Health and Safety Policy

Board approved: September 2024

To be reviewed: September 2027

International School Rheintal
Werdenbergstr. 17 - CH-9470 Buchs - Tel. +41 81 750 63 00 - www.isr.ch - office@isr.ch

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ISR Guiding Statements

International School Rheintal Vision

ISR is the school of choice in the Alpen Rheintal region providing a high quality international education in English for students from Kindergarten to Grade 12, inspiring international-mindedness, academic and personal excellence and responsible engagement.

Reviewed June 2023

International School Rheintal Mission

ISR is a supportive, challenging and student-centred environment. We encourage each student to reach their potential whilst promoting international-mindedness, empathy and life-long learning. Through teamwork and individual endeavours, members of the school community should:

- Respect and take responsibility for themselves, others and the environment
- Appreciate and respect diversity
- Think critically
- Reflect thoughtfully
- Communicate effectively
- Celebrate success

Reviewed June 2023

Health & Safety Policy

1. Purpose

The Health and Safety Policy of International School Rheintal (ISR) is designed to ensure the safety and well-being of all members of the school community, including staff, students, parents, visitors and contractors. This policy outlines the responsibilities of individuals within the community, procedures for critical incidents, and guidelines for maintaining a safe environment conducive to teaching and learning.

2. Policy Statement

ISR recognises the importance of maintaining high standards of health and safety within our school premises and during school-sponsored activities. We are dedicated to:

- Providing a safe and healthy environment conducive to learning, work, and recreation.
- Identifying and mitigating health and safety risks to prevent accidents, injuries, and illnesses.
- Complying with all relevant health and safety laws, regulations, and standards in Switzerland and the International School community (CIS).
- Promoting a culture of awareness and accountability regarding health and safety among all members of the school community.
- Continuously improving our health and safety practices through regular risk assessments, training, and feedback mechanisms.

3. Responsibilities

ISR is responsible for maintaining an environment in which teaching and learning can be carried out in a manner that is safe and healthy for the school community, comprising staff, students, parents, and visitors.

The school community is responsible for maintaining those areas where they work and reporting health and safety issues to the Senior Leadership Team, Head of Operations, and the Health and Safety Committee.

The Code of Conduct applies to all members of the community in the realm of Health and Safety.

3.1 Health and Safety Committee

The Health and Safety (H&S) committee is comprised of the following members:

- Chair of Health and Safety
- Representative of the SLT
- Representative of the Primary School
- Representative of the Senior School
- Facilities Manager
- School Nurse
- IT Support Assistant
- Receptionist
- Other members of the school community as required

A current list of the members is contained in a separate document.
ISR Health and Safety Committee Agenda and Action Points (2024-2025)

3.2 Leadership Team & School Administration

- The leadership team is responsible for establishing and maintaining effective health and safety management systems.
- They will allocate appropriate resources to support health and safety initiatives and ensure compliance with legal requirements.
- The administration will appoint competent personnel to oversee health and safety matters and provide necessary training and support.
-

3.3 Staff

- All staff members are responsible for implementing health and safety procedures relevant to their roles and responsibilities.
- They must report any hazards, incidents, or near misses promptly to the health and safety committee through Schoolbase.

- Staff are expected to participate in health and safety training programs provided by the school and adhere to safe work practices.

3.4 Students

- Students are expected to follow all health and safety rules and instructions provided by school staff.
- They should report any unsafe conditions or incidents to a teacher or staff member immediately.
- Students must take responsibility for their own health and safety and that of their peers during school activities.

3.5 Families

- Families are encouraged to support the school's health and safety initiatives and reinforce safe behaviours at home.
- They should inform the school of any health conditions or concerns that may affect their child's participation in school activities.
- Families are encouraged to communicate openly with the school regarding any health and safety matters affecting their child.

3.6 Visitors and Contractors

- Visitors and contractors must comply with the school's health and safety policies and procedures while on-site.

4. Implementation

- Regular risk assessments will be conducted to identify potential hazards and implement appropriate control measures.
- Emergency procedures, including evacuation plans and first aid protocols, will be continually developed and communicated to all stakeholders.
- Health and safety training will be provided to staff, students, and volunteers as necessary to ensure competence in handling emergencies and following safety protocols.
- Safety inspections and audits will be conducted regularly to monitor compliance and identify areas for improvement.

4.1 Review and Evaluation

- This Health and Safety Policy will be reviewed every 3 years by the school administration and ISR Board to ensure its effectiveness and relevance.
- Feedback from staff, students, parents, and external stakeholders will be considered in the review process.
- Any necessary revisions or updates to the policy will be made to reflect changes in legislation, best practices, or the school's operations.

4.2 Communication

- This Health and Safety Policy will be communicated to all members of the school community through the school website.
- Updates and important information regarding health and safety will be disseminated regularly via newsletters and emails.

