beginning of each new school year appropriate staff will update their knowledge of first aid. Where possible, new staff arriving after the start of the school year will have first aid training when this can be made available at the earliest convenience.

All staff will receive:

- Health and Safety training induction from their line manager, covering this Health & Safety policy and any procedures relating to individual staff work areas.
- Refresher training course on Health & Safety organized by the Health & Safety Officer, at least once every 12 months.
- Specific instruction from their line manager (or other appropriate person) for any new tasks, if this training has not been provided earlier.

In all cases the training will be adequate such that, following training; staff will be competent to carry out the tasks for which they have been engaged.

Where appropriate on the school timetable, Form teachers will engage and instruct children on appropriate issues relating to personal, social and health education (Life-Skills). The aim of Life-Skills Education is to enable students to apply personal and social skills to a range of life contexts. The Head of Student Welfare is responsible for developing and updating the Life-Skills curriculum under the guidance of the Director of Studies. Other occasions where students address health and safety instruction are the school assemblies which provide an opportunity to heighten student awareness and knowledge of school rules to support a healthy and safe school environment. Any safety issues that concern students will be presented in a timely manner.

For students doing practical subjects, there is a code of safety practice which students must know in order to do these subjects. Safety check-lists for specific situations are presented in Annexes to this policy document.

### 3 HEALTH AND SAFETY RESPONSIBILITIES

The Governing Board ensures that appropriate safety measures are in place and that training needs have been addressed in terms of school policy.

A Health & Safety Officer (HSO) is appointed by the Management Board. The HSO is normally the Head of Administration, but may be another member of staff, as approved by the Management Board.

The Chair of Management Board ensures that if the Health & Safety Officer's role and responsibilities are designated to another member of staff, that member of staff is appropriately experienced and suitably trained to undertake the role.

*Responsibilities in red italics are shared responsibilities of the Chair of Management Board, Head of Administration, and the Health & Safety Officer.*

#### 3.1 CHAIR OF MANAGEMENT BOARD

The Chair of Management Board will:

- *Ensure safe working practices and conditions for all staff, students and visitors;*
- *Ensure that an effective Health and Safety Policy is approved and implemented;*
- *Regularly appraise the effectiveness of the Policy and make any necessary changes for approval of the Management Board and Governing Board;*
- Ensure adequate staff, funds and material are provided to implement the Policy;
- Ensure that all Management Board members implement the Health and Safety Policy;
- Ensure that responsibilities are properly assigned and accepted;
- *Complete a health and safety inventory of all areas of the school every 6 months together with the Head of Administration and Health & Safety Officer;*
- *Review the Health and Safety Committee's reports and take action where appropriate.*

#### 3.2 HEAD OF ADMINISTRATION

The Head of Administration will:

- *Ensure safe working practices and conditions for all staff, students and visitors;*
- *Ensure that an effective Health and Safety Policy is approved and implemented;*
- *Regularly appraise the effectiveness of the Policy and make any necessary changes for approval of the Management Board and Governing Board;*
- *Complete a health and safety inventory of all areas of the school every 6 months together with the Chair of Management Board and Health & Safety Officer;*
- *Review the Health and Safety Committee's reports and take action where appropriate.*

#### 3.3 HEALTH & SAFETY OFFICER

The BIS Health and Safety Officer will:

- *Ensure safe working practices and conditions for all staff, students and visitors;*
- *Ensure that an effective Health and Safety Policy is approved and implemented;*
- *Regularly appraise the effectiveness of the Policy and make any necessary changes for approval of the Management Board and Governing Board;*
- *Complete a health and safety inventory of all areas of the school every 6 months together with the Head of Administration and the Chair of Management Board*
- Act as Secretary of the Health and Safety Committee and ensure that decisions are implemented
- Ensure that the Health and Safety Policy is compliant with legislation

- Ensure that all staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them;
- Ensure that all staff has adequate training for the tasks that they are required to perform;
- Prepare safe methods and written procedures for operations under their control;
- Ensure that staff working under their control have adequate training, have read and understood the relevant Health and Safety documents and received training where appropriate;
- Ensure that staff working under their control wears appropriate Personal Protective Equipment, and that instruction, information and training for its use is satisfactory.
- Inspect all new plant, buildings and equipment for potential hazards as necessary;
- Ensure that all equipment is safe before it is issued by any person, and that appropriate protective equipment is used;
- Ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept;
- Ensure that any piece of plant or equipment found to be defective is immobilized until repaired;
- Ensure that any hazardous conditions or situations are made safe immediately and action taken to prevent recurrence;
- Ensure that guards and safety devices are fitted to equipment, as appropriate, at all times;
- Ensure that equipment of a potentially hazardous nature is not left unattended.

### **3.4 ALL STAFF**

All Staff will:

- Fully familiarize themselves with the Health and Safety Policy and Procedures and with First Aid; Fire; Earthquake and Emergency situation procedures;
- Observe Health and Safety Rules at all times;
- Endeavor to ensure the Health, Safety and Welfare for all persons within their control;
- Prepare safe methods and written procedures for operations under their control;
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks;
- Ensure that safe methods and procedures are followed at all times;
- Ensure that working areas are kept clean and safe;
- Ensure that all classroom/work areas are safe before they are used by any person;
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- Ensure that all equipment is safe before it is used by any person;
- Ensure that protective equipment is used where appropriate;
- Report any defects in the premises, school, equipment and facilities that they observe;
- Ensure that any hazardous or dangerous conditions or situations are reported to the Health & Safety Officer or Facilities and Logistics Manager without delay.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled;

### **3.5 ALL PERSONS ON SITE**

All persons on site will:

- Observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy;
- Not work on the premises until the relevant rules are read, understood and accepted.

### **3.6 HEALTH AND SAFETY COMMITTEE**

The BIS Health and Safety Committee will meet on a routine basis or as judged necessary by the Chair of Management Board or Health & Safety Officer to:

- Promote health and safety throughout the School.
- Receive reports on the effectiveness of the implementation of the Health and Safety Policy.
- Consider and introduce additional Safety Rules that may be required from time to time.
- Consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence.
- To carry out any inspection of the School that may be required.
- To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School.
- To investigate any special hazards and to recommend action to be taken.
- To consider any communication received from the Governing Board and recommend action to be taken as appropriate.
- To organize a Health and Safety inventory when required.

### **3.7 CONSULTATION WITH EMPLOYEES**

The School consults its employees for:

- Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- The planning of Health and Safety training.
- The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School makes use of the Health & Safety Committee where appropriate.

## **4 FIRST AID AND REPORTING PROCEDURES**

### **4.1 MEDICINE CONTROL**

First Aid and Medicines are under the direct control of the school Doctor. First Aid Boxes are checked and refilled weekly by the school Doctor. Any special medicines for individual students are kept in a locked cabinet and administered as directed. The Doctor is responsible to keep all required medicines in stock, with correct storage and date of expiry.

The Doctor maintains a Medicines Book to record what has been given to whom.

### **4.2 ILLNESS OR INJURY OF STAFF OR STUDENTS**

Specific instructions for medical incident and accident action and reporting are given in Annex 1 to this policy.

Minor scrapes and bruises (where it is needed to put ice, clean a cut or to put a plaster) can be treated by the duty teacher or a class teacher. If a student fell and you suspect fracture of a bone, it is recommended

not to move the child, but send somebody to call the Doctor.

For anything except minor scrapes and bruises, the Doctor's help should be sought. The Doctor will assess the situation and administer first aid as required. When the Doctor is off-site for any reason, another member of staff with certified First Aid Training must be designated as the responsible person for the period of the Doctor's absence.

If necessary, the Doctor will work with the Chair of Management Board and/or the Health & Safety Officer and/or the Head of Administration to arrange for the patient to either receive emergency medical treatment on site or transport to hospital or to take them home. Parents must be contacted if a student is being taken to hospital or attended by emergency services. Parents' contacts are kept in the reception and in administration. Any special instructions for students that have been notified in writing to the school, e.g. also notifying an employer of one of the parents/guardians, will also be followed by the Doctor and by the Health & Safety Officer.

If an employee is unwell, they should report to the Director of Studies or Head of Administration or Chair of Management Board before leaving school. If sick leave is required this must be reported to the Head of Administration and/or Director of Studies as appropriate.

### **4.3 REPORTING PROCEDURES FOR INCIDENTS & NEAR MISSES**

If any incident causes injury or illness a Medical Incident Report Form will be completed by the person dealing with the injury or illness and passed to the Doctor who maintains the central record. The standard report form is given in Annex 1. The Health & Safety Officer will review this central record once a week.

The report in the Medical Incident Record must include:

- the date, time and place of incident;
- the name and class of the injured or ill child;
- details of the injury/illness and what first aid was given;
- what happened to the student immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the staff member dealing with the incident.

The information in the Medical Incident Record can:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- be helpful when reporting to the parents;
- be used for reference in future first-aid needs assessments;
- be helpful for insurance and investigative purposes.

Where the incident involves a student and is significant, the Medical Incident Report Form should be sent home with the student on the day of the incident, or if the injury is to the eyes, a head injury or any injury that is bleeding, notification should be by telephone to the parent/guardian within one hour of the incident. This is compulsory for Preschool and Primary 1 and Primary 2 students. It is discretionary for older students if the incident is minor and can be explained by the student themselves.

If any of the following incidents occur, the Chair of Management Board, Head of Administration and Health & Safety Officer must be notified immediately by any means:

- Fatal injury to staff, students or any other person in an accident on site or off-site during school activities.
- Major injury to staff, students or any other person in an accident on the premises
- Any serious potential incident or 'near-miss' that could have led to major or fatal injury.

A standard incident form to report 'near misses' is given in Annex 1. In case of fatality or major injury, the Chair of the Management Board must notify the Governing Board within 3 hours. In case of a serious potential incident covered by the preceding section; or any other accident or injury that results in staff or student being absent or unable to do their normal work for more than 3 days, the Chair of the Management Board must notify the Governing Board within 10 days of the incident.

## **5 GENERAL HEALTH & SAFETY PROCEDURES**

### **5.1 RISK ASSESSMENT**

Central to the provision of a health and safety policy is the effective and regular place of Risk assessment. Risk assessment is carried out regularly to ensure that there is an ongoing high regard for the protection and safety of the occupants of the school. Risk Assessments will normally be conducted by the Health & Safety Officer or as specified below.

#### **Classroom facilities**

A form is provided to each Form teacher so that specific observations of the classroom conditions, facilities and structures are inspected.

Teachers should inspect the facilities of the classroom and make a record of risks posed to the students. This should be done on a regular basis by the teacher and a formally reported risk assessment record carried out at the beginning of each school year.

The Health & Safety Officer should evaluate the assessments made by teachers and take action to reduce the risks with appropriate action such as undertaking repairs to reduce the risks.

#### **Earthquake Risk assessment**

The Health & Safety Officer undertakes a risk assessment to identify the potential hazards should an earthquake occur. This will help to identify potential blockage of exit routes and dangers both inside and outside the building. Assessed risks are documented on a standard form.

