



## **Health and Safety Policy**

### **I**ntroduction

Tokyo West International School (TWIS) aims to ensure, so far as is reasonably practical and within the limits of normal risk, that:

1. The school is kept in a secure state with no unnecessary health concerns.
2. The school's entrance and exit will be kept safe from dangerous things that outsiders might bring.
3. In order to protect the health and safety of the school community including students, teachers, and staff, sufficient information, training, and supervision will be provided as needed.
4. We will ensure the safety of community members who use the bus from their departure destination to the Tokyo West area.
5. The school will make sure to provide sufficient arrangement for the wellbeing of all TWIS community members and other external visitors.
6. The school will provide a safe and secure building, equipment and structures without any unnecessary threats to human health.
7. The school will always focus to not only provide safety but also a comfortable environment for all school community members.

### **I**rganization

#### **TWIS Headmistress of School**

1. Become a neutral position during times of conflict between communities.
2. Monitor the development and maintenance of a positive health and safety environment at school.
3. Instruct and lead the person in charge, and each department, to carry out their respective duties to maintain safety and comfort while at school.
4. Provide a positive discussion and advice to comply with relevant health and safety legislation.
5. Ensure information and advice on Health and Safety is acted upon and circulated for the attention of the administration office, nurse, and academic leaders.

#### **TWIS Academic Leader**

1. responsible for reporting all events that may jeopardize the safety of community members.



2. Facilitate their respective department's solutions and suggestions if health and safety problems may arise.
3. Ensure that a school health and safety policy is produced for approval by their assessment, along with the Headmistress approval.
4. The effectiveness of any safe work practices determined through risk assessment, or in accordance with Japanese and School rules and guidelines, is monitored.
5. Conduct routine safety checks collaborating with staff and trustees.

### **The Admin Head, Nurse, and Admin Staff**

1. To ensure that the practice of health and safety are implemented and conducted directly in the school environment.
2. Responsible for being the first point of contact when there is an issue related to health and safety before bringing it to the discussion panel with the leadership team.
3. Take care that materials and tools provided for health and safety reasons are not misused.
4. Ensure any accident, near miss incident, dangerous occurrence or case of ill health arising out of work, is reported and that they cooperate with any investigation of such accident or incident.
5. Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omission at work.
6. Provide the necessary resources such as training, equipment, and others to the respective parties so that they can undertake the related task safely.

### **TWIS Students:**

1. They comply with school rules related to general behavior.
2. They take note of, and comply with, information provided for safety with regards to activities undertaken.
3. In cases of emergency, they remain quiet, listen, and follow instructions given by staff.
4. They do not misuse anything provided for health and safety reasons.

### **Emergency Situations**

In an emergency situation, Tokyo West International School may be unable to operate. This may be due to extreme weather conditions (typhoons and heavy snow, for example) or any other unforeseen circumstances (earthquakes and other emergencies). The School will not give refunds for school days missed due to extreme weather conditions or emergency situations.

### **Emergency Procedures**

**See Tokyo West International School Earthquake Action Plan**



## **Fire**

Smoke detectors, fire extinguishers and fire alarms are located throughout the campus.

In case of fire, the fire alarm will come on automatically in order to alert everyone to evacuate the building at once. There is a specific route designated from each classroom to the field.

Teachers will take attendance before the evacuation. Students should:

- Follow the escape path posted in the front of every classroom.
- Listen to the instructions given by teachers.
- Keep one hand cupped over the nose and mouth using a hand towel and try to crawl if the smoke is very thick.
- Stay in the evacuation point until further instructions are given.

Children are allowed to return to their classroom only if instructed by School Administrative Staff after the situation is deemed safe.