



# HEALTH AND SAFETY POLICY

## STATEMENT OF INTENT:

The Green School Board of Directors and Management team consider the health, safety and welfare of staff and students to be of paramount importance and that creating and maintaining a healthy and safe environment is a responsibility taken seriously. To this end we are committed to achieving the effective implementation of the School's health and safety policy and the objectives set out below.

Title	Policy Statement	Action	Reporting/Responsibility	Supporting Documents
<p><b>1.1</b> <b>DEFINITIONS</b></p>	<p>Each GS Health and Safety Policy section is a statement of our commitment to the health and safety of our students and staff as our penultimate goal and includes the most important details of that commitment. Most policies are accompanied by detailed protocol and procedure, other supporting documents which are available for review.</p>	<p>Acronyms:</p> <ul style="list-style-type: none"> <li>GS – Green School</li> <li>HS – High School</li> <li>MS – Middle School</li> <li>PS – Primary School</li> <li>EYP – Early Years Program</li> <li>BOD – Board of Directors</li> </ul>	<p>Questions regarding GS Health and Safety policies should be referred to GS Health &amp; Safety Officer on duty or the Teacher &amp; Student Manager. Issues concerning buildings, structures or natural environmental issues of concern should be directed to our Operations Manager.</p>	<p><b><i>Emergency Contact List</i></b>, which includes information for the positions mentioned in this document and is updated regularly.</p> <p>When a key person is off site for any period during the day, a temporary person will be designated for that role and the staff notified via email.</p>
<p><b>2.1</b> <b>COMMUNICATIONS</b></p>	<p>Without strong and effective communications between parents, students, and staff at all times, Health and Safety policies are ineffective. It is particularly important that communications are clear <i>before</i> an emergency occurs. A firm commitment to action through a strong communications policy between all parties is the cornerstone of our Health and Safety policy and procedures. The ultimate goal of all health and safety policies is PREVENTION.</p>	<p>The school has a Health and Safety Committee that meets on all matters relating to the school premises and health, security and safety.</p> <p>All staff, parents, students and visitors are to adhere to the communication chain outlined in this policy and to take action through communicating whenever a health or safety threat is perceived or real.</p> <p>In person meetings or spoken telephone communications are preferred.</p> <p>Emails that are sent with this level</p>	<p>The reporting chain for any security, health and safety concerns or emergencies is as follows:</p> <p>all teachers, staff, students and visitors report to:</p> <ul style="list-style-type: none"> <li>• the relevant on-site Health &amp; Safety Officer and/or GS Security staff</li> <li>• who then reports to the Teacher &amp; Student Manager</li> <li>• who then reports to the Facilitator, Parents and the</li> </ul>	<p><b><i>Emergency Contact List</i></b></p> <p><b><i>Emergency Protocol</i></b> with evacuation and lock down procedures are posted in each classroom and throughout the school.</p>

