



KING'S COLLEGE INTERNATIONAL SCHOOL
BANGKOK

Health and Safety Policy and Procedures Handbook

2023-2024



INTRODUCTION

This Policy was issued in November 2023 and reflects Thai law and Thai Occupational Health and Safety Ministry of labour and the school's desire to meet best practice in UK schools and Health and Safety Executive (HSE) best practice.

The document is divided into three sections:

- Section 1 – General Policy and Health and Safety Responsibilities.
- Section 2 – Policies and Procedures.
- Section 3 – Health and Safety Forms.

This Health and Safety Policy and Procedures Handbook has been developed as a means of providing focus and direction for King's College International School Bangkok's Health and Safety Management System.

The Policy provides the framework for setting and reviewing objectives and targets from a management perspective. It refers to relevant procedures for implementing these policies, which are to be followed by all staff.

The King's College International School Bangkok Policy will be documented, maintained, and communicated to all staff and other interested parties. The Policy will be reinforced and implemented through the day-to-day actions of all staff.

The Policy will be reviewed and updated every year to ensure its continued relevance and suitability as part of the ongoing management review activities. The review will ensure that:

- The responsibilities reflect the current staffing and appointments of King's College International School Bangkok.
- The organisational arrangements stay the same.
- The Policy reflects changes to legislation.
- The Policy reflects changes to working methods, and materials used.

The Policy is available to all staff and other interested and relevant parties and partners upon request to the Health and Safety Officer. This policy will also be available in Thai.

SITE INFORMATION & CONTACTS

Organisation Name	King's College International School Bangkok
Address	King's College International School Bangkok,
Telephone Number	02-481-9955
Health and Safety Contact	Health and Safety Officer
E-mail Address	facilities@kingsbangkok.ac.th
Number of Locations	1 Campus
Total Number of staff	449 (343 school staff and 106 service providers)

HEALTH AND SAFETY POLICY STATEMENT

King's College International School Bangkok is committed to compliance with Thai Law, together with industry standards and best practice from the UK relevant to health and safety risks arising from King's College International School Bangkok activities.

King's College International School Bangkok has a full commitment to the prevention of injury and ill health to students, staff, visitors, contractors, and temporary staff, as well as any members of the public who might be affected by King's College International School Bangkok's operations.

This Policy will be communicated to all staff and stakeholders who may be affected by King's College International School Bangkok's operations. To ensure that information about how risk will be managed reaches those exposed to risk, health and safety policies and procedures have been developed for our activities. All relevant information is available from the Health and Safety Officer.

The key health and safety objective is to minimise the number of instances of occupational accidents and illnesses, and ultimately achieve an accident-free workplace and activities.

All staff will be provided with relevant equipment, information, training, and supervision.

Everyone is responsible for taking reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.

Reporting hazards is everyone's responsibility.

The school will ensure that finances and resources reasonable to implement this Policy are made available.

