Mandalika
Intercultural
School

MIS HEALTH AND SAFETY POLICY

1. Introduction

Purpose and Scope
This Health and Safety Policy aims to ensure a safe, secure, and healthy environment for all stakeholders - students, staff, parents, and visitors at Mandalika Intercultural School (MIS). It covers the roles, responsibilities, procedures, and actions necessary to protect individuals and uphold safety standards across the school premises. The policy applies to all areas of school activity, including classrooms, playgrounds, sports fields, and off-site school trips.

Importance of Health and Safety
Health and safety are of paramount importance at MIS. We are committed to preventing accidents, injuries, and illnesses by providing safe working and learning conditions. A positive safety culture promotes well-being, trust, and productivity, ensuring students can learn in an environment conducive to their physical and mental health.

2. Roles and Responsibilities

School Staff and Teachers
- All staff and teachers are responsible for maintaining a safe environment by identifying potential hazards, following established procedures, and reporting concerns. They should supervise students responsibly, ensuring equipment is used safely.

Students and Parents
- Students must adhere to safety rules and report unsafe behaviour. Parents play a crucial role by ensuring their children understand school safety guidelines and report health concerns to the administration office.

Health and Safety Committee (meet twice a term)
- The Health and Safety Committee is responsible for overseeing the implementation of the policy, conducting regular risk assessments, and coordinating emergency procedures. This role ensures compliance with health regulations and the continuous monitoring of safety conditions.
  The membership consists of
  - Principal
  - Manager of Operations

3. Health and Safety Objectives

- **Prevent accidents and injuries** by implementing preventive measures and safety training.
- **Promote well-being** by maintaining hygienic and safe facilities.
- **Ensure emergency preparedness** by training staff and students in fire drills and evacuation procedures.
- **Regularly review safety practices** to adapt to new challenges and risks.

4. Risk Assessment

Risk Identification and Assessment
- Regular inspections and assessments are carried out to identify potential physical, chemical, and biological hazards. These include evaluating medical conditions and mental health risks.

Risk Mitigation and Updates
- Action plans are created to mitigate risks. All risk assessments are reviewed annually or when significant changes occur, such as new equipment or changes in student health profiles.

5. Health and Safety Procedures

Emergency Procedures
- Detailed plans for fire evacuations, medical emergencies, and lockdown situations are in place. Fire drills are conducted tri-annually, and all exits are clearly marked.

Accident Reporting
- All accidents or near-miss incidents must be reported immediately to the Health and Safety Officer via the MIS Behavioural Incident Report Platform (BIRP). These reports are documented and analyzed to prevent future occurrences.

Safe Use of Equipment and Facilities
- Specific guidelines are followed for the safe use of lab equipment, sports gear, and hazardous substances. Equipment is regularly inspected for safety compliance.

First Aid and Medication
- First aid kits are available throughout the school, and trained staff administer first aid when needed. Procedures for the safe administration of medication, particularly for students with allergies, are in place.

Environmental Health
- The school ensures high standards of cleanliness, proper waste disposal, food hygiene in the cafeteria, safe drinking water, and proper ventilation in classrooms.

6. Training and Development

- **Staff Training:** Regular health and safety training is mandatory for all staff, focusing on first aid, risk identification, and emergency procedures.
- **Student Awareness:** Workshops and campaigns teach students about personal safety, mental health, and well-being.

7. Mental Health and Well-being

Support Structures
- MIS provides counseling services and implements anti-bullying strategies to ensure students' mental health is supported. Teachers are trained to identify signs of stress, anxiety, or bullying.

8. Monitoring and Review

Regular Policy Reviews
- The Health and Safety Policy is reviewed annually to ensure its relevance and effectiveness. Feedback from staff, students, and parents is collected and incorporated into policy revisions.

9. Compliance with Legislation

- This policy adheres to local, regional, and national health and safety laws. It ensures MIS is compliant with the applicable health and safety regulations governing schools in Indonesia.

Change History

Version	Approved by:	Date of issue:
1	School Board	29 October 2024