#### **Fire Risk assessment**

The Health & Safety Officer must be aware of the risks presented by a fire in all areas of the school. This would involve inspecting equipment and materials to identify the hazards presented to users of the building. Assessed risks are documented on a standard form.

#### **Security risk assessment**

There is always the potential for weakness and breach of security that may add risks to the safety of school occupants. As well as regular observations of the implementation of the security policy an assessment of the security risks should be documented to provide safer protection.

#### **Potentially hazardous work activities**

Assessment will establish the following:

- Hazards associated with a particular activity.
- Potential Frequency and Severity of an accident.
- Control Measures to be employed to minimize the risk of an accident occurring
- Any Further Action to be taken to adequately control the hazard.

### **5.2 HEALTH PROTECTION FOR STUDENTS**

The overall approach to health protection for students, including provision of a vaccination service to assist parents, is given in Annex 9 to this Policy.

## 5.1 DEVELOPMENT OF SAFE SYSTEMS

Safe systems are prepared by the responsible person for the specific departments/areas and given to the Health & Safety Officer for approval by the Health & Safety Committee. The aim of these systems is to minimize the risk of accident or injury to both students and staff when working in their particular department/area.

The systems take into account the following principles as far as reasonably practicable:

- The layout of the work and the use of the working areas will allow safe access to and exit from the areas involved.
- Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
- Where appropriate, details of the correct sequence of operations involved and identification of safe procedures, both routine and emergency.

Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials or activities for the following key areas are given in Annexes 10 to 13

|                    |  |
|--------------------|--|
| School Grounds     | Use of hazardous machinery and liquids |
| Science Laboratory | Science Laboratory Safety Instructions |
| Art department     | Use of cutting and spraying equipment  |
| PE & Dance         | Safe use of equipment and exercises    |
| Engineering Design | Use of machinery                       |
| School Events      | Use of electrical devices and stages   |

## 5.3 MONITORING THE HEALTH & SAFETY POLICY

The Health and Safety Policy will be monitored on an on-going basis by the Chair of Management Board, the Health & Safety Officer and Head of Administration. Checks will be made each term with an inspection being made of all areas of the school followed by a report.

There will be a full review every 12 months to establish whether any major changes or additions need to be made to ensure that the policy document is fully up to date and correctly reflects the activities.

## 6 SPECIFIC HEALTH & SAFETY PROCEDURES

### 6.1 CLEAN WORK AREAS

All staff are responsible for keeping their work areas tidy and safe for work.

Cleaning staff work full time during week days to clean on a daily basis:

- Classrooms
- Bathrooms
- Toilets
- Changing Rooms
- General Areas

During the holiday periods, deep cleaning of all areas is carried out on a rotation basis.

The Pre-school area is to be cleaned regularly according to the following table:

| Time           | Action  | Necessary equipment                           | Responsible    |
|----------------|---|---|----------------|
|                | <i>and put it back after cleaning staff clean it)</i> |   |                |
|                | Wash toys   | Detergent, cleaning agent<br>Sanifort, bucket | Cleaning staff |
| Monthly        | Wash bed and cushion covers                           | Washing powder                                | Cleaning staff |
| Every semester | Wash mattress covers                                  | Washing powder                                | Cleaning staff |
|                | Clean carpets   | Cleaning agent for carpets                    | Cleaning staff |

## 6.2 FIRE RISKS

BIS has minimized the possibility of fire and its effects by taking the following measures:

- Construction of buildings is in line with current fire control practice. Electrical equipment and wiring are tested and checked regularly.
- Fire control measures are up to current standards and are checked regularly.
- Emergency escape signage is fitted in buildings as required.
- Fire extinguishers are sited as appropriate and maintained annually.
- Fire exit routes are kept clear at all times and signed appropriately.
- Emergency evacuation plans are in place.
- Supervision and monitoring of visitors, including contractors is carried out.
- Fire evacuation drills are carried out each term.
- In addition to the above, a Fire Risk Assessment is in place and is reviewed annually.

Records of staff training and evacuation drills are kept by the Health & Safety Officer in the Health & Safety Records. These Records are always available for inspection by the Management Board and Governing Board, on request.

## 6.3 FIRE PROCEDURES

The Head of Administration is the School's Fire Officer (SFO). The SFO is responsible for:

- fire evacuation plans and test drills;
- fire awareness training for all members of staff;
- conducting, recording and updating Fire Risk Assessments for the whole site;
- the effectiveness and efficiency of BIS's firefighting equipment and signage;
- annual servicing of all firefighting equipment, principally fire extinguishers.

The Fire Evacuation procedure is given in Annex 2 to this Policy.

## 6.4 EARTHQUAKE SAFETY & EVACUATION

The potential threat of an earthquake poses a Health and Safety Hazard which is unlike the evacuation presented by a fire.

The response to an earthquake and evacuation routes takes account of the structure and layout of the building. It is not always safe to go outside due to hazards associated with the building and materials outside.

Prior to the evacuation in case of an earthquake a reasonable assessment should be made of the safety of exit routes and the emergency assembly area.

Earthquake emergency evacuation practice takes place once per term. Alternative routes will be available

and tested.

Records of staff training and evacuation drills are kept by the Health & Safety Officer in the Health & Safety Records. These Records are always available for inspection by the Management Board and Governing Board, on request.

The Earthquake Evacuation Procedure is given in Annex 3 to this Policy.

## **6.5 EMERGENCY RESPONSE PROCEDURES**

Emergencies can arise from a number of causes such as intruders, revolutions, and bomb threats. The priority in any emergency situation is the safety of students, staff and visitors with minimum disruption and risk to the school. Emergency scenarios have been considered and an Emergency Response Plan is maintained by the Management Board. Response Procedures are not copied in this publicly available Health and Safety Policy but are held separately by the Management Board, and an Emergency Response Guide is provided to all key staff.

## **6.6 SNOW & ICE CLEARANCE**

During winter there is the risk of personal injury as a result of slipping or falling on ice or snow. The means of access and exit from BIS are maintained in a condition that is safe and without risk to students, employees and visitors. Maintenance of footways may mean the use of gritting, snow clearing and the closure of a route where necessary.

Where the winter accumulations of snow or ice on the roof of a building presents a risk to people walking below, the snow or ice is removed at a time suitable to reduce risks. This is especially important towards the spring when ice and snow are melting.

The Head of Administration must ensure that facilities staff start work early on some occasions to ensure the safety of others using the premises.

## **6.7 AIR QUALITY INSIDE & OUTSIDE**

Bishkek normally has reasonable air quality during spring, summer and autumn but sometimes has poor air quality during winter. In winter, cold still air over Bishkek traps pollution in the city, mainly from burning coal for heating (both the power station and private homes) and electric power (coal power station) and from vehicle combustion engines.

### **Air Quality Monitors**

BIS has air quality monitors inside in the primary library, outside in the playground and a third sensor close to the official air quality monitoring station at the US Embassy. The US Embassy data is available here: [https://www.airnow.gov/international/us-embassies-and-consulates/#Kyrgyzstan\\$Bishkek](https://www.airnow.gov/international/us-embassies-and-consulates/#Kyrgyzstan$Bishkek) PurpleAir data from BIS sensors is here: <https://www.purpleair.com/map#10.97/42.8451/74.6335> To see the inside library reading, click the 'outside sensors' in the bottom left box to only see the inside sensor in the library. BIS also has a mobile air quality monitor which is used to check air quality in all areas of the school.

### **Inside Air Quality**

All air intake fans have particle filters which are replaced every 6 months (or more often if required), to ensure clean air intake into the school. Air leakage is minimised by sealing gaps and by windows and doors being closed during winter months. Windows may only be opened if outside air quality is good, and both heating and air purifiers are off.

Air purifiers are in every room and in common areas. All air purifiers may be on during the school day when the outside air quality reading on the PurpleAir monitor in the playground (AQandU conversion) is over 50

PM2.5 AQI (Air Quality Index). Air purifiers are managed to maintain inside air quality below 50 PM2.5 AQI during the school day. Parents can monitor this in the school library by checking the PurpleAir website <https://www.purpleair.com/map#10.97/42.8451/74.6335>

### **Outside Air Quality and Outside Play**

Real-time outside air quality (PM2.5 AQI) from the playground PurpleAir monitor is displayed on screen in the café to guide staff, students and parents about the suitability of outdoor exercise.

Outdoor activity for break times and Physical Education is only allowed when the outside air quality is suitable for the activity, as set out in the 'Air Quality and Outside Play Guideline' in Annex 4. In practice, BIS does not allow any students to play outside when the AQI is above 200, and students designated as being in 'sensitive groups' are kept inside when the AQI is over 100.

## **6.8 PLAYGROUND SAFETY**

Staff has a duty roster to ensure that adequate supervision is available at all times. Staff ensures that students have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

If the Duty Staff identify an area of the School grounds that has become unsafe, they designate it *Out of Bounds*, report it and ensure that it is not used until it is declared safe, following remedial work.

Supervision for the Preschool is greater and reflects the need for a higher ratio of teaching staff to students, taking into account the age of the students in the Preschool.

Play equipment in the playground must only be used by students of an appropriate age and stature appropriate for each item of equipment.

Students and supervising teachers are familiar with safe use of each item of equipment.

## **6.9 EXTRA CURRICULAR/SPORT IN GENERAL**

BIS has a wide range of Extra-Curricular Activities organized and coordinated by the ECA Coordinator, taking account of the requirements of students of all ages and abilities.

Students are encouraged to take part in extracurricular activities. Those students registered for activities who do not want to take part on a particular day need to bring a note to school and hand it to their form teacher stating a reason why they should not participate in extracurricular activities. The only exception to this will be in situations where injury or illness has occurred during the day where a teacher or school Doctor (if present) has been involved and will confirm that the student is unfit.

The School employs external providers for some extracurricular activities on a part time basis and always ensures that they are fully qualified in their particular discipline before engaging them.

Risk Assessment for off-site activities is covered by the 'Educational Visits Policy'. On-site Extra-Curricular Activities must also complete this risk assessment form for approval by the ECA Coordinator before the ECA is approved.

## **6.10 OFF SITE ACTIVITIES (EDUCATIONAL VISITS)**

Every effort is made to ensure that where students are engaged in extracurricular activities at external venues the health and safety provision at the venue is adequate to ensure the safety of our students.

Educational Visit organizers or ECA coordinators will (wherever possible) visit the venue before the educational visit or extracurricular activity commences to ascertain that the facilities and supervision at the venue is adequate and suitably qualified for the activity.

Duty staff supervising students at an external venue must always ensure that an adequate first aid box is available on site to attend to minor injuries that may occur.

The School has a separate Educational Visits Policy which must be read, understood, and followed by all staff involved in these activities.

