



## **MIS Health and Safety Policy**

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### **Intention**

MIS is committed to ensuring the health and physical safety of our students and staff. As such, this occupational health and safety policy outlines our approach to ensuring a safe environment and promoting the well-being of all members of our school community. The policy below covers various aspects of occupational health and safety, including the maintenance of equipment and facilities, fire safety, site access, health issues and illnesses, CCTV coverage, risk assessments for off-site activities and other relevant considerations. This policy will be reviewed annually.

### **Key People**

School Proprietor – Dr. Wiravan Mooltripakdee

Head of School – Dr. Matthew Coutts

School Personnel Manager – Dr. Tuk

School Site Manager – Mr Toto



School Security Manager – Mr. Dutch

Senior Maintenance Coordinator – Mr. Tong

School Safeguarding Lead – Mr. James Kemp

Secondary School Nurse - Ms. Kareen Galboy

Primary School Nurse – Ms. Marmie Poran

### **Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

#### **1. The School Proprietor**

The school proprietor in her role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others. In order to discharge this responsibility, the employer will: ensure that all staff undertake health and safety training appropriate for their role, updated when necessary and will receive copies of all health and safety information. The owner will also ensure that the school's Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of, and comply, with its contents; ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School as outlined within policy and guidance.

#### **2. Headteacher's Role**

The Headteacher has overall responsibility for safety, policy, organisation and arrangements throughout the school, and will work with a number of staff who have been given specific designated safety roles, e.g. school nurses, site coordinators, etc. in promoting health and safety at MIS. The people in this team will:

- Ensure that routine maintenance checks and inspections are undertaken.
- Commission a health and safety policy detailing the responsibilities for ensuring health and safety throughout the school campus.
- Communicate the policy to all concerned.
- See that all staff are provided with adequate information, instruction and training on health and safety issues, including safety notices.
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments.
- Ensure health and safety issues associated with major building projects are complied with.
- Ensure that incidents, near misses and dangerous occurrences are reported using the school's reporting system, minor injuries form or hazard reporting system, as appropriate.



- Monitor incident trends to identify methods of reducing accidents.
- Ensure that necessary records are maintained relating to accidents associated with the work of the school.
- Report on health and safety matters including buildings and safety management to the school Management.
- Ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements: First Aid; Fire and Emergency Evacuation; Risk Assessments, including fire, manual handling and dangerous substances.
- Ensure that this occupational health and safety policy will be reviewed annually to ensure its continued effectiveness and compliance with legal and ethical standards.

### **3. MIS Staff**

All staff have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions, particularly the students.

All staff have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Always comply with the school's health and safety policy and procedures.
- Report all accidents and incidents in line with the reporting procedure.
- Cooperate with school management on all matters relating to health and safety.
- Not to intentionally interfere with, or misuse, any equipment or fittings provided, in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns to the senior management team immediately.
- Report any problems regarding health and safety to the senior management team immediately.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Use any personal protective equipment provided for safety or health reasons.



#### **4. Equipment and Facilities Maintenance**

##### **Responsibility: Maintenance Department - Head of Site Safety**

Responsible for the implementation of arrangements for the effective organisation, control, monitoring and review of preventative and protective measures of the school's traffic, security, surveillance and machinery.

##### **AIMS**

- To uphold high safety standards and prevent potential hazards within the school premises.
- To foster a proactive approach to reporting and resolving issues related to unsafe equipment.
- To contribute to the overall well-being and security of all members of the school community by implementing standard guidelines for maintaining all types of tools, equipment and infrastructure in the school.
- To ensure a safe environment for all.
- To upkeep general maintenance of the school.
- To give specific attention to the safety and functionality of all types of equipment within the school premises.

1. The Maintenance Department is to conduct regular inspections and maintenance routines for all electrical equipment, including but not limited to lighting fixtures, electrical outlets, circuit breakers and electrical appliances. Routine checks on gas, chemicals, fire and electric checks by trained personnel to be conducted and recorded.

2. Safe use of electrical equipment to be emphasized through clear signage and instructions provided near each device. All staff and students receive comprehensive training on the proper handling and usage of electrical equipment to minimize the risk of accidents or electrical hazards.

3. Any equipment found to be in an unsafe condition, or with faults or damages that pose a potential risk are not to be used until it has been properly repaired or replaced. Staff members to immediately report such instances to the Maintenance Department or the designated Safety Officer for appropriate action.

