

Health, Safety and Environment Policy

Excellence in International Education

Hyundai Foreign School

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1 Background

With its relocation of the school in 2018 to the Hanmaeum Center, a local community center, the school has been faced with great challenge of ensuring safe and healthy learning environment for our students. This has prompted the school to review and amend the existing Health Safety and Environment (HSE) Handbook in order to reflect the changed circumstances and to develop a set of procedures that will help us to deal with health and safety hazards more effectively.

2 Purpose

The purpose of this handbook is to describe the responsibilities of school staff, students, parents and visitors; the health safety and environment (HSE) considerations to be aware of and the emergency/evacuation procedures which are in place for the school and school premises.

3 Responsibilities

3.1 Teachers

Teachers have the responsibility:

- To call the register every morning and after lunch
- To intervene directly and personally in any hazardous situation to which students can be exposed in order to eliminate or reduce a risk (for example: good housekeeping, removal of objects likely to block escape routes or fire extinguishers, avoid suspended objects near a source of heat, slipping tripping hazards)
- To inform immediately the Principal, the Executive Board Member, or Admin Manager about any dangerous situations
- To instigate the calling of ambulance and/or fire brigade if needed
- To provide basic first aid to students and other school participants in case of extreme emergency (Check Emergency details for parental consent or alternative instructions - see appendix 7)

- To immediately make necessary decision in case of medical emergency (evacuation to hospital, call parents. Check Emergency details for parental consent or alternative instructions - see appendix 7)
- To report to the Principal any event (near-miss, accident, fire....)
- To check that the contents of the first-aid kit are always available as per the check-list (Min Quantities). Any shortage shall be reported to the Principal or the Executive Board Member
- To conduct evacuation of the premises in case of emergency and check that all students are accounted for
- To be aware of the Lockdown procedure
- To check before securing the school every day that no students are left in the building, that electrical items and air conditioning/heating are turned off
- To participate in HSE audits and safety drills
- To instigate the calling of Korean Police in case of any threat or security problem
- To control the access to any non-authorized third parties
- To inform the Principal, the Executive Board Member or Admin Manager about means, help or any resources required to maintain the correct HSE and security level of the school
- To carry out a risk assessment prior to any school trips
- To keep class emergency contact information up to date
- To deal with minor and major injuries as per the procedure in Appendix 2

3.2 Parents

Parents have the responsibility:

- To inform the teachers about specific problems for their students, e.g medicines, food dislikes, allergies (see appendix 7)
- To bring their students to the school only if they have no infectious diseases that could affect other students or teachers
- To provide a direct phone number where they can be reached in case of an emergency along with an alternative nominated adult (see appendix 7)

- To provide written authorization for teachers to perform first aid and take all necessary emergency decisions in case of medical emergency through signature of the emergency contact form. If authorization is not given then alternative arrangements should be clearly stated (see appendix 7)

3.3 Visitors

Visitors have the responsibility:

- To sign in and out at the school Admin office
- To be familiar with emergency procedures (if a regular visitor)

3.4 Admin Office

The Admin Office has the responsibility:

- To provide to teachers any means, help or resources that they may require in order to stop a dangerous situation, mitigate a risk, or improve the safety level of the school
- To organize regular HSE audits, in order to maintain a high HSE level at the school
- To organize regular evacuation drills with teachers and students
- To aid in case of emergency in addition to local authorities if required
- To provide first aid and basic fire fighting training to teachers
- To provide adequate first-aid kits
- To provide students, teachers and others safe premises to work in
- To provide school premises with fire extinguishers appropriate for the identified risks involved, and in sufficient quantities
- To provide premises with emergency/exit lighting and a fire alarm detection system
- To provide premises with heating and air conditioning able to keep the premises at comfortable working conditions whatever the outside temperature is
- To maintain the premises in order to keep a high level of safety and to intervene as soon as possible, should any problem be identified

- To check and inspect on a yearly basis the condition of fire extinguishers
- To inspect on a yearly basis the electrical installations and systems
- To perform daily cleaning of class rooms, kitchen and toilets
- To perform gardening/grounds maintenance

4 Training

The school staff will be trained at the minimum with the following training:

- Basic First aid (First aid and CPR Lifts and transfers/seizure control may also be worthwhile)
- Basic fire fighting
- HSE procedure for H.F.S.

