

Health & Safety Policy

XCL Education Malaysia



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Introduction

At XCL Education Malaysia (XCLM), we are committed to providing a safe and healthy environment for all students, staff, and visitors. This Health and Safety Policy outlines our approach to managing health and safety within the school premises and during school activities. The policy applies to all individuals present on school grounds, including students, teachers, support staff, contractors, and visitors. It is designed to ensure compliance with applicable health and safety legislation and promote a culture of safety within the school community.

Purpose

The purpose of this Health and Safety Policy is to establish a framework for ensuring the health, safety, and well-being of all individuals within XCL Education Malaysia (XCLM). This policy aims to create a safe and healthy environment conducive to learning, teaching, and other school activities. It outlines our commitment to complying with relevant health and safety legislation, promoting best practices, and continually improving our health and safety performance.

Scope

This policy applies to all individuals present in central office and school premises, including students, staff, contractors, volunteers, parents/guardians, and visitors. It encompasses all school activities, both on and off-site, such as classrooms, laboratories, sports facilities, transportation, and field trips. The policy covers potential hazards and risks associated with these activities and outlines the responsibilities of individuals to maintain a safe environment.

Responsibilities

Management Commitment

The school management is responsible for creating a safe and healthy environment by:

- Allocating sufficient resources for health and safety implementation
- Appointing a competent person(s) to oversee health and safety matters.
- Establishing and maintaining effective health and safety management systems.
- Ensuring compliance with relevant health and safety legislation and standards.
- Providing appropriate training and guidance to staff, students, and visitors.

Staff Responsibilities

All staff members are responsible for:

- Following safe working practices and adhering to health and safety procedures.
- Reporting any health and safety concerns or incidents to the designated person(s).
- Participating in health and safety training programs as required.
- Promoting a safe and healthy environment for students, colleagues, and visitors.

Student Responsibilities

All students are expected to:

- Comply with health and safety rules and instructions provided by teachers and staff.
- Report any health and safety concerns or hazards to a teacher or staff member.
- Act responsibly to ensure their own safety and the safety of others.

Risk Assessment and Management

We conduct regular risk assessments to identify potential hazards and implement control measures to minimize risks. The risk assessment process includes:

- Identifying hazards present in the school premises and during school activities.
- Assessing the level of risk associated with identified hazards.
- Implementing appropriate control measures to mitigate risks.
- Regularly reviewing and updating risk assessments as required.
- Providing staff, students, and visitors with information on identified risks and control measures.

Incident Reporting and Investigation

All incidents, accidents, near misses, or dangerous occurrences must be reported promptly to the designated person(s). An incident investigation will be conducted to:

- Determine the root causes of the incident.
- Implement corrective actions to prevent recurrence.
- Review and update risk assessments and control measures based on investigation findings.

Fire Safety

We have established fire safety procedures to ensure the safety of everyone in the event of a fire. The procedures include:

- Conducting regular fire drills to familiarize staff and students with evacuation procedures.
- Maintaining fire detection and suppression systems in good working order.
- Designating and clearly marking evacuation routes and assembly points.
- Training staff on fire safety procedures and the use of fire extinguishers.
- Regularly reviewing and updating fire safety procedures based on lessons learned.

First Aid and Medical Care

We have designated first aiders who are responsible for providing initial medical care in case of injuries or illness. The first aid procedures include:

- Ensuring an adequate number of qualified first aiders are available on the premises.
- Maintaining well-stocked first aid kits that are easily accessible.
- Providing training to staff on first aid and CPR techniques.
- Documenting and reporting all first aid incidents.
- Establishing protocols for handling medical emergencies and contacting emergency services.

Safety of Premises and Equipment

We are committed to maintaining a safe and secure environment by:

- Regularly inspecting and maintaining school premises, buildings, and equipment.
- Conducting risk assessments for equipment, including laboratory apparatus, sports equipment, and playground facilities.
- Ensuring appropriate safety measures are in place for hazardous areas, such as science laboratories and workshops.
- Implementing procedures for the safe use, storage, and disposal of hazardous substances.
- Regularly reviewing and updating safety protocols for equipment and premises.

Training and Communication

We provide training and information to staff, students, and visitors to raise awareness about health and safety matters. This includes:

- Induction training for new staff and students, covering health and safety policies, procedures, and emergency protocols.
- Regular training sessions and workshops to update staff on health and safety practices.
- Displaying safety notices, signs, and posters in prominent locations.
- Promoting open communication channels for reporting safety concerns or suggestions for improvement.

Review and Continuous Improvement

This Health and Safety Policy will be reviewed regularly to ensure its effectiveness and compliance with changing legislation and best practices. Reviews will consider:

- Feedback from staff, students, and parents/guardians.
- Incident reports and investigation findings.
- Updates in health and safety regulations and standards.
- Recommendations for improvement identified during audits or inspections.

Policy Dissemination

This Health and Safety Policy will be readily accessible to all staff, students, and visitors through the school's website, notice boards, and other communication channels. Any updates or revisions to the policy will be communicated promptly to all relevant stakeholders.

Supporting Documents

- Critical Incident Policy
- Emergency Response Procedures
- Fire Evacuation Procedure