4. The reporting process for dealing with issues related to unsafe electrical equipment will include the following steps:

- 4.1 Staff members who identify any equipment to be in an unsafe condition are to immediately inform their Head of Department or supervisor. If the immediate risk requires urgent attention, they need to follow emergency response procedures, such as evacuating the area or cutting off the power supply.



- 4.2 Heads of Department or supervisors receiving the report to promptly relay the information to the Maintenance Department and the designated Safety Officer.
- 4.3 The Maintenance Department to assess the reported issue and determine the most suitable course of action, which may involve repairs, replacements, or seeking professional assistance.
- 4.4 The designated Safety Officer to monitor the progress of resolving the unsafe equipment issue, ensuring timely action and communication with all relevant parties.
- 4.5 The Maintenance Department will conduct follow-up inspections to verify that the repaired or replaced equipment meets safety standards and is approved for use.
- 4.6 A comprehensive record of all unsafe equipment reports, actions taken, and their outcomes to be maintained for future reference and review.

## **5. Fire Safety**

### **AIMS:**

- To ensure the safety and well-being of all students and staff in the event of a fire.
- To see that all staff are given instructions on the emergency evacuation procedures.
- To prioritise the implementation of robust fire safety measures: Emergency exits, fire alarm trigger points, muster points and fire-fighting equipment should be clearly identified by fire safety signs, notices and route maps.
- To ensure effective fire safety equipment is functioning and regularly inspected: All fire-fighting equipment, including fire extinguishers; fire hoses; fire alarms; smoke detectors and fire-proof doors should be inspected annually by members of the site maintenance team. A record of these inspections, including any action taken or recommended, should be kept in the Fire Safety Log Book.
- A Fire Safety certificate should be provided by the local Fire Authority to certify that MIS reaches all local/Thai fire safety standards. This should be renewed every one or two years - to include checking escape route plans.

### **Fire Drills:**

Fire drills are to be conducted every term to familiarise students, staff and faculty members with evacuation procedures and the location of emergency exits. These drills are to be organised and carefully supervised to ensure everyone's understanding of the protocols and the swift evacuation of the premises in case of fire. Fire action posters to be displayed in every classroom and beside all the fire alarm triggers. A set of emergency evacuation instructions to be printed and displayed in each classroom.



1. Fire Escape Routes:

All fire escape routes to be clearly identified and adequately maintained, ensuring they are free from obstructions and accessible always. Regular inspections to be conducted to guarantee that all fire exits, emergency stairwells, and exit doors are functional and properly marked with clear signage.

2. Flammable Material Restrictions:

To minimize risks, the use and storage of flammable materials within the premises will be limited. All chemicals, fuels, and potentially hazardous substances will be safely stored in designated areas, adhering to local regulations and safety guidelines.

3. Fire Safety Procedures:

Every student, staff member, and faculty will receive comprehensive fire safety training. This includes ensuring that every individual is aware of the specific fire safety procedures for every building within the school premises. Training sessions will be conducted annually and will cover fire prevention, response techniques, and evacuation procedures as required by Thai law.

4. Compliance with Thai Law:

All fire safety procedures and policies will be developed and maintained in line with the fire safety regulations outlined by the Thai government. We will regularly review and assess our practices to ensure full compliance and make any necessary modifications to meet or exceed local requirements.

## **6. Swimming Pool**

1. All swimming pool staff to have First Aid and Life Saving training (with regular refresher training)

2. Adequate First Aid equipment to be stored in the swimming pool office, including stretcher and defibrillator (staff trained to use it)

3. Phone in office – to have an outside line too for emergencies.

4. All swimming pool chemicals to be securely stored.

5. Female members of staff to always be available during swimming lessons.

6. Swimming Pool rules signs to be placed visibly around the pool area.

7. Swimming pools need to have a standard level of clarity of water.

### **Grille covers in school swimming pools**

Schools with their own pools need to be aware of the hazards posed by uncovered sump outlet pipes at the bottom of pools.

Grille covers need to be securely fixed to the sump. Current industry guidance recommends that grilles should not have holes or gaps wider than 8mm in size.



