



Health and safety policy

Chartwell International School

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Policy statement

Chartwell International School is committed to providing and maintaining a safe, healthy, and secure environment for all students, staff, visitors, and members of the School community.

The School recognises that effective health and safety management is fundamental to supporting student wellbeing, safeguarding, learning, and the successful operation of the School. We are committed to promoting a proactive culture of prevention, where risks are identified, managed, and regularly reviewed in accordance with applicable Chilean legislation and good international practice.

Health and safety is a shared responsibility, and all members of the School community are expected to contribute to maintaining a safe, respectful, and healthy learning and working environment.

Aims

The aims of this policy are to:

- promote a safe and healthy environment for all members of the School community;
- prevent accidents, injuries, and work-related illnesses wherever reasonably practicable;
- ensure appropriate arrangements are in place for emergency preparedness, first aid, and incident response;
- encourage shared responsibility for health and safety across the School community;
- comply with applicable Chilean legislation and relevant health and safety requirements; and
- continually review and improve health and safety practices across all School campuses.

Responsibilities

School Leadership

The School Leadership is responsible for promoting a positive culture of health and safety and ensuring that appropriate systems, procedures, and resources are in place to maintain a safe learning and working environment.

This includes ensuring that:

- health and safety procedures are implemented across all campuses;
- appropriate resources, equipment, and facilities are provided;
- staff receive relevant information and training;
- risks are identified and managed appropriately; and
- this policy is reviewed regularly.

Operations Director

The Operations Director is responsible for coordinating the implementation of the School's health and safety procedures, ensuring that facilities, equipment, maintenance, emergency systems, and operational safety arrangements are maintained appropriately and in accordance with applicable requirements.

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Heads of Campus

Heads of Campus are responsible for promoting health and safety within their campuses by:

- implementing this policy;
- ensuring staff understand and follow health and safety procedures;
- responding appropriately to identified risks;
- reporting significant incidents and safety concerns; and
- supporting regular safety inspections and emergency preparedness activities.

All Staff

All members of staff are expected to:

- take reasonable care of their own health and safety and that of others;
- follow the School's health and safety procedures;
- participate in relevant training;
- report accidents, hazards, unsafe conditions, or safety concerns promptly;
- cooperate with reasonable health and safety measures implemented by the School; and
- contribute to maintaining a safe learning and working environment.

Teachers and Support Staff

Teachers and support staff are responsible for:

- supervising students appropriately;
- maintaining safe classroom practices;
- following emergency procedures when required;
- reporting hazards or incidents promptly; and
- promoting safe behaviour among students.

School Environment and Facilities

Chartwell International School is committed to providing safe, secure, and well-maintained learning and working environments across all campuses.

School buildings, classrooms, outdoor areas, playgrounds, equipment, and facilities are maintained to minimize risks and support the health, safety, and wellbeing of students, staff, and visitors.

Appropriate levels of supervision are provided throughout the school day, including during breaks, transitions, and school activities, to help ensure student safety.

Where playground equipment or outdoor areas are considered unsafe due to weather conditions, maintenance requirements, or other identified risks, access may be restricted until the area is considered safe.

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The School is committed to identifying and addressing hazards that may result in slips, trips, falls, or other preventable accidents through regular inspections, maintenance, and appropriate control measures.

Staff Training

Chartwell International School is committed to ensuring that all staff receive appropriate health and safety information and training relevant to their roles.

Training may include, where appropriate:

- health and safety induction for new staff;
- emergency preparedness and evacuation procedures;
- first aid awareness;
- safeguarding-related emergency procedures; and
- any additional training required to support a safe learning and working environment.

Regular drills and training activities are conducted to help ensure staff understand their responsibilities during emergencies.

Emergency Preparedness

The School maintains emergency procedures to support an effective response to situations that may affect the safety of the School community.

These procedures include, where appropriate:

- fire and evacuation procedures;
- lockdown procedures;
- earthquake procedures;
- medical emergencies;
- other foreseeable emergencies relevant to the School's context.

Emergency drills are conducted regularly and reviewed to help ensure procedures remain effective.

Detailed operational procedures are contained within the School's Evacuation Handbook and Fire Drill procedure.

Smoking, Alcohol and Substance Use

To promote a safe, healthy, and secure environment, smoking, vaping, alcohol, and the use or possession of illegal substances are strictly prohibited on School premises and during all School activities.

Any breaches involving students, staff, or visitors will be managed in accordance with the School's relevant policies and applicable Chilean legislation.

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First Aid and Medical Support

Chartwell International School is committed to providing appropriate first aid arrangements and responding promptly to medical emergencies that may arise during the school day.

Detailed procedures relating to first aid, hygiene, accident reporting, medication, and the management of student medical needs are outlined in the **First Aid, Hygiene, and Accident Reporting Policy**.

Parents' and Carers' Responsibilities

Parents and carers play an important role in supporting the health, safety, and wellbeing of students.

Parents and carers are expected to:

- provide accurate and up-to-date emergency contact information;
- inform the School of any relevant medical conditions, allergies, or health needs;
- follow the School's health and safety procedures when on School premises; and
- work collaboratively with the School to promote a safe environment for all members of the School community.

Students' Responsibilities

Students are expected to contribute to a safe and respectful school environment by:

- following the School's health and safety expectations;
- behaving responsibly during School activities;
- reporting hazards, injuries, or safety concerns to a trusted member of staff; and
- supporting the wellbeing and safety of others.

Educational Visits and School Trips

Health and safety arrangements apply equally to activities conducted away from School premises.

All educational visits and school trips are planned and risk assessed in accordance with the School's **Trips Policy**. Appropriate supervision, emergency procedures, transport arrangements, and first aid provisions are considered as part of the planning process.

Transport Safety

Chartwell International School is committed to promoting safe transport practices during School activities.

Transport arrangements for School activities are planned in accordance with the School's operational procedures. All members of the School community are expected to act responsibly when arriving at, leaving, or travelling on behalf of the School.

Continuous Improvement

Chartwell International School is committed to continually reviewing and improving its health and safety practices across all campuses.

Health and safety arrangements, risk assessments, incident reports, emergency procedures, and Safety Walks are reviewed regularly to identify opportunities for improvement, reduce risks, and promote a proactive culture of prevention throughout the School.

Where appropriate, lessons learned from incidents, inspections, drills, and routine reviews are used to strengthen procedures, inform staff training, and enhance the safety and wellbeing of the entire School community.

Related Policies

This policy should be read alongside the following School policies and procedures:

- Safeguarding and Child Protection Policy
- First Aid, Hygiene, and Accident Reporting Policy
- Educational Visits and Trips Policy
- Fire Drill Procedure
- Emergency Procedures Handbook
- Behaviour Policy
- Anti-Bullying Policy
- Risk Assessment Procedures (where applicable)

Monitoring and Review

This policy will be reviewed annually, or sooner if required, to reflect changes in applicable legislation, School procedures, operational practice, or recognised health and safety best practice.

The School is committed to ensuring that this policy remains effective, relevant, and aligned with the needs of the School community and the continuous improvement of health and safety standards.