



queen  
mira  
international  
school

# HEALTH & SAFETY COMMITTEE



qmis  
brochure



qmis  
website



qmis  
souvenir



## Vision

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**“To empower every learner to become a thoughtful leader, committed to driving sustainable change for a better world”**



## Mission

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- Promoting personal growth and well-being through holistic development—integrating mental, emotional, and physical wellness—while fostering self-love, self - acceptance, and self - compassion.
- Fostering environmental awareness and stewardship by nurturing respect for nature and promoting sustainable living, conservation, and mindful resource use.
- Cultivating community and social harmony by fostering inclusivity, empathy, and mutual respect, while inspiring collaboration to address shared social and environmental challenges.
- Fostering global and digital citizenship by promoting compassion, ethical awareness, critical thinking, and responsible use of technology for learning, collaboration, and social impact.
- Empowering individuals through balanced living, integrating academics, athletics, and personal growth, while cultivating discipline, life skills, and financial literacy for responsible, independent success.
- Inspiring innovation and lifelong learning by embracing change, advancing skills, and cultivating an agile mindset for navigating a dynamic world.
- Building resilience and courage by empowering individuals to face challenges with confidence, adaptability, and a growth mindset.



## Core Values

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QMIS builds the values through the environment, curricular and co-curricular programmes and shapes the staff and students with the following core values  
**Accountability, Commitment, Integrity, Positivity, Respect**



QMIS

## Guiding Statement

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QMIS has a well structured guiding statements which act as the rungs of the ladders to take us to our vision.

- GS1:** Deliver a comprehensive and dynamic CBSE curriculum that blends local relevance with international best practices, fostering academic excellence and global citizenship.
- GS2:** Ensure a safe, inclusive, and nurturing environment that prioritizes the physical, emotional, and psychological well-being of all students and staff.
- GS3:** Instill a deep understanding of global interdependence, encouraging learners to take responsibility for sustainable living and meaningful change.
- GS4:** Provide opportunities that enhance life skills, well-being, self-management, and leadership through local and global engagement.
- GS5:** Promote a values-based education that inspires inquiry, collaboration, communication, and strong research skills.
- GS6:** Encourage multilingualism through regional languages (Tamil/Hindi) and global languages (French), fostering cultural awareness and global communication.
- GS7:** Seamlessly integrate technology to enrich learning, empower student creativity, and instill responsible digital citizenship and respect for intellectual property.
- GS8:** Drive continuous learning and curriculum development through purposeful, ongoing, and student-centered assessment practices.
- GS9:** Cultivate collaborative communities and equip students with globally relevant skills through financial education, creative expression and individualized learning in dedicated creative spaces.

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### HSP 001: Objective

- To build a healthy & safe environment for all the members of the School.
- To make sure that sufficient audit of the premises is done to cut down the risk factor and adequate control measures are taken to reduce those risks.
- To protect all individuals from any predictable hazards.

### HSP 002: Scope of the Health and Safety policy

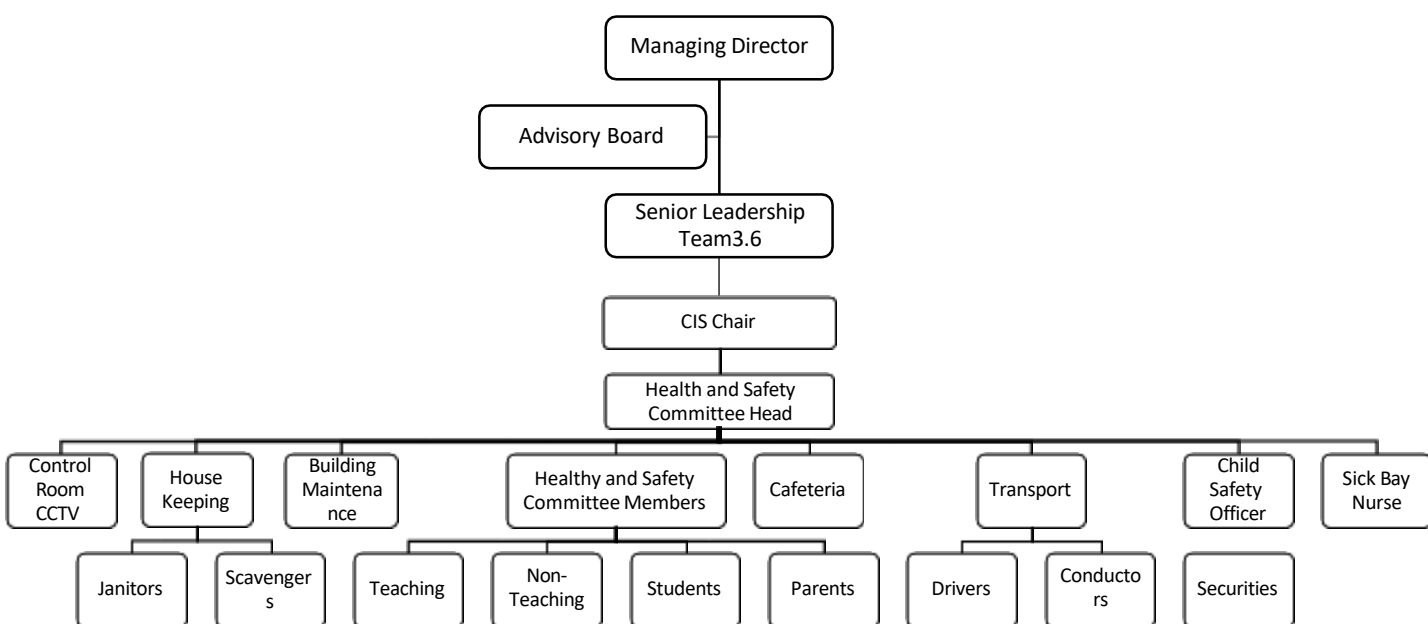
Health and Safety policy of Queen Mira International School is applicable to all its Students, Staff, Parents and Visitors of the School.