In pools which only have one sump outlet, there may be a real risk of a swimmer being able to cover the outlet with part of their body and being held by the suction effect of the pump. In this case, pool operators should make suitable modifications to their swimming pools. These could include:

- The installation of a second outlet sump located at a sufficient distance away so that a lone swimmer cannot cover both outlets.
- Provision of a pressure operated interlock switch on the pump which will isolate the pump if a significant change in suction pressure is detected.
- Provision of a second outlet line from a spillway or drain, which is permanently open to the suction line.

## **7. Science Labs, D&T Rooms and Art Rooms**

1. All the science labs and the D & T room to be locked when the teacher is not in attendance.
2. The science chemical room is always locked when unattended – no student is allowed to enter.
3. Shoes to be worn in the science labs (esp. chemistry and biology) and the D&T rooms. Students could take their shoes off for the stairs and carry them to the labs.
4. All electrics and equipment to be checked regularly (every 2 years).
5. Lab technicians and the D&T teachers to have First Aid and Lifesaving training (regular refreshers). Adequate First Aid equipment to be near at hand in case of emergencies, in addition to the normal classroom First Aid boxes. An outside phone line should also be provided.
6. Any damaged or non-working machinery or equipment in the D & T room to be cordoned off and repaired as soon as possible.
7. Only trained staff are permitted to use certain equipment, such as band saws etc. in the D&T room.
8. Safe working signs to be adequately displayed around the D&T room. Students not to wear loose clothing, untied long hair or jewelry, due to the risk of being caught in machinery.
9. All students receive basic training and safety instructions before using the D&T room at the start of each school year; new students are to receive this before joining this subject.
10. Any spillages in the science and D&T rooms to be cleaned up immediately.
11. Gas linkages should be regularly checked in the science labs.
12. Students should be made aware of the basic laboratory rules and they should be displayed in prominent places in the lab.



## 8. School Kitchens and Canteens

**Those measures that fall under the responsibility of our external catering provider - Epicure - are labelled as such.**

1. All staff to receive basic food hygiene training (annual refresher training required). New staff should receive this training before starting work in the kitchens. **Epicure**
2. First Aid trained staff to be present in the kitchen / canteens at all times. Adequate First Aid equipment to be accessible – especially medicine / supplies for burns. **Epicure**
3. All equipment to be maintained to a high standard and regular checks made on gas linkages and cooking equipment. **Epicure**
4. All chemicals to be stored securely. **Epicure**
5. No students to be present in the kitchen area during the lunch-break.
6. All spillages to be quickly cleaned away. **Epicure**
7. Rubbish bins to be regularly emptied and adequate room for dirty plates/dishes provided. **Epicure**

## 9. Site Access

### AIMS

- To ensure that access to the school site is safe and secure for all staff, students and authorised visitors. While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.
  - All secondary school gates will be kept closed throughout the school day and all visitors who arrive in normal school hours will be required to report to the Front Office in the front car park. They will check-in a visitor's log QR code, linking to a Google Form, or using a hard copy. During this process, they will need to present a valid form of photographic identification, for example a Thai national ID card, and agree to the school's child protection protocols. They will then be given a lanyard which must be always worn whilst on the school premises.
  - All members of staff are obliged to inform the security staff immediately if they have suspicions that a person may be trespassing on the school site.
1. All adults on site are required to obtain and wear a lanyard – permanent members of staff to have one of these issued to them, while temporary staff or visitors need to register their details to obtain a temporary lanyard.



2. Adequate lighting and signage to be provided to guide individuals safely around the premises, especially during early morning or late evening hours. Signage directing visitors not to take photographs or make video or audio recordings of students, teachers, or classes in progress. Exceptions may be made for whole-school events. This will be discussed further in our Acceptable Usage Policy.
3. The school premises to be regularly inspected to identify and address any potential hazards, such as uneven surfaces or obstructions.
4. No students or parents to be allowed on the school premises during weekends or school holidays unless taking part in an officially sanctioned and supervised activity.
5. All reasonable steps to be taken to prevent unauthorised persons from gaining access to the MIS campus. To prevent the unauthorised exit of students from the campus while the school day is in progress a teacher signed form is required to be shown to security; all students leaving school within the school day must be picked up by a parent from the front car-park.
6. Vehicular access to the MIS campus occurs through using designated roadways only. With the exception of emergencies, footpaths or walkways that are used by students and staff, should not be accessed by motorised vehicles or motorcycles while students are in attendance on campus. It is recognised that there may be some necessary exceptions to this, including for the express purpose of maintenance activities or for the use of the MIS. golf buggies for school tours. Should these exceptions arise, all necessary safety precautions to be taken to prevent injuries to students or staff.

