

Health and Safety Policy

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1. Aims	3
2. Legislation and Guidance	3
3. Roles and responsibilities	3
4. Site Security	3
5. Fire Safety and Evacuation Procedures	3
6. Central Health and Safety File	4
7. Control of Substances Hazardous to Health (COSHH)	4
8. Equipment and Workplace Safety	4
9. Lone Working	5
10. Off-site Visits with pupils	5
11. Lettings	5
12. Violence at Work	5
13. Fires	5
14. Hygiene and Infection Prevention and Control	6
15. Accident Reporting	6
16. Training	6
17. Monitoring	6

1. Aims

The school aims to provide and maintain a safe and healthy environment, establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site, have robust procedures in case of emergencies, and to ensure premises and equipment are maintained safely and are regularly inspected.

2. Legislation and Guidance

2.1 Legislation

This document meets the requirements set out in *Part 3: Welfare, health and safety of pupils* of the Standards for British Schools Overseas. The School uses this policy in line with its risk assessment documents and in accordance with Dutch legislation, including the Dutch Working Conditions Act (Arbowet), Working Conditions Decree, Working Conditions Regulations, and Omgevingswet 2024.

2.2 Guidance

Health and safety is a legal requirement and a priority. The School commits adequate and appropriate resources to ensure appropriate and compliant equipment, risk assessment, advice, processes, and training are applied on School grounds, in our premises and during off-site activities.

3. Roles and responsibilities

The Management Board ensures adequate risk assessments are carried out, ensures regular practice evacuation drills are undertaken, and liaises with the SB. Heads of School ensure staff receive appropriate health and safety induction training, assess risks for school activities, and ensure correct procedures for accident reporting and fire safety are undertaken. Employees must report Health and Safety concerns and equipment defects immediately. They also must explain to pupils their responsibility for following instructions, ensuring their actions are safe, and reporting concerns immediately.

4. Site Security

School security uses a fob entry system and CCTV at entry and exit points and outside areas. All visitors must report to the Reception Desk, sign in, be issued with a visitor's badge, and follow instructions and school (evacuation) procedures. The site is fenced and flight gates are provided under Dutch regulations for evacuation situations. The School contracts external Security firms of good standing for site security and out-of-hours monitoring.

5. Fire Safety and Evacuation Procedures

The School carries out whole school fire drills once a term. Emergency exits and procedures posters are signposted. Fire risk assessments and fire alarm safety checks are carried out, recorded, and regularly reviewed. In the event of a power cut, emergency exit lights indicate the evacuation routes and exits. Emergency procedures are described in the Evacuation Policy.

6. Central Health and Safety File

The school maintains a central Health and Safety File, located in the Head of Operations Office and digitally, which serves as the main repository for all compliance and safety documentation. The file includes maintenance schedules, inspection records, statutory testing certificates, building risk assessment, equipment servicing logs, and other supporting evidence demonstrating the school's ongoing commitment to health and safety standards. It is reviewed and updated regularly to ensure all documentation remains current and verifiable.

7. Control of Substances Hazardous to Health (COSHH)

The School has systems in place for the safe storage of hazardous substances in locked cabinets. Hazard data sheets and information on procedures are kept in the Science Preparation Room. All bottles with hazardous substances must have clear labelling, conforming to the UK Health and Safety (Safety Signs and Signals) Regulations 1996. Only staff trained to use these substances will have access to them. Pupils are only allowed to handle hazardous substances under the supervision of a member of staff.

8. Equipment and Workplace Safety

Inspection and statutory examination reports relating to equipment (e.g., fume cupboards, lifting equipment, gas fired equipment) are kept in the Central Health & Safety File with the Head of Operations.

8.1 Workplace Safety

Any hazards identified by members of the school community should be reported immediately to a senior leader. Certain departments (such as Science and Art) present higher levels of risk due to the nature of equipment and materials used. Only trained staff and pupils are permitted to use specialised equipment, and appropriate risk assessments must be completed prior to use.

8.2 Specialist Equipment Management (School-Specific)

Science Department: Refer to the [Health and Safety Policy for Science Department](#) which is based on CLEAPS Guide DL 223 May 2022.

Art Room: The Art Teacher and Facilities Coordinator oversee the safe use and maintenance of the kiln, including ensuring that suitable protective equipment is available.

Playground Equipment and Sports Hall: Periodic inspections are carried out by external assessors, with reports retained in the central Health and Safety File.

Kitchen Equipment: Periodic inspections are carried out by external assessors, with evidence provided in detailed reports.

School Keepers' Workspace: Pupils are not allowed access to the School Keeper's workspace. School keepers are required to use tools of reputable quality and need to adhere to safe work

practices at all times. Use of the School Keepers' Workspace or tools by staff or third parties is only permitted with permission from the School Keepers team or from Head of Operations.

9. Lone Working

Lone working in the school building should be avoided. When necessary the following guidance applies.

9.1 Staff Guidelines

Sign in and out of the site and ensure someone knows when you are on site and when you expect to leave.

Keep a mobile phone or school telephone accessible at all times.

Follow all fire evacuation procedures.

Do not arrange meetings with parents or visitors when alone on site; such meetings must take place during normal school hours or when another staff member is present.

9.2 Working at Height/Manual Handling

Working at height and manual handling of heavy or bulky items are unacceptable lone worker activities under any circumstances.

10. Off-site Visits with pupils

The relevant Head of School ensures the objective is clear, risks are assessed and risk control measures are in place if required, and the group leader is competent (for the type of activities). Documentation covers transport, supervision, emergencies. Off-site risk assessments are kept digitally in the *Educational trips and Visits* Google Drive.

11. Lettings

Information on lettings of our premises is covered in the Premises Management Policy.

12. Violence at Work

The School will not tolerate abusive or challenging behaviour by pupils, staff, or visitors, including parents. Challenging behaviour is dealt with under the School's Behaviour Policy.

13. Fires

All staff, students, and visitors are expected to maintain a safe environment on school premises. The use of candles, open flames, or any fire-related activities should be risk assessed.

14. Hygiene and Infection Prevention and Control

The school maintains hygiene and infection control standards in compliance with guidance from the **Gemeentelijke Gezondheidsdienst (GGD)** in the Netherlands.

The kitchen is operated by an external caterer, who is responsible for ensuring that all food hygiene standards are met. The school ensures that the contracted cleaning company carries out regular cleaning of hard-to-reach areas above 1.8 metres, and a deep clean of the kitchen is organised annually.

Cleaning of blood or body fluid spillages must be carried out using appropriate detergent or disinfectant and disposable paper towels; mops must not be used for these spillages. Clinical waste, such as sanitary pads, must be deposited in the dedicated sanitary bins. Waste bins are removed by a registered waste contractor.

The school follows recommended exclusion periods and other infection control measures as advised by the **GGD** to protect staff, pupils, and visitors.

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Expectant mothers should be made aware of specific infectious risks, including Chickenpox, Measles, German measles (rubella), and Slapped cheek disease (parvovirus B19), and report exposure promptly.

15. Accident Reporting

Accidents are recorded in accident books and serious/staff accident forms, which is stored in the Head of Operations office and digitally. Serious incidents are reviewed by the Management Board.

16. Training

Health and safety training is provided as part of the induction for all employees. Specific training is given for staff and pupils working with specialist equipment or in certain departments (e.g., Science).

17. Monitoring

This policy is reviewed at least annually.