### HSP 003: Policy Statement

Health and Safety Committee of QMIS takes up responsibility for the health, safety and welfare of all the members who access and egress its premises. This will be achieved through:

- Making health and safety a core responsibility of ours.
- Taking steps to reduce the risk of injury or illness.
- Ensuring that injuries and illness are properly recorded.
- Investigating incidents thoroughly to prevent it from occurring again.
- Training provided to all existing and new member

### HSP 004: HSC Organogram



### **HSP 005: Organization and Responsibilities**

- Responsibilities for implementing and reviewing the school's Health and Safety Policy are detailed below:

### **HSP 006: Advisory Council**

- Overall guidance and support in the form of ideas and initiatives.
- Once in three months, the Board of Governors will look into the report & share their advices.

### **HSP 007: School Senior Leadership Team**

- Develop a positive, healthy and safety culture in School.
- Approve the policies and planned initiatives taken up by the Committee.
- Provide necessary requirements needed for the effective execution of the activities.
- Monitor and Review the efficacy of the Health & Safety policy.
- Provide adequate welfare facilities for staff and students.

### **HSP 008: Health & Safety Committee Lead / Co - Lead**

- Ensures and monitors the smooth flow of the activities related to the Committee.
- Creates awareness on the Health & Safety policy to the members of the School.
- Ensures that the bag audits safety audits and risk assessments are done, submitted and reviewed once in a month.
- Reports to CIS chair and SLT on key health and safety issues, once audit is over.
- Ensures required training and guidance is provided to equip the staff and students in the School on Health and Safety aspects.
- Ensures submission of issue registers collected by the Level in charges on a daily basis and acknowledges the same.
- Organizes meetings with the team periodically.
- Updates the CIS Coordinator on the smooth flow of the activities related to the Committee.
- Ensures fire Mock drill Evacuation on a monthly basis.

**“ Prevention is  
better than cure ”**

### **HSP 009: Health & Safety Committee Members**

- Ensures physical safety of all the members in the School through the periodic safety audits and submitted once a month
- ‘Safety measures and controls’ are implemented for the identified risk factors that are recorded in the floor wise service registers.
- Any health, safety or welfare matters that they cannot handle or deal with directly must be immediately brought to the notice of the Health & Safety Head.
- Monitoring the issue registers maintained by the class mentors on a daily basis.
- Execution of the activities planned by the Committee.
- Bringing resource personnel for the various sessions planned by the Committee.
- Ensuring the issues addressed by the parents through mail, over the phone or in person is closed within 72 hours.
- Maintaining confidentiality of the issues addressed by the students or parents.
- Discuss with faculty on matters of health and safety which may affect them at work.
- Create health and safety objectives as part of the school planning process.
- Checks the validity of the medicines stored in the First Aid kit once a month and also refills the same.
- In case of gas leakages at the cafeteria or gas room, immediate intimation is to be given to the HSC member in charge.
- Attend periodic meetings organized by the HSC Head.
- Conduct bag audits & fire mock drill once in a month, and reports are to be shared with HSC Lead / Co - Lead.

