



Health and Safety Policy

1. Purpose

The purpose of this policy is to ensure a safe, healthy, and supportive environment for all students, staff, and visitors. It outlines the standards and procedures to promote health and safety within the school premises and during school-related activities.

2. Scope

This policy applies to all students, staff, parents, visitors, and contractors at the school. It covers physical, emotional, and environmental health and safety concerns both on school grounds and during off-campus activities organized by the school.

3. Responsibilities

3.1. School Administration

- Ensure the school is in compliance with local health and safety regulations.
- Provide adequate safety equipment and resources.
- Conduct regular risk assessments and implement necessary safety measures.
- Ensure all staff and students are aware of health and safety protocols.

3.2. Staff

- Follow the school's health and safety guidelines at all times.
- Actively supervise students to prevent accidents and injuries.
- Report any safety concerns, hazards, or incidents to the administration immediately.
- Participate in regular health and safety training.

3.3. Students

- Follow instructions regarding health and safety protocols.
- Report unsafe conditions or any injuries to a staff member.
- Respect school property and safety equipment.

3.4. Parents/Guardians

- Inform the school of any medical conditions or special health needs of their child.
- Cooperate with the school's health and safety policies.

4. Health and Safety Procedures

4.1. First Aid

- First Aid Kits: The school will maintain fully stocked first aid kits in designated areas, including the office and sports facilities.
- First Aid Training: Selected staff members will receive first aid training to provide immediate assistance in case of an injury or illness.
- Response to Injuries: Minor injuries will be treated on-site, while serious injuries will result in immediate referral to a nearby hospital. Parents/guardians will be notified promptly in case of serious incidents.

4.2. Emergency Medical Situations

- In case of medical emergencies, the school will contact emergency services immediately.
- An emergency contact list for each student will be maintained and updated regularly for use in such situations.



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5. Hygiene and Cleanliness

5.1. Sanitation

- All classrooms, washrooms, and common areas will be cleaned daily.
- Handwashing facilities with soap and clean water will be made available to students and staff.
- The school will promote proper hygiene practices, including handwashing, especially before meals.

5.2. Health Screenings

- The school may conduct regular health check-ups and screenings (e.g., vision, dental) to monitor the overall well-being of students.
- Parents will be informed in advance of any health screenings and can opt-out if they wish.

6. Fire Safety and Evacuation

6.1. Fire Safety Equipment

- Fire extinguishers, smoke detectors, and alarms will be installed at strategic points throughout the school.
- Fire exits will be clearly marked and kept free of obstructions at all times.

6.2. Fire Drills

- The school will conduct fire drills at least once every term to ensure that all students and staff are familiar with evacuation procedures.
- Evacuation plans will be posted in every classroom and common area.

6.3. Evacuation Plan

- In the event of a fire or other emergency requiring evacuation, students will be led to pre-designated safe zones under the supervision of staff members.
- A roll call will be conducted once everyone has reached the evacuation area to ensure no one is missing.

7. Security

7.1. Campus Security

- The school will maintain a secure perimeter with appropriate fencing, locked gates, and CCTV surveillance to monitor activity.
- Visitors must check in at the school office and wear visitor badges while on school premises.

7.2. Emergency Lockdown Procedures

- In the case of a security threat, the school will implement lockdown procedures to keep students and staff safe inside classrooms.
- The lockdown procedure will be rehearsed with both staff and students.

8. Child Protection

- All staff members are responsible for identifying and reporting any signs of abuse or neglect.
- The school will follow local child protection laws and guidelines to ensure the safety and well-being of students.
- Confidentiality will be maintained in handling child protection concerns, except where disclosure is required by law.

9. Mental Health and Emotional Well-being

9.1. Emotional Support

Health and Safety Policy (V.1.0)

Address: Near Isalam City, Ladhawala Warraich, Gujranwala

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Email: admin@ails.school

Website: www.ails.school



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- The school will foster a positive and inclusive environment to support the emotional well-being of students and staff.
- Counseling services will be available to students who require emotional or psychological support.

9.2. **Bullying and Harassment**

- The school has a zero-tolerance policy for bullying or harassment.
- Any reports of bullying will be addressed promptly, and appropriate disciplinary actions will be taken.

10. **Reporting and Documentation**

10.1. **Incident Reporting**

- All accidents, injuries, or safety hazards must be reported to the administration as soon as possible.
- An incident report will be completed and filed for any significant injury, accident, or emergency.

10.2. **Regular Inspections**

- Regular safety inspections of the school premises will be conducted to identify potential hazards.
- Any identified risks will be promptly addressed and mitigated.

11. **Review and Compliance**

This Health and Safety Policy will be reviewed annually or as needed to ensure compliance with evolving safety regulations and to meet the needs of the school community.

Principal's Signature: *Sadia Akhter*

Date: April 15, 2025