

AL ITTIHAD PRIVATE SCHOOL-MAMZAR



Health and Safety Policy

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Health and Safety Committee 2019 - 2020

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Index

Section I.....	Introduction (p. 3)
Section II.....	Role & Responsibilities (p. 3)
Section III	Safety Procedures (p. 5)
Supervision	(p. 5)
Accidents and Incident.....	(p. 5)
Sports/PE courses	(p. 6)
Labs	(p. 6)
Canteen	(p. 7)
Facilities/Maintenance	(p. 7)
Cleaning & Upkeep	(p. 8)
Field trips	(p. 8)
Student Transportation/Bus	(p. 8-9)
Emergency Procedures	(p.9)
Section IV	Health & Healthy lifestyle (p. 9)
Hygiene & hand washing	(p. 9)
Infection Control	(p. 10)
Clinic	(p. 10)
Fitness and Lifestyle	(p. 10)

Health and Safety Policy

Al Ittihad Private School - Mamzar is committed to promoting the health and safety of children. It recognizes its responsibility to protect against signs of safety hazards while promoting a healthy lifestyle amongst students, faculty and visitors.

The Management Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and equipment
- Develop safety awareness, by appropriate training amongst staff, pupils and others support staff.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Roles and Responsibilities

Executive Team within the school will support the Head of Sections and Health & Safety team in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and follow-up with the head of section if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Assure that health and safety induction for all staff are carried out and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Head of Section** is responsible for the day to day running of the section. They will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organizations or professionals, such as the Health and Safety Coordinator, safety coaches etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training

- Meet with the Facilities Manager regularly to ensure any building/grounds issues are dealt with in a timely manner

The **Facilities Manager** is responsible for day to day maintenance and other buildings/grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritized
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a regular test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

All School Staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- **Leave the classroom / playground / office in a reasonably tidy and safe condition**
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their HOS and/or the appropriate member of staff
- Follow the incident-accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessment

In accordance with the school rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

The **Health and Safety Team** will:

- provide advice and guidance to support each section fulfill their health and safety responsibilities
- answer queries from staff on health and safety issues

- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- perform regular risk-assessments to submit to the Facility Manager and HOS.
- collect information on accidents and incidents to report to senior management where necessary
- organize and facilitate (when possible) staff safety training, new hire trainings
- draft and/or advise on policies, procedures and guidance for health and safety
- interpret and advise on new legislation impacting on the working environment
- attend meetings to advise on occupational safety issues

Safety Procedures

Supervision

Students should be supervised at all times. KG and Elementary students should never be left without adult supervision at any time for any reason. Middle and High-school level students should never be left unattended for more than 5 minutes at a time.

- If a teacher or other staff member needs to step away from a class, he/she must first call for a supervisor or other support staff to supervise the students in his/her absence.
- KG level students should always be supervised while using the washroom.
- In the Elementary section, support staff must always be present in corridor areas to supervise the safety of students walking to and from the restroom etc.
- Students should always be supervised by an adult while occupying the gymnasiums, playgrounds, basketball courts and other sport grounds.
- A break duty schedule is prepared for faculty to assure adequate supervision during breaks.

Accidents and Incident

Accidents and incidents should be avoided whenever possible, but in the case of an incident or accident personnel should:

- Immediately tend to the pupil or adult in need and remove them from immediate danger if necessary and possible without increasing the risk of harm.
- Call the supervisor for assistance, while staying by the side of the injured person.
- Never move an injured person without the instruction or advice of a medical professional.
- Inform the parent of the child immediately when an ambulance is called for a student, a member of the school must accompany the child to the hospital until the parent arrives.
- Fill out an “Incident-Accident” form (separate document) within 24 hours of the incident or accident.

- Have the HOS sign the “Incident-Accident” form, file the documents in the section’s “Health and Safety” file and send a copy of the document to the “Health and Safety” coordinator within 48 hours.

Minor incidents like a scrape, bruised knee etc. should be treated by the school’s clinic and documented. Parents should be informed at the discretion of the Head of Section and documented by the school’s clinic. All minor injuries and contacts to parents by the clinic should be recorded and kept on file in the clinic for the current school year.