## **10. School Transport (Buses and Cars)**

- All school transport should be regularly maintained and safely secured at night.
- All insurance on school vehicles needs to be adequate and up-to-date.
- All school bus drivers need to have the correct documents (including police checks and up-to-date driving licences). Drivers need to be aware of all the traffic laws and to drive in a safe manner at all times, especially avoiding excessive speed when transporting students.
- All school buses need to have a contact number in case of emergency – if reliant on mobile phones the school needs to have a definite record of who is the member of staff in each vehicle.
- All school drivers need to be aware of the dangers of driving under the influence of alcohol/drugs and be prepared to accept random tests on occasion.

## **11. CCTV Coverage**

1. We will maintain adequate CCTV coverage in strategic locations within the school premises to enhance the safety and security of students and staff.
2. CCTV footage will be regularly monitored and securely stored for 21 days.
3. Access to CCTV footage will be limited to authorised personnel for the purposes of security and investigation. CCTV footage will not be distributed to parents, students, members of the media or any other individual that is not employed by MIS The only



exception to this is where police or other relevant legal authorities may require a copy of CCTV footage.

4. It is recognised that there may be “black spots” or areas that are not covered by CCTV cameras in our school. As such, we will endeavour to identify any black spots, and to arrange CCTV coverage for them. However, it is recognised that, for privacy reasons, there are some areas that are unable to be covered by CCTV footage. These include toilets, bathrooms, and other similar areas.

## **12. Risk Assessments for Off-Site Activities**

1. Prior to organising any off-site activities or field trips, thorough risk assessments will be conducted to identify potential hazards and mitigate risks.
2. Parents to be informed about the location, cost, mode of travel and supervision arrangements and activities to be undertaken
3. Excursion leader to be responsible for the health and safety standard procedures during a field trip.
4. Risk assessments will consider factors such as transportation safety: use of seat belts, emergency procedures; the suitability of the venue; the competence and qualifications of staff involved.
5. Risk assessments will be reviewed periodically and updated as necessary to ensure their relevance and effectiveness.
6. To assist with the creation and design of risk assessments, a database of previously completed risk assessment forms shall be kept. This will reduce the burden of paperwork on MIS staff by allowing previously completed risk assessment forms for activities that have already been undertaken to be drawn upon in the design of new risk assessments.

## **13. Health Issues and Illnesses**

1. To implement measures to limit exposure to health issues and illnesses within the school community. These measures are in line with standard medical practices, Thai law, and the recommendations of other relevant bodies such as the World Health Organisation.
2. Proper hygiene practices, including handwashing stations and hand sanitizers, to be readily available throughout the school premises.
3. The school will provide appropriate first aid training to staff members to enable them to respond effectively to any health emergencies.
4. Parents and guardians are required to keep sick children at home to prevent the spread of contagious diseases. Should a student be sent to school while suffering from an illness (which includes a psychological or psychiatric condition), the school (upon the advice of the school nurse or counsellor) reserves the right to send the student home immediately. Should a contagious disease like Hand and foot disease be detected in a class, the school will shut off the class temporarily.



5. Food in the school canteen is to be prepared and served according to applicable hygiene standards as prescribed by Thai law.

6. It is a condition of enrolment at our school that parents provide express consent to MIS staff members to seek emergency medical help, which may include but is not limited to calling an ambulance, taking a student to a hospital, medical clinic or other suitable facility or removing a student from class if they are not medically fit to attend school or may pose a danger to the health and welfare of others. It should be noted that these definitions include psychological and psychiatric conditions.

7. School to allow medical health teams from the Health Ministry to come in for vaccinations after consent from parents is sought.

8. Children to be regularly checked for head lice. Any child with a severe case to be sent home immediately, and to return until completely free.

#### **14. School Nurses and First Aiders**

##### **AIMS:**

- Providing healthcare to students with acute or chronic health problems.
- Conducting screenings and writing referrals for health services.
- Maintain health forms for the entire school.
- Developing and monitoring health plans for students.
- Support students with chronic illnesses and disabilities – for example, by administering medication to them (e.g. insulin injections).
- Responsible for ensuring that the medical equipment and medicines are kept securely and check for their functionality and expiry regularly.
- Provide all classrooms with an emergency first aid kit.
- Provide the daily markers for air quality index and monitor on hourly basis if the need arises and give advice when the playgrounds are safe for children to continue with extra-curricular activities.
- Ensure compliance with national and local health policies for schools.