## **6.11 VEHICLE TRANSPORT FOR STUDENTS**

Vehicles are contracted for extracurricular activities, excursions etc. The main procedures to follow are:

### **Bookings:**

1. All users should book vehicles with the admin staff member designated to organize buses. It is important that timings are included & care taken not to overlap with other bookings.
2. Vehicles are to be left tidy after use. Staff must check that all rubbish is removed at the end of a journey.

### **Safety:**

3. All students must wear seat belts and these should be properly fastened and adjusted before departure.
4. All luggage items of equipment should be stowed securely under seats or in overhead boxes. All gangways and exits must be kept clear.
5. Roof Racks: If the roof rack is used, care should be taken to ensure that it is fitted correctly. Luggage is to be securely covered and secured from back to front and from side to side.

### **Mobile Phones:**

6. All staff leading groups of students on a minibus are to be equipped with a functioning mobile telephone.
7. Under no circumstances are mobile phones to be used by drivers unless the minibus is safely

parked. A checklist for Students, Staff and Drivers is given in Annex 5 to this policy.

Specific instructions for drivers on driving, breakdowns and accidents are given in Annex 6 to this policy.

## **6.12 SECURITY OF THE SCHOOL SITE**

The Head of Administration is responsible for security. Security staff is always on-site, day and night every day of the year. All buildings are locked at night when not in use.

School gates are kept locked, except for the morning period of 7.30 to 8:30, pick-up time from 15.00 to 17.30, and for organized events for parents and children. The security guard must watch the pedestrian and vehicle entrance gates when they are unlocked. Anyone requiring access to the site outside this time will need to ring the bell to obtain the attention of the security guard.

Security personnel follow a protocol to ensure the safety of students, staff and visitors to the school during the school hours of 07:30 to 17:30.

School Reception is manned continuously from 07.45 to 17.30. All visitors to the school, including parents, must report to Reception before going elsewhere in the school. Visitors, including parents, will normally be accompanied by a staff member after reporting to Reception.

When the school is used for events outside normal school hours, security will ensure that only BIS staff has access to the school building. Other individuals (students, parents etc.) are only allowed access when

accompanied by a responsible member of BIS staff. For all events at school outside normal school hours, the Head of Administration has the final decision on approval of the event and must ensure that safety and security provision is at the same standard as a normal school day. The cost of this provision should normally be included in the overall costs of the event.

#### **Vehicle Access to the 'drop-off' area**

1. Parents and guardians of preschool and Grade 0-3 students are provided with a 'Car Pass' at the start of the school year to display in the front window of the car to bring students to school. After Car Passes are issued, no vehicles are allowed into the school 'drop-off' area without the Car Pass clearly displayed during school drop-off and pick-up times.
2. Security staff may inspect any vehicle that requests access to the school premises and ask for proof of identification. Such an inspection will include looking inside the passenger area of the vehicle and the trunk of the vehicle.
3. Drivers of vehicles that enter the site on business must present proof of identification to the security staff. Refusal to cooperate with the school security staff may result in the prevention of access to the site.

#### **Pedestrian Access to the Campus**

1. The school pedestrian gates are open for student access from 07:30 until 08:30 and 15.00 to 17.30 and for organised events for parents and children. The entrance is always monitored by the school security staff.
2. The school pedestrian gates are locked between 08:30 and 15.00, and entrance is controlled by the security guard.
3. All visitors to BIS, including parents, must report to the external reception, except when the campus is open for prearranged events. Meetings with visitors will normally be held in the external reception, except in cases when a campus visit is essential and is approved by the Head of Administration. Visitors will normally be accompanied by a staff member after reporting to Reception.
4. Visitors to the school campus should wear a visitor's badge given to them by the security officer on duty after they have signed the visitor's book.
5. The visitor badge will be collected by the security officer when the visitor signs the visitor's book at the time of exiting the school campus.

### **6.13 SECURITY OF STUDENTS ON SITE**

#### **Preschool Children arrival, supervision and collection**

1. Preschool children must be accompanied by their parent/guardian to the Preschool reception gate, and handed over to one of the Preschool teachers or assistant teachers.
2. All children will be recorded as 'in-school' in the class register each day they arrive in school. Any absences will be investigated.
3. Preschool children must be observed by one of the Preschool teachers or assistant teachers at all times during the school day. Under no circumstances should one of the Preschool children be out of sight of a Preschool teacher or assistant-teacher at any time.
4. Preschool children must be collected from the Preschool reception area by their parent/guardian.
5. Each day a designated Preschool teacher and assistant teacher is responsible for handover to parents/guardians and to provide information to parents/guardians about the child's day in Preschool.
6. Children will only be handed over to those parents/guardians who are registered with the school. The Preschool will keep a register of names with photographs of registered parents/guardians to ensure that this policy is always effective.

### **School Children arrival and collection (Grade 0 and up)**

1. Parents/guardians are responsible for the safe arrival of students up to the point of passing the pedestrian entrance beside the security cabin between 7.30 and 8.00 am, or until boarding a school bus.
2. Students arriving on-time should normally go directly to their own classroom on arrival at school, except Primary School students arriving before 7:45 who should stay in the cafe until 7:45, then to their own classroom. From 7:45 to 8.00, students will be registered as 'in-school' in the class register. Any absences will be investigated. Students arriving after 8:00 must report to the internal Reception before joining their class.
3. If students are collected from school during the school day, the parent/guardian collecting the student must go to the external Reception. Reception will organize the collection of the student from the school gate, and record the absence in the school register.
4. Students in Grades 0-5 must be collected from the school by their parent/guardian or designated driver. The class teacher and co-teacher are jointly responsible for safe handover of children to their parent/guardian or designated driver. When children are in ECA activities before leaving school, the ECA teacher/supervisor is responsible for safe handover of children to their parent/guardian or designated driver. This rule is waived if parents or guardians give advance written notice to the school that the child will leave the school by themselves, in which case these children will be allowed to leave by themselves.
5. Grade 0-5 students will only be handed over to those parents/guardians who are registered with the school. The school will keep a register of names with photographs of registered parents/guardians to ensure that this policy is always effective. If a parent/guardian requires the child to be picked up by a different parent/guardian or driver on any day, the parent/guardian of the child must inform the school in advance. This rule is waived if parents or guardians give advance written notice to the school that the child will leave the school by themselves, in which case these children will be allowed to leave by themselves.
6. Middle and High School students are themselves responsible for meeting parents/guardians or drivers or finding their own route home. If any of these students are not being met by a parent/guardian or designated driver, the parent/guardian must give advance notice to the school that the student will leave the school by themselves, or they will not be allowed to leave.
7. Students from Grade 6-10 who are not participating in ECAs should not leave the campus for any reason, unless they are going home or another agreed destination from which they will not return to school until the following morning. Students should not leave to go to shops or to buy snacks to bring back onto the campus. If students are not participating in ECAs, the following supervision arrangements should be in place between 15:30 and 16:30:
  - a. Grades 6-8: Students should go to the library where they can read or complete work, supervised by a member of staff. They are not allowed to leave the campus at this time, unless they are going home or another agreed destination from which they will not return to school until the following morning.
  - b. Grades 9-10: Students can be on campus and be in the outside areas without staff supervision (although staff present in these areas have a duty to oversee and report any incidents). They are not allowed to leave the campus at this time, unless they are going home or another agreed destination from which they will not return to school until the following morning.
  - c. Grades 11-12: Students are allowed to leave and return to campus at this time.

### **Student transfer to/from the 'Creative Arts Centre'**

1. In August 2021 a Creative Arts Centre opened opposite the main campus gate. This centre has its own security guards and controls and access is controlled in the same way as on the main campus.

2. The CAC does not hold any Form classes or non-teaching activities, so students will not be in the CAC if they do not have a timetabled session there.
3. No Preschool or Grades 0-1 classes will take place in the CAC.
4. For Grades 2-5, no classes will be timetabled in the CAC at times when cars are parked around the school for drop-off and pick-up (i.e., no classes in the CAC before 8:45 or after 15:00)
5. For Grades 2-5, all timetabled classes will be led by both the Homeroom Teacher and the Co-Teacher to the campus gate, which will be opened by security, and led safely across to the CAC, with the CAC gate opened by security, and into the designated CAC classroom. One teacher will lead the class and one teacher will follow the class to ensure safety of transfer. The Homeroom and Co-teacher will collect their class from the CAC with the same procedure in reverse to return to the main campus.
6. For Grades 6-10, students going to the CAC will report to the security cabin on the main campus, and the guard will radio the CAC guard to open the CAC gate, at the same time that the main campus pedestrian gate is opened for student exit. Both guards will visually check that students are safe and only go to/from the CAC, and do not leave the school. This route is also under constant video surveillance for security purposes.
7. Grades 11-12 have flexible attendance at school, with a requirement to attend when they have lessons or meetings, hence they may leave the main campus to go to the CAC or to leave the school at any time.

#### **Video surveillance in and around the campus**

1. BIS has multiple video cameras both inside and around the campus providing 24 hr surveillance to protect the safety of students and staff at school.
2. Security guards continually monitor all of the cameras covering access points to the campus. Other cameras are not continuously monitored by staff, but are used to review any reported incidents to better understand what happened, and only reviewed by the Head of Administration or their nominee.
3. Most cameras are placed in corridors or cover independent play areas or doorways. One camera is in the hand wash area of the bathroom behind the E-Centre that has shared staff and Grade 11-12 student use, to protect both students and staff. The mixed use student bathroom on the 2nd floor, and the boys bathrooms on both the 2nd and 3rd floor, also have a camera in the hand wash areas to maintain student discipline in these unsupervised areas. These cameras are clearly notified to students and are not monitored, except in case of a reported incident.
4. Recordings from security cameras cannot be used to find items that have been lost or misplaced at school, except in cases of clear theft of valuable items when the date, time and location of the incident is known.

#### **6.14 CONTROL OF VEHICLES ON-SITE**

Control of vehicles is of paramount importance on the School site.

The following rules must be observed at all times:

- Speed must be kept to a minimum.
- Care to be exercised as there are students around at all times.
- Parking must be in designated areas.
- On any day that school is open for students, school staff must park their own vehicles on a public road at least 100 meters away from the school to avoid blocking roads near the school or the parking area used for student drop-off.
- Cars parked at school should be locked for security reasons and any loss of property is not the responsibility of the school.

- Any vehicle that is parked on school property must have its engine switched off, even if the driver is sitting in the car, to reduce air pollution.
- Any damage to a vehicle or accident on the school property should be reported to the Health & Safety Officer immediately.
- Drivers entering the school must follow instructions given by the school security.

## **6.15 MACHINERY & PLANT**

Maintenance of all equipment is carried out on a regular basis to ensure a safe working environment.

The following Inspections and Checks are conducted:

- All staff must inspect equipment guards and safe condition of equipment before they use it;
- Catering Equipment tested and maintained every 6 months
- Portable Electrical Appliances tested every 12 months
- Fire Extinguishers serviced every 12 months
- Water Systems tested every 3 months
- Gas Appliances serviced every 12 months
- Boiler Plant and Associated Equipment serviced every 12 months
- Maintenance of Grounds Equipment as required.
- Fixed Wiring Installations, checked every 5 years.

