

Implemented – November 2025  
Effective from 1<sup>st</sup> of January 2026

# **Health and Safety Policy**

**This policy applies to the whole  
school including Early Years**

**British Way International School**

**Kandy**

British Way International School, Kandy (BWIS), is unequivocally committed to ensuring the highest standards of health, safety, and welfare for all students, staff, visitors, and other stakeholders who enter the school premises. This policy articulates the school's unwavering commitment to fostering an environment that is safe, secure, and conducive to both learning and work. BWIS adheres fully to all relevant national legislation, regulations, and safety standards, ensuring that the institution not only meets but endeavors to exceed the statutory obligations required of an educational establishment. The school recognizes that a proactive approach to health and safety is essential in safeguarding the community and achieving the broader aims of the institution.

### 1. AIMS AND OBJECTIVES

The primary aim of all health and safety practice at BWIS is prevention. We strive to create and maintain a safe learning and working environment through effective procedures, risk reduction, and responsible practice.

Additionally, the school aims

- To provide basic first aid and essential life-saving assistance to all students, staff, and visitors when required.
- To ensure that all safety procedures are clearly established, regularly reviewed, and effectively implemented.
- To uphold a safe and conducive environment for learning and work through consistent monitoring and responsible behaviour.

### 2. COMMUNICATION

Effective communication between parents, students, and staff is a vital prerequisite for successful health and safety management. Clear and reliable communication is particularly essential before an emergency occurs. All staff are expected to report any health and safety concerns to their line manager immediately, who will ensure appropriate action is taken. Transparent, timely, and accurate communication forms the foundation of the school's health and safety framework.

### 3. REPORTING

All staff members, students, parents, and visitors are encouraged to report health and safety concerns **without delay**.

**Primary School:** Reports should be directed to the Assistant Principal.

**Secondary School:** Reports should be directed to the School Administrators.

All reports will be documented and appropriately followed up.

Health information relating to every child, including any chronic illnesses, long-term medical concerns, allergies, or conditions that may pose a risk to the child or others, must be reported to the school at the beginning of each academic year. Parents or guardians are also required to notify the school of any communicable diseases the child has recently contracted that may be transmissible to others, as well as any other relevant health matters. All health records will be maintained in the Administration Office and will be updated annually.

## **4. RESPONSIBILITIES**

### **4.1 Head of School**

The Head of School holds overall responsibility for all matters relating to health and safety within the institution. This responsibility includes overseeing the implementation, monitoring, and review of all procedures and ensuring that the school consistently meets the required standards. In the absence of the Head of School, responsibility is delegated to the School Management Committee (SMC) who will assume full authority in relation to health and safety matters.

### **4.2 School Management Committee**

The School Management Committee carries delegated responsibility for ensuring that all health and safety arrangements are effectively implemented across the school. The team liaises closely with relevant staff and ensures that they have access to appropriate information, guidance, and training. Furthermore, the SMC ensures that staff members understand and follow all established safety procedures.

### **4.3 Health and Safety Officer**

The designated Health and Safety Officer works collaboratively with the Health and Safety Committee to develop and maintain school-specific policies that are approved by the Governing Body.

A nominated officer with responsibility for health and safety monitors the effectiveness of the school's systems and ensures that objectives and targets are achieved. The Officer is responsible for actively monitoring the school environment to identify hazards before incidents occur. This includes reviewing premises, curriculum activities, and specific staff responsibilities. The Officer ensures that risk assessments are completed and that a comprehensive risk register is maintained. Emergency procedures are reviewed regularly, and the outcomes of drills and investigations are analysed and addressed. The Officer reports to the Governing Body and ensures that the school remains up to date with relevant legislation and guidance.

### **4.4 All Employees**

Every member of staff has a duty to safeguard their own health and safety as well as that of their colleagues and the students under their supervision. Staff are expected to remain informed about safety procedures, attend all relevant training, and comply with instructions issued by school leadership. All accidents, unsafe conditions, or dangerous occurrences must be reported without delay to the School Management Committee. Staff must also ensure that any equipment provided for safety is used appropriately and not misused.

### **4.5 Classroom Teachers**

Teachers are directly responsible for the safety of students in their care. They must ensure adequate supervision, follow all safety procedures, and be fully aware of the school's emergency protocols relating to fire, evacuation, security, and first aid.

### **4.6 Technicians / workers**

Technicians are responsible for maintaining safe working environments within workshops, preparation rooms, and other specialist areas. They must ensure that equipment is properly maintained and used in accordance with established safety procedures.

## **5. SECURITY MEASURES**

BWIS places the highest importance on maintaining a secure environment. A security guard is stationed at the main entrance of the school, and the premises are monitored around the clock. The leadership team, teachers, and support staff work collaboratively to ensure that the school buildings remain secure and that all persons entering the premises do so safely and in accordance with the school's protocols.

## **6. VISITORS**

All visitors are required to report to the security guard upon arrival, using the school's signing-in system. Contractors, delivery personnel, and regular visitors are expected to comply with all school safety rules. Visitors are encouraged to report any health or safety concerns to the school office immediately. Contractors will be informed of relevant health and safety procedures prior to commencing work on the premises.

## **7. STUDENTS**

Students receive ongoing education regarding health and safety and are encouraged by staff to communicate any concerns or potential hazards that they observe. The school promotes a culture in which students understand the importance of acting responsibly and ensuring their own safety and that of others.

## **8. SCHOOL FACILITIES**

The school is committed to maintaining its facilities in a manner that promotes accident prevention, injury reduction, hygiene, and general welfare. All classrooms, outdoor areas, and specialist facilities are maintained with care and subject to regular inspection. Adequate staff supervision is provided at all times to ensure the safety and wellbeing of all students.

## **9. RECRUITMENT AND SAFEGUARDING PROCEDURES**

BWIS acknowledges that effective risk management begins with the recruitment and selection of suitable staff. The school has established clear and consistent procedures for recruiting, screening, and supervising all employees, interns, and contractors. These procedures are designed to ensure that all individuals working with students are appropriately qualified and aligned with the school's safeguarding values.

## **10. STAFF TRAINING**

The school is committed to providing regular training to all staff in areas such as emergency drills, communication protocols, and health-related procedures. Induction training is provided to every new member of staff, ensuring they understand the school's expectations and have access to this Health and Safety Policy.

## **11. WORKING AT HEIGHT**

Staff who undertake tasks involving working at height, such as arranging classroom displays, are required to use appropriate access equipment, including step ladders or kick stools. They must wear suitable footwear and must not climb on furniture under any circumstances.

## **12. FIRE SAFETY AND EVACUATION**

Fire exits throughout the school are clearly marked, and evacuation routes are displayed in each classroom. Fire drills are conducted once every term and are documented by the designated Head of Evacuation. Evacuation times and any concerns arising from the drill are reported to the School Management Committee. All fire extinguishers are checked annually, and security guards carry out termly inspections of fire doors, signage, and alarm systems. Firefighting equipment is inspected annually by a state fire authority, and an up-to-date inventory is maintained by the appropriate Head of School.

## **13. EMERGENCY DRILLS**

Emergency drills are conducted termly to ensure all members of the school community can evacuate quickly and safely. Special arrangements are made for students with disabilities or additional needs. Following each drill, a detailed report is circulated, identifying areas of strength and any aspects requiring improvement.

## **14. EMERGENCY SERVICES NOTIFICATION**

In any emergency situation, staff are authorised to contact emergency services without delay.

The emergency contact numbers are as follows: Police – 119,  
Fire and Rescue – 110,  
Ambulance – 1990 (Suwasariya).

## **15. ALCOHOL AND SMOKING**

The consumption of alcohol or smoking on school premises or during school hours is strictly prohibited for staff and students. This prohibition extends to school visits and trips. Any breach of this policy will result in action being taken in accordance with the school's Behaviour Policy. The school complies fully with Sri Lankan laws relating to smoking and alcohol regulations.

## **16. MEDICATION**

Basic first aid facilities are available within the school premises. Students diagnosed with asthma are required to keep their inhalers with them at all times. Any child who is undergoing medical treatment or taking medication must ensure that the class teacher is informed accordingly. Students are not permitted to keep any form of medication in their possession without the prior knowledge of the class teacher. Parents and guardians are responsible for making informed medical decisions on behalf of their children and are expected to act in the best interests of the wider school community by seeking appropriate medical advice whenever there is a risk of an infectious illness.

## **17. PROVISION OF FIRST AID**

BWIS ensures that a designated first aider is present on site at all times. First aid boxes are strategically placed throughout the school premises, and students are not permitted to access or remove any medication from these boxes without the supervision of an authorised adult. All instances of medication administered, along with the reasons for issuing it, must be recorded accurately.

In the event of a serious injury or illness, trained first aiders provide immediate emergency assistance and determine whether additional medical intervention is necessary. If hospital treatment is required, the Head of School must be informed without delay, and an ambulance may be called at the discretion of a qualified first aider. Parents or guardians are notified at the earliest possible opportunity. If they cannot be reached, a designated member of staff will accompany the student to the hospital and remain with them until a parent or guardian arrives.

## **18. ACCIDENT REPORTING**

All accidents are recorded in the school's accident book, located in the administration office. Accidents requiring a student to be sent home or requiring medical treatment are documented in detail. The Head of Primary or Secondary investigates serious incidents and recommends measures to prevent recurrence.

## **19. EMOTIONAL AND PHYSICAL WELLBEING**

The school prioritises the emotional and physical wellbeing of all students. With parental consent, BWIS may request the involvement of external professionals to assess a student's development. The School Counsellor may also observe and report on a student's wellbeing.

## **20. ANTI-BULLYING COMMITMENT**

BWIS does not tolerate any form of bullying. The school has both proactive and responsive measures in place to prevent bullying and address incidents promptly. Students are actively encouraged to speak to their class teacher regarding any concerns. Staff members address issues in accordance with the Anti-bullying Policy.

## **21. PARENTAL RESPONSIBILITIES IN RISK MANAGEMENT**

Parents are expected to behave responsibly while on school premises and to provide accurate, updated information regarding their contact details. They must inform the office and security staff immediately of any changes in address, telephone numbers, or email addresses. Parents must also report relevant health and safety concerns involving their children.

## **22. STUDENT RESPONSIBILITIES IN RISK MANAGEMENT**

Students are expected to conduct themselves safely, take responsibility for their actions, and report any health or safety concerns to a trusted teacher or to the school office. Students also share responsibility for contributing to a safe school environment by alerting staff to any potential risks.

## **23. USE OF SCHOOL BUILDINGS OUTSIDE SCHOOL HOURS**

When school facilities are used outside normal operating hours, event organisers are responsible for ensuring adequate supervision, maintaining safety standards, and preparing for potential emergencies. Students who remain on the premises after school for sports activities fall under the supervision and responsibility of the designated teacher-in-charge, and attendance must be accurately recorded. For students who stay after hours to participate in practices, rehearsals, or preparation for school events, the supervising teacher must inform the Administration Office in advance and provide a complete name list for approval. Any training programme, camp, or group activity conducted on school premises must have a qualified first aider present, and all accidents must be documented and reported to the school office at the earliest possible time. Students who

remain on the school premises after school hours without being involved in authorised or supervised activities must be under the direct care and responsibility of their parents or guardians.

## **24. OFF-SITE VISITS**

On all off-site activities and school events, a designated first aider accompanies the group, and a portable first aid kit is carried. Students who require medication during the school day must bring their treatment with them. Health and safety arrangements, including first aid procedures, form part of the risk assessment for the visit.

## **25. SCHOOL TRIPS**

All school trips require a detailed risk assessment conducted by the trip leader. The assessment must be reviewed and approved by the SMC before the trip proceeds. Parents receive a permission form prior to the visit, and no student may participate without parental consent. A first aid kit must accompany the group, and students with medical needs must carry their required treatments.

## **26. VEHICLES AND TRANSPORT**

Drivers of vehicles entering or travelling near BWIS premises must exercise caution at all times. Security staff monitor traffic flow to ensure safe and orderly conduct within the vicinity of the school.

## **27. APPROVAL AND ADOPTION**

This Health and Safety Policy has been reviewed and approved by the Central Management Committee of British Way International School, Kandy. It comes into immediate effect and supersedes any previous versions