



Ain Al Khaleej School

Health and Safety

Procedure Plan

Implemented and monitored by:

Principal

Mr Raed AlQasrawie

Vice Principal

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Health and Safety Officer

Mayada Tahat

NOTE: All steps in this policy follows the most recent ADEK's OSH School Policy procedure.

Ain Al Khaleej School Health and Safety Procedure Plan

This policy on Occupational, Safety and Health lays out the commitment to providing a sustainable, healthy and safe workplace for staff, students, contractors and visitors. This commitment reflects the intentions of the Abu Dhabi Emirate OSH policy and the Education Sector OSH policy. This policy applies to all staff, students, contractors and visitors and to all EHS records created or received by the school as a result of OSH activities and processes at the school.

Definitions

AD EHSMS RF Refers to the Abu Dhabi Environment, Health and Safety Management System Regulatory Framework. First released in 2009, significant revisions were made, and the current version was released in 2012.

OSH Record: A record is information created or received (in any form) by the school as evidence of its OSH activities. For example - action plans, hazard reports, incident reports, completed risk assessments, inspection reports, OSH meeting minutes, emergency evacuation reports, health monitoring reports, maintenance records, induction and training records, inspection testing and monitoring reports and completed chemical registers. Records may be in hard copy or electronic form.

School Practice and Procedure Safety Protocols

These procedures ensure compliance with all OSH policy and guidelines created by **ADEK OSH** Section. OSH documents used by the schools will be created, approved and distributed in a controlled manner and in doing so, facilitate easy identification through the application of consistent formatting, availability of current versions and removal of superseded or obsolete documents. OSH records generated as a result of OSH activities conducted by the school are to be appropriately identified, stored, retained and disposed of according to relevant OSH legislative requirements. OSH roles, responsibilities and accountabilities should be defined by senior management and added to position descriptions.

Generally, **ADEK OSH Section** will create OSH documents centrally where there is a need to establish consistency across all schools in meeting the minimum requirements of the AD EHSMS RF. Additional OSH documents may be required for specific situations and activities at School level. These documents should be approved, maintained and reviewed in accordance with the Technical Services manager of Ain Al Khaleej Education.

Contractors

Ain Al Khaleej Operations, and the Facilities Manager are responsible for the selection and management of contractors in accordance with the school policy and ensuring their compliance with school procedures including OSH.

Educational Visits and Journeys

The principal is responsible for ensuring that all School trips are managed in accordance with the school trip policy and procedures which all teachers must be familiar with and adhere to.

The trip leader should decide how information is provided but must ensure that the students understand key safety information. For some students on overnight visits, it will be their first experience away from home on their own and in the close company of other students. Students should understand:

- The aims and objectives of the visit/activity.
- The background information about the place to be visited.
- Basic foreign words where appropriate; relevant foreign culture and customs; How to avoid specific dangers and why they should follow rules.
- Why safety precautions are in place.
- Why special safety precautions are in place for anyone with disabilities, medical or educational needs; What standard of behaviour is expected from students.
- Appropriate and inappropriate personal and social conduct including sexual activity, who is responsible for the group.
- What not to bring back either within the UAE or from abroad such as drugs, knives etc.;
- What to do if approached by anyone from outside the group.
- Rendezvous procedures.
- What to do if separated from the group, Emergency procedures.

Fire Precautions and Emergency Procedures

The principal is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed. The provision of fire awareness training for selected staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or students with special needs.

The Facilities Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work
- All staff must be (made) familiar with the school fire safety risk assessment, emergency plan and evacuation procedures which is communicated in the Fire Safety Management Policy.

First Aid

Health and Safety (First Aid, CPR)

Ain Al Khaleej School requires that 10% of staff (it is mandatory for the Nurse and Health and Safety Officer to be properly certified) to be receive on-going First Aid training, with their sole purpose to dissemination of knowledge about all health, safety and prevention matters.

Ain Al Khaleej school staff are aware of their expectations and are trained on what signs to look for with regards to student health, protection, and safety matters.

First aid boxes with supplies can be found in the following areas:

- In every classroom next to the door
- Front of every corridor on each floor
- Nurses station

It is the responsibility of the Clinic nurses to ensure that stocks of supplies are kept up to date on a regular basis.

All staff must be familiar with the school arrangements for First Aid.

Hazardous substances

The Facilities Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorized persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the principal. The Heads of Departments will be responsible for ensuring risk assessments are carried out and communicated for any authorized products.

Inclusion

All teaching and support staff should be familiar with the School's Inclusion policy.

The principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with special educational needs (POD).

All teaching and support staff must be given some information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The Heads of School must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorized by the principal.

