



## Health and Safety Policy

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| Version | Document Title           | Status | Author          | Approved by              | Date     | Review Date       |
|---------|--------------------------|--------|-----------------|--------------------------|----------|-------------------|
| 0.1     | Health and Safety Policy | Final  | HSE Manager     | Principal/Vice Principal | Sep 2022 | August 2023       |
|         | Regional Director        |        | Principal       |                          |          | Vice Principal    |
|         | Head of Foundation Stage |        | Head of Primary |                          |          | Head of Secondary |

## A. Philosophy

The school recognizes 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 behavior which does not jeopardize 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 Dubai 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
- Gym
- Paper Shredders and Guillotines
- V.D.U.s
- Trailing leads

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

## D. Safety Measures

To minimize 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 Defense and, Dubai 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 visitor's badge.
- All gates are locked properly to secure the safety of the students and staff.
- 5 Security guards on duty on various locations and gates throughout the day.
- 1 Security Guard on night duty, the school is secured 24x7.
- Day Security nannies Mann the corridors of the school from 7:00am to 4:00pm Sunday to Thursday

### 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 program.
- 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 familiarize 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 specialized contractors: 20% of extinguishers will be discharged each year and relevant employees trained in the safe use of the equipment
- 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 familiarize 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 Principal. 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.

## F. Risk Assessment and Safety Audits:

- The Manager of school operations & EHHS of Newlands School is responsible for ensuring that risk assessments are carried out and reviewed, on a regular basis, as part of a safety audit.
- Audits and Health & Safety tours will be carried out as per the risk assessment review cycle and more frequently if there have been any significant changes to the building, machinery, equipment, work practices or personnel.
- The assessment team will consist of a number of staff, at least one person being 'competent' to make assessments concerning the activities or processes involved.

The purpose of the assessment is to:

- Identify hazards;
- Assess the nature and seriousness of the hazard and subsequent risks;
- Avoid risks by elimination;
- Control any remaining risks:
- Selection of control measures;
- Maintenance and use of controls;
- Monitoring and surveillance;
- Supervision, information, instruction & training.

A record will be kept of the findings by the HSE Manager.

## **Machinery and Equipment:**

- Each item will be permanently marked with a unique identification number or identified by a manufacturer's serial number.
- Electrical items will be checked by a competent electrical engineer at least once a year.
- All machinery and equipment within Newlands School will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices, to indicate when such machinery or equipment is unfit for use.
- It is the responsibility of staff when using and/or issuing equipment to check for obvious signs of damage and report any defects found.
- Full and suitable assessments will be made of the hazards and risks involved in the use of all machinery and these shall be recorded, along with arrangements for the scheduled servicing, lists of authorized users and training records.
- Clear guidelines will be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care will be taken over the use, installation and/or siting of such equipment.

## **G. Personal Protective Equipment (P.P.E)**

Protective clothing and equipment will be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.

- It is recognized that certain processes and the use of certain substances within Newlands School activities will necessitate the use of personal protective equipment.
- Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the Principal will ensure that it is made available.
- All PPE will be regularly inspected and kept in good order.
- It is the responsibility of all staff and pupils to wear such PPE as required, using it in the proper manner, and reporting any defects immediately.

### **Eye Protection**

- It is a requirement to wear eye protection when an assessment shows that a risk of injury which cannot be otherwise eliminated exists

### **Gloves**

- Suitable hand protection shall be worn whenever the relevant risk assessment indicates e.g. rubber gloves will be worn when washing items in hot water or when using certain cleaning agents.
- Ribbed or similar gloves will be used when a risk of injury from the handling of sharp or abrasive objects is present.

## Protective Clothing

- Appropriate protective clothing will be worn by staff involved in activities which could lead to entanglement, be subject to harmful liquid spillages, or high temperatures including naked flames.
- During food based activities, aprons/overalls will be made from synthetic, 'wipe down' materials.
- Wet processes will require aprons/overalls made from water resistant materials (PVC).
- All aprons and overalls will be cleaned regularly.
- The Admin officer and certain other staff will be required to wear protective shoes whenever the activity involves lifting and moving of heavy items.

## H. Cleaning and General Maintenance

- Newlands School has appointed outsourced housekeeping staff to maintain the tidiness of the campus.
- The management and quality assurance of cleaning is the responsibility of the Manager of Operations & EHHS.
- Before any cleaning or maintenance work is undertaken a full risk assessment will be carried out and appropriate control measures put into operation.
- All cleaning and maintenance staff will be provided with (PPE) personal protective equipment and clothing. Staff will be fully trained in the correct use of said PPE.
- All users of the building will be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements.
- All cleaning and maintenance staff will ensure that at all times adequate exits are available in the case of an emergency.

