

# Best Practice: How to secure health and safety in schools

**IT IS IMPORTANT TO APPLY the MBSSE's standard procedures, manuals and checklists.**

- **(These should be issued by the MBSSE and made available at all schools at all times. Request copies from MBSSE)**

**OHS from an HR perspective for school leaders who report to MBSSE/DEOs or TSC/TSC DOs if anything to report**

- Develop, maintain and update an emergency plan for the school in case of fire, flooding, hurricanes or other disasters.
- Ensure school leaders and selected staff are trained in first aid and every school has a complete first aid kit with instructions.
- Replace blackboards with whiteboards.
- Ensure smoke-detectors, fire-extinguishers and fire-exits are placed in the school according to Sierra Leone safety-regulations.
- Ensure staff are fire trained.
- According to safety regulations, regularly check smoke detectors work and fire-exits are open and passable.
- Ensure driveways for fire-vehicles and ambulances are passable and in a good state.
- Keep chemicals and toxic materials in a locked store.
- Ensure crowding in the classrooms doesn't prevent pupils from leaving safely in case of emergency.
- Test the school grounds and premises for broken glass, razor blades, sharp stones, nails and other objects that may harm teachers and children.
- Ensure playgrounds follow safety standards.
- Ensure classrooms are well ventilated and illuminated.
- Ensure the school has access to health facilities and phone numbers of accessible medical doctors, health clinics and hospitals.
- Ensure WASH facilities adhere to standards and are in good working order; enforce handwashing.
- Ensure food is prepared and consumed following the best hygienic practices.
- Ensure the school has ramps, toilets and other facilities required by teachers and pupils with disabilities.

- Ensure schools are fenced.
  - Ensure proper disposal refuse.
  - Ensure regular cleaning and fumigation.
  - If tiled, ensure floors are covered in the correct floor tiles that are not slippery and dangerous, particularly when wet.
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