



HEALTH AND SAFETY POLICY

2023 - 2024

A. Philosophy

The school recognises its responsibility to direct, manage and achieve the Safety, Health and Welfare of every employee and student. We believe that everyone in the school should accept his or her legal and moral responsibilities for improving and maintaining Safety and Health and for behaviour which does not jeopardise the Safety and Health of others. Every staff member will receive a copy of this policy and is required to understand their responsibilities to the students, other staff, community and school.

B. Responsibilities

Safety is a line management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Principal will monitor safety generally and the operation of safety procedures. The Principal will ensure that each employee has a copy of the Health and Safety Policy and is familiar with its contents.

The main duties and responsibilities of the Principal with regards to Safety and Health are as follows:

- To understand and comply with the laws, expectations and responsibilities placed on schools by the civil authorities in Al Ain and the UAE
- To guide and advise on all health and safety matters.
- To ensure that the appropriate safety education and training are coordinated and carried out using both in-house and external resources.
- To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date.
- To ensure that adequate fire protection and prevention measures are provided.

The Safety Officer will investigate all accidents and dangerous occurrences and ensure that appropriate statutory notifications are properly completed. Causes of accidents will be determined as far as practical and, where appropriate, remedial action shall be specified.

C. Hazards

The following hazards are considered by the school to be a source of potential danger and risks and are brought to the attention of all concerned.

- Main Fuse Board Room
- Power Distribution Board
- Computer Laboratories
- Kitchen/Canteen
- Science Room
- Photocopiers

- Paper Shredders and Guillotines
- V.D.U.s
- Trailing leads

Risks include electrocution/falls, burns, chemical burns, cuts, etc.

D. Safety Measures

To minimise these dangers, the following safety/protective measures must be adhered to:

- Access to and operation of equipment is strictly restricted to qualified members of staff whose job function is that of running, maintaining, cleaning or monitoring the equipment.
- In addition, all such equipment is to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable members of staff have been instructed in the correct use of equipment
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Procedures for dealing with hazard in science rooms.
- The School premises is CCTV monitored 24X7, safety panels connected to Dubai Civil Defence and, Abu Dhabi Police.
- Regular checks being carried out by our Service provider MAF Fire & Safety Technical Services L.L.C.
- All doors are locked and access to these doors is via access badges only.
- Parents and students have school door access badges provided.
- No access to doors is given if a person fails to swipe their access badge.
- Visitor Management system is in place, and every visitor entering our premises is given a visitors badge.
- All gates are locked properly to secure the safety of the students and staff.
- Security guards on duty on various locations and gates throughout the day.
- 1 Security Guard on night duty, the school is secured 24x7.

Additionally:

- The science rooms are to be locked except when in use – each teacher is responsible for locking the room at the end of each class
- Students are not allowed to remain in science rooms unless a teacher is present
- Chemicals must be properly labelled and stored and disposed of when out of date
- Safety equipment provided (e.g. gloves, eye protectors, etc.) must be used by teachers and students
- Instructions on safe use of laboratory are included in the teaching programme
- After each class the class teacher checks that each gas outlet has been switched off, and that the main gas supply valve to the laboratory has been switched off

- Students are only allowed to use gas appliances under supervision
- Sufficient fire extinguishers and fire blankets are provided in the laboratory and science teachers have been trained in their use
- All chemicals are used under supervision

E. Safety Awareness

All staff will be:

- Instructed in lifting and handling methods
- Advised of the protective clothing and safety equipment available and the areas where they must be worn
- Advised of the nature and location of fire equipment and how it is safely operated
- Notified of any changes in safety procedures

Electrical Appliances

Arrangements will be made for all electrical appliances to be checked on a regular basis by a maintenance person, the supplier or his agent. Before using any appliance, the staff should check that:

- All safety guards which are a normal part of the appliance are fitted and in working order
- Power supply cables/leads are intact and free of cuts or abrasions
- Suitable undamaged fused plug tops are used and fitted with the correct fuse

Chemicals, Solvents, Detergents, Copier Toner, Etc.

Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in event of spillage, splashes, etc.

Staff must co-operate in maintaining a high standard of hygiene in toilets.

Members of staff are reminded that any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or students. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.

First Aid

The school nurse will provide first aid and an additional first aid box will be available in the Principal's office to deal with minor injuries.

Fire Protection

- Fire extinguishers (and hose reels) are provided and correctly sited
- All fire-fighting equipment is regularly tested and serviced by specialised contractors
- All fire exits and emergency paths of egress are marked using the standard symbols

Fire Prevention

- Fire safety inspections and analysis of potential fire hazards are regularly carried out
- Liaison with relevant authorities takes place as is necessary

Evacuation

An evacuation procedure will be prepared and provided to each employee. Evacuation drills will take place at least twice per year or more often if required. All staff and students are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

Accident/Incident Reporting

All incidents, (no matter how trivial) whether involving employees, students or members of the public must be reported immediately to the Social worker, followed by the Head of Department and escalated to the Principal if necessary. All accidents are immediately reported to the nurse (who then informs the parents in the instance of students), health and safety officer, Head of Department and escalated to the Principal if necessary. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An Accident Report File will be retained for recording all accidents.

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

