



# Health and Safety Policy and Procedure's

## 1. Policy

The school fully recognises that it must provide an environment which is stimulating and safe to work and to study in and which upholds high health and safety standards. It is also important that staff and students understand that they also have a responsibility to look after their own health and safety and that of others that may be affected by their actions.

## 2. Scope

All staff, students, visitors and contractors.

## 3. Responsibilities

- ✓ School Director
- ✓ Health and Safety-related positions/roles, such as the Health and Safety Officer, the designated senior person for child protection, School Social Worker , School Nurse, and security guards.
- ✓ All other staff, students, visitors and contracted workers

## 4. Purposes

- ✓ To promote a health and safety culture and environment within the school which is adopted and practised by all staff, students and visitors.
- ✓ To conduct all activities to ensure, as well as reasonably possible, that staff and students are not exposed to risk of injury or ill health.

## 5. Definitions

- **Health and Safety:** are all the policies, plans and procedures which relate to preventing injury or illness to all people on school grounds or outside school on school-related business or activities.

## 6. Responsibilities of the School

- The School Director will understand and fulfill their legal responsibilities in regard to health and safety, including regular reviewing and updating of the school's compliance with health and safety requirements and legislation, and the involvement of staff, students, visitors and the school community in health and safety procedures.
- The School Director may appoint a staff member who is responsible for health and safety. This person's role would be to oversee all the school programmes and procedures for the

management of health and safety. In the absence of this position, the School Director will be directly responsible.

- The school will have effective methods to identify, control and manage potential hazards through regular risk assessment and monitoring procedures.
- The school will have effective procedures for the management of health and safety, that are compliant with all relevant legislation, through:
  - Emergency Management – an evacuation plan and drills and dealing with traumatic incidents.
  - Sickness and Injuries – first aid and health care, accident register.
  - Health Education – induction programmes and briefings for students and staff, nutrition, physical activity, and road safety.
  - Health and Safety of Staff and Students – staff training; buildings, grounds and equipment cleanliness, safety-checking and maintenance; sun smart initiatives; shady outdoor areas; attendance registers; student pastoral care and guidance; student supervision; reporting of suspected abuse or harm; school transportation guidelines; parent and volunteer involvement; use of the internet; student and staff behaviour and discipline; canteen provision; anti-bullying; guidelines for the use of specialist areas (swimming pool, labs etc); risk assessment of school events and activities, including Education Outside the Classroom (EOTC).
  - Health and Safety of Contractors and Visitors – sign in and out procedure, supervision, knowledge of emergency evacuation, use of swimming pool outside school hours.
  - School Security.
  - Education Outside the Classroom.
  - Smoke free Environment.
- Inform ADEC of any serious incident, particularly those which cause serious harm or injury.

## **7. Responsibilities of the Staff, Students, Contractors and Visitors**

- All staff, visitors, contractors or students should take all practical steps to ensure their own safety and that no action or inaction on their part causes harm or injury to others, such as using specialist protective equipment when required, making proper use of all equipment and behaving in a safe and responsible manner.
- If any person becomes aware of a potential hazard or of an actual accident they should report this to the Health and Safety Officer or the Director as appropriate.

## **8. Revision**

This policy will be reviewed every 3 years or as needed if changes to health and safety legislation dictate or there is a request for policy review from an internal source.

## **9. References**

- Relevant laws of the UAE and Emirate of Abu Dhabi

## **10. Related Materials**

- Child Protection and Student Supervision Policies
- School Health Clinic Policy
- Anti-Bullying Policy

- Emergency Evacuation Policy
- Maintenance Policy
- Internet Safety Policy
- Education Outside the Classroom Policy
- Student Conduct and Discipline Policy
- Staff Conduct and Discipline Policy
- Staff Training and Professional Development Policy
- Smoke free Policy
- Curriculum Policy
- Use of Swimming Pool Outside School Hours Policy
- Complaints Policy
- Visitors and Volunteers working with Students Policy
- School Security Policy
- Job Descriptions of all key staff that hold major responsibilities for health and safety matters
- All health and safety-related procedures and official approvals eg risk assessment, monitoring, control and license documentation