



CHARTERHOUSE
ALMATY

HEALTH AND SAFETY POLICY

1. Policy Statement

Charterhouse Almaty is committed to providing a safe, healthy and supportive environment for all students, staff, visitors and contractors. We recognise our duty of care under the legislation of Kazakhstan and our responsibility to uphold the high standards expected of a world-class British independent school overseas.

Health and safety is the responsibility of every member of the school community. The Head retains overall accountability for ensuring that appropriate systems, resources and procedures are in place.

This policy operates alongside the School Emergency Plan, which sets out detailed procedures for emergencies including evacuation, lockdown, shelter-in-place and critical incident management.

2. Aims

This policy aims to:

- ensure that all reasonable steps are taken to safeguard the health, safety and welfare of students, staff, visitors and contractors;
- establish clear lines of responsibility and accountability across the school;
- ensure that risks arising from the school's activities are identified, assessed and managed in a consistent and proportionate manner;
- create a culture in which safety is embedded in everyday practice and students learn to act responsibly;
- ensure that the school adheres to the regulatory requirements of Kazakhstan while aligning with the best practice of our parent school, Charterhouse, UK;
- ensure that accidents, incidents and hazards are reported promptly, recorded accurately and used to improve future practice;
- support the effective implementation of the School Emergency Plan.

3. Practice and Procedures

3.1 Leadership and Governance

The Head holds overall responsibility for health and safety at Charterhouse Almaty, but delegates day-to-day operational oversight to the General Director, who ensures that appropriate systems, resources, maintenance regimes, risk assessments and staff training programmes are in place.

The Designated Advisory Board Health and Safety Lead provides strategic governance oversight and assurance, on behalf of the Advisory Board, in relation to health, safety and risk management at Charterhouse Almaty.

The Heads of Junior and Senior School are responsible for ensuring that staff within their sections comply with this policy and complete required training.

The Abercrombie Medical Centre oversees first aid, medical care, record-keeping and health-related risk management.

3.2 Risk Assessment

The school undertakes systematic risk assessments for:

- teaching spaces, specialist rooms and laboratories;
- sport, PE, swimming and outdoor activities;
- Floreat (co-curricular clubs), evening and weekend activities;
- school trips, excursions and residential;
- high-risk tasks undertaken by staff or contractors;
- Junior School environments where additional safeguarding considerations apply.

All risk assessments are reviewed regularly and updated when activities change, or new hazards are identified. Staff responsible for activities must be familiar with and follow approved risk assessments.

3.3 Safe Environment and Premises Management

The General Director oversees all aspects of premises safety, including:

- the safe maintenance of buildings, grounds, mechanical systems and utilities;
- fire safety systems, extinguishers, signage and alarms;
- safe access and egress routes;
- safe storage of chemicals and hazardous substances;
- management of contractors and maintenance personnel;
- ensuring that classrooms and specialist spaces meet required safety standards.

Premises routines align fully with the Emergency Plan's procedures for evacuation routes, assembly areas and communication pathways.

3.4 Fire Safety and Emergency Procedures

Fire safety training, drills, alarm testing and maintenance of suppression systems form part of the school's wider emergency arrangements.

The Health and Safety Policy does not define emergency-specific procedures, which are governed exclusively by the School Emergency Plan.

All staff must know:

- how to raise the alarm;
- their evacuation route and where to assemble;
- their role in supporting students;
- how information is communicated during an incident.

3.5 First Aid and Medical Provision

The Abercrombie Medical Centre provides:

- first aid assessment and treatment;
- care planning for students with medical needs;
- emergency response;
- liaison with ambulance and external healthcare services;
- management of medication storage, distribution and record keeping.

First aiders are trained appropriately for their roles, and first aid kits are checked and replenished regularly. All significant medical incidents must be recorded and, where relevant, reported to the Head and General Director.