Unchecked devices may not be used in the school. Records of routine checks of equipment etc. are kept by the Head of Administration.

## **6.16 FOOD SAFETY & FOOD ALLERGIES**

School catering is provided by specialist staff employed by BIS, hence the school is responsible to meet all sanitary requirements and comply with all sanitary inspections.

BIS is a completely nut-free school. No student, parent, or staff member should bring any nuts (including peanuts) into school. To protect student safety and to avoid allergic reactions, no food of any kind may be brought into BIS by students, parents, and non-kitchen staff, if it is intended to be shared among students, including for birthday parties.

For birthday parties, a cake can be ordered from the school kitchen for 1000 Som, if ordered 3 days in advance, or pizza or cake can be ordered, from a limited list, which is known to be nut free. Any event with ordered food must be approved in advance with the Homeroom/Form Teacher or Co-Teacher. Students are not allowed to order-in food to be delivered to school under any circumstances.

The rule about not bringing in food to share only applies during school days until 17:30. For any evening or weekend event, food may be brought into school for sharing, if approved in advance by the Head of Administration.

The Hygiene Rules for kitchen staff are given in Annex 8 to this Policy.

The risk to student health as a result of food allergy reactions is reduced by the following actions:

1. The school has a list of students with specific food allergies
2. A list of students with allergies is displayed in the dining room as a reminder and reference for duty teachers.
3. The school chef is made aware of the range of food allergies and asked to provide foods to reduce the risks to students with allergies.
4. Appropriate alternative foods are provided to these students during meal times.
5. Teachers and co-teachers are assigned to specific students with food allergies to ensure careful

monitoring as a preventative measure.

6. Form teachers, co-teachers and duty teachers monitor the food presented to and consumed by these students.
7. Parents are asked to highlight the possible risks to their students and communicate with the form teacher if there are any concerns regarding particular items on the menu.
8. The teachers and co-teachers supervising students with allergies are asked to also highlight the risk foods and ensure that risky foods are not consumed.
9. Parents who have children in school with very high risk due to possible anaphylactic shock as a result of food allergy are asked to provide food from home to reduce the risk to their child.

## **6.17 ANIMAL HANDLING**

Students are not encouraged to bring pets or animals into school. If animals are kept in school they must be cared for with adequate water and suitable food provided. Animal housing should be cleaned thoroughly and regularly.

### **Handling animals:**

Mammals should be handled daily if possible (unless breeding or nursing when they should be disturbed as little as possible). In this way they will normally become quite tame and accustomed to being handled.

Gloves should not normally be worn unless it is known that an animal for one reason or another is likely to bite or scratch. In this situation a pair of rubber gloves which does not particularly reduce dexterity, is a sensible precaution.

Handling small animals should always be carried out over a table or trough filled with a soft material such as sand / sawdust, in case the animal falls.

Students with known allergies should be prevented from touching the animals in school.

When handling animals:

- Do not consume food or drink
- Wash your hands with soap and water before and directly after handling animals.
- Keep animals away from the face.
- Cover any open cuts or abrasions on the exposed skin of hands and arms with waterproof adhesive dressings.
- Ensure animals are restrained sufficiently so that they cannot damage themselves or the handler.

## **6.18 ENVIRONMENTAL CONTROL**

### **Classrooms & General Areas**

- Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are designed.
- BIS endeavors to ensure that all areas are in line with the most recent safety requirements.

### **Science laboratories**

- Conditions are monitored closely to ensure that laboratories do not become contaminated when using substances that may be controlled.
- Science laboratories have local exhaust ventilation (fume cupboard).

## 6.19 NOISE

The School regards noise as an important issue and takes the following action to minimize noise:

- Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- Where it is not possible or practical to control by noise, hearing protectors will be used.
- Where applicable, noise meters will be used to monitor the noise situation and should action be required, steps will be taken to implement this.
- Noise assessments are made by the Health & Safety Officer, with assistance from others as appropriate.

## 6.20 HAZARDOUS SUBSTANCES

Where substances are used that are controlled under specific regulations the procedures are as follows:

- Prevention or Control? Ideally prevention by substitution of a non-controlled substance, but if not possible, control.
- Control Measures must be written down, read and understood by all staff involved in the operation, including:
  - Use of the substances, their handling, storage and disposal.
  - Emergency Procedures.
  - Methods of Control.
  - Use of Personal Protective Equipment.
- Monitor the situation to establish that the measures are effective.
- Undertake Health Surveillance where relevant.
- Record all information on the relevant assessment form.

## 6.21 PERSONAL PROTECTIVE EQUIPMENT

There are certain activities where hazards cannot be eliminated by other means and Personal Protective Equipment (PPE) is the only method of controlling the risk. In these situations, BIS will:

- Provide suitable PPE and require staff to wear it and use it correctly.
- Ensure PPE is used properly through instruction and training of staff.
- Maintain and provide suitable storage for PPE.
- Replace PPE where it is lost or damaged.
- Report any loss of equipment or equipment defect.

## 6.22 MANUAL HANDLING

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

Where there is a possibility of injury being caused by physical handling of materials, the following action will be taken:

- Manual handling activities involving risk will be eliminated or moved by a mechanized process, so far as reasonably practicable.
- Where activities involving risk cannot be avoided, they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible by assistance from other personnel or use of mechanical handling equipment.
-

## **6.23 WASTE DISPOSAL**

### **General Waste Disposal**

The disposal of normal waste will be carried out in the usual manner by the Local Authority.

### **Chemical Waste Disposal**

Where there is a requirement to dispose of chemicals, due account will be taken and specialist contractors employed.

### **Food Waste Disposal**

Disposal of food waste is carried out by a contractor engaged by the school.

## **6.24 CONTROL OF CONTRACTORS**

BIS exercises control over contractors in the following way:

### **Identification of Suitable Bidders**

The following will be considered:

- Adequacy of Health and Safety Policy.
- Control Structure.
- Safe Systems of Work in Operation.
- Training Standards.

### **Identification of Hazards in the Specification**

The contractor will be required to demonstrate that these hazards have been adequately considered. Apart from normal site hazards the following will also be considered:

- Special Hazards applicable (e.g.: Asbestos).
- Safe Access to/exit from the site.
- Confined Space Entry.
- Chemical Storage.
- Occupational Health Risks including Noise.

### **Appointment of Contractor**

Based upon the best bid and considering all factors, including safety.

### **Acceptance by Contractor of School's Safety Rules for the Site**

A full list of site rules will be passed to the contractor.

### **Control of Contractor on Site**

- Nomination of person to co-ordinate all Health and Safety aspects.
- Pre-commencement meeting to establish Contractor Liaison Person.
- Arrangement of regular progress meetings.
- Regular inspection of Contractor's operations.
- Participation in site Safety Committee - where applicable.
- Provision by Contractor of Written Method Statements in advance, particularly where they apply to special hazards.
- Notification by Contractor of all accidents.

## ANNEXES

### ANNEX 1: Medical Incident Action and Reporting

Minor scrapes and bruises (where it is needed to put ice, clean a cut or to put a plaster) can be treated by the **duty teacher or a class teacher**. If a student fell and you suspect fracture of a bone, it is recommended not to move the student, but send someone to call the Doctor.

For anything except minor scrapes and bruises, **the Doctor's help should be sought**. The student should be sent to the Medical Room either with a friend or, if necessary, with another member of staff. The duty teacher should avoid leaving their duty unless urgently necessary. The Doctor will assess the situation and administer first aid as required. When the Doctor is off-site for any reason, another member of staff with certified First Aid Training must be designated as the responsible person for the period of the Doctor's absence.

**If necessary, the Doctor will work with the Chair of Management Board and/or the Health & Safety Officer and/or the Head of Administration to arrange for the patient** to either receive emergency medical treatment on site or transport to hospital or to take them home. Parents must be contacted if a student is being taken to hospital or attended by emergency services. Parents' contacts are kept in the reception and in administration. Any special instructions for students that have been notified in writing to the school, e.g., also notifying an employer of one of the parents/guardians, will also be followed by the Doctor and by the Health & Safety Officer.

**If any incident causes injury or illness a Medical Incident Report Form** will be completed by the person dealing with the injury or illness and passed to the Doctor who maintains the central record. The standard report form is given on the next page. The Health & Safety Officer will review this central record once a week.

**Where the incident involves a student and is significant, the Medical Incident Report Form should be sent home with the student on the day of the incident, or if the injury is to the eyes, a head injury or any injury that is bleeding, notification should be by telephone** to the parent/guardian within one hour of the incident. This is compulsory for Preschool and Primary 1 and Primary 2 students. It is discretionary for older students if the incident is minor and can be explained by the student themselves. This is compulsory for Preschool and for Primary 1 and Primary 2 students. It is discretionary for older students if the incident is minor and can be explained by the student themselves.

**If any of the following notifiable incidents occur, the Chair of Management Board and Health & Safety Officer and Head of Administration must be notified immediately by any means:**

- Fatal injury to staff, students or any other person in an accident on site or off-site during school activities.
- Major injury to staff, students or any other person in an accident on the premises
- Any serious potential incident that could have led to major or fatal injury.

In case of fatality or major injury, the Chair of the Management Board must notify the Governing Board within 3 hours. In case of a serious potential incident covered by the preceding section; or any other accident or injury that results in staff or student being absent or unable to do their normal work for more than 3 days, the Chair of the Management Board must notify the Governing Board within 10 days of the incident

# MEDICAL INCIDENT REPORT

|  |  |
|--|--|
| <b>Student Name:</b>                     |  |
| <b>Date of Incident:</b>                 |  |
| <b>Time of Incident:</b>                 |  |
| <b>Nature of Injury:</b>                 |  |
| <b>Location of Incident:</b>             |  |
| <b>What the student was doing:</b>       |  |
| <b>Caregiver response and first aid:</b> |  |
| <b>Name of Caregiver that responded:</b> |  |
| <b>Additional Information:</b>           |  |
| <b>Parent contacted?</b>                 | Yes                  No  |
| <b>Name of Parent contacted:</b>         |  |
| <b>Who contacted parent:</b>             |  |
| <b>How parent was contacted:</b>         | <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Other: at pick up time. |
| <b>Time parent was contacted:</b>        |  |
| <b>Other Contacts or Actions:</b>        |  |

Teacher Signature \_\_\_\_\_

Date: \_\_\_\_\_

# ‘NEAR MISS’ INCIDENT REPORT

**This form should be used to report any ‘near misses’ or potential incidents that may have led to a serious injury or fatality in slightly different circumstances**

|   |  |
|---|--|
| <b>Date of Incident:</b>  |  |
| <b>Time of Incident:</b>  |  |
| <b>Location of Incident:</b>  |  |
| <b>Describe the incident:</b>   |  |
| Describe any action taken to avoid injury or to reduce the risk of the incident : |  |
| Give any recommendations to avoid this kind of incident in future:                |  |
| <b>Name of Person making this Report</b>  |  |
| <b>Date of Submitting the Report</b>  |  |
| Signature of the Person making the Report   |  |
| <b>Name of Person receiving Report</b><br>(normally the Health & Safety Officer): |  |
| <b>Date Report received:</b>  |  |
| <b>Action taken:</b>  |  |
| <b>Further action planned:</b>  |  |
| Signature of Health & Safety Officer (or other person who received the report)    |  |

Report Forms must be recorded by the Health & Safety Officer in the Health & Safety Records and Forms must be kept for at least 3 years.