		<p>of information should be followed up until a response is received.</p> <p>If not an emergency, GS staff makes a commitment to respond to such concerns within 48 hours.</p>	BOD	
<p><b>3.1</b></p> <p><b>CAMPUS SECURITY</b></p>	<p>GS BOD and Administration are committed to maintaining a safe, secure and healthy environment for all staff, students and visitors. We aim for our campus to be safe and freely available while acknowledging the challenges of the environs and putting into place measures to ensure the safety of all who visit our campus.</p>	<p>Green School campus will be monitored with 24 hour security.</p> <p>All visitors are required to sign in at security posts at either entrance to the campus and wear a Visitor's ID tag while on campus.</p> <p>All Staff will be issued Staff ID Tags with a photograph to be used while on campus.</p> <p>All parents will be issued Parent ID Tags to be worn while on campus.</p>	<p>Chief of Security</p> <p>Teacher &amp; Student Manager</p> <p>It is the responsibility of every member of the school's community to alert the management team to any possible security risks or suggestions.</p>	<p><b><i>Standard Operating Procedures - Security</i></b></p>
<p><b>3.2</b></p> <p><b>Maintenance of School Grounds</b></p>	<p>See 3.1 above</p>	<p>The school grounds, classrooms and facilities will be maintained taking every reasonable effort in the areas of accident prevention, injury protection and the promotion of the health, safety, hygiene and welfare of all employees, students and visitors.</p>	<p>Teacher &amp; Student Manager</p> <p>Head of Operations</p> <p>Head of Housekeeping</p> <p>Head of Gardening</p> <p>Head of Mechanical and Electrical</p>	<p><b><i>Standard Operating Procedures</i></b></p>
<p><b>4.1</b></p> <p><b>RISK MANAGEMENT STATEMENT</b></p>	<p>GS recognizes that it is in an unusual school environment due to its location and facilities and thus the types of risks to our staff and children are different to a normal, urban school environment. Part of our philosophy is to have a deep engagement in the natural environment, which presents inherent risks. With clear policy and procedures in place to protect students, staff, and visitors to campus, GS has done the utmost to minimize those risks with the understanding</p>	<p>Green School will provide medical professionals on site at all times during school hours as well as an on-site Health &amp; Safety Officer to coordinate during emergencies.</p> <p>GS will maintain a medical facility stocked for general medical needs.</p> <p>For all emergencies, a designated driver will be on campus at all times during school hours to provide transportation to the appropriate hospital or medical center.</p>	<p>The reporting chain for any security, health and safety concerns or emergencies is as follows:</p> <p>all teachers, staff, students and visitors report to:</p> <ul style="list-style-type: none"> <li>the relevant on-site Health &amp; Safety Officer and/or GS Security staff</li> <li>who then reports to the Teacher &amp; Student</li> </ul>	<p>Key documents:</p> <ul style="list-style-type: none"> <li><b><i>GS Medical Assistance and Response Information</i></b></li> <li><b><i>Emergency Contact List</i></b></li> <li><b><i>Health and First Aid Manual (with hospitals and specialty information included)</i></b></li> <li><b><i>Evacuation Procedures</i></b></li> </ul>

	that they cannot be fully eliminated.		<p>Manager</p> <ul style="list-style-type: none"> <li>who then reports to the Facilitator, Parents and the BOD</li> </ul>	<ul style="list-style-type: none"> <li><b><i>Lockdown Procedures</i></b></li> <li><b><i>GS Emergency Response Protocols</i></b></li> <li><b><i>Risk Management Guide</i></b></li> </ul>
<p><b>4.2</b></p> <p><b>Risk Management Responsibilities - School</b></p>	GS is expected to conduct its business in a way that reduces the risk of health and safety problems occurring.	Green School will maintain all resources detailed in this policy and will make no decisions on behalf of the school that does not take into consideration the health and safety of its students and staff as paramount.	The Teacher & Student Manager and BOD make this commitment.	<b><i>Risk Management Guide</i></b>
<p><b>4.2 - 1</b></p> <p><b><i>Staff Screening</i></b></p>	GS recognizes that Risk Management for child protection begins with the recruiting, screening and selection of the right people to work in our school.	GS will have consistent procedures in place for all staff (including volunteers) and suppliers/contractors to follow, with adequate management and supervision to ensure they comply with these procedures	The Teacher & Student Manager and hiring committee are responsible for proper staff screening.	<p><b><i>Staff Handbook</i></b></p> <p><b><i>Visitors' Guidelines</i></b></p>
<p><b>4.2 - 2</b></p> <p><b><i>Training</i></b></p>	GS is committed to conducting regular training of all staff to include emergency drills, chain of communication, and health emergency procedures.	<p>The Health &amp; Safety Officer on duty will be responsible for:</p> <ul style="list-style-type: none"> <li>conducting regular trainings that are group/age appropriate</li> <li>completing evaluations and memos with regard to future needs.</li> </ul>	Health & Safety Officer's primary day-to-day responsibilities include trainings and policy and procedure maintenance.	<b><i>Health &amp; Safety Officer Position Description</i></b>
<p><b>4.3</b></p> <p><b>Risk Management Responsibilities – Admissions</b></p>	GS Admissions is required to take into consideration and health and safety needs of each applicant to GS.	GS Admissions are to collect all pertinent health information upon application and to consider such information for admission in the best interest of the child given our environment.	Admissions will report to the admissions committee, learning support specialists, the Teacher & Student Manager and teachers as relevant before an admissions decision is made.	<p>A Comprehensive <b><i>Admissions Policy</i></b></p> <p><b><i>Student Application Form</i></b> w/ Comprehensive Medical Questionnaire</p>
<p><b>4.4</b></p> <p><b>Risk Management</b></p>	Staff is expected to conduct themselves in a way that reduces the risk of health and safety problems	All members of staff are required to advise the Health & Safety Officer on duty of any known health and	It is the responsibility of every member of the Staff to alert the management team to any	<b><i>Staff Handbook</i></b> with detailed Code of Conduct

