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LYCEUM

"Shirakatsy Lyceum" International Scientific-Educational Complex

HEALTH AND SAFETY POLICY

ROUND SQUARE

WE ARE A CIS INTERNATIONALLY ACCREDITED SCHOOL

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1. PURPOSE AND SCOPE

1.1. Shirakatsy Lyceum, guided by its mission to cultivate a true intellectual and citizen grounded in national heritage and universal values, recognizes the importance of establishing safe environment and protect health and wellbeing of all its community members.

1.2. This policy establishes the principles, responsibilities, and procedures through which Shirakatsy Lyceum ensures a safe, healthy, and supportive environment for all students, staff, parents, contractors, and visitors.

1.3. The policy applies to all school buildings, facilities, school activities, programs, events, school transportation and off-site activities.

1.4. The policy is aligned with Armenian legislation, the IB Standards & Practices, and the CIS Accreditation Framework.

2. GUIDING PRINCIPLES

2.1. The school prioritizes the physical and emotional safety of all members of the school community.

2.2. A culture of responsibility, care, wellbeing, and sustainability is actively promoted.

2.3. The school complies with all applicable Armenian laws and international accreditation requirements.

2.4. Risks are systematically identified, assessed, and managed to prevent harm.

2.5. Emergency preparedness is maintained through documented plans, regular drills, and continuous training.

2.6. Health and safety practices are continuously monitored, evaluated, and improved.

3. GOVERNANCE AND RESPONSIBILITIES

Board of Directors

3.1. The Board of Directors approves the Health & Safety Policy and ensures that adequate resources are available for its implementation.

3.2. The Board ensures that the school complies with Armenian legal requirements and IB and CIS accreditation expectations.

3.3. The Board holds the Senior Leadership Team accountable for maintaining safe and secure school operations.
3.4. The Board creates a Health & Safety Committee that includes representatives from leadership, operations, teaching staff to ensure balanced oversight

School Principals and Senior Leadership Team

3.5. The Principals and Senior Leadership Team implement this policy across all divisions of the school.
3.6. They oversee risk assessments and ensure that identified risks are addressed promptly.
3.7. They ensure emergency preparedness through the development of emergency plans, regular drills, and staff training.
3.8. They oversee student and staff wellbeing programs and report significant safety concerns to the Board of Directors.

Health & Safety Committee

3.9. The Health & Safety Committee monitors compliance with health and safety procedures across the school.
3.10. The Committee reviews incident reports, investigates causes, and ensures corrective actions are implemented.
3.11. The Committee coordinates emergency drills, including fire, earthquake, and lockdown drills, and evaluates their effectiveness.

Registrars, Coordinators, and Department Heads

3.12. Registrars, Coordinators, and Department Heads enforce safety procedures within their respective divisions and departments.
3.13. They conduct regular inspections of classrooms, laboratories, playgrounds, and facilities.
3.14. They ensure that identified hazards are corrected in a timely manner and communicate safety updates to staff.

Teachers, Group Counselors, Leaders and Organizers

3.15. Teachers maintain safe classroom environments and follow subject-specific safety procedures.

3.16. Teachers, group counselors, leaders and organizers supervise students during lessons, breaks, and school activities.
3.17. Teachers, group counselors, leaders and organizers report hazards, unsafe conditions, incidents, and near-misses promptly.
3.18. Teachers, group counselors, leaders and organizers complete Incident Report Forms and model appropriate behaviour during emergency drills.

All Staff

3.19. All staff comply with health, safety, and emergency procedures at all times.
3.20. Staff report hazards, unsafe conditions, or concerns without delay.
3.21. Staff attend mandatory annual training related to health, safety, safeguarding, and emergency response.
3.22. Staff assist with evacuations or emergency procedures when required.

Students

3.23. Students follow safety instructions given by staff.
3.24. Students behave responsibly to avoid causing harm to themselves or others.
3.25. Students report unsafe behaviour or conditions to staff.
3.26. Students participate actively in safety drills and emergency procedures.

Parents and Guardians

3.27. Parents and guardians provide accurate and up-to-date medical and emergency contact information.
3.28. They support the school's health and safety policies and reinforce safe behaviours at home.
3.29. They cooperate with the school in health-related matters.

Visitors and Contractors

3.30. Visitors comply with all school safety rules while on campus.

3.31. Contractors receive safety briefings and comply with permit-to-work requirements where applicable.
3.32. External users of school premises adhere to all safety expectations outlined in contractual agreements or displayed safety rules.

4. GENERAL HEALTH AND SAFETY PROCEDURES

Incident Reporting and Investigation

4.1. All accidents, incidents, and near-misses must be reported immediately to the supervising staff member.
4.2. Incident Report Forms must be completed on the same day.
4.3. Line managers investigate incidents and implement corrective actions.
4.4. The Health & Safety Committee reviews incident trends to prevent recurrence.

First Aid

4.5. The school clinic is staffed by trained medical personnel.
4.6. Each building has trained first aiders available.
4.7. First aid kits are checked and restocked monthly.

Fire Safety

4.8. Fire alarms, extinguishers, and evacuation plans are regularly maintained and tested.
4.9. Fire drills are conducted once per term.