## **ANNEX 2: Fire Evacuation Procedure**

Evacuation procedures are displayed in all areas of BIS. In the event of an alarm sounding, all staff and students are to assume that there is a genuine emergency. The fire alarm system has a continuous ringing sound and visual display in corridors.

**Safe Assembly Area:** Grass field.

### **Evacuation Drill Procedure:**

1. The fire alarm system has a continuous ringing sound and visual display in corridors.
2. All staff and students should leave the building immediately by the nearest exit and proceed by the most direct route to the grass field.
3. Teachers and/or Reception take class registers with them to the grass field.
4. Catering staff, Cleaning staff, Grounds and Maintenance staff, and any contractors on site, assembled and a count made by Health & Safety Officer
5. Incident Commander to be informed of any missing persons. Follow-up search by staff (in pairs) to be considered if safe to do so.
6. No one may re-enter buildings until all buildings are declared safe by the Incident Commander or fire or police personnel.
7. Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

### **In the event a fire or smoke from a fire has been detected:**

1. Activate the fire alarm.
2. All staff and students should leave the building immediately by the nearest exit and proceed by the most direct route to the grass field. Follow an alternate route if the normal route is too dangerous.
3. Teachers and/or Reception take class registers with them to the grass field.
4. Incident Commander checks the cause of alarm and source of the alarm and notifies Fire responders Tel: 101, if required.
5. Teachers take roll after being evacuated.
6. Incident Commander to be informed of any missing persons. Follow-up search by staff (in pairs) to be considered if safe to do so.
7. Incident Commander may move students to the inside relocation center at BGU if weather is inclement and the building is damaged.
8. No one may re-enter buildings until all buildings are declared safe by the Incident Commander or fire or police personnel.
9. Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

### **ANNEX 3: Earthquake Evacuation Procedure**

- A copy of the Earthquake drill is clearly displayed in each room.

#### **In the event of an earthquake**

- DROP, COVER, HOLD drill
- Remain in the safe position until the shaking stops, then count to 60 seconds.
- Teacher or Co-Teacher in a classroom will make an immediate assessment of the exit route to check if it is safe to use.
- Follow the normal earthquake evacuation route to the grass field. Follow alternate route if the normal route is too dangerous.
- Students should cover their head with their bag to reduce the risk from injury caused by falling debris.
- Classes should exit carefully with the teacher at the front of the line and the co-teacher at the rear of the line.
- During the earthquake emergency evacuation students and teachers should not: SHOUT, RUN, PUSH or TURN BACK.
- Teachers and/or Reception take class registers with them to the grass field.
- If an aftershock occurs during the evacuation the DROP, COVER, HOLD drill should be repeated until the shaking stops. If cover is not available, crouch rather than dropping down to avoid being injured by debris.
- Incident Commander notifies emergency responders Tel: 161
- Teachers take roll call after being evacuated.
- Incident Commander to be informed of any missing persons. Follow-up search by staff (in pairs) to be considered if safe to do so.
- Incident Commander may move students to the inside relocation center at BGU if weather is inclement and the building is damaged.
- No one may re-enter buildings until all buildings are declared safe by the Incident Commander or fire or police personnel.
- Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

## ANNEX 4: Air Quality & Outside Play Guideline

### Bishkek International School – Air Quality and Outside Play Guideline

|   | AIR QUALITY INDEX (AQI) |  |   |  |  |   |                          |
|---|-------------------------|--|---|--|--|---|--------------------------|
| OUTDOOR ACTIVITY  | 0 to 50<br>Good         | 51 to 100<br>Moderate  | 101 to 150<br>Unhealthy for Sensitive Groups*   | 151 to 200<br>Unhealthy  | 201 to 300<br>Very Unhealthy   | 301 to 500<br>Hazardous   | >500<br>Beyond Hazardous |
| Break time or Other Outdoor Activities (15 to 30 minutes) | No Limit                | No Limit   | Sensitive groups should limit prolonged or heavy exertion.**<br>Increase rest periods and substitute players to lower breathing rates.    | Sensitive groups should avoid prolonged or heavy exertion.<br>Others should limit prolonged or heavy outdoor exertion.**<br>Increase rest periods & substitute players.  | Sensitive groups should not be outside.<br>For others, restrict outdoor activities to light or moderate exercise.  | Avoid all physical activity outside.                              | As for 'Hazardous'       |
| Lunch Break or PE/ECA (30 to 60 minutes)                  | No Limit                | No Limit   |   |  |  |   |                          |
| Sports Practice & Training (2 to 4 hours)                 | No Limit                | Very sensitive individuals should not have prolonged/heavy exertion**<br>Individuals with asthma or other respiratory/ cardiovascular conditions need to medically manage their condition. | Sensitive groups should not have prolonged or heavy exertion.**<br>Increase rest periods and substitute players to lower breathing rates. | Sensitive groups should avoid prolonged or heavy exertion.<br>Others should limit prolonged or heavy outdoor exertion.**<br>Consider reschedule/ relocating event/activity.<br>Increase rest periods & substitute players. | Sensitive groups should not be outside.<br>For others, sustained rigorous exercise is limited to one hour maximum. | Sensitive groups should stay inside and keep activity levels low. |                          |
| Scheduled Sporting Event or Outdoor Activity              | No Limit                |  |   |  | Event should be rescheduled or relocated.  |   |                          |
|   |                         |  |   |  |  |   |                          |

\*Individuals with asthma or other respiratory or cardiovascular conditions (or their caregivers) should be medically managing their conditions.

\*\*Prolonged exertion means any outdoor activity that you will be doing intermittently for several hours and that makes you breathe slightly harder than normal. Heavy exertion means intense outdoor activities that cause you to breathe hard and increases your cardiovascular rate.

Table adapted from Minnesota Department of Health and the Minnesota Pollution Control Agency - Guidelines for Schools and Child Care Facilities and US Government guidelines <https://www3.epa.gov/airnow/flag/school-chart-2014.pdf> and [https://www3.epa.gov/airnow/aqi\\_brochure\\_02\\_14.pdf](https://www3.epa.gov/airnow/aqi_brochure_02_14.pdf)

| Time   | Action   | Necessary equipment                                   | Responsible                 |
|--------|--|---|-----------------------------|
| Weekly | Clean students' lockers ( <i>teachers take everything from the lockers</i> ) | Detergent, cleaning agent<br>Sanifort, duster, bucket | Teachers and cleaning staff |

## ANNEX 5: Personal Checklist for Safety on School Buses

### Students must:

1. Line up and wait for the bus in a safe place.
2. Make sure clothing and backpacks have no loose drawstrings or long straps to get caught in the handrail or the bus door.
3. When the bus approaches, stand at least three steps away from the bus and line up in a safe area,
4. Ask adults for help if they drop something near the bus. (If a student bends down to pick up something, the driver cannot see them and the student may be hit by the bus.)
5. Never walk behind the bus.
6. Only get on and off the bus in a safe area, and never near moving traffic.
7. Board the bus and get off the bus one student at a time.
8. Use the handrails on the bus to avoid falls.
9. Find a seat right away and sit properly on the seat.
10. Keep their arms and head inside the bus.
11. Not place things in the aisle.
12. Always wear a seat belt before the bus starts off and stay belted until the bus stops.
13. Look before stepping off the bus to be sure no cars are passing.
14. Move away from the bus to a safe place when getting off the bus so that the driver can see them.
15. Look both ways before crossing the street make sure traffic is stopped. Keep watching traffic when crossing.

### Bus Supervisors must:

1. Teach students to follow these rules to make school bus transportation safer.
2. Ensure that safety precautions are followed inside and outside the school bus.
3. Pay attention to students as they board and exit buses.
4. Supervise students to make sure that each student is seated properly and wearing a seat belt.
5. Make sure that first aid kit, drinking water and mobile phone are available in the bus.
6. Check if the bus equipped with the fire extinguisher.
7. Make sure that the aisle is kept free.
8. Observe if the driver is driving at the right speed. If not, instruct the driver to slow down.
9. Avoid rowdy behavior of students in the bus.
10. Ensure that no windows near students are left open while driving.
11. Ensure the bus uses designated drop off areas.
12. Ensure that one supervisor gets off the bus first and guides students to walk to a safe area and another supervisor gets off the last, checking that no students or belongings are left in the bus.
13. If there is only one bus supervisor (e.g., daily school bus) the supervisor must exit first, ensure all students disembark safely, then must go back in the bus and walk to the back to make sure no students or belongings are left in the bus.
14. Read and follow the separate instructions in case of driving in convoy, or in case of accident or breakdown.

**Bus Drivers must:**

1. Only use a vehicle if I am authorized, insured and licensed to do so
2. Be fit for driving, with no problems caused by fatigue, drugs or alcohol
3. Make sure the vehicle is suitable for the planned journey and safe to use before using it
4. Always wear my seat belt and make sure all occupants wear a seat belt
5. Always follow traffic rules
6. Keep within speed limits and drive appropriately for road conditions
7. Never use hand held phones or radio handset when driving
8. Read and follow the separate instructions in case of driving in convoy, or in case of accident or breakdown.
9. Not move off until all students have completely left the vehicle, are clear of the vehicle, and doors are closed.
10. Not reverse the vehicle if there is any risk of children being behind the vehicle. If there is any risk, they must ensure that an adult is outside and guiding the vehicle when reversing.
11. Must double check that their bus is empty before parking and leaving the bus after working with the school.

## **ANNEX 6: Instructions for Driving, Road Accidents and Breakdown**

### **Driving**

1. The safety of those on board the vehicle is paramount.
2. Drivers must be fully qualified and trained and adhere strictly to all speed limits.
3. When two or more minibuses are travelling to the same venue, there will be a natural inclination for drivers to try and keep closely together. The danger here is that a convoy of minibuses can often be interpreted as a slow-moving road block which may encourage others road users to gamble in their attempts to overtake. Any accident that results from such a miscalculation has a high risk of involving our minibuses too.

### **Rules for driving in convoy:**

- Make sure that all drivers know where they are going.
- Before departure, discuss the route and agree how best to get there.
- Leave enough space between buses (at least 10 vehicle lengths or more) for other road users to overtake the bus safely and with confidence.
- Keep calm if contact is lost with the leading minibus. All drivers should know how to reach the destination independently
- The leading driver has responsibility to keep the convoy intact. If the leading bus has to stop to wait for others to catch up it should only be in a safe place capable of accommodating the complete convoy.