<b>Responsibilities – Staff</b>	occurring.	safety issues.	possible security or health risks or suggestions.	
<b>4.4 - 1</b> <b><i>Field Trips – Local and Overseas</i></b>	<p>For all field trips, both local and overseas, the trip leader undertakes a risk assessment prior to departure; this risk assessment is submitted to the Teacher &amp; Student Manager’s Office for consideration, modification and final sanctioning.</p>	<p>An informative letter together with a permission form will be sent home to parents via email and via our online communication program before a visit, and no student will be allowed on the trip unless a signed permission form has been returned to school.</p> <p>Overseas trips will involve a more detailed planning and communication process involving parents, students and participating staff.</p>	<p>Parents may sometimes be invited to accompany trips and assist in supervising.</p> <p>The coordinating staff member is responsible for informing supervisors of their specific roles and responsibilities.</p>	<p><b><i>Field Trip Permission Form</i></b></p> <p><b><i>Risk Assessment Procedures and Form</i></b></p>
<b>4.5</b> <b>Risk Management Responsibilities - Students</b>	<p>Students are expected to conduct themselves in a way that reduces the risk of health and safety problems occurring.</p>	<p>Students are required to advise a teacher whom they trust or the Health &amp; Safety Officer on duty of any known health and safety issues.</p>	<p>It is the responsibility of every student in the school’s community to alert a trusted teacher to any possible security risks or suggestions. who will in turn report to the Health &amp; Safety Officer on duty and Teacher &amp; Student Manager.</p>	<p><b><i>Student Handbook</i></b> with detailed Code of Conduct</p>
<b>4.6</b> <b>Risk Management Responsibilities – Parents</b>	<p>Parents are expected to conduct themselves in a way that reduces the risk of health and safety problems occurring while on campus and to be forthcoming and consistent with information about their child/ren's circumstances.</p> <p>Parents are required to inform GS immediately of any changes to the family’s contact details including home address, home telephone number, e-mail address, and parents’ hand-phone numbers.</p> <p>Parents are required to enroll their child in an appropriate International</p>	<p>Make any contact detail or medical information changes known to the admissions director. Admissions to discuss with health professionals on campus and appropriate teachers. Make any health and safety concerns known to the Health &amp; Safety Officer on duty and medical staff on campus.</p> <p>Notify Admissions of the details and contact information for each Child’s Insurance Policy.</p>	<p>Parents will be asked to make these changes on a regular basis (1x per year at the beginning of the academic year) and when any medical event occurs. Admissions will inform the medical staff, Health &amp; Safety Officer on duty, relevant teachers and the Teacher &amp; Student Manager.</p>	<p><b><i>Health and Safety Manual</i></b></p> <p><b><i>Change of Contact Details Form</i></b></p> <p><b><i>Change of Health Status Form</i></b></p> <p><b><i>Insurance Information Form</i></b></p>

	Health Insurance policy.			
<b>4.6 - 1</b> <b><i>Guardianship</i></b>	If both parents and the appointed guardian are to be out of Bali concurrently, guardianship of children is required to be temporarily assigned to another person physically present in Bali. The Admissions Office should be informed of the name and contact details of the guardian. This is to ensure that we are able to contact the appropriate person in the case of an emergency. In such cases, a letter of guardianship should be signed and given to the temporary guardian.	An enrolled child will not be allowed to stay on his/her own for any period and must reside with his/her parents or guardian.	Parents to inform the admissions team of any changes in guardianship. Admissions will in turn notify the teaching team for that student and the Teacher & Student Manager.	<b><i>Change of Guardianship Form</i></b>
<b>5.1</b> <b>CODES OF CONDUCT</b>	GS Code of Conduct is one of the means by which the School will live up to its mission on behalf of all the people who work and study here. The School on the one hand, and individual students on the other, have justifiable expectations of each other, including: <ul style="list-style-type: none"> <li>• Students have a right to expect that the School will provide a secure, nurturing environment to learn in; the School has a responsibility to provide this.</li> <li>• The School expects students to behave in a way which will contribute to such a safe, friendly environment; it cannot tolerate behaviour which undermines this principle.</li> </ul>	The Code of Conduct will be most effective in a caring environment where behaviour that is not in accordance with the Code is recognised and dealt with promptly and appropriately. With everyone's co-operation in striving for high standards, it will become a code that will not need enforcing, but by which the whole community can happily live and work together.	Each learning team: PS, MS and HS is responsible for maintaining a code of conduct for its students that includes appropriate discipline procedures. In all serious discipline or behavioral cases, the Teacher & Student Manager should always be informed.	<b><i>Staff Handbook</i></b> with Staff Policies and Code of Conduct <b><i>Student Handbook</i></b> with Student Policies and Codes of Conduct for PS, MS and HS
<b>5.2</b> <b>Vehicles and Transportation</b>	Staff and parents are asked to drive or advise their drivers of the importance of driving cautiously in the surrounding GS areas.	Security staff will maintain orderly conduct of drivers while on GS grounds.	Chief of Security Incidence of careless driving should be report to the Operations Manager who will	<b><i>Traffic Management Policy</i></b>

