



**English International School**  
Moscow  
an Orbital Education School

# HEALTH AND SAFETY POLICY

SAFE, CHALLENGED, HAPPY

**VISION** To provide an excellent British education in an international setting ensuring all students are happy, safe, and challenged in their learning

**MISSION** The English International School offers the best of British education by providing high quality, innovative teaching to an intercultural community. EIS students experience a wide range of opportunities and make excellent progress, whatever their starting points. EIS ensures that every child feels safe, challenged and happy during their learning, preparing them to be confident resilient global citizens.

PREPARED/UPDATED BY: Malcolm C Phillips June 2019

Reviewed by Melanie Hitchcocks and Amanda Dickson August 2020

Next review due :- August 2021

APPROVED BY:

Principal – 2019

Orbital –Michael Clack, Regional Head of Schools 2019

This Policy is to be reviewed annually and updated as and when changes occurPage Break

## **Principles:**

It is the policy of **English International School, Moscow** to attach the greatest importance to the Health, Safety and Welfare at work of all stakeholders connected with the school.

The school will ensure commitment to developing and maintaining such a safe environment for all who use the school premises.

This policy should be read in conjunction with the:

- Critical Incident Policy
- Evacuation Policy
- First Aid Policy
- Health and Safety Checklist Audit
- Lockdown Policy
- Risk Assessment Policy
- Staff Behaviour Policy/ Code of Conduct
- Staff Handbook
- School policies for off-site visits

Health and Safety is a crucial strand of the range of strategies which contribute to the school's approach to full implementation of Safeguarding

The school regards good health, safety and a conducive environment as a basic condition for success, satisfactory learning and sound education.

The school will liaise with any appropriate local agency in ensuring that the highest standards of safety are achieved.

The administration/ school management believe that the promotion of Health and Safety in school is a mutual objective for all connected with the school. Such responsibility cannot properly be discharged without the full and active cooperation of all members of the school community. Therefore, achieving and maintaining a high standard of safety in the school requires that staff, visitors, students and contractors are aware of their respective responsibilities and act accordingly.

Health and Safety is the responsibility of all staff, visitors and contractors; the school always requires stakeholders to conduct themselves in a way they pose no risk to their own, or others' Health and Safety. It is the responsibility of all individuals to maintain their practice and work area in such a way as to be safe and to assess the risks of each activity.

Students of the school are expected to behave in a way that ensures their own and other's Health and Safety; all staff members are expected to guide students in such safe behaviour.

#### **Policy Statements:**

It is our policy that, with the resources available and so far, as is practical, the school will:

- Educate students in safe working practices;
- Encourage awareness of staff, visitors, contractors and students regarding Health & Safety issues;
- Provide a safe and healthy working environment for teaching, learning and working;
- Identify and prevent hazards, this being paramount to creating a safe environment
- Eliminate or isolate hazards that arise within the environment.
- The school will minimise the effects of hazards if they cannot be practicably eliminated or totally isolated
- Maintain the cleanliness and state of the building;
- Provide safe systems of working to ensure the Health & Safety at work of students and staff;
- Provide necessary safe machinery and equipment;
- Manage and maintain the use of personal protective equipment:
- Provide advice and adequate information and training on Health & Safety at Work and fire prevention;
- Ensure that all employees, students, contractors and visitors follow safety procedures and are aware of the evacuation arrangements. Ensure that evacuation instructions and/or maps are available in all areas
- Provide safe storage for necessary dangerous materials and substances;
- Provide adequate first-aid facilities;

- Establish practice and maintain effective emergency evacuation procedures, including notification of exit routes and alternative exit routes in each area.
- Maintain a record of received written Health & Safety issues, accident book and evacuation records. Notify parents by telephone or letter in the event of a head injury or other accident of a more serious nature
- Monitor and review regularly the Health & Safety procedures;
- Review this policy regularly.

### **Management:**

The principles and policy statements will be managed in the following ways;

- Risk Assessment is the responsibility of everyone.
- The teachers are responsible for maintaining Health & Safety in their area, with their equipment and through their procedures e.g.
  - there should be no trailing cables
  - resources should be stored in a tidy and safe manner
  - teachers/ staff are not allowed to keep personal electrical appliances for cooking/heating etc in their classrooms/ work areas
  - attention should be paid to science areas where chemicals and other hazardous materials might be stored
  - there should be separate H and S guidance for use of specialist areas such as Science Laboratories, Swimming pool, Canteen and Kitchen, Car Parks, arrival and departure of children at school entrances / exits
  - Any Health & Safety issues identified should be passed in writing using the appropriate form to the Heads of School who will then communicate with the Maintenance Manager to determine if the issue is maintenance or Health & Safety and how the issue will be addressed either by the school maintenance staff or outside contractors. The Site Admin Manager is responsible for passing information between the maintenance staff members concerned.
  - The Head of School will ensure the Health and Safety Committee (HSC) include representation from key stakeholders: leadership/ management, board, admin, staff and students. The Head of School may invite parent input and where appropriate, seek expert/ professional advice. The HSC should meet at least once per term and meeting should be minuted.
  - The SLT/ Health and Safety Committee will regularly carry out a Health & Safety inspection of the school and deal with any areas of concern.
  - The Health and Safety Checklist should be reviewed each term
  - Evacuation and Lockdown procedures (**which should have separate and clearly distinct audible warnings**) will be carried out termly, to simulate as closely as possible a real emergency.
  - Records of maintenance checks are subject to spot check during visits by Head Office personnel

### **Other Points to Note**

1. All students should walk around the school corridors etc.
2. No student is allowed on the roof areas or outside the school grounds without adult supervision.
3. Other than staff, all other personnel, on arrival at all campuses must obtain a Visitor's Pass and report to the office to declare themselves before engaging in any official business within the school.
4. The school gates must be kept closed and guarded during the school day so that all visitors must ask for admittance.
5. The students should not be loitering in the toilet areas.
6. Staff on duty at all times of the day must be walking around the patrol area keeping maximum vigilance.
7. Smoking and non-prescribed drugs are banned from the school premises.
8. In P.E. and swimming lessons additional rules apply as per the teacher's instructions to the students.