5 Risks

5.1 Fire risk

With fire being a potential hazard in any school, teachers, students, and parents must be concerned, regularly informed and watchful to:

- Ensure that smoking is prohibited on all school premises (including playground and garden)
- Avoid the accumulation of combustible material in school rooms and corridors: paper, solvent, chemicals and so on
- Keep all corridors and exits free of any object that could obstruct evacuation
- Always keep access to fire extinguishers clear
- Turn off gas inlet in the kitchen after use
- Ensure the proper location of fire extinguishers, in accordance with risk
- Equip all school rooms and kitchen premises with fire detectors and a fire alarm system
- Ensure that fire extinguishers, blanket and alarm system shall be inspected on a yearly basis

- See that care should be taken in the use of e.g. lighters/candles in the class for experiments, the portable hot stove and flammable materials

5.2 Electrical risk

Many fire or electrocution risks originate with an electrical problem.

- In order to prevent electric shock, all electrical distribution systems shall be fitted by qualified personnel.
- HHI shall be responsible for inspection of electrical systems at regular intervals
- The condition of electrical sockets (and socket protectors), electrical cables etc. in the classrooms shall be checked on a regular basis by teachers

5.3 Poisoning and chemical risk

- Students shall not have access to chemicals or poisons of any nature
- Kitchen: chemicals and detergents for cleaning shall be locked away at all times
- Chemicals: NO chemicals shall be left unattended where students are present
- Water: the local tap water is not drinkable, a filtered water fountain is provided
- Filter has to be replaced as soon as needed (warning light)
- Where the use of chemicals and detergents is unavoidable, they shall be locked away out of the reach of students at all times.

5.4 Risk of fall

- Make sure that students hold on to railing when they move up and down the stairs
- Make sure through constant reminder that students walk

- in the hallway and on the stairs for their own safety
- Playground: students must not be left unattended whilst playing in the playground
 - Attention to flooring materials and floors which become a slipping hazard when wet. (portable stand warning students about a hazard will be available)

5.5 Risk of burn

- Risk of burns is ever present in kitchen areas. Access to the kitchen shall be prohibited to students at anytime unless accompanied by teaching staff or other designated adults.
- Care should be taken in the use of glue guns particularly for younger children when only adult should operate.
- Take extra care when using the oven in the classroom or in the cafeteria as part of classroom activities

5.6 Allergies

- Students with allergies and food restrictions are identified from the Emergency Forms that are completed when a Student enrolls.
- Further information should be sought if allergies are reported on Emergency Forms
- Students should be reminded that they should not share food and be aware of students on allergy board.
- A display in the cafeteria displays information regarding Students with allergies or food restrictions.

5.7 School Bus

- Seatbelts must be fitted and worn by all students
- Students should be aware of and regularly reminded of the bus rules

5.8 Lockdown/Lockout

- Lockdown: is a procedure used when there is an immediate threat to the school e.g. school intruders. Lockdown minimizes access to the school and secures staff and students in classrooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorized person e.g. Principal, Executive Board Member, Admin Manager or police officer.
- Lockout: is a procedure which prevents unauthorized persons from entering the school and is to be used when the threat is general or the incident is occurring off the school property. This procedure may allow for school activities to continue as normal during the outside disruption.

5.9 Risk Assessment

- Staff should be aware of above risks and take necessary actions
- Periodic risk assessments of the school premises will be made by Principal
- A risk assessment should be completed for any school trip (see Appendix 10)

6. Safety Rules for PE Activities and Break Time

The teachers should make sure that students practice the following safety rules for their own safety during the PE classes or break time.