3.6 Curriculum and Specialist Areas

Heads of Department are required to ensure that health and safety considerations are made in curriculum planning. This includes:

- CLEAPSS-aligned procedures in science subjects;
- safe supervision ratios;
- correct use of equipment, machinery and protective equipment;
- maintenance of safety signage, extraction systems and workshop tools;
- specialist induction for new staff.

3.7 Behaviour, Supervision and Student Responsibilities

Students are encouraged to develop an age-appropriate awareness of their own safety and the safety of others, and to follow all instructions designed to keep them safe. As they progress through the school, students are taught to recognise hazards, make sensible decisions and act responsibly in classrooms, corridors, laboratories, sports facilities and outdoor areas.

Academic staff are required to always provide active and effective supervision, including during lessons, transitions between buildings, playground breaks, Floreat activities and all off-site visits. Supervision must be attentive, proportionate to the activity and environment, and consistent with the needs of the students involved. Academic staff must remain *visible, interested, engaged* and *aware* of the movement and behaviour of students in their care.

In the Junior School, supervision levels are necessarily higher. Pupils in Reception and Pre-Prep (Years 1-2) are escorted to and from their specialist lessons, monitored closely during unstructured time, and supported explicitly in developing safe routines and behaviours.

Academic staff in the Junior School take a more direct role in ensuring smooth transitions, modelling safe conduct and reinforcing expectations in a clear and consistent manner.

3.8 Contractors and Visitors

Prior to entering the school buildings, all visitors and contractors must report to the reception desk in the Central Block. At this point, they are required to sign in using the school's visitor management system and always wear an identification lanyard while on site.

Access is permitted only for the stated purpose of the visit and must remain within agreed areas. Visitors who do not meet the requirements of the school for identification or safeguarding clearance will either be always accompanied or refused entry at the discretion of the General Director or, in their absence, the Head.

Contractors must comply fully with the school's campus rules, safeguarding expectations and health and safety procedures. Before beginning any work on site, contractors must provide evidence of competence, qualifications, insurance cover, risk assessments and method statements relevant to the work being undertaken. Where appropriate, they must also complete a campus induction outlining emergency arrangements, evacuation procedures, restricted areas and any hazards particular to the school environment.

Work involving hot works, electrical isolation, roof access, confined spaces, work at height or any activity deemed higher risk may only be undertaken with the explicit approval of the General Director and, where required, under a formal Permit to Work system. Such activities may require direct supervision or scheduled access outside of student-occupied hours.

Charterhouse Almaty will ensure that contractor activities do not conflict with the daily operation of teaching, dining, movement between buildings or Floreat activities. Work must be planned to avoid noise, dust, obstruction or disruption to learning, and contractors may not impede evacuation routes, assembly points or key exits at any time.

If work requires temporary closure of an area or a diversion of movement routes, this must be agreed in advance with the General Director and communicated to relevant staff in accordance with the School Emergency Plan.

Contractors must keep their work areas tidy, store tools and materials safely, and remove waste promptly to avoid creating hazards. All contractor staff are expected to conduct themselves professionally and adhere to safeguarding standards, including avoiding unsupervised contact with students.

Any concerns regarding contractor behaviour or unsafe practice must be reported immediately to the General Director or the Head.

3.9 Accident, Incident and Near Miss Reporting

All accidents, incidents, near misses and hazards must be reported promptly to the General Director and recorded in accordance with the Accidents, Incidents and Near Misses Policy. This dedicated policy sets out the detailed procedures, definitions, reporting routes and investigation processes that all staff are

required to follow, including the use of the Accident, Incident and Near Miss Form, the timescales for submission, and the escalation of serious or life-threatening events.

This Health and Safety Policy establishes the overarching expectation that every member of staff has a responsibility to report any event that compromises, or could compromise, safety. All such reports must be submitted within the required timeframe, and staff must cooperate fully with any subsequent investigation.

Serious incidents, including those resulting in significant injury, hospitalisation or major infrastructure damage, will be reviewed by the Head, informed by a prior investigation led by the General Director. Where patterns of recurring hazards or repeated types of injury are identified, the school will undertake corrective actions, update risk assessments, amend procedures and communicate relevant findings to staff.