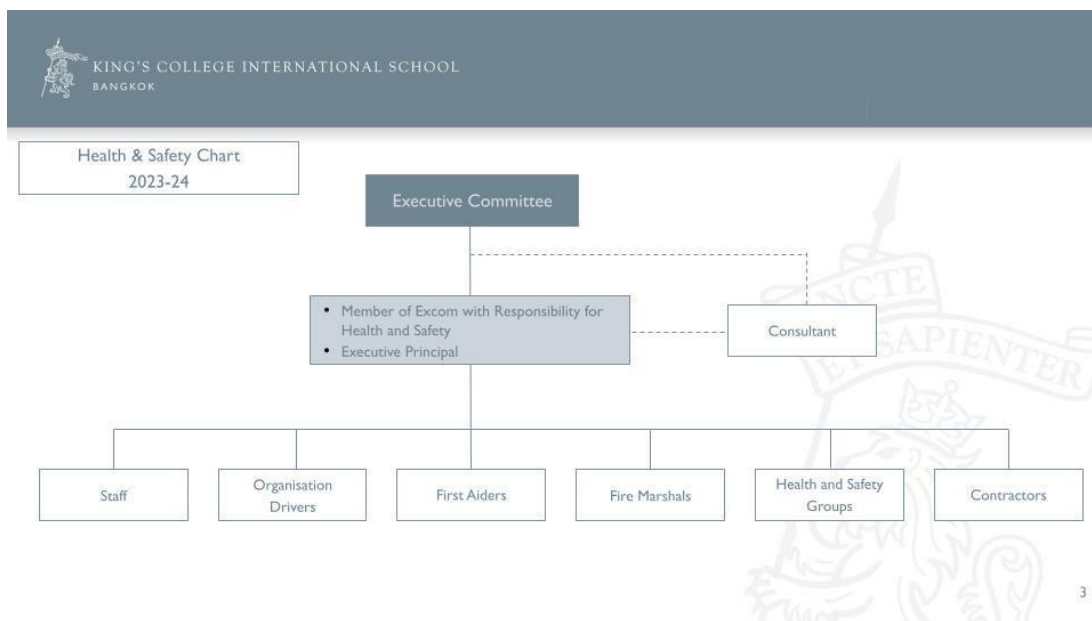
All significant work-related injuries, incidents and near misses will be reported, investigated, and recorded. Accident and Investigation records are crucial to the effective monitoring and revision of the Policy and must therefore be accurate and comprehensive.

The school is committed to continual improvement in performance related to the way that safety and health risks are managed. Our Health and Safety Policy will be continually monitored and updated every year or when there are changes in the nature and scale of King's College International School Bangkok operations.

The specific arrangements for consultation and implementation of the Policy and the personnel responsible are detailed in our Health and Safety Policy and Procedures and Handbook (this document).

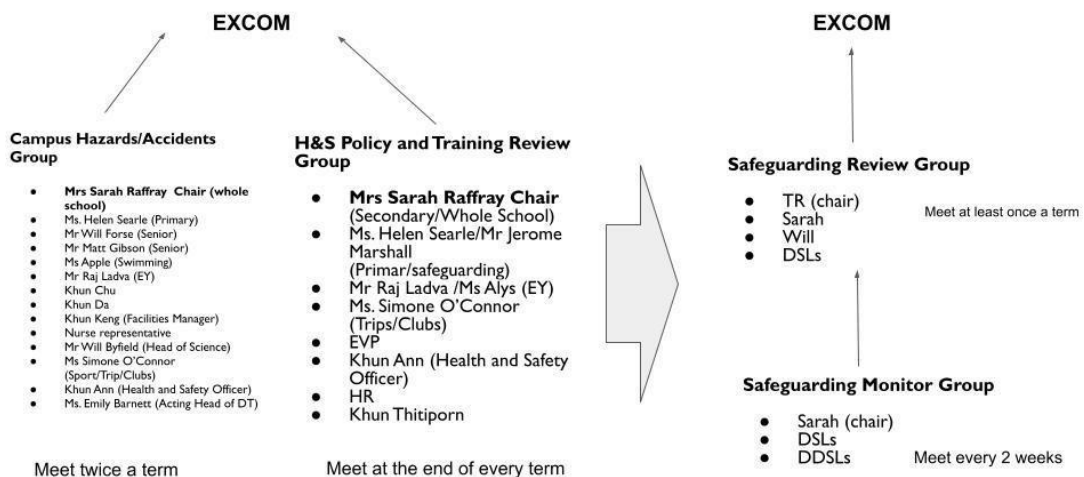
MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY

The following charts represent the management organisation, responsibilities and lines of communication for health and safety within King's College International School Bangkok. They show the membership of the Health and Safety Groups and how reporting and triangulation occur for maximum impact on the delivery of the Health and Safety processes.



Health and Safety Oversight

Safeguarding Oversight



ROLES AND RESPONSIBILITIES

Executive Committee (Excom)

Excom is accountable for the management and control of health and safety within the Organisation, duties include:

- Making sure that all risks are properly managed and resourced.
- Provide support to other members of Excom to carry out their duties.
- Excom can delegate the “daily” responsibilities of ensuring that health and safety is managed and controlled to other persons, as they deem necessary (but the total accountability for health and safety remains under their control).

To fulfil these responsibilities **Excom must be kept up-to-date regarding this happens weekly and via group meetings:**

- appoint consultants, advisers and other positions, if necessary
- Compliance with this policy by specialist contractors, e.g. for electrical testing, fire safety systems.
- new legislation which may affect the School.
- Audit and triangulation activities conducted by the Health and Safety groups where the regular monitoring of all health and safety work is discussed and analysed for patterns, trends or a need for training or other action.

Excom must also be aware of:

- administrative matters relating to accident investigation and recording, provision of health and safety training, and health and safety inspection;
- the provision of specialist professional advice and information on health and safety matters ;
- structural repairs and maintenance, including decorations;
- specific problems such as the discovery of harmful substances;
- equipment purchase and personal protective equipment; e.g. gymnasium and playground equipment; and machinery;
- non-structural repairs, such as groundwork (e.g. playing fields and gardens).

Member of Excom with Responsibility for Health and Safety

The key responsibilities include to ensure:

- In conjunction with the Executive Principal that risks to staff, contractors and others who could be affected by work activities are assessed and appropriate controls are implemented.
- In conjunction with the Executive Principal ensure the effective planning, organisation, implementation, control, monitoring and review of preventive and protective measures
- Access to competent health and safety advice is available as required.
- staff are consulted about their risks at work and current preventive and protective measures to ensure that they are suitable.
- In conjunction with the Executive Principal that appropriate information, instruction, training, and supervision is provided.
- Liaison with Enforcement Authorities, or Department of Labour and King's College International School Bangkok's insurers in conjunction with the Head of HR and other external bodies.
- Coordination of any Health and Safety Inspections as required
- Health and Safety training or consultation needs are identified for all non-academic staff.
- Any implications of changes in legislation or Health and Safety Authorities Guidance are identified
- Additional specialist health and safety assistance are sourced , when necessary.

The Executive Principal

The key responsibilities include to ensure

- The school produces, approves, and maintains a written Health and Safety Policy.
- Chairs the Health and Safety oversight Groups with the support of the Facilities Manager and Health and Safety Officer who is responsible for coordinating health and safety activities and for acting as the primary source of health and safety advice.
- Oversees the Coordination of King's College International School Bangkok's academic, CCA and ECA Risk Assessment Programme.
- Oversees the Accident Investigation and Reporting Procedure for the academic and ECA and CCA side of the school.
- Submits reports as required by Excom or other bodies
- Ensures the site(s) has adequate fire marshals and first aiders.
- Ensures that Health and Safety Training for academic staff is provided or sourced.
- Ensures the Induction Checklist for new starters and long-term temporary staff is completed especially for mid-year joiners and provides Health and Safety Induction Training to new staff.
- Provides Health and Safety staff updates and ensures whole school training is in place each year
- Maintains the Health and Safety Policy and Procedures handbook (this document) and

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- updates with any new procedures when given.
- Ensures that any actions arising from Health and Safety Audits/Hazard walks are addressed.

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- In conjunction with the member of Excom with responsibility for Health and Safety, records any hazardous substances and materials and ensures that the school carries out workplace assessments where appropriate.
 - Reports to Excom following health and safety group meetings

Head of Estates and Health and Safety Officer

- Support the Member of Excom with responsibility for Health and Safety and the Executive Principal in delivering their responsibilities particularly with regard to training and development for all staff and contractors
- Join the health and safety groups to ensure all activities are followed through
- Ensure all risk assessments are carried out and reviewed at appropriate intervals
- Advise on best practice
- Ensure that the school can run all evacuation and lockdown procedures in accordance with policy
- Ensure that all regular checks on all aspects of health and safety are maintained so that the school can fulfil its desire to reduce accidents and create a safe environment for all
- Take a proactive role in monitoring all hazard reports in conjunction with SLT and Excom as required.

