



ENVIRONMENT HEALTH AND SAFETY POLICY
2023-2024



1. Statement of Intent:

Beaconhouse Private School Al Ain 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 health and safety policy.

2. Policy Statement:

Each 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. This commitment reflects the requirements of the Ministry of Interior (MOI).

3. Communications:

Without strong and effective communications between parents, students & staff at all times, Health & Safety policies are ineffective. The ultimate goal of all health and safety policies is PREVENTION.

The school has a health and safety committee that meets on all matters relating to the school premises and health, security and safety. All staff, parents, visitors and students are to adhere to the communication chain outlined in policies and to take action through communicating whenever a health or safety threat is perceived or real.

4. Risk Management:

With clear policies and procedures in place to protect students, staff and visitors to Beaconhouse Private School, Al Ain (BPS) has done its utmost to minimize risks with the understanding that they cannot be fully eliminated.

The H&S officer will complete detailed risk assessments which will be continually updated as and when required. All risk assessments are available on request from the H&S officer.

BPS Al Ain will provide a nurse on site at all times during school hours as well as an on-site Health & Safety Officer to coordinate during emergencies. There is also, a fully stocked clinic for general medical needs.

All members of staff are required to advise the Health and Safety officer of any known health and safety issues. It is the responsibility of every member of the staff to alert the management team to any possible security or health risks.

Students are expected to conduct themselves in a way that reduces the risk of health and safety problems occurring and report any known health and safety issues to teachers or Health and Safety officer.



5. Staff Screening:

BPS Al Ain recognize that risk management for child protection begins with the recruiting, screening and the selection of appropriately trained staff to work in or visit school. BPS will have stringent procedures (in line with ADEK and MOI guidelines) in place for all staff (including volunteers) and suppliers/ contractors to follow, with adequate management and supervision to ensure they comply with these procedures.

BPS Al Ain employs a fully qualified Human Resources Specialist and PRO who are responsible for staff screening.

6. Training:

BPS Al Ain is committed to conducting regular training of all staff to include emergency drills.

The Health and Safety Officer will be responsible for conducting regular trainings that are group/ age appropriate, completing evaluations and memos with regard to future needs.

7. Field Trips:

For all field trips, the trip leader undertakes a risk assessment prior to departure. The risk assessment is then sent electronically to ADEK for approval.

An informative letter together with a permission form will be sent home to parents via email before a visit. No student will be allowed on field trips unless a signed permission form has been returned to school. The coordinating staff member is responsible for informing teachers and supervisors of their specific roles and responsibilities.

If school buses are used to transport the students the DOT will be notified and their Salalah system will be updated to record, date, time, place, learner names and adults who will ride the bus.

8. Codes of Conduct:

This policy works in conjunction with Beaconhouse Private School's extensive Code of Conduct Policy.

9. School Bus Transportation:

BPS Al Ain will provide transportation to and from school via bus to any eligible students who requires and pays for transportation.

Schools are required to have parents sign an acknowledgement form regarding behaviour on the school bus and the parent's responsibility to pay for any damages by the students.



If a student violates above mentioned bus rules, s/he will get 3 warning from Bus Supervisor. The student found continue disregard the Bus rules, Social worker will be notified to issue Level 1 warning letter to student, followed by phone call to their parents/ guardians.

If s/he continue to misbehave on the bus they will be given a level 2 warning letter followed by level 3 warning letter. Once s/he will receive level 3 warning letter, s/he will be suspended from school bus.

10. No Smoking:

In the line with trends worldwide relating to smoking in public places, Beaconhouse Private School Al Ain has implemented a new campus-wide policy to create a smoke free environment on the academic campus. Policy is developed to comply with UAE Federal Law and to protect the BPS community from exposure to passive or secondhand smoke.

All member of BPS Al Ain community and BPS safety and security are responsible for the enforcement and communication of this policy. Responsibilities include:

- Complying with the policy and communicate it to others
- Cooperating to make our campus smoke free and litter free
- Protecting a nonsmoker from being passive smokers

11. Emergencies:

BPS Al Ain take 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.

Administration will regularly review health and safety policies and procedures for relevance and effectiveness.