1. The school nurse or nurses to have all the necessary equipment to cope with most normal school medical problems and be able to cope in the initial stages of an emergency. Location of the nurses' room should allow that person to quickly attend all areas of the school if required.

2. A school vehicle to be designated to act as transport to a hospital for cases that require more urgent/specialized treatment; this vehicle should allow for a patient to lie down if possible. In all urgent cases an ambulance is to be called.

3. Adequate members of staff receive First Aid training (and regular refresher courses) to ensure all areas of the school are covered. This First Aid training is particularly important for all swimming staff, PE teachers, science teachers, D&T teachers, as these activities have a higher risk of accident/injury.

4. The school nurse / nurses to regularly update their skills and be aware of any recent developments in caring for children in schools.



5. Accident records/ logbooks to be compiled and stored for future reference.

6. The school nurse to be aware of all students (and probably staff) medical conditions through maintenance of health forms and the only person authorized to administer certain medicines – such as insulin – which require precise amounts

## **15. Staff Health and Safety**

1. To provide appropriate training and resources to staff members to ensure they are aware of occupational health and safety procedures and their responsibilities.

2. All staff members are encouraged to report any health and safety concerns promptly, allowing for timely action to address issues.

3. Regular communication and consultation with staff members to be conducted to identify potential hazards and seek their input on health and safety matters.

4. All staff at MIS are entitled to work in a safe environment. We recognise that this involves considerations in regard to physical, personal, emotional and psychological safety. As such, the provisions of this policy may intersect with other relevant MIS policies, such as those that deal with recruitment, human resource management, safeguarding, bullying and other similar issues.

## **16. Animal Safety**

### **AIMS**

- To recognise the importance of fostering a safe and caring environment for all members of the school community, including animals.
- To promote a harmonious coexistence between humans and animals while prioritising the safety and well-being of our students and staff by following ethical and compassionate guidelines
- To ensure that the Animal Safety section is an integral part of the occupational health and safety policy. It underscores our commitment to animal welfare and emphasises the need to manage animal encounters in a responsible and compassionate manner, ensuring the safety of everyone in our school community.

1. The school recognises that, despite the best efforts of our maintenance and groundskeeping staff, stray domestic animals and wild animals may occasionally enter the school grounds. We are committed to managing these situations with the safety of our students and staff in mind while maintaining ethical and compassionate animal welfare standards.

2. Stray domestic animals found on school grounds to be treated with care and respect. Efforts to be made to identify and locate their owners, if possible. If no owner can be identified, the relevant authorities or local animal welfare organisations to be contacted for assistance.



3. Every effort to be made to rehome the animals in an ethical and humane manner, ensuring their well-being. This will include allowing suitable members of the MIS community to adopt such animals if they are able to demonstrate their suitability to do so.
4. Wild animals found on school grounds to be handled with caution to ensure the safety of students and staff. If our maintenance and groundskeeping staff are unable to remove the animal safely, appropriate wildlife management organizations will be contacted to address the situation. It is our responsibility to ensure that wild animals are not disturbed or harmed, and that they are to be safely and humanely relocated if necessary.
5. Students are encouraged to report any encounters with stray or wild animals to a staff member immediately, without attempting to interact with or approach the animals themselves.
6. The school collaborates with relevant local authorities and experts to develop protocols for managing animal safety incidents on school grounds. These protocols will include procedures for notifying appropriate authorities if necessary, ensuring the safety of students and staff in potential animal encounters, and promoting understanding and empathy towards animals.
7. To regularly review Animal safety measures and be updated in line with local laws, best practices and ethical standards. Staff training and awareness activities to be conducted to ensure that all members of the M.I.S. communities are knowledgeable about animal safety procedures and equipped to respond appropriately in the event of an animal-related incident.