## Waste Disposal

- The Newlands School will ensure that all waste produced will be disposed of in accordance with the Municipality guidelines to a licensed waste disposal site via a registered carrier.
- All sharp instruments, broken glassware and other sharp waste materials shall be deposited in special containers and labelled appropriately prior to disposal.
- Any waste which may contain biological hazards will be kept separate from other waste and incineration.
- Arrangements for communicating H&S information to staff will be in place.
- The contents of Newlands School policy will be brought to the attention of all members of staff.

## I. Bus Transport

A full risk assessment will be carried out on the general use of the school buses and will take into account specific supervision requirements, only staff with suitable training will be asked to drive a bus, Every driver must:

- Be the holder of a current full driving license;
- Have successfully completed an approved course of training by the RTA;

- Be medically fit.

Monthly inspections of all the busses will be carried out and the below mentioned items will be inspected:

- Is the vehicle licensed and insured?
- Does the driver hold a current driver license?
- Has the driver successfully completed an appropriate training course?
- Is the driver authorized to drive the vehicle?
- Is the vehicle roadworthy?
- Has the vehicle been regularly serviced in accordance with the manufacturer's instructions?

There will also be a full vehicle check covering the following points:

- Seat belts;
- Mirrors;
- Lights, side and main beam;
- Indicators;
- Hazard, brake and fog lights;
- Screen wipers and washers;
- Horn;
- Tyre pressures;
- First Aid kit;
- Fire Extinguisher;
- Driving controls;
- Emergency exits if applicable:

During any journey involving the use of transport the following rules apply:

- Students must not occupy any of the front seats;
- Seat belts must be worn at all times;
- Gangways must not be blocked with luggage;
- No portable tank containing fuel may be carried;
- Wherever possible two staff should accompany pupils.
- Frequent driver breaks will be taken. No driver will be behind the wheel for a period in
- Excess of 4 hours without a suitable and sufficient break;
- Drivers who are to travel in excess of 100 miles at the end of a school day will be provided with sufficient time to ensure they are properly rested before commencing the journey.

## **J. Visits away from school premises**

A significant number of pupils are likely to participate in visits and outdoor activities off the school premises. During these activities much of the leadership and tuition is undertaken by staff employed by the organization responsible for the management of the center being visited and/or the activity.

Before staff take groups of pupils on visits away from school premises they will undertake to establish answers



to the following questions. Only when staff is confident as to the validity of the information received and are confident that sufficient resources have been made available to ensure that safe systems of work exist with further detailed planning take place.

- Does the organization responsible for the management of the center being visited and/or the activity have an up to date Safety Policy?
- Who is the person appointed as a competent person to assist the organization in matters associated with health & safety? This person should be contacted if any doubts exist.
- Has the organization responsible for the management of the center being visited, and/or the activity, completed appropriate and sufficient risk assessment of all the activities in which pupils may be involved? This will include residential and social activities as well as those activities providing the focus of the visit or activity.
- Have safe systems of work been established and are copies of these available on request?
- These will include not only, safe procedures for the activities, but also maintenance of any equipment, procedures for reporting accidents and the monitoring of safety standards.
- Has the organization responsible for the management of the center being visited and/or the activity produced an emergency plan?
- Are all members of staff who are likely to be involved in the training, tuition or supervision of students suitably qualified to do so?

For some activities, it will be expected that certain staff have received appropriate training and hold formal qualifications. These will be checked and verified before any visit takes place.

All relevant documentation for a trip or visit must be submitted and approved before authorization is given.

## **K. Recreational areas, adventures, playgrounds, outdoor climbing frames & safety surfaces**

All access and use of the following areas, activities and equipment will be controlled through appropriate risk assessments.

Any 'control measures/procedures' resulting from these risk assessments will become part of this policy and will be adhered to at all times.

### **Playgrounds**

- All apparatus will be kept in good working conditions.
- Pupils will be reminded that while using the facilities, they should respect the needs of others and give them enough space, especially when making swinging movements. They should also be alerted to the need to recognize faulty equipment and report it immediately.

### **Climbing frames**

- Climbing frames will only be constructed by specialist companies.
- All apparatus will be kept in good working conditions.
- Long low frames are preferred to high ones.
- Work surfaces should offer good grip for feet and hand (except slide and roll areas)
- Any tube that is to be gripped should be of an appropriate diameter.
- Frames should be situated away from other structures.

## Safe Surfaces

- Safe Surfaces, which are impact absorbent, will be installed below and around all climbing frames, swings, slides and other equipment from which pupils could fall.
- It is, however, recognized that no surface currently available will prevent serious injury if falls are greater than 750mm.

## Supervision

- A minimum number of staff will be on duty. A dusty rota will be developed by the Vice-Principal.
- Whenever pupils have access to climbing frame or adventure playgrounds they will be supervised by teachers or ancillary staff appointed for the purpose.
- Volunteer helpers will not be placed in sole charge.

