

## Annual safety Assessment Policy

### The Policy for Safety Assessment

Liwa International School is without negotiation committed to ensuring the school site is a safe and secure environment for all students, staff and visitors who may enter onto the site.

The annual safety assessment review is part of the processes, which ensure that this is the case.

#### Procedure

The School Principal together with members of the Senior Leadership team and the Health and Safety officer will identify the areas and facilities within the school that will be subject to regular inspections.

Each area will have different inspection requirements; as such a competent person (employee or contractor) with the necessary and relevant experience will lead the inspection program for each identified area. The inspection team will be recorded on the Inspection Team worksheet.

Each inspection team will review the inspection required checklist for suitability prior to inspection. Any changes to the activities, tasks or facilities at the school trigger a review of the inspection checklist. In addition, inspection checklists will be reviewed annually to ensure ongoing suitability.

After the checklists have been reviewed for suitability, the concerned, in consultation with the inspection teams, will schedule inspections and document these on the Annual School's Inspection Calendar. The schedule should ensure that all areas are inspected on a monthly basis.

#### Conducting Inspections

Inspections must be led by the nominated competent person and involve relevant others (e.g. the school nurse for the clinic, maintenance contractor for swimming pool) using the area specific inspection checklist. All items on the checklist must be completed.

The School Principal ensures the inspection program is implemented and nominated team leaders adhere to this procedure.

#### Key responsibilities of the Health and Safety officer with respect to the Safety Assessment Review

- Allocate responsibility for completing inspections to competent people.
- Participate in the identification of areas to be inspected.
- Provide full support to the nominated staff in their role of leading the inspection process.
- Provide adequate resources to control identified hazards, unsafe acts and unsafe conditions and take appropriate action on issues escalated through the inspection Committee or concerned staff.
- Ensure that the Nominated Staff identify areas subject to regular annual inspection and ensure inspections are scheduled monthly
- Ensure that specific checklists are available to inspection teams to participate in inspections as requested.

#### Examples of areas within the school that may require regular inspection include

- Administration/office areas
- Gymnasiums, playground equipment, outdoor sporting areas, sporting equipment
- Storage areas

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- Swimming pools
- Science Laboratories
- Clinics
- Fire-fighting equipment
- Kitchens/canteen areas
- Roof access