			determine action.	
<p><b>5.3</b> <b>Motorbikes/Helmets</b></p>	<p>Students are discouraged from riding motorbikes at all times. A child allowed to ride a motorbike to and from school is required to have his/her parent or guardians sign a release form, which will be kept on file to this effect. All staff and students are required to wear a helmet at all times while traveling on a motorbike. Parents are asked to conform to this policy in the best interests of setting examples for the children and our community. Distance does not matter or factor into this policy in any way.</p>	<p>A staff or student seen not wearing a helmet going to and from school or a school related function will be stopped immediately and reported to the appropriate supervisor or teacher.</p> <p>The school will work to maintain a helmet closet of donated helmets for such use always.</p>	<p>Security Staff</p> <p>Green School Community members</p> <p>Report defaults to the Operations Manager and the Teacher &amp; Student Manager.</p>	<p><b><i>Motorbike Responsibility Release Form</i></b></p>
<p><b>5.4</b> <b>Dress Code (Shoes)</b></p>	<p>Students, staff, parents and visitors are required to wear shoes at all times when outside of the classroom areas.</p>	<p>If a child is consistently seen without shoes or refuses to put his/her shoes on when it is pointed out, disciplinary action will be employed and determined by the teaching team for that child.</p>	<p>Each teacher will monitor the students and each other carefully and make the shoelessness known. In the case of a child, the teacher will accompany a student to his/her shoes.</p>	<p>Each section of the school will maintain a separate dress code relevant to their children and needs with additional information.</p>
<p><b>5.5</b> <b>Drugs, Alcohol and Cigarettes</b></p>	<p>Possession of illegal drugs on campus and consumption of alcohol during school hours are strictly prohibited. In the case of drugs, this act is clearly criminal. Both present a direct threat to the welfare of others or may result in violence to persons or damage to property.</p>	<p>Possession of illicit drugs is illegal under Indonesian law and carries a sentence of life in prison or the death penalty. GS is legally required to notify the authorities if illegal drugs are found on campus.</p> <p>Inebriation or consumption of alcohol during school hours by staff or students will result in suspension and potential dismissal.</p> <p>The school grounds, classrooms, staff lounges, administration offices and all public areas are all smoke-free zones during school hours. This is applicable to all employees, parents, visitors, and, of course,</p>	<p>The Teacher &amp; Student Manager is responsible for taking action in such cases.</p>	<p><b><i>Indonesian Legal Statute</i></b> is available for review</p>

students. No smoking will be allowed on the premises;

**6.1  
EMERGENCIES**

GS takes every precaution to ensure the safety of all who visit the campus with clear policy and procedures in place to protect students, staff, and visitors. GS has done the utmost to minimize those risks with the understanding that they cannot be fully eliminated.

GS BOD and Administration will regularly review Health and Safety Policies and Procedures for relevance and effectiveness.

BOD  
Teacher & Student Manager  
Operations Manager  
Health and Safety Committee

***Evacuation Procedures***  
***Health Emergency Procedures***  
***First Aid kits*** located throughout the school for easy access by staff.

**6.2  
Emergency Drills**

Emergency drills occur regularly throughout the year at least 1x per term. A report on the effectiveness of each drill is sent to the whole school and trainings conducted should contain procedures that need to be improved upon.

Drills are planned and coordinated by the Health & Safety Officer on duty with a reflection with students and staff on the drill effectiveness after each drill.

Health & Safety Officer on duty to update the Teacher & Student Manager and BOD on our drill effectiveness and plans for improvement.