### **Action in the Event of an Accident:**

If any accident occurs involving the minibus (or any trailer drawn by it) on the road, and this involves: personal injury; injury to a domestic animal; damage to another vehicle; or damage to property on or adjacent to the road; the driver must:

1. Stop.
2. Use hazard warning lights and any other safety equipment supplied.
3. Not move injured persons unless they are in immediate danger of further injury from other vehicles or from fire or explosion.
4. If appropriate, call the emergency services immediately.
5. Ensure that the students who are passengers are safe.
6. Give the following to anyone reasonably requiring them:
  - Name.
  - Name & Address of School.
  - Minibus Registration Number.
7. Report the incident to the police as soon as possible and in any case within hours.
8. If there is any doubt that the vehicle is in a roadworthy condition, it should not be driven.
9. A message should be telephoned through to the School at the earliest possible opportunity.

### **Action in the Event of a vehicle Breakdown:**

1. As far as possible ensure the bus is not a hazard to other road users.
2. Ensure that appropriate action is taken to ensure the continued safety of the students.
3. The school should be contacted to agree whatever procedures are appropriate. These will normally include:
  - Ensuring that the students are not left unsupervised at the roadside.
  - As far as possible ensuring that parents are informed in the event of delay

## **ANNEX 7: SCIENCE LABORATORY SAFETY INSTRUCTIONS**

### **1. Introduction**

BIS is fully committed to ensure the safety of students and staff and any other persons who may be at risk from our activities. This laboratory safety guide is a supplement to the main BIS Health & Safety Policy which BIS staff must also read and follow.

A science program at school has certain potential dangers but with careful planning most dangers can be avoided. Safety and the enforcement of safety regulations and laws in the science classroom and laboratory are the responsibility of the Director of Studies, teacher and student each assuming his/her share. Safety and health are an integral part of the planning, preparation, and implementation of any science program. It is essential for all involved in the science instruction program to develop a positive approach to a safe and healthful environment in the laboratory.

Section two covers the storage and labelling of chemicals. Section three covers Teacher responsibilities and section four covers Student responsibilities in the science laboratory.

### **2. Chemical Storage & Labelling**

The Director of Studies, or the person designated by them in writing, is responsible for all chemical storage and labelling.

#### **Criteria for Storage Area**

1. All chemical storage areas must have doors with locks with keys only accessible to authorised staff.
2. All chemical storage areas are off limits to all students.

#### **Organization of the Storage Area**

1. Organize chemicals first by COMPATIBILITY, not alphabetic succession
2. Store acids in a separate compartment or separate storage cabinet.
3. Store highly toxic chemicals in a dedicated, lockable cabinet labelled with a highly visible sign.

#### **Forbidden Storage Activities**

1. Do not place heavy materials, liquid chemicals, and large containers on high shelves.
2. Do not store chemicals on tops of cabinets.
3. Do not store chemicals on the floor, even temporarily.
4. Do not store items on bench tops except when in use.
5. Do not store chemicals on shelves above eye level.
6. Do not store chemicals with food and drink.
7. Do not store chemicals in personal staff refrigerators, even temporarily.

#### **Labelling Basics**

1. No unlabeled substance should be present in the laboratory at any time.
2. Use labels with good adhesive.
3. Use a permanent marker (waterproof and fade resistant) or laser (not inkjet) printer.
4. Print clearly and visibly.
5. Replace damaged, faded or semi-attached labels.
6. Labels should be in both English and in Russian
7. Include necessary handling and hazard information

#### **Labelling Secondary Containers and Prepared Solutions**

When one transfers a material from the original manufacturers' container to other vessels, these vessels are referred to as "secondary containers."

Label all containers used for storage with the following:

1. Chemical name
2. Necessary handling and hazard information
3. Concentration or purity

### **3. Teacher Responsibilities in the Science Lab**

Teachers should lead by example and wear personal protective equipment; follow and enforce safety rules, procedures, and practices; and demonstrate safety behaviour and promote a culture of safety. They should be proactive in every aspect of laboratory safety, making safety a priority. The following is a checklist for teachers highlighting essential information for working in the science laboratory. This is a general safety checklist and should be periodically re-evaluated for updates.

#### **Guidance & Instruction for Safe Practice**

A school laboratory where students experience new activities presents many risks of incident and injury if precautions are not taken. Therefore, it is essential that the students be taught what can go wrong, how to prevent such events from occurring, and what to do in case of an emergency.

Students come from diverse backgrounds and have various levels of preparation. Most of them have no previous hands on training in handling chemicals or equipment. Others may come well prepared to assume personal responsibility for risk assessment and safety planning in their experiments. The ideal time to impress on students minds the need for caution and preparation is before and while they are working in the science laboratory.

Teachers must:

1. Provide safety information and training to the students for every stage of experiment planning and be there to observe, supervise, instruct, and correct during the experimentation.
2. Instil good attitudes and habits by allowing students to observe and select appropriate practices and perform laboratory operations safely.
3. Train students to think through implications and risks of experiments that they observe or conduct in order to learn that safe procedures are part of the way science must be done.

#### **Upkeep of Laboratory and Equipment**

Teachers must:

4. Conduct regular inspections of safety and first aid equipment as often as requested by the Health and Safety Committee. Record the inspection date and the inspector's initials on the attached equipment inspection tag.
5. Notify the administration if a hazardous or possibly hazardous condition (e.g., malfunctioning safety equipment or chemical hazard) is identified in the laboratory and follow through on the status.
6. Never use defective equipment.

#### **Recordkeeping:**

Teachers must:

1. Keep records of all laboratory incidents.

#### **Safety and Emergency Procedures**

Teachers must:

1. Educate students on the location and use of all safety and emergency equipment prior to laboratory activity.
2. Identify safety procedures to follow in the event of an emergency/ accident.
3. Provide students with verbal and/or written safety procedures to follow in the event of an

emergency/accident.

4. Know the location of and how to use the cut-off switches and valves for the water and electricity in the laboratory.
5. Know the location of and how to use all safety and emergency equipment
6. Explain in detail to students the consequences of violating safety rules and procedure

### **Maintenance of Chemicals**

Teachers must:

1. Perform regular inventory inspections of chemicals.
2. Do not store food and drink with any chemicals.
3. If possible, keep all chemicals in their original containers.
4. Make sure all chemicals and reagents are labelled.
5. Do not store chemicals on the lab bench or on the floor.
6. Ensure chemicals not in use are stored in a locked facility with limited access.
7. Know the storage, handling, and disposal requirements for each chemical used.

### **Preparing for Laboratory Activities**

Teachers must:

1. Before each activity in the laboratory, weigh the potential risk factors against the educational value.
2. Have an understanding of all the potential hazards of the materials, the process, and the equipment involved in every laboratory activity.
3. Inspect all equipment/apparatus in the laboratory before use.
4. Before starting the experiment, instruct students on all laboratory procedures that will be conducted.
5. Discuss all safety concerns and potential hazards related to the laboratory work those students would be performing before starting the work.

### **Ensure Appropriate Laboratory Conduct**

Teachers must:

1. Be a model for good safety conduct for students to follow.
2. Make sure students are wearing the appropriate personal protective equipment (i.e., chemical splash goggles, laboratory aprons or coats, and gloves).
3. Enforce all safety rules and procedures at all times.
4. Never leave students unsupervised in the laboratory.
5. Never allow unauthorized visitors to enter the laboratory.
6. Never allow students to take chemicals out of the laboratory.
7. Never permit food, beverages, or gum during laboratory work.

## **4. Student Responsibilities in the Science Lab**

Because life threatening injuries can happen in the laboratory, students must follow these rules.

### **Conduct**

Students must:

1. Not engage in practical jokes or boisterous conduct in the laboratory.
2. Never run in the laboratory.
3. Not use personal audio or video equipment in the laboratory.
4. Not perform unauthorized experiments.
5. Not sit on laboratory benches.

### **General Work Procedure**

Students must:

1. Know emergency procedures.
2. Never work in the laboratory without the supervision of a teacher.
3. Always perform the experiments or work precisely as directed by the teacher.
4. Immediately report any spills, accidents, or injuries to a teacher.
5. Never leave experiments while in progress.
6. Be careful when handling hot glassware and apparatus in the laboratory. Hot glassware looks just like cold glassware.
7. Not leave lit burners or hot plates unattended.
8. Turn off all heating apparatus and water faucets when not in use.
9. Not remove any equipment or chemicals from the laboratory without permission
10. Store coats, bags, and other personal items in designated areas, not on the bench tops or in the aisle ways.
11. Notify your teacher of any sensitivity that you may have to particular chemicals if known.
12. Keep the floor clear of all objects (e.g., ice, small objects, spilled liquids).

### **Housekeeping:**

Students must:

1. Keep work area neat and free of any unnecessary objects.
2. Thoroughly clean your laboratory workspace at the end of the laboratory session.
3. Not block the sink drains with debris.
4. Never block access to exits or emergency equipment.
5. Inspect all equipment for damage (cracks, defects, etc.) prior to use and do not use damaged equipment.
6. Properly dispose of chemical waste as directed by the Teacher

### **Apparel in the Laboratory**

Students must:

1. Always wear appropriate eye protection in the laboratory.
2. Wear disposable gloves, as provided in the laboratory, when handling hazardous materials. Remove the gloves before exiting the laboratory.
3. Wear the aprons provided.
4. Secure long hair and loose clothing (especially loose long sleeves, neck ties, or scarves).
5. Remove jewelry when needed (especially dangling jewelry).

### **Hygiene Practices**

Students must:

1. Keep your hands away from your face, eyes, mouth, and body while using chemicals.
2. Never consume food and drink in the laboratory
3. Never use laboratory glassware for eating or drinking purposes.
4. Wash hands after removing gloves, and before leaving the laboratory.
5. Remove any protective equipment before leaving the laboratory.

### **Emergency Procedure**

Students must:

1. Know the location of any emergency equipment
2. Follow the established emergency plan in case of an emergency or accident, as explained by the teacher and evacuate the building via the nearest exit.

### **Chemical Handling**

Students must:

1. Check the label to verify it is the correct substance before using it.
2. Not directly touch any chemical with your hands.
3. Hold containers away from the body when transferring a chemical or solution from one container to another.
4. Use a hot water bath to heat flammable liquids. Never heat directly with a flame.
5. Add concentrated acid to water slowly. Never add water to a concentrated acid.
6. Never touch, taste, or smell any reagents.
7. Never mix or use chemicals not called for in the laboratory exercise.
8. Clean up all spills properly and promptly as instructed by the teacher.
9. Dispose of chemicals as instructed by the teacher.
10. Never handle bottles that too heavy for you.
11. Use equipment in the correct way, as indicated by the teacher.

## **ANNEX 8: HYGIENE RULES IN THE KITCHEN**

### **General**

- The kitchen must be fully cleaned and disinfected every evening;
- All utensils must be thoroughly washed and rinsed to ensure no contamination;
- Ready-to-eat foods are never stored with raw foods;
- Separate, clearly marked, cutting boards must be used for raw meat and vegetables.