- When taking staircases to move to and from the futsal field or the gymnasium, hold on to the railing.
- Wear comfortable clothing and well-padded shoes
- Always warm up before doing PE activities and cool down afterwards to lower the risk of strains and sprains
- Replenish extra fluids before, during and after physical activity
- Listen to the body. Exert oneself within the boundary of one's own

physical ability

- Refrain from taking dangerous actions that may cause injury to self or others
- Do not lean against the nets in the futsal field

7 Appendices

7.1 Appendix 1: First Aid kit

The First-aid kit shall be easily recognizable and transportable and has to close suitably but shall not be lockable.

The content of the first-aid box is:

- Sterilized compresses
- Elastic Stretch Bandage
- Adhesive Plaster Assortment
- Antiseptic Ointment
- Antiseptic cleaning wipes
- Assorted Bandages
- Triangular Bandages
- Disposable gloves
- Cotton buds
- Scissors
- Tweezers
- NO MEDICINE (a medicine is never totally harmless. It can have unpredictable side effects – Allergies for example)
- Reserve masks for staff and students

The first-aid box does not have to contain any other products than those mentioned above.

Survival blankets and electronic thermometers are kept in the admin office.

7.2 Appendix 2: Minor and Major Injury Procedure

Minor Injuries

- Minor injuries are defined as those not requiring hospital treatment.
- Minor injuries should be dealt with by the Admin Office staff
- First aid kits can be found in the Admin Office, the cafeteria and the Hall
- All minor injuries should be recorded in the Minor Injury Book that is kept in the Admin Office next to the Emergency Forms.
- All minor injuries should be reported to the Principal
- The Principal will contact Parents, if deemed necessary

Major Injuries

- Major injuries are defined as those potentially requiring hospital treatment.
- The Student's Emergency Form must be collected before going to hospital, and read for allergies, restrictions and permission given by Parents for emergency treatment
- Students who have not given permission for emergency treatment to be given must make special arrangements that are recorded with the child's Emergency Form
- In the event of a major injury at the school, appropriate medical attention must be the first priority for the injured person. Following that, the nearest available help should be sent to inform the Principal or the Admin Office in case he/she cannot be reached immediately while the attending Staff Member remains with the injured person.
- The Principal or the Admin Office in his/her absence will inform the Executive Committee Member and Parents
- The School Manager will inform the necessary Emergency Services

Off School Site

- In the event of a major injury happening off the School site, appropriate medical attention must be the first priority for the injured person. Following that, the attending Staff Member should contact the Principal or the Executive Board Member immediately through the Admin Office and act on advice.
- Emergency Forms should be taken on all off-site school trips along with a basic first aid kit (and travel sickness bags).

7.3 Appendix 3: General Emergency Procedure

General Emergency is to be defined as an unforeseen circumstance in which there is:

- No water, electricity heating or toilet facilities at the school
- Staff absence on a large scale
- Rioting by the civilian population
- Declaration of war
- Invasion by foreign forces
- Extreme weather conditions (high levels of "yellow dust" or particulate matters (PM) in the air, typhoons, snowfalls etc.) preventing normal daily activities such as getting to school safely.

This procedure is designed to cover two basic situations:

a) An emergency situation before school starts

In the event of an emergency situation that occurs before school starts, the Admin Office sends out a text message prepared by the Principal informing that there is no school, until further notice. The teacher will let the Principal know when all parents have been contacted, (or that one or some parents have not been contacted.) in this situation.

b) An emergency situation that arises in school hours

In the event of a general emergency situation arising whilst the students are at school, the students would stay at the school until the situation enabled safe collection. Parents would be notified by the telephone chain (see Appendix 8)

Should an emergency situation arise whilst the students are at school, the Principal or relevant staff member will use the telephone chain to contact all other teachers. Teachers will be advised either to stay put until further notice, or to arrange for collection of their students straight away by continuation of telephone chain. This information may also be given through the announcement system.

Any outdoor activities should cease immediately. If appropriate the Principal or supervising staff should direct students who are on the futsal field to return to their classroom or to the designated safe haven.