***Emergency Drill Procedures***  
***Emergency Routes and Action Plan*** laminated and posted in a visible place in each classroom  
***Evacuation Procedures*** and details of when to use which procedure  
***Lock Down Procedures*** and details of when to use which procedure  
***Emergency Evacuation Evaluation Form***

**6.3**

A security threat of any nature is considered a safety emergency and the

In the event that an emergency has made the general evacuation route

Should you wish to see a copy of these protocols, please contact

***Emergency protocol***

<p><b>Security Emergency</b></p>	<p>relevant emergency protocol goes into effect. GS will take any threat to security such as a bomb threat, guns on campus, or other acts of terrorism seriously and default to emergency evacuation procedures – evacuation to an assembly point or lock down depending on the threat.</p>	<p>unsafe or if the children are in immediate danger the teacher will use his/her judgement in choosing an alternative path to follow which, will allow the quickest and safest evacuation unless directed to lock down. Should the children not be in immediate danger the teacher will wait with the children in the classroom until further instructions from the office.</p>	<p>our Health &amp; Safety Officer on duty.</p>	<p><b><i>Evacuation and lock down procedures</i></b></p> <p><b><i>Emergency procedures</i></b></p> <p><b><i>Evacuation Procedures</i></b> laminated and in a clearly visible place on the classroom wall indicating designated evacuation points</p>
<p><b>6.4 Weather Emergency</b></p>	<p>Natural disasters such as fire, earthquake, floods, etc., are considered safety emergencies and the relevant emergency protocol goes into effect.</p>	<p>In case of a fire, fire evacuation procedures will go into effect immediately.</p>	<p>Should you wish to see a copy of these procedures, please contact our Health &amp; Safety Officer on duty.</p>	<p><b><i>Fire evacuation procedures</i></b></p> <p><b><i>Emergency Packets</i></b> with a visible red cross on the cover are located in each classroom, contain the class attendance list and important health, and contact information. These packets are designed to be grabbed on the way out of a classroom during an emergency or during a lock down.</p>
<p><b>6.5 -1 Weather Emergency – Lightening Specific</b></p>	<p>Bali has a high rate of lightning storms particularly during the rainy season. If a red flag is visible on the sports field at any time, then students are not allowed onto the field.</p>	<p>All staff must uphold this rule. It is GS policy that at the first signs of thunder and/or lightning, staff supervising outdoor activities <b>MUST</b> call students to order and remove them to a safe and protected place.</p> <p>Children should remain in that safe and protected place until fifteen minutes after the last sign of thunder and/or lightning.</p>	<p><u><b><i>This policy must be strictly adhered to; no staff member has the authority to take a risk.</i></b></u></p>	<p><b><i>Lightening Procedures document</i></b></p>
<p><b>7.1 NURSE STATION PROTOCOL</b></p>	<p>GS recognizes the need to provide basic First Aid facilities for all staff, students and visitors while on campus during school hours.</p>	<p>GS will provide medical professionals on site at all times during school hours along with a Health &amp; Safety Officer to coordinate during emergencies.</p>	<p>Health &amp; Safety Officer on duty Medical personnel</p>	<p><b><i>Health and First Aid Manual</i></b> <i>(with hospitals and specialty information included)</i></p> <p><b><i>GS Medical Assistance and</i></b></p>