12. Fire Emergency Procedures:

- In case of fire and/or smoke, activate the fire alarm system immediately at the nearest fire alarm pull station.
- After hearing the fire alarm, notify the OHS Officer (being the emergency coordinator).
- The OHS Officer / Emergency coordinator will immediately contact emergency service (999) and provide the Entity name, address, floor, room number (if any), any known special hazards at the location.
- If the fire occurs in the unoccupied room, try to close the door to reduce the spread of smoke and heat. DO NOT take any unnecessary risks in doing this.
- Only attempt to extinguish fire if it is trivial and you have been trained on the safe use of fire extinguisher. DO NOT take any unnecessary risks in doing this.



- Follow the evacuation instructions outlined on the entity evacuation plan and wait until emergency response service arrived at the scene (Police, Ambulance, Civil Defense etc.)

13. Hazardous Materials Release and/or Spills Procedure:

- In case of hazardous chemical/materials release and/or spills, immediately act to contain and stop the spill for safe collection, recovery and disposal.
- If the spill creates or poses any hazards or risks and causes a toxic gas release, fire, explosion, and/or injury, immediately evacuate the affected area and secure it with restricted access barriers.
- Contact the OHS Officer immediately.
- The OHS Officer will contact emergency services (999), report the location and provide spilled/released materials information.
- All hazardous materials released and/or spilled shall be reported to the Education sector regulatory authority (ADEK).

14. Earthquakes Procedure:

- If there is an earthquake, there is limited time to react. When you first feel shaking immediately take cover under something sturdy like your desk or a table and cover your face and head with your arms.
- If you cannot react overhead cover, cover your face and head with your arm braced and secure yourself in an interior doorway or crouch in an interior corner away from windows, shelves and cabinets. Try to keep at least five meters away from windows to avoid flying glass. Keep away from the sides of building, overhead wires or other hazards.
- When the order is given to evacuate the building, follow the evacuation plan procedure. Watch out for fallen debris or electrical wires.
- If you are driving, pull over to the side of the road and stop. Avoid overpasses and powerlines. Stay inside the vehicle until shaking is over.
- Be prepared for aftershocks.

15. Lone Working:

All staff should be aware of the following procedure for lone working in the school. Where work activities are likely to be undertaken by a lone worker or outside normal working hours then these factors should be considered in the assessment. It may be the case that merely by working alone, or working out of hours, risks are introduced even for a non-hazardous work activity which had not been subject to a formal risk assessment.

16. Cash Handling:



Staff should keep a minimum the amount of cash entering and being handled on the premises.

Maximum limits have been set for the size of each individual cash transaction. Counting of accumulated cash occurs at an appropriate location within the school. Other deterrents have been implemented, such as CCTV cameras covering entrances and exits, controlled access to the premises. Site staff are responsible for carrying cash to and from the bank staff should not put themselves at risk in the event of an attempted robbery.

17. Manual Handling:

All those staff who involved in pushing, pulling, lifting or carrying of equipment/students will receive training prior to being asked to do such work, risk assessments will be carried out and wherever possible equipment will be provided with training to ensure that such tasks are carried out with minimal risk of injury to staff and pupils. Consideration should be considered for staff who may be pregnant.

18. First Aid Assessment:

First aid assessments must be carried out, which will be identified minimum numbers of first aiders required within the school. The school has appointed a fully qualified nurse to take charge of serious medical situation.

BPS has the recommended number of first aiders per section in accordance with ADEK guidelines.

19. Accident & Ill Reporting:

All staff are required to ensure that all accidents, incidents and near misses are reported to the school OHS Officer, who will ensure that serious incidents are reported to the school principal. All accidents must be recorded in the school's own accident register; serious cases will require to report to ADEK. A list of reportable injuries is also available in school clinic.

If you are in any doubt about what should be reported, contact the **OHS officer** (cell No. **0525853860**, e-mail: muhammad.abdullah@beaconhouse-fhz.ac.ae)

20. Press:

Staff should not talk directly to the press or any outside agency, all communications are to be directed through the Principal.

21. Documentation:



Documentation within 24 hours of any health-related treatment or emergency must be completed. Health related report to be completed after each health-related treatment or emergency. Register/report incident according to ADEK guidelines.

Review Date:	24 November 2023
Next Review Date:	September 2024
Principal's Approval:	
Board Of Governors:	 