The Senior Leadership Team

The key responsibilities for SLT include to ensure that:

- The health and safety policy is implemented.
- Day-to-day activities for running the whole school are coordinated in accordance with the health and safety policy
- There is liaison with ExComm, Governors, advisers and enforcement agencies as required on policy issues and any problems implementing the health and safety policy.
- Information received on health and safety matters in their areas is passed on to appropriate people.
- They support in carrying out investigations.
- Health and safety issues are raised at SLT meetings
- They attend the school health and safety committee, as appropriate.

Line Managers

Line Managers' health and safety responsibilities are to make sure that:

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- Any health and safety objectives highlighted through risk assessment are met and standards are

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- regularly monitored within their area of responsibility.
- Staff in their area of responsibility are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work.
 - Training, supervision, instruction, and information is provided to staff in health and safety policies and procedures, as necessary.
 - Immediate and appropriate steps are taken to investigate and deal with any risks to health and safety arising from work activities in their area of responsibility.
 - Any health and safety issues are brought to the immediate attention of the Facilities Manager and Health & Safety officer as necessary and assisting in regular whole school hazard walks.
 - All accidents and near misses are properly recorded and reported, and an investigation is carried out to identify the causes.
 - Safe access to and from the workplace is maintained.
 - All staff receive adequate and appropriate Health and Safety Training in their tasks.

Throughout this document, 'management' means the person in charge of the work area, no matter what their actual title. The responsibilities outlined above should apply no matter whether the area of control is a department, division, team and so on.

All staff

All staff health and safety responsibilities are to make sure that they:

- Understand and follow the Health and Safety Policy, ensuring the day-to-day management of activities within their area of responsibility are in accordance with the health and safety policy
- Do not put themselves or other people at risk through their actions or failure to act.
- Warn other, and particularly new, staff about known dangers.
- Act responsibly.
- Cooperate with King's College International School Bangkok on all aspects of health, safety, and welfare.
- Tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any tasks.
- Work in line with the information and training provided by their manager.
- Do not misuse or interfere with anything that has been provided for health and safety reasons.
- Report any accident or near miss, however small, to their manager and fill in the accident report.
- Check classrooms/work area/equipment are safe.
- Undertake specialist tasks e.g. first aid, swimming pool safety etc.
- Report any defects in the working conditions or damage to buildings, premises, machinery, or equipment that cannot be rectified independently to the relevant safety personnel, supervisor, or management.

OTHER ROLES AND RESPONSIBILITIES

Contractors - this includes regular contractor and those employed occasionally eg. cleaners, security guards, gardeners, technicians, catering staff, etc.

- Contractors must follow all the requirements of this Policy. They must also provide copies of their Health and Safety Policy and any other documents relating to health and safety that King's College International School Bangkok may reasonably ask for. If they fail to do so, they may be asked to leave the site and they may be charged fees.
- All work must be carried out in line with the legislation relating to the work activity and take account of the safety of others on the site and the public.
- Contractors must always request permission to enter the school's grounds.
- All plant or equipment brought on to site by contractors or their sub-contractors must be safe and in good working condition. It must also be fitted with any necessary guards and safety devices and have any necessary certificates available for checking. The contractor must provide relevant information and assessments on noise levels of plant, equipment or operations before work starts.
- Contractors must report any injury or damage caused by our staff to the the Facilities Manager and Health & Safety officer
- Contractor's staff must follow any safety instructions that the Facilities Manager and Health & Safety officer gives them.
- Any material or substance brought on site, which has health risks, must be used, and stored in line with regulations and current recommendations. Contractors must carry out a risk assessment on any substance or process that could harm health and provide a copy of the COSHH Assessment Report to the Health and Safety Officer before works start.
- Contractors must keep workplaces tidy and clear away all rubbish, waste materials etc. as work proceeds.
- Contractors carrying out high-risk activities must provide Method Statement(s) before commencing work which complies with local laws. The Method Statement must be reviewed by the Health and Safety Officer before work starts, and copies must be available on site so that everyone can keep to the agreed Method Statement. In addition, for activities such as roof work, live electrical work, and hot work, a Permit to Work system must be used, and this will be managed by King's College International School Bangkok's nominated authorised person.
- Where work falls under the Construction Design and Management Regulations (CDM), the roles of client, principal contractor, principal designer, designers, contractors, and staff will be clearly assigned. Parties fulfilling those roles will carry out their duties as specified under those regulations. There should always be one person on site if construction is taking place who is responsible for and the school will be informed of this.
- Contractor's representatives must go to any safety meeting that the principal contractor asks them to go to. These meetings will be the main way of transferring information.