Sports/PE courses

- To avoid injury in sports. Students and teachers must be appropriately dressed for the activity. All necessary safety gear must be worn during sport activities.
- Jewelry of any kind should not be worn during PE courses and sporting activities.
- PE teachers must evaluate the environment and playing surface before engaging students in sports activities. (the surface is free from litter, broken glass, potholes, standing water and other potential hazards)
- Pupils with special needs participate in lessons in a manner appropriate to their ability and the safety of themselves and others.
- Each individual has a unique fitness level; students should be challenged to perform but should never be pressured to perform beyond their ability.
- The equipment used in sporting activities must be safe and in good working order. Damaged or broken equipment should be immediately removed, repaired or disposed.

Heat Stress

Heat protection should be considered during times of extreme heat.

- Teachers must monitor children for signs of heat-related stress (tiredness, irritability, nausea, headaches, vomiting, dizziness or faintness).
- If a child does present with signs of heat-related stress, give them water and allow them to rest in a cool, shaded area. If their condition does not improve, or they become disoriented, confused or non-responsive then seek urgent medical attention. Severe heat-related illness (heat-stroke) is potentially life-threatening.
- Ensure children have access to water at all times. Encourage children to have regular drinks and not large amounts of water all at once.
- Avoid doing outside or sporting activities with children in the hottest part of the day (generally between 11 am and 3 pm). If activities are conducted during hot weather, avoid direct sun and have regular drink/rest breaks.

Lab

- The practical work is carried out or supervised by a qualified science teacher with suitable knowledge of biology, chemistry, or physics (as appropriate) and the equipment used.
- Practical work is conducted in a properly equipped and maintained laboratory.
- Student behavior conduct is strictly enforced.
- Lab equipment is regularly inspected; properly maintained and appropriate records are kept by the teacher before use by students.
- Students are taught safe and careful techniques for engaging in laboratory operations such as handling chemical substances and hazardous equipment.
- Eye protection or goggles are worn whenever risk assessments require it.

- Hand-washing facilities are readily available and used in the laboratory.
- First aid facilities and First Aid certified personnel are available within the school.

Canteen

- The layout of the canteen including the kitchen and the dining area should be approved by the Food Control Department of Dubai Municipality.
- Working surfaces (including surfaces of equipment) in areas where foods are handled, and in particular those in contact with food, shall be made of smooth, washable, corrosion-resistant and non-toxic materials. They shall be maintained in a sound condition, durable and be easy to clean and disinfect.
- There should be adequate work space for food preparation, food storage, storage of equipment / utensils, installation of sanitary fitments, and cleaning facilities.
- Any and all personnel handling food to be consumed by students and staff should wash their hands with soap and water before making contact with foods and supplies.
- All food service personnel must wear gloves while preparing or serving food.
- The person in charge should always monitor food safety activities and effectively manage food safety issues.
- The Food Control Department performs regular inspection on canteens to evaluate safety status of the food and canteens. The person in charge should follow the recommendation of the Food Inspection Officer.

Facilities/Maintenance

The school has a “Facilities Manager” who is responsible for the maintenance and upkeep of the school. The facilities manager delegates and oversees the responsibilities of the cleaning crew, groundskeeper, drivers, security guards and all other facilities staff.

- Faculty members are responsible for reporting risks of harm related to the upkeep of the school and classrooms to the leadership team in their section. Leadership team
- Repairs/maintenance concerning the safety of children, faculty and visitors should be addressed prioritized and dealt with promptly.
- Maintenance requests should be emailed to the Facilities Manager, the Health and Safety coordinator and appropriate HOS should be copied. All involved persons should follow-up regularly until the repair is complete.
- The school’s Health & Safety Coordinator must check all repairs concerning safety matters and sign that the job was completed and meets safety standards.
- Evacuation routes and exit signs are clearly visible throughout the school.
- The evacuation routes must be kept clear at all times.
- Fire extinguishers must be in place and inspected regularly by a certified vendor.
- Security and fire alarm systems are working and properly monitored. (I.e. fire alarms, security camera systems etc.).

Cleaning & Upkeep

- Students should be encouraged to clean up after themselves and care for the upkeep of their school.

- The cleaning crew performs the daily cleaning of the school after the dismissal of the students.
- Only approved cleaning products can be used on the school's premises.
- Containers of chemicals are clearly marked and if the chemicals must be diluted and transferred into spray bottles, the bottles should be clearly marked with a permanent marker stating which chemical is contained within.
- When not in use, all bottles and containers, plus any equipment, should be locked and stored away.
- Chemicals should never be mixed as they can release toxic fumes. Cleaning staff should always ask their supervisor before mixing any chemicals.
- Appropriate protective gear must be worn while handling cleaning products and performing cleaning duties.