In instances where an accident or incident constitutes an emergency, requires activation of emergency services or affects evacuation or lockdown procedures, the School Emergency Plan must be followed immediately, with post-incident reporting completed thereafter in line with the Accidents, Incidents and Near Misses Policy.

3.10 School Trips and Off-Site Visits

All off-site activities are risk assessed and approved in line with the Educational Visits Policy and the guidance on incident management as specified in the School Emergency Plan.

Trip staff must always carry appropriate first aid equipment, medical information and communication devices.

4. Assessment and Record Keeping

The General Director oversees the maintenance of the following records:

- a central register of risk assessments;
- medical and first aid records;
- accident and incident logs;
- fire drill records;
- maintenance and compliance logs for equipment and installations;
- contractor safety documentation;
- training records for all staff.

Records are stored securely in accordance with the data protection procedures of the school.

5. Staffing and Resources

Charterhouse Almaty ensures that all necessary resources, systems and personnel are in place to maintain a safe and healthy environment for students, staff, visitors and contractors. This requires coordinated action across multiple roles, each with defined responsibilities that together uphold the highest standards of health and safety:

Post-holder	Responsibilities
The Head	Holds overall leadership responsibility for health and safety, ensuring that: - the General Director, Heads of Junior and Senior Schools, the Facilities Manager and the Abercrombie Medical Centre work closely together to ensure a coherent approach to health and safety across the campus, including shared planning, regular review meetings, coordinated response to incidents, and collective oversight of compliance, training and record-keeping; - the school allocates sufficient financial, staffing and infrastructural resources to meet its health and safety obligations; - policies are implemented consistently and reviewed regularly; - SLT members understand and carry out their responsibilities; - health and safety considerations are embedded in strategic planning and operational decision-making.
General Director	Has operational oversight of health and safety across the school, ensuring that: - adequate resources are allocated for premises safety, compliance checks, contractor management and maintenance of safety systems; - emergency equipment (e.g. alarms, extinguishers, first aid kits) is available, serviced and fully functional; - specialist areas such as science laboratories, kitchens and sports facilities meet required safety standards and hold appropriate protective equipment; - facilities staff receive appropriate training in fire safety, manual handling and safe systems of work; - contractors are vetted, inducted, supervised and managed in accordance with school policies.
Heads of Junior and Senior Schools	Ensure that health and safety procedures are embedded in daily practice: - Ensuring that all staff within their sections receive appropriate induction and ongoing training - Monitoring supervision levels during lessons, transitions, break times, Floreat activities and trips - Overseeing the development and review of risk assessments for curriculum and co-curricular activities - Supporting swift follow-up on incidents, hazards or near misses - Promoting a culture of safe behaviour among students
Abercrombie Medical Centre	The Medical Centre leads on all matters relating to medical care, first aid and student health: Maintaining first aid equipment, emergency medication and medical supplies

	○ Training staff in first aid, emergency response and management of students with medical needs ○ Supporting risk assessments where medical conditions or vulnerabilities are relevant ○ Ensuring medical records are accurate, secure and available to relevant staff ○ Responding to incidents and providing clinical input during emergencies, in coordination with the School Emergency Plan
Academic and Support Staff	All staff contribute to maintaining a safe environment by: ○ following health and safety procedures and using equipment correctly; ○ supervising students actively and proportionately; ○ completing required risk assessments and updating them when activities change; ○ reporting hazards, incidents and near misses promptly; ○ reinforcing safe behaviours and modelling good practice.
Facilities and Security Teams	These teams support the General Director in ensuring that: ○ buildings, grounds and equipment are maintained safely; ○ daily checks of key safety systems (e.g., access control, alarms, fire doors) are completed; ○ site security supports safeguarding and emergency response arrangements; ○ hazardous materials are stored, used and disposed of safely.