

## **Health and Safety**

*November 2009 –*

All members of staff are expected to familiarize themselves with the rules for Health and Safety within the school and particularly within their own department. There is a Health and Safety committee that meets on a regular basis, comprising the SMT and the Estates Manager (Mr Peter Upton, who is the Health and Safety Officer). Any concerns or questions should be submitted to the committee members. Staff must also be familiar with accident procedure and fire drills, both of these are covered under their own heading.

### **Fire Procedure**

The school has historically regularly updated its precautions against fire. The latest project for further upgrading has been submitted to the Fire Department, and accepted for implementation over the next two years. The Senior Deputy Head of the Senior School (Richard Atherton) takes responsibility for it. Please see the Fire Evacuation procedure for details

### **Meals**

The School has a well-equipped kitchen and is able to cater for almost all diets. Meals are provided for a wide range of diets: e.g. vegetarian, non-pork, non-beef, etc. Lunch is divided into Junior and Senior sittings:

The school kitchens are inspected on an irregular basis with no notice by the local authority (ASL).

The School Council periodically review catering.

### **Security**

The school is in regular contact with the British Embassy, actively soliciting their advice and acting on their recommendations. There is a security guard employed full time and an alarm system overnight and for the weekends. There are two entrances to the campus: the main gate, where the security guard is based, and an entrance near the reception, monitored by the Receptionist. At the beginning of the day (8-8.45) there is also an entrance near the staff room, guarded by a member of the maintenance department. Likewise, at the end of the day the Junior School gate is opened. This, again, is guarded.

The SMT continually reviews security.

### **Accident Procedure**

In the event of an accident the injured pupil or member of staff should report to, or be accompanied to, the fully-qualified School Nurse. A decision on the treatment required will be made by the Nurse. If the nature of the injury requires attendance at the Accident Unit the Nurse will arrange transport to and from the hospital.

All accidents are recorded in SIMS by the school nurse.

### **Building Regulations**

The school is subject to the normal Building Regulations and Planning Permission, as set down under Italian law.

### **Insurance**

The school has comprehensive Property Insurance Cover and Public Liability Insurance. Staff planning to travel with pupils on school visits should notify the Bursar in advance.

All staff vehicles owned, leased or borrowed on behalf of the school are insured by the school. (For example a member of Staff taking a child to hospital in their own car is covered by the school's insurance policy.)

The school's insurance cover does not extend to private school outings and holidays, eg Ski Trips.

### **Telephones**

The telephone service is for school use and pupils may only use school telephones with the permission of a member of staff.

*This policy will be updated periodically by the Principal.*