### **Hands Must Be Washed**

- Before starting work and before handling food;
- After using the toilet;
- After handling raw food and raw food packaging;
- After touching bins or handling waste;
- After eating and drinking;
- After cleaning work areas.

### **Handling prepared food**

- Ready-to-eat food should not be touched by hand, even gloved hands. Use the correct utensils!
- The only exceptions are if tools are not provided e.g. holding the bread when cutting bread;
- If you must handle prepared food, always put on new gloves first;
- When tasting food during cooking, always only use a clean spoon, and do not reuse it.

### **Gloves must be worn if you have to handle any food**

- Hands must always be washed before putting gloves on;
- New gloves must be used if gloves get torn or contaminated by raw food or dirt;
- New gloves must be used after using the bathroom.

### **Protective Clothing**

- Clean protective clothing must be worn in the kitchen;
- Protective clothing for the kitchen must not be worn when going outside, except when handling ready-to-eat food to be eaten outside;
- If protective clothing becomes contaminated from handling raw food, clothes must be changed before handling ready-to-eat food;
- Clothes must be laundered at least once a week at a high temperature.

### **Personal Cleanliness**

- Nails must be cut and cleaned. No nail polish is allowed;
- Hair must be tied back and covered;
- Hand jewelry must not be worn when preparing and handling food;
- Any cuts or sores must be covered with a waterproof (preferably highly visible) dressing;
- Any kitchen staff who feel ill or have stomach upset must notify the school doctor;
- All kitchen staff may be checked by the doctor every day, as decided by the doctor.

### **Coughs & Sneezes**

- You must not sneeze or cough over food;
- If you do cough or sneeze, you must cover your mouth and nose with a paper tissue;
- If you don't have a tissue, you must sneeze into your upper sleeve or elbow, not hands.

**Control system**

- Random checks by the Head of Administration and the school Doctor;
- Any staff or student may notice non-compliance and complete the report form.

**Individual Penalty for Rule Violation**

First offence: 300 Som. Second offence: 500 Som. Third offence: 1000 Som.

Fourth offence: disciplinary action.

**Group Reward for Compliance**

If there are no complaints about hygiene compliance in a month, each kitchen staff member will receive a reward of 500 som added to their salary for that month.

## **ANNEX 9: HEALTH PROTECTION AT BIS**

### **Responsibility**

BIS has a full time Doctor responsible for health protection in the school.

Parents are also responsible for protecting the health of their own child and other students in BIS. Every student must have a completed Medical Form before enrolment, which includes information on vaccination certificates and any health issues. Every time your child is vaccinated or has any significant medical issue after they join BIS, you must inform the BIS Doctor so that the student medical record is kept up-to-date.

### **Minimize infection**

All rooms in the school are cleaned every day to remove any dirt and dust. Toilets are cleaned at least twice a day and regular checks are made to ensure cleanliness. Special attention is given to daily cleaning using antibacterial solution on all surfaces that are touched by hand. This includes all stair-rails, toilet flush buttons, sink taps, door and cupboard handles, desks, dining room tables, and school equipment shared by students, for example, computer keyboards.

The school kitchen has strict hygiene standards with the kitchen fully cleaned and disinfected every evening and all utensils thoroughly washed and rinsed to ensure no contamination. Food is only purchased from licensed and reputable suppliers. Most food is prepared from raw materials on-site to minimize any risks from purchased food. Meat, vegetables, and dry foods are all stored separately, and prepared foods never stored with unprepared food. The kitchen uses separate cutting boards for raw meat and vegetables.

Every class has personal, social and health education (Life-Skills) lessons including personal hygiene to minimize the risk of infectious diseases, such as guidance to students on:

- washing hands;
- sneezing and coughing into a tissue or into their elbow;
- not touching their eyes, nose or mouth with their hands without washing their hands first;
- not sharing cups, plates, utensils, or anything else that might be put in the mouth, without disinfection between users.

### **Children who are ill**

If you notice that your child is ill before they come to school (high temperature or sneezing or coughing or a rash) keep your child at home until they are better or until you have checked with a doctor that the illness is not infectious and is not serious enough to prevent your child attending school. If your child is not infectious but must take medicine during school time, the medicine should be given to the school Doctor and a medical treatment form signed so that the Doctor can give medicine to the student.

If a child starts to feel ill at school, the Doctor will check them and provide basic care as required such as rest in the Doctor's room and perhaps paracetamol if the temperature is very high. If they have a high temperature or symptoms of infection the Doctor will request parents to take them home to reduce risk to other students.

### **First Aid**

In case a student has a minor incident with scrapes and bruises, these may be treated by the duty teacher or a class teacher as all teachers have first-aid training. Even for these minor scrapes, our full time Doctor is often also involved. For anything more than a minor scrape, the Doctor must be involved. If the incident is serious enough to possibly require parents to be notified immediately or hospital treatment to be considered, the Doctor will always involve someone from the Management Board to make sure that parents are informed correctly and that any hospital assessment is appropriate and authorized. More information on this

procedure and reporting is available in annex 1 of the Health & Safety Policy, which is available at <http://BIS.kg/about-BIS/policies>

In case of emergency, BIS will seek emergency assistance with Children’s Hospital #3 (8A Baitik Baatyr St.)

## Allergies

Any known allergies must be included in the Medical Form when enrolling a student or notified in writing to the Director of Studies if you become aware of an allergy at a later date.

The Doctor works with the kitchen manager and teachers to minimize the risk of any allergic reaction. If a child has a known allergy and an effective antidote available, this medicine must be given to the Doctor and a treatment form completed so that the antidote can be administered in case of allergic reaction.

## Health Checks

### General wellbeing

In the first term and last term of each academic year, every student has a general health check-up with the school Doctor. This check-up only covers height and weight measurement, and temperature. A written report of this check is normally given to parents at the end of semester. However, if the Doctor identifies any cause for concern regarding a health issue, the report will be given to student’s parents via the Director of Studies within one week of the health check, including a health questionnaire for more information if required. Additional checks can be made but only if requested by a student’s parents.

If a Form Teacher observes that any student appears to be unwell or might have something wrong with them, the student is sent to the Doctor’s room for a health check (temperature, questions, advice) and further action if required. If any issue is identified, a report will be sent to parents via the Director of Studies.

### Head-Lice and Scabies mite

All students are checked by the Doctor for head lice and scabies mites every two months.

For head-lice, the check is done by visual examination of the hair roots. Head-lice are more common than most people realize and every year we have some cases. If head-lice are found on a student, parents are informed and asked to treat with appropriate medical shampoo. The student is then checked every week until no more head-lice or eggs are found.

For scabies mite, the check is done by visual inspection of hands and wrists which are the most common site for infection and other areas of the body if the student says that they are itching. If scabies mites are found the parents of the infected student will be informed and given instruction on the insecticide cream to use to clear the infection.

### Head lice treatment policy at BIS

1. If a teacher observes that a child often scratches his/her head, then the student should be sent to the doctor;
2. The school doctor also routinely checks all students for lice every term;
3. Upon finding lice, the doctor makes an entry in the register, cuts several hairs with eggs and lice and tapes them onto paper to store in a file;
  - a. The student’s parents are informed the same day and asked to take immediate actions to treat lice:
    - i. Use head lice shampoos available locally: Chigia, Antibit, Pedilin
    - ii. Carefully comb hair and remove eggs and lice
    - iii. Parents should thoroughly clean the house, wash and iron all bed sheets, clothes and hats;
  - b. The doctor will thoroughly check the student again for lice to see if the treatment worked

- c. If the treatment was ineffective, i.e. there are still lice and eggs present, then the procedure should be repeated (often one procedure is not enough);
  - d. If parents do not react and fail to begin treatment, then the child is suspended until she/he is completely free from lice or lice eggs;
4. If lice are found on one child in a class
- a. all parents of children in this class will be informed of the head lice problem in the class and ask them to regularly check their children’s heads and follow hygiene rules;
  - b. Form and co-teachers must ensure that there is no close contact between students, especially head-to-head contacts, students’ clothes are kept separately in lockers, and towels are replaced every month.

## Vaccinations

The standard vaccination program in the Kyrgyz Republic is shown in the table below.

| When           | Vaccination                                   | Against which infection   |
|----------------|---|---|
| First 24 hours | HBV   | Viral hepatitis B   |
| First week     | BCG   | Tuberculosis  |
|                | Oral Polio Vaccine                            | Polio   |
| 2 months       | DPT+HBV+ haemophilus influenza (pentavaccine) | Diphtheria, Whooping cough, Tetanus, Hepatitis B, Haemophilus, Influenza type «b» |
|                | OPV   | Polio   |
| 3.5 months     | DPT+HBV+haemophilus influenza (pentavaccine)  | Diphtheria, Whooping cough, Tetanus, Hepatitis B, Haemophilus, Influenza type «b» |
|                | OPV   | Polio   |
| 5 months       | DPT+HBV+haemophilus influenza (pentavaccine)  | Whooping cough, Diphtheria, Tetanus, Hepatitis B, Haemophilus, Influenza type «b» |
|                | OPV   | Polio   |
| 12 months      | MMR   | Measles, Mumps, Rubella   |
| 2 years        | DPT   | Diphtheria, Whooping cough, Tetanus   |
| 6 years        | DT  | Diphtheria, Tetanus   |
|                | Measles, Rubella                              | Measles, Rubella  |
| 11 years       | DT-M booster                                  | Diphtheria, Tetanus   |
| 16 years       | DT-M booster                                  | Diphtheria, Tetanus   |

Other vaccinations may be appropriate for your child depending on your travel regime and acceptance of risk. For example, Hepatitis A is endemic in the Kyrgyz Republic and it is advisable for children to be vaccinated before they are infected. If you go walking in the countryside, there is a risk of tick borne encephalitis, so this vaccine may also be appropriate. Flu vaccines are also important for some people though the benefits are less clear cut, partly because virus strains vary by region and year so the flu vaccine never provides full cover. BIS provides the opportunity for students to receive vaccinations at school, with a service provided by “Edelweiss” clinic for most vaccinations. Vaccinations offered include:

| <b>Vaccination</b>                                  | <b>Approx. Age</b> | <b>Number of treatments</b> | <b>Approx. When</b> | <b>Approx. cost SOM</b> | <b>Country of manufacture</b> | <b>Period of Immunity</b> |
|---|--------------------|-----------------------------|---------------------|-------------------------|-------------------------------|---------------------------|
| DTP (Whooping cough, diphtheria, Tetanus)           | 2 years            | 1                           | Nov or May          | 700                     | India                         | 5 years                   |
| DT Diphtheria, Tetanus                              | 6 to 11            | 1                           | Nov or May          | 700                     | Bulgaria                      | 5 years                   |
| Measles, rubella                                    | 6 years            | 1                           | Nov or May          | 700                     | India                         | 20 years                  |
| Flu   | Any age            | 1                           | Sep-Nov             | 800                     | Russia                        | 1 year                    |
| Viral hepatitis A                                   | Any age            | 2                           | 6 months apart      | 6,000/3,000             | Russia                        | 20 years                  |
| Tick-borne encephalitis                             | Any age            | 2                           | 5 months apart      | 2,000                   | Russia                        | 3 years                   |
| Human papilloma virus (if the vaccine is available) | 13 years           | 3                           | within 6 months     | 20,000                  | Belgium                       | 6 years                   |

We will send out a separate sign-up sheet for these vaccinations at least 1 week before they are offered at school. If you choose vaccinations, BIS simply provides the facility for vaccination to take place. Any agreement is between the parent and the clinic providing the vaccination service.

