



Jewels International School of Kinshasa

IBDP Health and Safety Policy

March 2022

This policy was designed in light of our Mission Statement that states:

“Jewels ensures each student's right to a good education by providing a welcoming, safe, and culturally diverse environment. We also seek to establish an environment in which each student and parent feels appreciated, trusted, and valued as a member of J.I.S.K”

1. Introduction

This document contains the written statement of JISK’s general policy with regard to the employees’ health and safety at work, as well as students. It recognizes JISK statutory obligations to manage its work in such a way as to minimize health and safety risk to its employees, students and others who might be affected by its actions

2. Statement of General Policy

The health and safety of students, visitors, and employees of Jewels International School is of paramount significance to the school's head teacher and principal. The first requirement for maintaining high standards of health and safety is to ensure:

- Everyone is cautious and undertakes personal responsibility for their own health and safety of others.
- Everyone has the necessary information, education, and training to carry out their work tasks in a healthy and safe manner.
- Harmful substances are stored and used safely.
- Regularly reviewing the policy and making changes when necessary
- Prevention of accidents and cases of work-related illness
- We investigate accidents and take steps to prevent repetition

3. Roles and Responsibilities

The **Governing Body** has supreme control of the school. They will:

- Make policy
- Review health and safety issues
- Make sure adequate resources for health and safety are available

- Make sure everyone is provided with adequate training, information and supervision to enable everyone in the school is safe
- Enforce measures to ensure tools and plants for work are safe.
- Provide a working atmosphere that is safe and health

3.1 The Head Facilitator is in charge of the school's day-to-day operations. He will:

- Make sure that all students, visitors and staff co-operate with the policy
- Execute safety policy
- Make sure that risk assessments are reviewed on a quarterly basis
- Encourage a positive, open health and safety culture in school
- Meet with the facility Manager on a regular basis to ensure the upkeep and maintenance of buildings and services of work facilities are acted upon in a timely manner

3.2 Facilitators

Teachers are responsible to their department's head of department for the immediate safety of students in their classrooms, laboratories, and workshops. Teachers should make sure that the classrooms are tidy at the end of each day in order to preserve cleanliness and a high level in terms of health and safety.

Furthermore, before the activity begins and as needed during the activity, each teacher will:

- Provide adequate safety information based on the activity being conducted.
- Make sure that kids are given precise instructions and warnings as often as feasible.
- Supervise routines for issuing; checking and securing equipment used in lessons, i.e. every item used in the lesson should be accounted for. Investigate right away, with support where necessary, should any equipment be missing
- Make sure classrooms and the school premises are kept neat
- Make sure when conducting experiments in the laboratory protective clothes and equipment are used where necessary.
- Take note of equipment before using it, and make sure that all electrical devices are inspected. • -Report any problems and provide comments as needed.
- Make sure accidents and incidents are noted

3.3 Learners

By adhering to school rules, each learner is responsible for his or her own personal safety as well as that of their classmates.

Each student will;

- Follow rules and regulations of dress and behavior suitable in school
- Obey warnings and observe safety signs.
- Not deliberately damaging equipment provided for school safety

4. Fire Safety and Evacuation of the Building

Do not panic.

Everyone is to immediately evacuate the school building when the fire alarm sounds, always stop whatever they are doing and leave the building.

Everyone is to walk swiftly, do not run.

No account should you go back into the building for your belongings until you have been asked to do so by the fire officer.

Fire drills are practiced occasionally and plans showing exit routes are displayed in the hall way.

First Aid Procedures

There are adequate staff members who have had first aid training, as well as one qualified person on the school premises.

In the medical room, there are first-aid kits in cases of emergencies.

Parents are to notify the school if their child has allergy or any medication conditions that require special attention.

Communicable Diseases

Occasionally infectious diseases can occur amongst students and Staff. In addition to a high burden of malaria, HIV, and tuberculosis, the Central African Sub-Region has had various disease epidemics, including Ebola, Covid, Cholera, and Hepatitis.

Personal items should not be shared. Infectious diseases are common amongst school-aged children. Precautionary measures are taken to prevent the spread of infections.

- Good personal hygiene and hand washing is the single most important prevention in the control of the spread of infections that occur among people.

- Handle and prepare food safely.
- Personal items should not be shared.
- Frequently used surfaces should be cleaned and disinfected.
- Cough into your sleeve and sneeze into your sleeve
- Stay home when you are sick.