Field Trips

- Before a trip is planned, a risk assessment must be done by the Activity Coordinator considering factors outlined in the Field Trip policy (separate document).
- A field trip must be approved by the HOS and General Director before commencing the planning of the trip.
- Permission slips must be sent home to parents for approval before a student may attend a field trip.
- Supervising staff must accompany students on field trips according to the ratio for supervision outlined in the Field Trip policy (separate document).
- Students **must always** be under the supervision (within eye-site) of a member of staff during a field trip.
- A “buddy” system should be implemented when visiting an open area where direct supervision is complicated.
- Transportation should be provided whenever necessary and must follow all “transportation” and “bus” policies/procedures.

Student Transportation

School transportation is subcontracted to a third party; the school should assure the following procedures are being met.

- Supervising staff must assure that all students are aware of transportation rules and regulations.
- Faculty, parents and students should be made aware of the transportation rules before transportation by the third party.
- A supervising adult other than the bus driver should be present with students at all times (according to the ratio policy).
- Student Code of Conduct should be followed during transport of any student.

Bus

- The bus should be checked at the start of each day to assure good working conditions. (Tires, A/C, oil, gas, mechanics etc.)
- The bus must have an equipped First Aid kit on board at all times.
- A fire extinguisher should be present on every school bus.
- Seat belts should be worn by all students as made available.
- Only the intended amount of students should be seated in a seat. (1 seat, 1 student)
- Students should not stand or be out of their seat while the bus is in motion.
- The driver should not be distracted with conversations, devices or an unreasonable volume of noise while driving.

Emergency Procedures

- Clear and direct policies/procedures must be in place for emergency situations (fires, earthquakes).
- Evacuation procedures must be clear and practiced by faculty and students each term.
- Records of Fire and Earthquake drills must be kept in each section.
- The Health and Safety coach in each section is responsible for assuring that new teachers are trained on evacuation procedures in their section.
- Feedback on each drill must be recorded and kept on file for the current academic year.
- Supervising faculty is accountable for their designated group of students until the care of the student is assumed by a parent or another supervising faculty member.
- Teachers should always have a working mobile phone with them in case of emergency.

Health Procedures

Hygiene/Hand-washing

- Good Hygiene practices must be encouraged and promoted at every level.
- Regular hand-washing should be practiced by students and faculty (before and after eating, handling or preparing food, using the wash room or handling bodily fluids).
- Nannies and other faculty should wear gloves when assisting students with using the wash room or changing soiled clothing.
- Proper hand-washing procedures must be posted at eye-level near every sink used by students and faculty.
- Anti-bacterial hand-soap must be made available to faculty and students.
- Food handlers shall maintain a high degree of personal cleanliness, wash hands thoroughly, and wear clean and suitable clothing. (clean uniforms, hair nets and shoes)
- All food handlers in canteens should successfully complete basic food hygiene training.

Infection Control

- Students identified with an infectious illness should be removed from a group environment and brought to the school clinic until parents are able to pick the child up.
- Students confirmed with a contagious fever (above 100.4/38) should be sent home and not return to school until 24 hours free of the fever.
- Healthy social interaction practices should be encouraged and promoted amongst faculty and students (hand-washing, covering mouth when coughing or sneezing etc.)
- Teachers and faculty with an contagious illness should avoid contact with others and are recommended to take the day off in accordance with the “sick day” policy.

Clinic

School clinic is a health care facility within the school intended to provide basic health care for students and /or refer them to the specialist/primary health center if required.

- The school clinic must meet all expectations set by the “School Clinic Regulation MOH (Ministry of Health)”.
<http://www.moh.gov.ae/en/Services/Documents/MedicalLicensing/School%20clinic%20Regulation.pdf>
- The school must report communicable diseases and the number of individuals affected. (UAE Medical Liability Law 10/2008).
- The school clinic must maintain current records of all incidents, accidents or illnesses referred to the school clinic.
- The clinic must keep records of contacts made to parents in regards to and injured or ill student.

Fitness & Lifestyle

- Healthy lifestyle and nutrition campaigns should be held at least twice in an academic year.
- Healthy eating and fitness must be promoted and encouraged throughout the year.
- Sports and physically active programs and activities must be made available to students.
- Faculty must demonstrate healthy lifestyle practices to serve as an example to students.
- Nutritional foods and drinks must be made available to students in the canteen.
- Water must be available to all students and faculty members, especially in extreme heat and during physical play and sport activities.