Waste Management

4.10. Chemical, biological, clinical, and general waste is segregated and disposed of according to regulations.
4.11. Hazardous waste is removed by licensed contractors.
4.12. Laboratory and clinic staff follow appropriate disposal procedures.

Cleaning and Housekeeping

4.13. School facilities are cleaned daily.
4.14. Weekly inspections and annual audits ensure compliance with hygiene and safety standards.

External Safety Advisors

4.15. The school consults professional safety advisors as needed.

Safety Training

4.16. Staff receive annual training in first aid, fire safety, safeguarding, and digital safety.

Maintenance

4.17. Preventive maintenance is carried out in accordance with Armenian regulations and international best practices.

Playground and Equipment Safety

4.18. Playgrounds are inspected weekly.
4.19. Equipment is tested termly.
4.20. Active supervision is provided during break times.

School Trips and Off-Site Activities

4.21. Written parental consent is required for all trips.
4.22. Risk assessments are completed for every trip.
4.23. Appropriate supervision ratios are maintained.
4.24. Medical staff ensures the availability of medical information and emergency contacts.
4.25. Large groups are accompanied by a medical professional.

Swimming Activities and Use of External Pools

4.26. Swimming lessons for Kindergarten and Primary School students take place at external swimming pools approved by the school.
4.27. The school ensures that all external swimming facilities meet appropriate health, safety, hygiene, and supervision standards prior to use.
4.28. Written parental consent is required for student participation in swimming activities.
4.29. Risk assessments are completed for swimming lessons, including transportation, changing facilities, pool safety, and supervision arrangements.
4.30. Appropriate student-to-adult supervision ratios are maintained at all times, including qualified swimming instructors and accompanying school staff.
4.31. Students are supervised during transport to and from the pool, in changing areas, and throughout swimming sessions.

4.32. Emergency procedures, including lifeguard availability and first aid provision, are verified with the pool provider before the start of the program.
4.33. Medical information, including allergies and swimming restrictions, is communicated to instructors and supervising staff.

School Transport

4.34. Drivers hold valid licenses and undergo annual checks.
4.35. Vehicles are inspected regularly.
4.36. Boarding and disembarking are supervised by staff.

Contractors Working on Site

4.37. Contractors comply with school safety procedures.
4.38. Permit-to-work systems are used where required.
4.39. Construction areas are secured to prevent access by students and staff.

Vehicle Movement on Campus

4.40. Speed limits are enforced on school premises.
4.41. Pedestrian and vehicle routes are clearly marked.
4.42. Drop-off and pick-up zones are supervised.

Departmental Safety Rules

4.43. Science, Technology, and Physical Education departments maintain department-specific safety rules.
4.44. Department Heads ensure staff are trained and compliant.

Work Experience Placements

4.45. Host organizations meet safety and safeguarding requirements.
4.46. Risk assessments are completed before placements begin.

Letting of Premises

4.47. External users comply with school safety policies.
4.48. Contracts include appropriate health and safety clauses.

Violence or Abuse Toward Staff

4.49. The school enforces a zero-tolerance approach to violence, abuse, or harassment.
4.50. All incidents are reported and investigated immediately.

Medical Needs

4.51. Parents provide accurate health records in accordance with the national low.
4.52. Individual Healthcare Plans are created for students with chronic conditions.
4.53. Relevant staff are informed of medical needs.

Mental Health and Stress Management

4.54. Psychological and counselling services are available.
4.55. Wellbeing programs promote resilience and emotional regulation.
4.56. Stress risks are monitored for students and staff.

Child Protection

4.57. Safeguarding practices follow the school's Child Protection Policy.
4.58. Annual safeguarding training is mandatory for all staff.

Nutrition and Food Safety

4.59. The school promotes healthy eating.
4.60. Smoking is prohibited on school premises.
4.61. Alcohol and carbonated beverages are not permitted.
4.62. Outside food is allowed only with special permission.
4.63. Cream-filled cakes are not permitted at school celebrations.

Digital Safety

4.64. Students and staff follow safe online behaviour guidelines.
4.65. Data protection and privacy are maintained across all digital systems.

5. Training and Monitoring

5.1. All staff complete mandatory annual health and safety training.
5.2. Students receive age-appropriate safety education.
5.3. The Health & Safety Committee reviews incidents and risk registers at least twice per year.
5.4. Professional development supports wellbeing and emergency preparedness.

6. Policy Review

6.1. This policy is reviewed annually by the Health & Safety Committee.
6.2. Additional reviews occur after major incidents or regulatory changes.
6.3. Feedback from staff, students, and parents informs revisions.
6.4. An annual Health & Safety Report is shared with the Board of Directors.

Appendix 1 – Incident Report Form

- Date of incident
- Time of incident
- Location
- Name(s) of injured person(s)
- Role (student, staff, visitor, contractor)
- Description of incident
- Immediate action taken
- Witnesses
- Injury details
- Who was informed
- Follow-up required
- Person completing report (name and signature)
- Investigation findings
- Corrective actions
- Review by Health & Safety Committee