9. On school trips there is a **minimum** ratio of 1 adult to every 10 children or part number of  
10. There must be more adults for younger children

### **Monitoring and Review**

This policy is to be reviewed annually, though any deficiencies or weaknesses in health and safety arrangements will be remedied without delay.

This policy will be reviewed by the Principal and Health and Safety Committee.

This policy will be approved by the Board/ Orbital Education.

Date when policy was last approved: June 2020

Date when next review is due: June 2021

For Head Office advice contact: Michael W Clack [michael@orbital.education](mailto:michael@orbital.education) Regional Head of Schools and Board representative

## **Internationalism/ Inter-culturalism and Global Citizenship Policy**

The English International School Moscow East is committed to achieving excellence for all. The School is committed to providing an education that provides high quality international education for its students.

The International focus on education is outlined in the guiding statements of the school.  
:-

EIS values share our vision and personal approach to learning with our international community:

### **SAFE**

Providing safe and secure facilities which helps students feel confident in their surroundings Maximising respect for the social and natural environment

Seeking diversity, experience and commitment in all staff

Encouraging an understanding of all students' rights and responsibilities in the world around them

### **CHALLENGED**

EIS encourages and develops opportunities for student to accept and deal positively with change

Delivering academic rigour through a stimulating and balanced approach to the English National Curriculum

Using precise assessment to encourage students to be the best they can be

Ensuring a stimulating environment to encourage our students to become active, compassionate and lifelong learners with a respect for all members of our global community

Inspiring intellectual curiosity, leadership and entrepreneurship

**HAPPY**

Learning together for the benefit of all

Valuing every voice in our diverse and

caring community Communicating

openly with parents and students



Offering opportunities for children to make links with the wider community

- It embraces all that is best in a top quality British School, which also has a strong commitment to international education and the nurturing of international awareness, with special recognition of the school's British roots operating in a Russian environment
- We believe in providing a well-rounded education, which develops strong moral and ethical values and enables our students to respond to the challenges provided by the demands of modern life.
- Students are encouraged to become aware of their responsibilities as kind and thoughtful individuals, mindful of the needs of others, in order to become valued and caring members of the school, local and global communities.

The EIS Moscow East recognises that students should be internationally aware and be able to contribute confidently to an inter-connected and inter-dependent world. The school strives to engage students with a range of experiences that will enhance learning and raise awareness of their national and international identity whilst preparing them for life in a diverse global society and competitive global economy.

The global dimension is reflected in the attitudes and values of students, staff and the wider school community.

### **Definition of International Education and Interculturalism**

International Education serves as a link between countries and cultures. International Education enables individuals to not only have good diplomatic relationships with one another but also to bring together people who are of different cultures, ethnicities, religions, faiths and who speak different languages aimed at creating a cross-cultural understanding where communication will no longer be a barrier. This cross-cultural understanding becomes transparent when one sees pupils working together, conducting research or simply engaging themselves in a study period for a class they are taking together. The language, customs, traditions, political relationships and religious beliefs that these pupils bring are connected through their educational endeavours.



*The English International School Moscow East have committed to actively develop global citizenship in education through...*

**ETHICS...**

research about, discussion of, and action related to issues of principle of personal, local, and global importance,

**DIVERSITY...**

The understanding of and respect for the similarities and differences of a range of individuals and peoples,

**GLOBAL ISSUES...**

the understanding of multiple perspectives of local and global events and issues,

**COMMUNICATION...**

the development of fluency in multiple languages, including mother tongues, used to communicate within and across cultures,

**SERVICE...**

the development of the understandings, skills and dispositions to serve the local and global community through engagement in meaningful service learning,

**LEADERSHIP...**

the acquisition and refinement of the skills of leading and following within different cultural contexts, and

**SUSTAINABLE LIFESTYLE...**

a personal commitment to a lifestyle which supports local and global sustainability displayed through example and advocacy.

**Aims**

- To provide an informed awareness of countries, cultures and languages in addition to our own
- To develop global citizenship via curiosity, respect and understanding of national, cultural, religious and linguistic diversity
- To encourage understanding of international interdependences in the global economy
- To enable all pupils to develop appropriate skills concepts, knowledge and understanding of, and responsibility for, the world they live in and will inherit



**The EIS Moscow East strives to achieve these aims through the following objectives:**

- Recognise, celebrate and value the cultural and ethnic diversity within the school community
- Develop a variety of global learning opportunities via links with schools in other countries whilst taking advantage of new and emerging communication technologies
- Encourage interest and motivation through the provision of first hand experiences and expertise of life in another country, including active participation from teachers, students and the wider community
- Use opportunities to visit areas of cultural interest in the home country and abroad
- Staff should consciously consider how to appropriately embed international dimensions in all curriculum areas
- Raise awareness, appreciation and understanding of major global issues
- Consider the possibility of a global focus week/day
- Provide professional development opportunities for staff to share good practice and compare different teaching and learning styles

**Review and Evaluation**

Staff should lead the school into a deeper understanding about internationalism and inter-culturalism. The aforementioned aims and strategies, though not extensive, aim to support the students, staff and wider community of the EIS Moscow East to value and promote international understanding in daily interactions and for each stakeholder to be global citizens who effectively contribute to the national and international community.

Drafted:

Due for Board approval:

Due for Review: