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	Prepared By: Sumeera Wahid	Eff. Date: 01.03.2020	Issue: 02	Revision Authority: College Council	Approval Authority: Principal
	Title:	The Health & Safety Policy of Modernage - Updated on 04, Sep. 2025			

- 1. Introduction:** The Health and Safety Policy of Modernage is to promote the safety, health and welfare of all its students, staff, visitors and members of the public on school premises. The campuses of Modernage comprise of general and staff offices, teaching classrooms, laboratories, libraries, workshops, residential spaces, play areas, washrooms, and storage facilities, all of which are covered by this policy. Apart from the student body, the school is staffed by academic, administrative, secretarial and technical staff. In addition the school plays host to outside visitors and members of the public. At school, students are involved in various activities which might put them at risk of minor, and in rare cases major injuries (e.g. during sports). Hence this policy of Health and Safety is being written to ensure that all our students as well as staff members and visitors remain protected at all times.

- 2. Aims:** In connection with the Health and Safety area, Modernage aims to:
 - i. Provide a safe, secure and healthy working environment for the students and staff members.
 - ii. Encourage everyone to take responsibility by being aware of possible risks and be vigilant and confident in dealing with a problem situation.
 - iii. Make the environment secure so the people may feel comfortable and safe.

- 3. Objectives:** The school administration, particularly the Building Maintenance Staff of Modernage will:
 - i. Identify hazards, assess risks and adopt measures to eliminate or reduce risks in all school activities.
 - ii. Provide safe access to and from the school.
 - iii. Provide a safe working environment through the maintenance of school buildings, grounds and other infra-structure.
 - iv. Make available the equipment which is safe to handle and fit for purpose, and ensure its maintenance.
 - v. Prepare an Emergency Plan of Action and ensure that it is accessible to all employees and students.
 - vi. Ensure that arrangements are made for the safe use, handling, storage and transport of all school possessions, in particular those which may present a risk or hazard to the concerned students and staff.
 - vii. Recruit employees who are competent for their job and ensure that they receive adequate information and training required to perform their work safely.
 - viii. Be vigilant around the school premises for intruders.
 - ix. Ensure there is sufficient information, instruction and supervision to enable all students and employees to avoid hazards and to contribute to their own safety and health at work.
 - x. Administer appropriate procedures according to fire regulations.
 - xi. Have procedures in place for the safe administration of medicines and for dealing with accidents and illness.
 - xii. Have a procedure in place for reporting, maintenance and replacement of faulty equipment.
 - xiii. Communicate with students, parents and employees on all matters pertaining to health and safety including awareness about Sexual Harassment, Use of Drugs/Alcohol, etc.

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4. Continuous Improvement: The arrangements to implement the Health and Safety policy are based upon the concept of Plan-Do-Check-Act/Review. It places responsibilities on all people associated with the school, including students and staff members. The process is to be followed as under:

- i. **Plan:** Establish objectives, programs, and processes necessary to deliver results in accordance with the organization's policy.
- ii. **Do:** Implement the processes as planned.
- iii. **Check:** Monitor and measure activities and processes derived from the Health and Safety policy, and report the results.
- iv. **Act/Review:** Take actions to continually improve health and safety performance to achieve the intended outcomes

5. Arrangements: In order to meet the objectives of the Health and Safety Policy, the College has put forth the following arrangements:

- i. **Accident Reporting:**
 - a. All accidents to staff and students are recorded on an approved Accident/Incident Register.
 - b. Accidents include all those incidents resulting in injury, property damage, and/or loss, near miss, or dangerous occurrence.
 - c. Well trained first aiders with proper first aid equipment are present in all the campuses of Modernage. Further a doctor is also associated with the school who may be called in case of emergency.
 - d. All accidents are reported to and monitored by the Security In charge with a completed form immediately following the accident.
 - e. The Security In charge co-ordinates any investigation requirements with Vice Principal (V.P) and Admin Officer for suitable action. The V.P gives recommendations for further action.
 - f. Transport facility is available in case of any emergency.
- ii. **Alcohol and Drugs:** Modernage is committed to providing its employees and students with a working environment that is free from the problems associated with the use and abuse of illegal substances.
 - a. Any employee or students or visitor using, selling, possessing, distributing, transferring, or manufacturing illegal substances in any setting and at any time will be committing a serious violation of the Code of Conduct of Modernage and will face swift and severe disciplinary action and probable dismissal.
 - b. Cigarette smoking by the students and employees is strictly prohibited in school premises. The use of all tobacco products, including but not limited to snuff, dip, chewing tobacco, cigarettes, cigars, and pipe tobacco, shall be prohibited on the campus of Modernage at all times.

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- c. Faculty members or students in violation of this prohibition shall be subject to progressive disciplinary consequences. Repeated violations may result in dismissal.

iii. **Safe Workplace:**

- All the school buildings and structures are maintained to a safe standard.
- Safe access to and from the premises is provided to all the people associated with the school. The school vehicles are inspected and maintained regularly.
- Where appropriate, competent outside specialists are employed on a scheduled contract basis to maintain services.
- In particular, full risk assessments of the water storage tanks and the water supply are carried out by competent outside professionals. In addition to that, necessary refurbishment and cleansing are undertaken. The water storage tanks (annually) and water supply system/filters (monthly) are inspected on a scheduled basis by competent professionals and refurbishment and disinfection are carried out according to their recommendations.

iv. **Safe Equipment:**

- The school management procures work equipment that is fit for purpose.
- Equipment is serviced regularly as well on a need basis.
- Where necessary, competent professionals are employed to inspect and maintain equipment. Particular reference is made here to the playground equipment, heaters, kitchen equipment, geezers, and electric appliances. All of these equipment are maintained by specialized outside contractors on a scheduled contracted basis as well as a need basis.
- All the transportation vehicles of the school, are serviced on a scheduled basis by competent and qualified mechanics.

v. **Fire and Earthquake Safety:**

- In the event of fire and earthquake, the safety of life overrides all other considerations.
- If a fire or earthquake takes place, however small, the alarm is raised immediately.
- All employees, students and visitors leave the building by the designated routes.
- All employees make themselves aware of the contents of the Emergency Evacuation Procedure and communicate the relevant points to students.
- Special training and seminars for students and employees are conducted for Emergency Evacuation.

vi. **Security:**

- Access to the school on all working days, off days as well as overnight are controlled by specially trained security personnel.
- All visitors are required to register at the Reception.
- Visitors are not permitted unaccompanied access to the school.

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- d. Procedures are in place for dealing with suspected intruders.
- e. Major areas of all campuses are covered by CCTV.
- f. A Security Incharge monitors the recording of CCTV.

vii. **Vaccination and Health Awareness Campaigns:**

- a. Proper vaccination of polio, measles, hepatitis B, etc is done at all the campuses as per the instructions of the KPK Health Sector.
- b. Awareness campaigns on health related issues like hand washing, dental hygiene, use of drugs, etc are conducted regularly in the school.

viii. **Sexual Harassment:**

- a. Students and employees are treated honourably and with respect at all times.
- b. Students and employees are encouraged to conduct themselves in a manner, which encourages and promotes positive, wholesome relationships with others.
- c. The College Council recognizes that all persons should be safe from unwelcome, offensive, or otherwise inappropriate sexual advances and activity.
- d. Sexual advances, sexual remarks, or sexual conduct are considered inappropriate in our educational environment, and the College Council does not tolerate sexual harassment or sexual abuse of students or employees.

6. Safety Guidelines for Modernites:

- i. **Behaviour Expectations:** All students are expected to:
 - a. Exhibit respectful and responsible behaviour during school hours, including breaks.
 - b. Use breaks to relax, socialize, and engage in constructive activities.
 - c. Avoid running, pushing, or engaging in rough play or any behaviour that may cause harm to themselves or others.
- ii. **Maintaining Order:** The school staff including teachers, proctors and floor in charges are assigned to supervise common areas during breaks and school hours. These steps include:
 - a. Redirecting students when necessary
 - b. Providing reminders about behaviour expectations
 - c. Intervening promptly to prevent unsafe incidents
 - d. Facilitating conflict resolution
- iii. **Consequences:** Students who repeatedly engage in running, pushing, or disruptive behaviour will face disciplinary consequences, such as oral warnings, written warnings, suspension or other appropriate actions, in accordance with the discipline policy of Modernage.
- iv. **Parental Involvement:** Parents/legal guardians will be informed if their child is involved in repeated instances of running, pushing, or disruptive behaviour. The school will contact parents to address the issue and implement corrective measures.

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7. Safety Guidelines for Teachers:

- i. Never leave the children unattended. Be in class before the children arrive and leave only when the last child has left from class.
- ii. Follow the Exit Plan efficiently on daily basis.
- iii. Identify and report hazards and implement measures suggested by the administration to eliminate or reduce risks in all school activities.
- iv. Report any required maintenance of school buildings, grounds and other infra-structure.
- v. Safely handle the equipment provided by school and ensure its maintenance.
- vi. Be familiar with the Emergency Exit Plan of the school and ensure that it is accessible to all students.
- vii. Be vigilant around the school premises for intruders.
- viii. Communicate with students on all matters pertaining to health and safety including awareness about Sexual Harassment, Use of Drugs/Alcohol, etc.
- ix. Be aware of the allergies of the students.
- x. Ensure the safety of children during excursions and outdoor trips. Avail written consent of parents for allowing a child to go on a trip. Focus on the duty during a trip rather than enjoying with the children.
- xi. Take appropriate measures to ensure safety of children in the playground and be vigilant during playground duty.

8. Provision of Welfare Facilities:

- i. Health, safety and welfare of employees, students and other people associated with the school, is ensured while they are in the school premises.
- ii. The stakeholders meet this responsibility through the provision of fresh drinking water, adequate toilet and activity room facilities, adequate heat, light and ventilation, the provision of personal protective equipment where required and the arrangements which are in place to deal with the disposal of sanitary, kitchen, and general waste.

9. Hiring and Training of Employees:

- i. Employment of competent personnel is ensured and all new recruitments are ensured to be fit for the job.
- ii. New members of both the teaching and administrative staff are required to undergo a safeguarding interview with the HR Department.
- iii. New staff is subject to an induction procedure which includes training on Child Protection, health and safety training and training specific to the job. The induction process is designed to assist the new member of staff to adjust easily to their new work environment, to impart information about the school and its procedures, to ensure that the new employee is aware of child protection issues and health and safety provisions and procedures, to identify training needs and to minimize staff turnover by addressing problems at an early stage.
- iv. Training is provided for all Teaching, Administrative and Support staff as required to ensure the safe performance of their work.

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10. Co-operation:

- i. All staff, students and visitors are required by this policy to co-operate with the school and comply with the guidelines.
- ii. Safety systems and equipment must not be tampered with or abused.
- iii. Safety procedures must be followed and personal protective equipment must be used as directed.
- iv. It is the responsibility of all staff to have regard for their own safety and that of their colleagues by reporting health and safety issues to their Security In charge, Admin Officer or V.P, and by setting a good example of health and safety protocol for the students.

11. Monitoring and Review:

- i. The effectiveness of the Health and Safety Policy is monitored through the analysis of accident reports, sickness records, staff turnover and progress reports on actions recommended by inspectors from the Head Office of Modernage.
- ii. A summary of accidents and of health and safety training undertaken by employees is presented to the Head Office on a term wise basis.
- iii. Furthermore the Principal requires the Security In charges to submit formal reports on each of the major Health and Safety areas, once per annum, for their formal acknowledgement and review.

Modernage acknowledges, however, that effective management of Health and Safety relies equally on a proactive approach and the arrangements detailed in this policy for the inspection and planned maintenance of equipment and services and the identification of training needs are intended to ensure that the aims of the Health and Safety Policy are achieved and Modernage provides a safe place of work and study as far as it is reasonably practicable.