5. Critical Incident Procedures

In the event of an incident requiring evacuation or lockdown, the procedures outlined by the school will be followed diligently to ensure the safety of all individuals on campus. The Health and Safety Committee oversees the implementation of these procedures.

In the event of a critical incident, including but not limited to accidents, medical emergencies, natural disasters, or security threats, the following procedures will be followed:

- The CEO/Director is the Critical Incident Lead. In their absence, a critical incident lead is assigned when school is in session, usually a member of the Senior Leadership team. This is recorded on the staff Google Calendar.
- Staff members trained in emergency response will take charge of the situation.
- Emergency services will be contacted immediately if required.
- Students and staff will be evacuated to safe assembly points using established evacuation routes.
- Parents/guardians will be informed promptly through appropriate communication channels.
- Post-incident debriefing and review will be conducted to identify lessons learned and improve future responses.

6. Evacuation

Regular evacuation drills, announced and unannounced, will be conducted to familiarise students and staff with evacuation procedures. Emergency evacuation routes and assembly points are clearly marked throughout the premises. Special arrangements will be made for individuals with mobility issues or other special needs. (See Appendix A and the Evacuation procedures document)

In the event of an incident requiring the evacuation of the school (such as a fire, gas leak, or similar event), an announcement will be made over the school PA system. This announcement, in both English and German, is triggered automatically by the fire safety systems and can also be triggered via a button on the announcement console on the reception desk or by the public entrance to the Sports hall.

On hearing the announcement, the occupants of the building should evacuate quickly and quietly following the signs posted throughout the building. Primary evacuation is via the nearest classroom. People on floor 2 should use the outside balcony and the fire escape stairs. Once outside the building, staff, students, and visitors should make their way via the most direct route to the muster point, the western end of the Hanfland playing field (See Appendix B). Doors should be closed but left unlocked to allow access by the responsible people.

Once at the muster point, a roll is taken of those present by the Administrative Lead, and if someone is unaccounted for, a search should be undertaken provided it is safe to do so. The data is shared with the Leadership team and Health & Safety Committee. A list of fire marshals, responsible people and further details are contained in the Evacuation Procedures document:
Evacuation procedures
Fire drill data is kept in this log:
ISR Log for Evacuation and Stay in Place Drills

7. Lockdown

In the event of a potential threat from outside the school, an announcement will be made via a button on the announcement console on the reception desk or by the public entrance to the Sports hall. The announcement contains detailed instructions on how all those in the building are to proceed. There is no automatic system to trigger this announcement, so any staff witnessing a potential threat should use the telephone in their classroom to contact the reception desk on extension 102.

On hearing the announcement, staff should close the shutters, lock their doors, put a door stopper behind the door and reassure their classes, moving them as necessary to a safe place. In rooms that do not lock for fire safety reasons, furniture can be moved to the doorway areas to ensure that the space cannot be accessed.

Classes should remain in their designated areas until the all-clear is sounded via a button on the announcement console on the reception desk and by the public entrance to the sports hall.

8. Cleaning

The school is cleaned regularly by a contracted internal and external team. Antibacterial spray and cloth are provided on each floor, and teachers should exchange them and regularly clean their desks to avoid the spread of infection. The school has an air recirculation system that renews the air four times per hour, and so opening doors and windows is not a necessary precaution for health.

9. Kitchens

The floor 2 Service Kitchen and the floor 1 Staff Kitchen should be kept clean by the users of those areas. Dirty crockery and cutlery should be placed in the dishwashers when used, and the dishwashers turned on and emptied by the users of the kitchens as appropriate. To avoid triggering the alarms, users are asked to use the air ventilation fans on the hobs when in use.

10. Laboratories and Art/Design Room

ISR has three laboratories (Biology, Chemistry, and Physics) and a combined Art & Design room. It is the responsibility of the teachers using those rooms to oversee the safety aspects of those teaching spaces in accordance with good practice. Any equipment used should be stored safely, and any issues with the equipment should be reported to the H&S committee or Head of Operations in a timely manner. It is expected that the specialist teachers for these rooms are cognizant of the specific potential dangers within them. Please see the Sciences - Safety Rules and Contract for further details:

ISR - Sciences - Safety Rules and Contract

ISR has a Fitness Suite, which is managed by the PE teacher. Safety details are are contained in the following document:

ISR Fitness suite contract and waiver.pdf

11. Machinery

ISR uses a variety of machinery for day-to-day operations, including hoists, cleaning machines, power tools, and ladders. No member of the community should use any machine unless they have received instruction on its safe use. Safety instructions and manuals are stored in a separate folder and other procedures and information are contained in the Operations handbook.

2. Technical Manuals and Guides

ISR Operations Handbook 2024-2025

12. Fire Safety Systems

There are several fire safety systems in place at ISR. Every space in the school, including power risers, storage cupboards, and technical rooms, contains linked smoke detectors. In the event of a power failure, emergency lighting is provided throughout the teaching spaces, corridors, and evacuation routes. There are three separate sprinkler systems which are triggered by heat; these are:

- Teaching spaces: a positive pressure water-filled system
- Sports halls: an air pressure water system
- Underground car park: a positive pressure water-filled system with the addition of a Glycol fire suppressant to combat fuel fires

The Site Manager and H&S committee chair are trained on these systems; a regular testing schedule is posted in the sprinkler room. The sprinklers are supplied by mains pressure, with a dry riser input located in the Kindergarten playground for back-up via fire tender.

13. First Aid

Please refer to the ISR Medical Policy:
Our Policies | International School Rheintal

14. Health Outbreaks

Please refer to the Medical Policy:
Our Policies | International School Rheintal

15. Educational Trips

Please refer to the Educational Trips Policy:
Our Policies | International School Rheintal
The Educational Trip Lead (ETL) is in charge of the documentation and procedure for Health and safety of planning trips. In addition there is a handbook of procedure with details about risk assessments and procedure to minimise risk. Furthermore, it explains the alignment with the medical policy and procedures of medication of students and considerations for students with SEND. These documents can be found in the staff drive, accessible to all members of staff.
Educational trips

16. Important Contacts and Further Information

School reception internal: 102
Medical room internal: 119
School reception external: +41 81 750 63 00
Emergency services: 112
Police: 117
Fire Brigade: 118
Ambulance: 144
Poison Control: 145
Psychiatric emergency: 143

Health and Safety Committee: hands@isr.ch
Head of Operations: operations@isr.ch
Leadership Team: lt@isr.ch
Senior Leadership Team: slt@isr.ch

Health and Safety Documentation:
H&S, Medical and Safeguarding
Our Policies | International School Rheintal

17. Conclusion

At ISR, the health and safety of our students, staff, and visitors are paramount. By adhering to this Health and Safety Policy and working together as a community, we can create a secure environment where everyone can thrive academically, socially, and emotionally.

Our Policies | International School Rheintal

ISR Policies include:

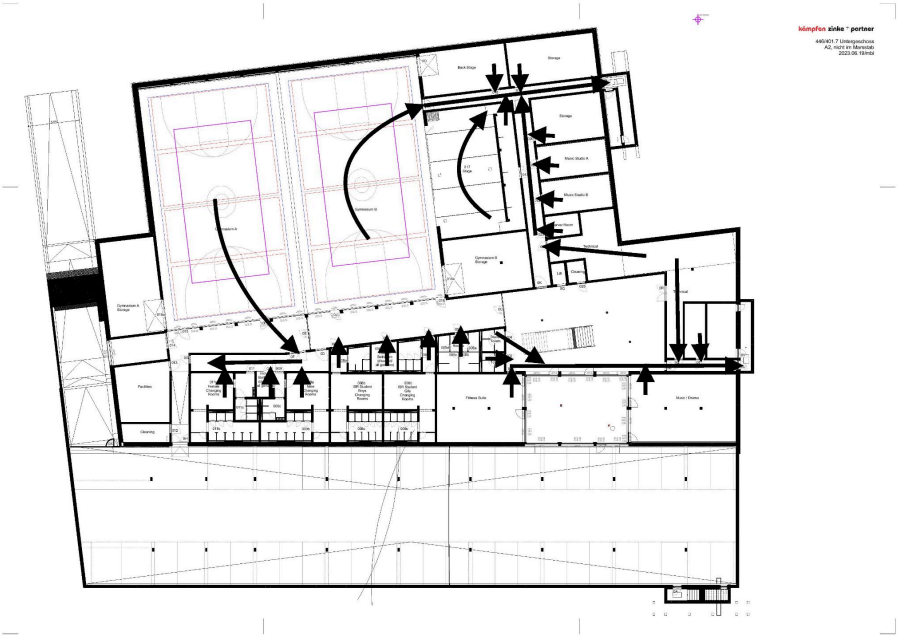
Child Protection Policy
Educational Trips Policy
ICT Policy Parents and Students
Intimate Care Policy
Medical Policy
Safer Recruitment Policy

Data Protection Terms | International School Rheintal

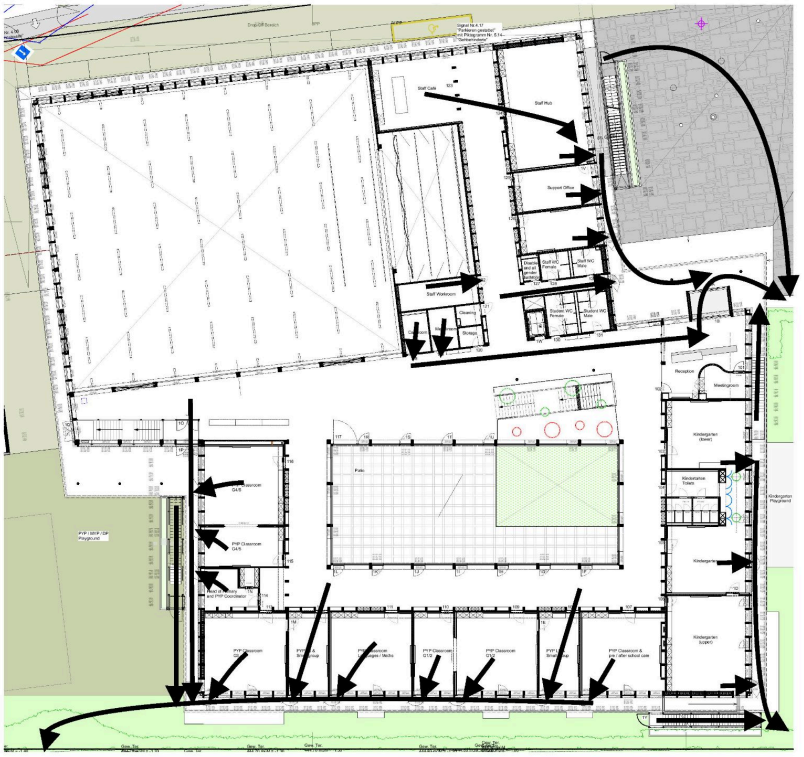
Appendices

A) Evacuation Diagrams

Floor 0:



Floor 1:

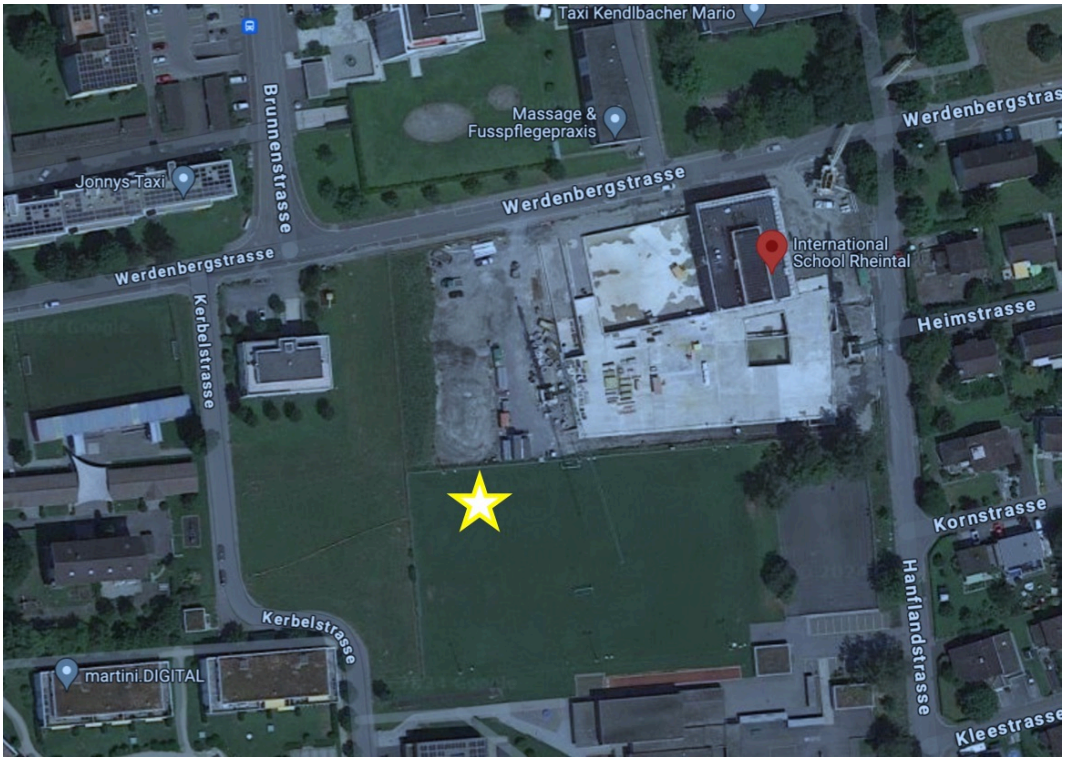


kämpfen zinke + partner
446/402.9 Erdgeschoss
A2, nicht im Massstab
2023.06.19/mbl

Floor 2:

kämpfen zinke + partner
446/403.0 Obergeschoss
A2, nicht im Massstab
2023.06.19/mbl

B) Muster Point



NB - Last policy review led in 2024 by Steve Bavaro, Chair Health and Safety Committee and the Health and Safety Committee