## **17. Safety for Sporting Activities and Playtime**

### **AIMS**

- To recognise the importance of promoting sporting activities and ensuring the safety of all participants by providing a safe and secure environment for both informal and formal sporting events, while encouraging active participation and sportsmanship among students.
- To provide supervision during these activities.
- To provide first aid to injured students.
- To provide safe and appropriate sporting equipment for students to use during physical education classes and extracurricular sporting activities.
- Equipment to be regularly inspected to ensure its safety and functionality.
- Students are educated on proper conduct and sportsmanship, emphasizing fair play and respect for other participants.
- Fostering a proactive approach to reporting and resolving issues related to unsafe equipment to contribute to the overall well-being and security of all members of the school community.
- To facilitate Maintenance Provision by the school



1. All sporting activities, including physical education classes, inter-school competitions, recreational games and play activities at designated lunch times and break times to be adequately supervised by qualified staff members. Supervisors to be knowledgeable about the rules of the specific sport and to ensure that students adhere to proper safety guidelines. A Staff Duties roster created to ensure that all areas of the school where sporting or play activity may occur will be provided with adequate supervision.
2. Student-to-staff ratios to be maintained to facilitate effective supervision during sporting activities. This includes ensuring the presence of a sufficient number of supervising staff members who can provide oversight and attend to any potential injuries or emergencies.
3. Sports staff should ensure:
  - They pay due care and attention, to activities occurring around them to actively prevent any incidents occurring,
  - They respond immediately to render assistance and prevent an escalation of the incident,
  - They are able to render first aid or psychological support where necessary, and to refer any serious injuries or incidents (defined as those that the staff member is unable to resolve or treat by themselves) to the School Nurse, Counsellor, or relevant disciplinary staff,
  - They log all incidents that occur in the Wellbeing Manager section of the MIS iSAMS system
4. That students are instructed on the proper use and care of sporting equipment. Unsafe or damaged equipment to be reported to the relevant staff members or the Physical Education Department for immediate replacement or repair.
5. That adequate first aid resources, including properly stocked first aid kits and access to qualified personnel, be available during sporting activities. Trained staff members to be assigned to oversee first aid provision and respond promptly to any injuries or medical emergencies.
6. They have received appropriate first aid training to enhance their ability to respond effectively in case of injuries or medical incidents.
7. That games are conducted safely and that participants adhere to the established rules. Any concerns regarding unsafe or inappropriate behavior to be promptly addressed by the supervising staff members.
8. That any maintenance issues or safety concerns related to sporting facilities be reported to the Maintenance Department for prompt resolution. This includes addressing issues such as damaged playing surfaces, faulty equipment or inadequate lighting.
9. Regular inspections and maintenance schedules to be implemented by the Maintenance Department to proactively identify and address potential risks or hazards within sporting facilities.



10. The school will periodically and continuously review the sporting safety procedures, equipment, and facilities as well as playground equipment and other items for student play to ensure their effectiveness and compliance with relevant safety standards.

11. Feedback and suggestions from students, staff members, and parents regarding sporting and playtime safety will be actively sought and considered for continuous improvement in maintaining a safe sporting environment.

### **18. General Site Safety and Machinery**

- All buildings should be well maintained and repairs carried out quickly if faults occur. Hazardous areas, such as stairways, should have warning signs and be supervised at busy times.
- All machinery on site needs to be properly maintained, with the correct certification required (lift in Fifth Floor building for instance).
- The school electrics (fuse-boxes, wiring, etc.) need to be checked on an annual basis to ensure there is no danger of overload. Certification that it has been checked would be a useful addition to our school health and safety policy.
- All external play areas should be checked for tripping hazards and sharp edges on a regular basis. We can't prevent all risk on outside play apparatus but should merely try to avoid easily preventable accidents.
- Slippery surfaces should have warning signs or some kind of non-slip surface applied.
- Regular health and safety walk should become established and any issues documented with remedial work clearly scheduled.

### **19. Compliance with Legal and Ethical Standards and Policy Interaction**

1. MIS will comply with all relevant Thai laws and regulations pertaining to occupational health and safety.

2. Ethical considerations, including respect for local customs and culture as well as those of MIS students and staff members, will also be taken into account to ensure the well-being of the school community. However, it shall be recognized that the safety and wellbeing of members of the MIS community shall always take precedence in situations where such issues are to be considered.

3. It is recognised that this policy will interact with other MIS policies and their provisions. There may at times be an overlap between the provisions of this policy and others, especially those designed to protect the safety and wellbeing of MIS students and staff. As such, it is recognised that such policies will operate in conjunction with each other where necessary.