7.4 Appendix 4: Emergency Evacuation Procedure

a) Fire

The following is the procedure to be followed by the entire school in the event of fire occurring in the Hanmaeum Center building.

- In case fire occurs on the third floor (inside the school precinct):
 - If fire is detected by anyone, he/she needs to inform the admin office immediately and then, the office staff activates the alarm bell. The admin staff telephone relevant emergency services as well as relevant Hanmaeum Center safety personnel.

- On the sound of the alarm bell, all staff and students evacuate the building in an orderly manner, following the evacuation routes displayed in each room and taking the safest possible route clear of hazards and ensuring that they shield themselves from inhaling smoke. All staff and students meet at the muster point, i.e., the futsal pitch.
 - Prior to, in the process of and after evacuation, all class teachers must count the students in their class and report to the Principal if there is anyone missing. If any staff or student is found missing, the Principal will organize the search for the person(s).
 - After everyone is accounted for on the muster point, the admin staff check for any fire damage to the building in conjunction with the Hanmaeum Center safety personnel. In case no damage has been found and if it is determined to be safe to return to the building, the Principal will take a decision for the staff and students to return to their classrooms.
 - However, in case it is determined to be not safe to return to the building or if it is not possible to resume class due to fire damage, the teachers and students will remain on the futsal pitch at the instruction from the Principal. The admin staff immediately notifies all parents to come and pick up students from the muster point.
- In case fire occurs in other areas of the Hanmaeum Center:
 - If fire occurs in other areas of the Hanmaeum Center building, it will activate the alarm system of the whole building, in which case also, the same procedure as in the preceding paragraphs will be followed.

b) Lockdown and Evacuation Procedure for Threat from External Source

The following is the procedure to be followed by staff and students in the event of a threat to the school from an

external source. If an external threat to the school in the form of an external source preventing immediate evacuation is detected by a staff member, they are to immediately alert the admin office who will make a P.A announcement for the students to gather in the library.

- The Principal and Caretaker to immediately secure all access points to school and continuously circulate, checking that access points have not been breached and to allow parents or people with granted access entrance if necessary. All staff are to be given walkie- talkie devices to communicate with each other. The Principal is to constantly circulate between access points, library and admin office keeping up to date with relevant information
- All students are to gather in a secure room (Library) under the supervision of two teachers or staff members.
- Three key Admin staff are to remain in the admin office: Mr. Paul Kim, Ms. Esther Yeo and Ms. Yujin An.
 - Paul Kim: To contact police, secure transport / bus and collect information regarding external threat for circulation to staff and parents.
 - Esther Yeo: To field calls from parents and send out information to staff and parents from Mr. Kim.
 - Yujin An: To contact parents of students to notify them of evacuation procedure and off-site muster point.
- Once a police escort has been ensured and transport is ready and ALL parents have been contacted as to where the off-site muster point is all students will line up in an orderly fashion to exit through the most appropriate exit.
- The Principal and Caretaker are to lead the students through the exit with staff members accompanying students to the police escorted transport that is ready and waiting.
- Once all students are accounted for on the bus it may depart for the allocated muster point.

- At the muster point students are to be collected by parents, teachers must confirm that students have been collected by parents or official guardians.

c) Evacuation Procedure in the Event of Earthquakes

The following is the procedure to be followed by the entire school to prevent students and staff from sustaining injuries from earthquakes.

- In case the earthquake is felt by all staff and students:
 - Teachers immediately instruct the students to take cover under the desks or tables and the staff and students remain under cover until shaking stops.
 - As soon as the shaking stops, teachers take the students to the muster point, i.e., the futsal pitch, carrying contact forms with them. Teachers and students will wait at the futsal pitch for at least 15 minutes until the admin staff's guidance.
 - In the meantime, as soon as the shaking stops, the admin staff check for any structural damage to the building in conjunction with the Hanmaeum Center safety personnel. In case no structural damage has been found and the government advises it is safe to return to buildings, the Principal will take a decision for the staff and students to return to their classrooms.
 - However, in case damage to the building structure has been found and/or the government advises it is not safe to return to buildings, the teachers and students shall remain on the futsal pitch. The admin staff immediately notifies all parents to come and pick up students from the muster point.
- In case the earthquake is felt by some but not all staff and students:
 - The relevant teachers immediately instruct the students to

take cover under the desks or tables and the staff and students will remain under cover until shaking stops.