### **HSP 010: Staff**

- Have a clear knowledge of the responsibilities laid down in the Health & Safety Policy and comply with the same.
- Taking care of their own and others’ health and safety.
- Using work equipment as per the safety instructions given.
- Maintain issue registers and duly record on a daily basis and submit the same to the level HSC member.
- Following all rules, procedures and safe ways of working.
- Maintain confidentiality of the issues addressed by the students and parents.
- Subject Mentors, Part time teachers must report on the issues that happen during their hour to the respective Class Mentors.
- Class Mentors should ensure that students are under adult supervision at all times and not left alone in the classrooms.
- Schedule monthly orientation on Transport & Washroom usage.

**“ Our Goal—Zero Harm ”**

### **HSP 011: Housekeeping team**

- Ensuring cleanliness in the campus.
- Maintenance and supervision of electrical & plumbing work.
- Issues recorded in the Service Registers are closed on priority basis.
- Ensuring cleanliness of the washrooms on need basis every day.
- Janitors must accompany students of lower grades to the washroom.
- RO water (pH level and TDS) is checked regularly.

### **HSP 012: Security**

- For visitors (during school hours) a yellow colored tag along with the gate pass recording the entry time will be issued by the security guard and the same will be verified by them at the time of exit.
- Green colored tags are provided to the civil and other maintenance workers.
- It is mandatory for the parents to produce the Parent ID card at the security gate any time they enter the campus. If a parent fails to bring his/her Parent ID card, visitor's procedure will be followed.
- In case of emergency or approved requests, a child will be permitted to leave the campus only on the personal acknowledgement of the Principal or Vice Principal in cross verification with the request letter or mail sent by the parent.
- At the exit gate, the Parent ID card along with the Student ID card is cross checked.
- Keys are kept under the supervision of the Security officer.
- All couriers & materials are checked at the entry gate by the Security officer.
- Generator and diesel filling is monitored and done by the Security officers periodically.
- Gate pass procedure has to be followed for ID card defaulters and for exit staffs, students & parents.
- Bio metric system /RFID/Turnstile entry are introduced to tighten the security.

### **HSP 013: Students**

- Follow the safety and hygiene rules within the School Campus.
- Adhere to the rules that are laid down in the Health & Safety policy.

**“ Safety Is Free,  
Use Plenty Of It ”**



## HSP 014: Reporting procedure

- Issues that need immediate actions must be brought to the notice of the Health and Safety Committee Member (Level wise).
- Any health, safety or welfare matters that HSC member cannot handle or deal with directly must be immediately brought to the notice of the HSC Head.
- Health related (serious medical history or recent discomfort or allergies) or first aid rendered to anybody must be immediately intimated to the First Aid Team (PE Team) and recorded in the First Aid Register. Class Mentors must be kept informed and in case of serious injury, it should be immediately intimated to the Parent as well.
- Every child's sickness have to be recorded in DSR by Sick Bay Nurse & it has to be intimated to PRMs.
- If a student is involved continuously in disciplinary issues noted down by the class mentor, in the issue register, must be reported to the Discipline Committee.
- HSC Head must report immediately to the CIS chair and Senior Leadership Team on safety & health issues that need immediate attention.
- Subject Mentors must report on the issues that happen during their class hour to the respective Class Mentors and record the same in the Digital anecdote.
- Part time teachers must report on the issues that happen during their class hour to the ECA / CCA Coordinator.
- Academic Part time teacher must report on the issues that happen during their class hour to the Level wise Coordinators.
- RO water, Wading pool Chlorine level testing to be done on a daily basis by the House Keeping team and verification by the PE team, must be reported to the HSC Head, who in turn reports to the CIS chair
- Fire alarm testing will be done by the Child Safety Officer and verification will be done by the PE Team.
- Members addressing the Parent issues by mail, over phone or in person must be reported to HSC Head.
- Issues noted down by the Class Mentors must be recorded and forwarded to the Level wise HSC members.
- Any issues noted down by the Control room has to be verified and acknowledged by the HSC Head on a daily basis.
- Any issues that occur in the transport must be immediately notified to the Transport Manager who in turn reports to the HSC member in charge of the Transport Sector.
- Parent must keep the School office informed in any change of driver or vehicle, if they are own transporters. Especially if a driver has been sacked from service, proper communication has to be given at the School office.

**“Zero compromise towards safety”**

### **HSP 015: Equipment**

- All items of portable electrical equipment in school are inspected and checked on a monthly basis.
- All equipment (furniture, computers, lab materials, etc) are security marked and records are maintained regularly.
- Staff has desk-drawers with locks which can be used to maintain school and personal records.

