

## **Title: Health and safety (helse miljø og sikkerhet or HMS)**

**Approval by: Principal**

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### **1 General**

#### **1.1 HMS policy**

The International School Telemark aims to provide a safe, healthy, stimulating and friendly learning environment. The school is responsible for ensuring that all school premises meet the highest possible standards of health and safety and that all school-services and routines abide to established policies.

We follow the recommendations and legislation of the Norwegian authorities for the health and safety of pupils, staff and visitors to the school premises.

#### **1.2 Organisation, inspections and surveys**

The staff annually elects a HMS officer from the employees. There is an annual HMS inspection with the HMS officer and the deputy principal administration (DP Administration) present. A representative from the building owners and/or others may be invited if deemed necessary. The HMS officer prepares a written report to all participants. Past reports are kept by the HMS officer.

The Leadership team (LT) will include a HMS section at each administration meeting to discuss and evaluate any health and safety issues. These are included in the meeting minutes.

The Principal shall present regular reports to the Board on the school's health and safety conditions.

Student and parent surveys (Elevundersøkelse/Foreldreundersøkelse) shall be conducted to Utdanningsdirektoratet guidelines. The results shall be presented to the FAU, class groups and the Board.

#### **1.3 Approval of premises**

All school buildings shall be authorised by the Ministry (delegated to the Fylkesmann). The Principal is responsible for applying for, maintaining, and updating this authorisation.

#### **1.4 Insurance**

All employees and students shall be insured with a reputable insurance company. The DP Administration is responsible for establishing and maintaining appropriate insurance.

## 1.5 Health

Two employees with appropriate qualifications shall be designated by the Principal as the school's 'First Aiders' in the case of an emergency.

Records for pupils with particular health issues are kept updated on the school database by the school secretary. The database currently used is ManageBac, which is web-based and password protected.

The school, staff and/or the designated 'First Aider' will deal with any acute health problems promptly and properly. All accidents shall automatically be reported to the school secretary, who shall subsequently report the incident to the parents. Special note will be taken in case of a head injury, even if no immediate external injury can be spotted. We have an accident form which shall be sent to parents.

Children who have an infectious disease should not be at school. Parents should immediately notify the school, which will release a note to all parents of affected children advising them of the nature of the disease and asking them to consult their physician, in case of possible symptoms.

We have an agreement with Porsgrunn kommune that a school nurse is at school twice a week (dependent on other commitments), and that we can contact the Kommunehelsetjenesten in emergencies.

According to "Forskrift om organisering, ledelse og medvirkning", schools are required to have a company health service (bedriftshelsetjeneste), we currently employ the approved supplier Avonova. Avonova is responsible for first aid training for all staff and to support any staff needing individual advice or support. There is a yearly plan for HMS work at the school, organised by the school leadership and the company health provider.

## 2 Safety

The International School Telemark will aim to ensure that all its facilities, services and routines meet the highest possible standards of safety and security.

In order to provide a secure learning environment, the school shall offer:

- Regular practices of emergency procedures. Particular attention shall be given to fire safety and the school is equipped with fire alarms, smoke detectors and appropriate fire escape routes. Fire drill and emergency procedures shall be practised at regular intervals and all pupils shall be made aware of the fire and emergency procedures. Fire evacuation routes and instructions shall be displayed in all rooms. Parents shall be contacted as soon as possible in all cases of emergency.

- Clear procedures for the arrival and dismissal of pupils shall be established, this including taking attendance at the beginning of each day in grades 1-6 and in every lesson for grades 7-10