		GS will maintain a medical facility stocked for general medical needs		<p><i>Response Information</i></p> <p><i>Parent/Guardian Contact List</i> for medical staff</p> <p><i>Health Incident Report Form</i></p>
<p><b>7.2</b></p> <p><b>Illness or Injury (non-emergency) and Infectious Disease</b></p>	<p>Basic first-aid procedures are administered at the school. If a child requires regular medication during school hours, the parent/guardian is required to deliver the medication and exact dosage to the GS medical staff and to discuss the medical condition with the GS medical staff.</p> <p>Parents/caregivers are responsible for making decisions for their children's health and well-being, however they have also a responsibility to other school community members when considering whether to vaccinate or not to vaccinate their child and must take the following steps when their child shows signs and it is confirmed that their child is carrying an infectious disease.</p>	<p>All medications and first aid at school is administered by the medical staff and select administrators. Medical staff do not administer Aspirin. Medical staff and administrators administer Panadol as its only pain reliever. If you do not want particular procedures or medicines used, please advise the admissions office in writing.</p> <p>In case of an infectious disease, parents are required to notify the school immediately of the nature/type of the infection and isolate their child to prevent transfer to other members of the school community. GS will communicate with the wider community should a serious threat from this disease be present.</p>	<p>Medical staff inform parents via text message each time their child visits the on-site clinic and for what purpose.</p>	<p><i>Parent/Guardian Contact List</i> for medical staff</p>
<p><b>7.3</b></p> <p><b>Health Emergency</b></p>	<p>Major illness and injuries can occur in children and staff during the school day. Emergency health care will be administer by or in consultation with the on-site medical staff.</p> <p>.</p>	<p>GS is committed to training a minimum of 12 staff members in an extensive Wilderness First Aid course to ensure there are highly trained individuals across campus at all times who can administer emergency care</p> <p>In the event of a medical emergency, an air horn, (one located in each Learning neighbourhood), will sound. Medical staff and the Teacher &amp; Student Manager will go directly to the site.</p> <ul style="list-style-type: none"> <li>• Staff to call the GS medical</li> </ul>	<p>Parent Notification and stabilizing the student or staff member and transporting him/her to the appropriate medical facility will occur as quickly as possible.</p>	<p><i>Health Emergency protocol</i></p> <p><i>Health Emergency procedures</i></p> <p><i>Snake Bite Protocol</i></p> <p><i>Emergency Packets</i> with a visible red cross on the cover are located in each classroom and contain the class attendance list and important health and contact information. These packets are designed to be grabbed on the way out of a classroom during an emergency or during a lock</p>

		<p>personnel and the Health &amp; Safety Officer on duty immediately.</p> <ul style="list-style-type: none"> <li>• Medical personnel and H&amp;S Officer to contact the Teacher &amp; Student Manager</li> <li>• Teacher &amp; Student Manager to contact the Facilitator..</li> <li>• The Teacher &amp; Student Manager or H&amp;S Officer to contact the Parents/Guardian, driver, hospitals, medical support team, and operations manager.</li> </ul>		<p>down.</p> <p><b>Air Horns</b> for each learning neighbourhood.</p>
<p><b>7.4</b> <b>Emotional and Physical Wellbeing</b></p>	<p>Green School prioritizes the emotional and physical health and wellbeing of our students. With the consent of the parent(s) of a child, Green School may request an outside professional assess a child regarding intellectual, emotional and physical development and wellbeing. In the situation where parents refuse to grant consent for their child to attend for either a psychological assessment or learning support, Green School reserves the right to refuse continued admission to Green School</p>	<p>The School's policy and attitude towards child protection is conveyed via the newsletter, including details about how to report harm or suspected harm, on a regular basis. Students are informed in regular classroom meetings about how to protect themselves and who to report to if they are subjected to any form of abuse or concerned about their safety.</p> <p>If it is suspected or known that a child is engaging in risky or self harming behaviors, staff are required to report this information directly to the Teacher &amp; Student Manager who will determine the team of individuals to address this concern on a case by case basis.</p>	<p>If it is suspected or known that a child is being abused or neglected, staff are required to report this information directly to the Teacher &amp; Student Manager who will determine the team of individuals to address this concern on a case-by-case basis.</p> <p>Parents will be informed and required to attend a meeting with the Teacher &amp; Student Manager. Should a parent/guardian refuse such a meeting, GS will consider expulsion of the student.</p>	<p>GS's definitions of abuse, neglect, and emotional and physical wellbeing</p> <p><b><i>Learning Support Policy</i></b></p> <p><b><i>Learning Support Procedures</i></b></p>
<p><b>7.5</b> <b>Documentation</b></p>	<p>Documentation within 24 hours of any health related treatment or emergency must be completed.</p>	<p>Health Incident Report to be completed after each health related treatment or emergency.</p>	<p>Teacher &amp; Student Manager reviews health procedures with a committee as necessary and determines training or action required as a follow-up.</p>	<p><b><i>Health Incident Report Form</i></b></p>

**10.1  
Policy Review**

The BOD, Teacher & Student Manager, and Health & Safety Officer on duty will review these policies annually.

Emergency protocols, contact lists, and reporting GS and staff will constantly maintain procedures regularly training.

BOD  
Teacher & Student Manager  
Health & Safety Committee

***Health and Safety Policies***

Health and Safety Policies

Adopted by the Board of Directors

By

On this day: 24<sup>th</sup> day of September, 2012

By

Green Schol Board of Directors