## Appendix

### **EMERGENCY EVACUATION PROCEDURE (SITE)**

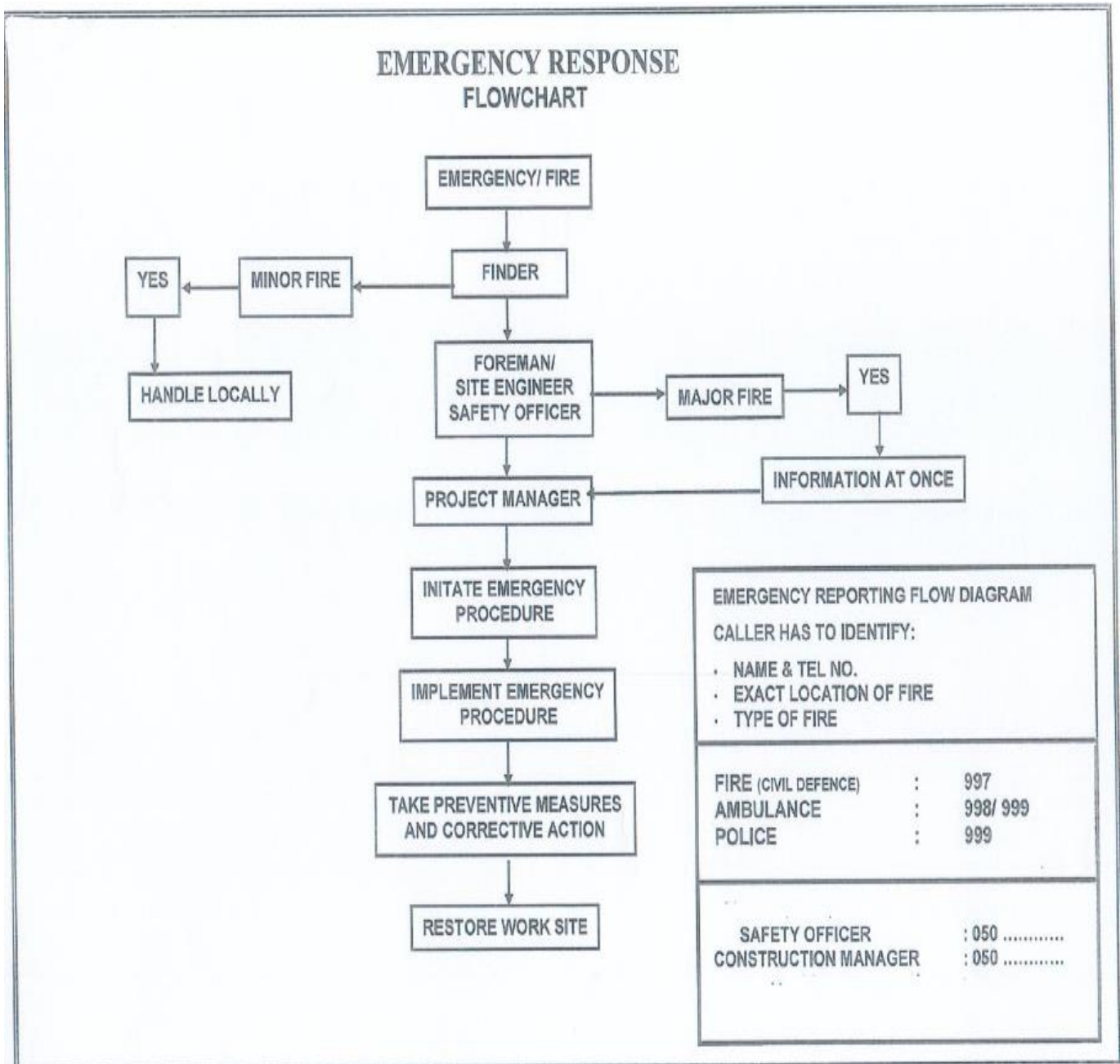
#### **IF YOU HEAR THE EVACUATION SIREN/ ALARM:**

- 1. Stop work at once, Shut down equipment's, Leave the work site immediately by nearest exit route and close the doors and windows behind you.**
- 2. Do not attempt to collect personal possessions Proceed to the respective muster/assembly point where a roll call will be held and be sure that your name has been entered in the roll call.**
- 3. Do not leave the emergency assembly point unless told to so by the Foreman/Site Engineer.**

### **EMERGENCY TEL NUMBERS**

|                  |          |                 |
|------------------|----------|-----------------|
| <b>FIRE</b>      | <b>:</b> | <b>997</b>      |
| <b>AMBULANCE</b> | <b>:</b> | <b>998/ 999</b> |
| <b>POLICE</b>    | <b>:</b> | <b>999</b>      |

EH&S Section



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