## **ANNEX 10: SAFETY RULES FOR PHYSICAL EDUCATION AND DANCE CLASSES**

### **Teachers Responsibilities for PE and Dance**

1. Ensure that the activity area is not slippery, free of any obstacles or trip hazards. All leads/wires are kept out of the way and taped down if necessary.
2. Walls and stages must not be used as turning points or finish lines. A line could be designated in advance to the wall.
3. Equipment must be appropriate for age and ability of students and size of exercise area.
4. All equipment must be inspected for damage (sharp edges, cracks, defects, etc.) prior to use. All balls must be properly inflated. Damaged equipment must not be used.
5. Games and activities must be consistent with the age group and level of physical preparation of the students.
6. Be vigilant to prevent one student from pressuring another into trying activities for which they are not ready.
7. Ensure that parents/guardians are aware of safety precautions required for students with eyeglasses, including use of an eyeglass strap and plastic lenses or removal of eyeglasses if vision is adequate.

### **Student Responsibilities for PE and Dance**

1. Students must have appropriate footwear and clothing which must be clean, comfortable, of appropriate size, with no dangerous details.
2. Long hair must be tied up and no jewelry is permitted except very small earrings.
3. If a student has eyeglasses, some activities will require removal of glasses if vision is adequate, or straps for eyeglasses to prevent them falling off, as decided by the teacher.
4. PE equipment or facilities can only be used in the presence of the designated teacher. All instructions from the teacher must be understood and followed before using new equipment and facilities.
5. No equipment can be used without the teacher's permission.
6. If any equipment is broken or damaged, a student should immediately inform the teacher.
7. Students must maintain their composure in games and activities. Students must not shout and must not take unnecessary risks.
8. Students must never try to teach other students without the teacher's permission and special instructions.

## **ANNEX 11: SAFETY RULES FOR ART ACTIVITIES**

The Homeroom Teacher or the specialist teacher overseeing the activity is responsible for keeping a safe environment during art activities by making sure that health and safety standards are observed. Students must be instructed how to safely use tools and materials for any activities in all locations.

### **Teacher responsibilities for Art Activities**

1. Safety of students and other people must be the priority of any teacher or co-teacher during art activities.
2. All staff must set an excellent example for students by observing health and safety rules and using safety equipment when necessary.
3. Make sure that all the spills of any liquid are cleaned up immediately to prevent any slipping.
4. All electrical equipment must be checked for safety on a regular basis.
5. All potentially hazardous materials and tools must be kept in a locked cupboard and used only by the teacher or under strict supervision.

### **Student responsibilities for Art Activities**

1. Always follow directions.
2. No running is allowed.
3. Use safety gloves when using a glue gun.
4. Never move around the classroom with scissors.
5. Never use cutting knives unsupervised.
6. When using any cutting equipment make sure to cut away from yourself.
7. Never work on art projects unsupervised (up to Primary 6) or without informing your teacher beforehand (MYP1 and up).
8. Always respect other people and never do anything that might hurt them.
9. Leave your outdoor clothing in your locker.

## **ANNEX 12: SAFETY RULES FOR THE USE OF ELECTRICAL DEVICES**

### **Procedures**

1. Teachers and managers must ensure that a competent person inspects tests and tags electrical equipment at required intervals outlined.
2. A competent person is either a licensed electrician or a person who has completed training to inspect and test electrical equipment
3. Persons inspecting and testing electrical equipment must ensure that all plug-in type and fixed electrical equipment within the assigned work area is inspected, tested and recorded in accordance with these requirements.
4. Electrical appliances, which are non-compliant with the inspection and testing procedures, must be labelled to warn against further use and withdrawn from service to ensure they cannot be used.
5. Repair of equipment should be undertaken by authorized repair agents or suitably qualified electricians. Equipment that has been repaired must be inspected and tested prior to re- introduction to service.
6. Under no circumstance should any member of staff or any student attempt to modify, maintain or repair any electrical item.

Electrical equipment should be sited away from water supply e.g. electrical cookers should be sited away from sinks.

### **Renting Equipment**

7. Suppliers of equipment are responsible for the initial electrical inspection and testing of new electrical equipment.
8. All privately owned electrical equipment must have a current inspection and testing tag prior to being used at the workplace.
9. Any equipment which is found to be faulty must be repaired, re-inspected, retested and tagged prior to re-introduction to service, or properly disposed of.
10. As new equipment becomes available in school or outside school, teachers should ensure that students are trained in how to use it safely.
11. During BIS events managers and teachers must ensure that students do not touch or be close to any electrical equipment.

## **ANNEX 13: SAFETY RULES FOR BUILDING AND MAINTENANCE OPERATIONS**

Read and understand all safety precautions and warnings before operating the diesel generator, control switch and read generator installation instructions as well.

### **GENERAL SAFETY REGULATIONS**

1. Do not smoke when filling a fuel tank (note that smoking is banned at school and on school educational visits or bus transport).
2. When spills of fuel occur, they should be cleaned up. Please keep clothing that has been contaminated by fuel in a safe place.
3. Do not refill the fuel tank while the engine is running, do not clean, lubricate or adjust a running engine.
4. Do not wear loose clothing around the operating generator. Spinning fan blades are invisible to the eyes.
5. Do not remove the radiator cap or any component of the cooling system while the engine is running and while the coolant is under pressure, because hot coolant can be discharged, posing a risk of personal injury. Do not touch or cover hot interconnecting cables or conductors, such as exhaust pipes with hot fuels.
6. Do not allow sparks, flames around batteries, because electrolyte gas is explosive.
7. Do not allow diesel fuel to contact the skin. Wear protective gloves or apply protective lotion.
8. Disconnect the battery or air starter before any repairs to ensure the engine cannot be accidentally started. Relieve all pressure, before any lines, fittings or related items of different systems are disconnected. Do not use bare hands to check for the leaks under pressure. Under pressure fuels can cause damage or injury.
9. Do not use defective, loose, or bare cables.
10. Do not touch bare wires or disconnected connectors. Do not touch the generator with wet hands or feet.

### **HEALTH & SAFETY REGULATIONS ON ROOFING**

1. Before any roofing work the workers must be given training on health & safety regulations and ensure that rafters and purlins are in serviceable condition and must be provided with fall protection and non-slip boots.
2. When work is going on at 1.3 meters or higher, there must be scaffolds with guardrails a minimum of 1 meter high with bottom lining a minimum of 0.15 meters. Non-platform external ladders can be used without resting against building construction.
3. Secure materials to prevent them from rolling from building edges or blowing away in a wind.
4. When roof pitch is over 20 degrees or it is moist, or covered with frost (snow), portable ladders with width of minimum 30 cm must be provided. Ensure the ladder is on firm footing, and secured from movement.
5. It is forbidden to be on a roof or do any roofing work when the wind speed exceeds 7,5 meters/sec (5 points) or during the thick fog, ice crust, thunder, heavy rains and hard snowfall.
6. Remove all materials and instruments from the roof when work is finished or stopped for a break.
7. To protect the public in areas surrounding a construction site, warning barriers must be set up around the work area at least 3 meters from the building wall with a supervising staff member.

### **LAWN MOWER SAFETY REGULATIONS**

1. Read, understand and follow all instructions on the machine before starting. Always wear substantial clothing and footwear.
2. Check the operation of the control and protection system before each use of a mower.

3. A thorough inspection of the mower is important before the mowing: tighten loose belts, make sure the blade is secure and sharp, be sure the guards and shields are in place, inspect the machinery engine, fuel tank, muffler, exhaust pipe, engine switch and lug bolts.
4. Function test procedure is needed before mowing according to the manual.
5. Inspect the area and remove any debris before mowing.
6. Be aware at all times of the location of coworkers. Keep all others out of the area while you are mowing.
7. Always turn off the mower when crossing a sidewalk or a driveway, or moving from one area to another.
8. Clean away any dirt or grass from around the blade with a brush. Do not clean with bare hands.
9. Do not use a push-reel lawn mower if the grass is over 2 cm tall.
10. Cutting height recommendation is below 20 cm.
11. Never smoke while refueling or while the engine is running. Always fill the tank according to the instructions. Do not use leaded petrol.
12. Stop the engine if the mower starts to vibrate abnormally.
13. Stop the engine before performing any adjustment, inspection or maintenance.
14. In case of damage of an electric mower cable, stop and unplug the machine immediately.
15. While operating the mower it is forbidden:
  - to stretch and bend a cable
  - to allow to use it by other people
  - to operate the mower near people and animals
  - to operate the mower in the rain
  - to leave the equipment unattended
  - to clean the mower while it is running or plugged in.
16. While mowing be vigilant to keep the cable away from the blade.

#### **MECHANICAL FITTING: SAFETY PRECAUTIONS**

1. Before starting any fitting work wear a helmet and protective clothing, all loose clothing must be tucked in, hair has to be tied up. e
2. Organize your work place so that everything you need is easily reachable.
3. Be sure you have sufficient light at a workplace.
4. Check the condition of tools needed for the work:
  - Hammers should be fixed to the oval-shaped handles made of hard and flexible wood wedged with metal wedges;
  - Spanners should be in a good condition and comply with the sizes of bolts and screws;
  - Hammers, chisels, drift pins, center punches, etc. should be without beveled heads and burrs.
5. Inspect all electric drilling equipment prior to each use:
  - wire insulation should be without faults;
  - wire with plug should have special earth-wire contact connected to the electric tool;
  - wire connection terminals should be securely closed.
6. The working area should be fenced round during the complex works on maintenance, installation and removal of equipment.
7. Equipment maintenance should be performed only after complete shutdown of equipment with switched off power and the start button in "STOP" position and with turned off drive belt, explosion and fire safety measures should be provided as well.
8. Cutting, bending and facing of pipes and other metal products should be made out of erecting stages and ladders placement.
9. It is required to use safety belts to perform outdoor works at height on repair, assembly and

dismantlement of flow pipes, air ducts, dust removers, down comers – installations, etc. No workers allowed to start the above-mentioned works without safety belts, safety ropes and safety helmets. The fixing point for safety belts should be specified by the repair works supervisor in advance.

10. It is prohibited to use open fire and mechanisms and tools that might cause sparking in explosion-hazardous premises during the repair, installation and removal of equipment.
11. Upon the completion of works, repairman should turn off the power tool, clean up his working place, collect all tools and devices and put them in a safe place.