- As soon as the shaking stops, the teachers check with the Principal and the admin office regarding the need to take the students to the muster point. If the Principal determines that evacuation is necessary, the teachers and students swiftly move to the muster point (If the principal determines otherwise in consultation with the admin office, the teachers and students shall stay in the classroom). Teachers and students will wait at the futsal pitch for at least 15 minutes until the admin staff's guidance. After 15 minutes, the procedures under the preceding paragraphs will be followed.
- In case the earthquake is undetected:
 - When the government announces that an earthquake with a magnitude of 5 and above has occurred in Ulsan area even when the earthquake has not been felt, the admin office sounds alarm and announces the details of the earthquake through the PA system and the teachers take the students to the muster point.
 - The admin staff check for any structural damage to the building in conjunction with the Hanmaeum Center safety personnel. In case no structural damage has been found and the government advises it is safe to return to buildings, the Principal will take a decision for the staff and students to return to the classrooms.
 - However, in case damage to the building structure has been found and the government advises it is not safe to be inside buildings, the teachers and students will remain on the futsal pitch. The admin staff immediately notifies all parents to come and pick up students from the muster point.

7.5 Appendix 5: Lockdown/Lockout Procedure

Lockdown Procedures

- A lockdown is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than staying inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats.
- A notification to occupants to lockdown may be sent by the Principal, the Executive Board Member, or the Admin Staff. Notification will be made through the PA system
- It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times.

Upon Alert to Lockdown:

If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions or escort from emergency personnel.

- If the door does not lock consider barricading the door with tables and chairs
- If you are in a corridor go into the closest office not already secured and lock or barricade the door and windows
- Close curtains or blinds where possible
- Stay away from windows and doors
- Stay low and quiet
- Cell phones should be put on quiet or vibrate mode. Do not make non-essential calls.

Actions to Avoid:

- Do not open the door once it has been secured until you are officially advised "all clear" or are certain it is emergency response personnel at the door

- Do not use or hide in washrooms
- Do not travel down long corridors
- Do not call 119 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response.

Considerations:

- Follow instructions from emergency personnel only
- During a lockdown, if the fire alarm is activated, remain where you are and await further instructions over the PA or portable loudspeaker
- For their own safety, emergency personnel must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.

Following the Lockdown:

- Cooperate with emergency personnel to assist in an orderly evacuation
- Proceed to the designated muster point or safe haven if advised
- The police may require individuals to remain available for questioning following a lockdown.

7.6 Appendix 6: School Layout ([Please click here](#))

7.7 Appendix 7: Emergency Telephone Contact

- Staff Members are strongly encouraged to carry a mobile phone at all times containing all emergency contact numbers.
- Staff members should ensure that their class emergency details are kept up to date and should keep an up to date list of contact numbers at home.

- A list of emergency telephone numbers is kept in the Admin Office, classrooms, and the cafeteria.

7.8 Appendix 8: Telephone Chain

- Once this system has been put into effect, teachers are to report back to the Principal that all have been notified. If someone cannot be reached then the teacher will notify the Principal of the unsuccessful contacts.
- Once the 'all clear' has been given, the same system may be used to notify everyone to return.
- **A letter should go out to parents at the beginning of each year and to new parents throughout the year explaining the procedure so that all are clear about the process in the case of a general emergency. The same information will be included in the Parent Handbook.**
- **As with other systems, this procedure should be tested at least once per school year.**
- **Teachers should have an up-to-date phone list of all the parents in their class both in their classroom and at home.**
- **If possible, teachers should confine calls to the eldest sibling from each family to avoid duplication. However, if in doubt, two calls are better than none.**

7.9 Appendix 9: Risk Assessment Form