### **HSP 016: Educational / Residential visits, Camping & Field Trips**

- The spots will be carefully researched and preliminary visit is made by the trip coordinator.
- The trip co-coordinator will brief the accompanying staff about the visit, the expected behavior of the faculty and students & the safety guidelines of travel.
- Parental consent for the visit must always be sought.
- When residential visits are organized, parents are invited to school to discuss the visit in detail.
- School transport arrangement with proper documents and safety measures to be ensured upon.
- Portable first aid kits are taken during educational visits & trips.
- On need basis, vehicle permits for travel will be obtained from the local authorities.

### **HSP 017: Fire safety and Evacuation of the building**

- Fire exits have appropriate signage.
- Plans showing exit routes are displayed in every floor.
- Fire alarm testing is done by the Child Safety Officer weekly once and verified by the PE Team.
- Exit Alarm switch and hooter is placed on all floors.
- Evacuation mock drills are done once in a term and duly recorded.
- Master attendance data base is put up on the bulletin board on a daily basis.
- Orientations on Fire Safety and Disaster Management are conducted every year to create awareness among the staff and students.
- Each floor has 4 fire extinguishers positioned and the pressure level is checked every fortnight and will be replaced once the expiry date is reached.

### **HSP 018: RO Water & Wading pool Testing**

- RO water (TDS & pH value), Wading pool (Chlorine level & TDS) testing is done on a daily basis by the House Keeping team and verification by the PE team.
- On need basis filters are replaced.

**“ Safety rules are your best tools ”**

### **HSP 019: First Aid Provision**

- First aid kits are positioned on every floor for students, staffs and visitors.
- In Case of illness or accident/injury, the Class Mentor must immediately inform the Nurse in the sick bay and then keep the parent informed. If the student needs medical assistance, the parent is informed of the same while the student is taken to the nearby hospital. The student is accompanied by one or two members of staff to the hospital till the parent arrives.
- First Aid training program is conducted every year for are the students and staffs.
- In case of a non emergency situation, first aid is provided by the Nurse in the sick bay to the injured at School.
- Registers are duly maintained by the Nurse
- First Aid Team checks the validity of the medicines stored in the First Aid kit and also refills the same on need basis.
- Nurse in sick bay(Lady) holds the sanitary napkins and issues to students on need basis.

### **HSP 020: Control Room (CCTV)**

- 360 degree CCTV Surveillance system is implemented in the School Campus.
- Transport safety is ensured upon through GPS vehicle tracking system and the positioning of cameras.
- One bus should be viewed completely in CCTV at the time of audit.
- Control room in charges are responsible for :
- Proper functioning of the surveillance system.
- Monitoring of GPS and camera display inside the campus as well as the transport.
- Recording of issues and also intimating the same to the HSC Head.

### **HSP 021: Cafeteria**

- Cleanliness is monitored by the Housekeeping Team on a daily basis.
- Gas leakages if any are immediately attended by the Expert team.
- Refreshments are tasted and checked by the Senior Leadership Team before distributing it to the students.
- The expiry of food products are checked periodically by the HSC member in charge.

### **HSP 022: Playground**

- Maintenance of synthetic track & football ground is done periodically.
- Maintenance of Sports equipment is done by the PE team

**“ Don't learn safety by accident ”**

### HSP 023: Audit & Review

- Floors, Classrooms, Resource rooms, Washrooms, Ground, Cafeteria, Transport, Security, Control room and infrastructure audits are done once in a month by the HSC members
- by the HSC members.
- Issues noted down in the Service registers are dealt with, by the respective in charges on priority basis.
- Student issue registers are submitted by the respective class mentors to the HSC members (Level wise) on a daily basis and acknowledged by the HSC Head & Senior Leadership Team.
- First Aid registers are also acknowledged by the HSC Head periodically.
- Student & Parent Concerns registers are recorded and duly submitted to the HSC Head.

### HSP 024: Internet safety

- Constant supervision is done by the System Admin to ensure the usage of filtered service, selected links and child friendly search engines.


### Policy Review

- This policy will be reviewed once a year.
- First Draft – 07.06.2019, Second Draft – 14.05.2024, Third Draft – 02.06.2025.

Regards,

  
Sujatha Guptan  
Director – Academics

  
Abinath Chandran  
Managing Director

  
Dr.C.Chandran  
Chairman

**“ Prepare & prevent  
instead of repair & repent ”**

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