



Willows
Preparatory
School™

HEALTH & SAFETY POLICY

Updated: June 24, 2026

Table of Contents

Policy Statement	3
Objectives	3
Responsibilities.....	3
Head of School.....	3
Director of Operations	3
Staff.....	3
Students	3
Parents & Guardians.....	3
Risk Management	3
Emergency Procedures	
Health & Hygiene.....	4
Mental Health & Well-being.....	4
Incident Reporting and Investigation.....	4
Training and Communication	4

1. Policy Statement

Willows Preparatory School is committed to ensuring the health, safety, and well-being of all students, staff, volunteers, visitors, and contractors. We aim to maintain a safe and healthy environment that supports effective learning and teaching, while complying with all relevant federal, state, and local health and safety laws.

We believe that safety is a shared responsibility and that everyone in our school community plays a vital role in maintaining a secure, respectful, and hazard-free environment.

2. Objectives

Our Health and Safety Policy is designed to:

- Prevent accidents, injuries, and illness.
- Promote physical and mental well-being.
- Identify, assess, and control health and safety risks.
- Provide clear procedures for emergencies.
- Ensure compliance with applicable laws and regulations.
- Provide safety education and training for staff and students.

3. Responsibilities

3.1 Head of School

- Ensure the policy is implemented, communicated, and regularly reviewed.
- Allocate appropriate resources for health and safety measures.
- Promote a safety-first culture throughout the school.

3.2 Director of Operations

- Oversee day-to-day implementation of the policy.
- Maintain safety records, inspection logs, and incident reports.
- Coordinate training, drills, and safety briefings.
- Liaise with emergency services and regulatory bodies as needed.

3.3 Staff

- Follow all health and safety procedures and report hazards immediately.
- Supervise students to ensure compliance with safety guidelines.
- Participate in required safety training and drills.

3.4 Students

- Follow instructions and behave responsibly to protect their own safety and that of others.
- Report unsafe conditions or behaviors to a staff member immediately.

3.5 Parents & Guardians

- Support the school's safety rules and encourage safe behavior at home and school.
- Provide updated emergency contact and medical information.

4. Risk Management

- Conduct regular risk assessments for classrooms, labs, playgrounds, and school events.

- Maintain an up-to-date hazard register and implement corrective actions.
- Ensure proper signage for hazards, exits, and safety equipment.

5. Emergency Preparedness

- Fire Safety: Conduct at least three fire drills per school year, maintain clear exit routes, and ensure functional fire alarms/extinguishers.
- Earthquake Preparedness: Conduct annual earthquake drills, provide training on “Drop, Cover, Hold On” procedures, and secure heavy furniture/equipment.
- Lockdown/Intruder Response: Conduct annual lockdown drills, maintain communication with local law enforcement, and provide secure spaces in classrooms.
- Medical Emergencies: Maintain trained first-aid staff on-site during school hours, keep first-aid kits stocked, and have AEDs available.

6. Health and Hygiene

- Promote daily hygiene practices (handwashing, respiratory etiquette).
- Maintain regular cleaning and sanitization schedules for high-touch areas.
- Follow public health guidance during outbreaks (e.g., COVID-19, flu).
- Ensure safe food preparation, storage, and serving in compliance with health codes.

7. Mental Health and Well-being

- Provide access to counseling services for students and staff.
- Promote awareness of stress management and mental wellness strategies.
- Implement anti-bullying policies and provide conflict resolution training.

8. Incident Reporting and Investigation

- All accidents, injuries, or near misses must be reported to the Director of Operations immediately.
- Incident report forms must be completed within 24 hours.
- The school will investigate incidents to determine causes and prevent recurrence.

9. Training and Communication

- Provide mandatory annual safety training for staff.
- Provide age-appropriate safety education for students.
- Communicate safety updates via email, newsletters, and school meetings.