Drivers of Company Supplied and Private Vehicles

Driver's health and safety responsibilities are to make sure that:

- Checks are carried out on their vehicles each day to make sure that they are safe and roadworthy.
- They follow the Thai Road Traffic Legislation
- Vehicle maintenance is carried out as required by the manufacturer's instructions.
- They report all faults on vehicles (and any equipment) and plan to carry out any extra maintenance required.
- They do not drive any vehicle unless they hold the appropriate driving licence and have been fully trained and instructed in how it works.
- They tell management about any medical condition or legal problem that affects their driving licence, or about any possible prosecutions.
- They tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any tasks.
- Attend any medical examination or training that is deemed necessary.

Fire Marshals

Fire marshals will:

- Participate in all required Fire Marshal Training.
- Take a robust lead during fire and other evacuation and emergency plans being carried out.
- Know who works in their allotted area.
- Ensure that all staff and others in their area are familiar with their Assembly Points, and nearest escape routes.

First Aiders/Nurses

First aiders will:

- Act in accordance with their training, ensuring that they remain safe.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Record all treatments for which they are responsible, with specific details of the injury.
- Ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked, and maintained in a clean, tidy condition, obtaining replacement items as necessary.
- Ensure that the First Aid Room is kept tidy and well-stocked.
- Keep their manager and HR informed of annual leave dates.
- Ensure that all accidents that they become aware of are reported.

The Health and Safety Group Members

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- The School has established two Health and Safety Groups, chaired by the Executive Principal. These groups are non-executive groups for the purposes of providing structured oversight and triangulation of health and safety issues. The Groups, which sit every term, consist of a range of teaching and support staff covering the key areas within the schools. The structure of this oversight includes intentional connection with whole safeguarding.
 - Students and members of staff should bring health and safety issues to the attention of the Groups through departmental meetings or the School Council. Where appropriate, the Groups will make recommendations to the Senior Leadership Team and/or Excomm or Governors, in accordance with the School's current procedures.

Requirements of the health and safety group representative include:

- They should be approachable.
- Have the confidence to speak for the group that they represent.
- Being knowledgeable in the Organisation's processes and activities within their representation area.

Campus Hazards Group Terms of Reference

- The group will conform to Thailand's Health and Safety Regulations and where applicable use the basis of the UK legislation as a standard for ensuring a safe school environment
- The group will provide a clear communication path to any employee who wishes to raise a concern - provide a mechanism for consulting all staff on any hazards and preventive measures

The group will meet each Half Term to review trends emerging from review and consultation activities which include:

Fortnightly meeting of Estates, EP and Headmaster which ensure regular oversight of projects or tasks which have been raised as hazards and to enable constant RAG rating of hazards

Hazard walks which take place every half term in advance of meetings or more regularly if required

The Executive Principal will report on the impact of the monitoring of hazards and consultations to the Excom on a weekly basis identifying trends or patterns which need action or which have been actioned.

The Health and Safety Training and Policy Review Group

- The Health and Safety Training and Policy Review Group has regulatory compliance

oversight to promote best practice and ensure that all adults on site are trained in policies, procedures which

support the well being of the entire community

- The Committee will review policies according to the school's policy review schedule and spot check risk assessments on a sampling basis or following an incident
- The Committee will meet termly to monitor induction, training, and the implementation of training arising from anything arising from the Hazards committee.

Students and parents

- Do not put themselves or other people at risk through their actions or failure to act.
- Follow the classroom teacher's safety and health instructions.
- Tell teachers about any change to their state of health, either temporary or permanent, which might affect their study ability or their suitability to activities out any tasks.