Manual Handling and Lifting

The principal will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Facilities Manager to arrange for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Risk Assessments

It is the principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school. The principal and school leadership team are responsible for ensuring general risk assessments are carried out.

The Facilities Manager will ensure risk assessments for maintenance and cleaning tasks are carried out regularly and monitored through dated checklists.

All extra-curricular activities are only approved after risk assessment analysis has been mitigated.

Smoking

Smoking is not permitted anywhere on School premises.

Sports Equipment

The PE team is responsible for ensuring that all sports equipment is suitable and safe for the activities planned and the age and abilities of the students.

Risk assessments are to have been completed for all sports activities and all staff must be familiar with these.

Equipment such as wall bars, ropes, beams, benches, and mats are formally inspected annually by a competent contractor.

All sports equipment must be visually checked before lessons and returned to the designated store area after use.

Students must not use the sports equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the PE team.

Security/Violence

Reporting to the Operations Manager, the Facilities Manager and the security team are responsible for the security of the school site and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

They are also responsible for the security of the site during after-school use.

Where an electronic pass ('swipe card") door access system is in operation, the issuing and control of these passes will be controlled by the Facilities Manager/Principal. Staff must report the loss of a card immediately to the principal.

Staff must question any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The principal should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the principal.

Site Maintenance

In line with general inspection protocols as outlined in the BCAD OSH Inspection Policy or post reporting of a fault or incident as outlined in the BCAD OSH Incident Policy, the Facilities Manager is responsible for:

- Removing faulty equipment as directed by staff and if appropriate arranging for its repair or replacement. Staff must not attempt to repair equipment themselves.
- The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures.
- Ensuring the basic maintenance of the school premises and grounds and ensuring cleaning standards are maintained.

Stress/Mental Health:

The Senior Leadership Team are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required. Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Visitors and Contractors

All visitors must sign in and out at the school security gates. This includes parents and peripatetic teachers/specialists. A pass will be issued which must be always worn and clearly visible in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g., fragile roofs.

Assessments and Records

OSH records including risk assessments generated as a result of OSH activities and processes at the school are retained as evidence of compliance to relevant legislative requirements, including the AD EHSMS RF. Stored OSH records need to be retained for the period of time specified in the table below.

Type of Record	Retention Period
Action Plan	5 years
Contractor Induction Records	5 years
Occupational health & medical records	30 years
OSH Committee meeting minutes	5 years
Emergency procedures including evacuation plans	5 years
Fire equipment maintenance	5 years from date of inspection/test
First Aid treatment and assessment	5 years
Hazardous substances register	5 years
Hazard/incident reports	5 years
Induction Checklists	5 years from date of induction
Injury/Incident/Near Miss Reports	5 years
Inspection, calibration and equipment maintenance	Lifetime of equipment

Permits to work, licences	5 years
Position descriptions that include EHS responsibilities	5 years
Risk Assessments	5 years
Risk register	5 years
PPE register	5 years
Safe Operating Procedures	5 years
School Inspections	5 years
Training Records	Duration of the employee's employment plus 5 years
Training Evaluation	5 years
Annual School OSH Assessment	5 years

Some records, such as health records, must be stored for long periods of time. These are stored electronically in an archive on the School Management Information System.

All types of documents can be disposed of via paper recycling bins, except confidential documents which must be disposed of by shredding. Shredded paper can then be recycled.

Any record that contains confidential information must be identified as 'confidential' on the OSH Records Register and stored in a secure area to prevent unauthorized access. For example, a lockable filing cabinet for hard copies of personal health records or a folder with password protection for electronic records.

Staffing and Resources

The principal has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

The principal supports the Governing Body by ensuring that:

- This Policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors. Appropriate consultation arrangements are in place for staff.
- All staff are provided with adequate information, instruction and training on health and safety issues. Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments. Emergency procedures are in place.
- Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested. The activities of contractors are adequately monitored and controlled.
- A report to the Governing Body on the health and safety performance of the school is completed annually.

Note: The Senior Leadership Team shall be fully understanding of the above responsibilities, effectively support the Principal and provide the necessary leadership in any absences.

Teachers Responsibilities during class and Extra-curricular activities (indoor and outdoor):

Teachers have special obligations in that they are must:

- Exercise effective supervision of their students and know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the OSH procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Heads of Department/Head of School on OSH equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorization.
- Regularly check their classrooms for potential hazards and report any observed to the Facilities Manager.
- Report all accidents, defects and dangerous occurrences to their Head of Department in the first instance who will minute the matter in their department minutes.
- Ensure all **extra-curricular** activities are suitable and safe for the students and is planned based on students' age and ability level.

Monitoring and Review

This policy will be reviewed annually by the Ain Al Khaleej School Operations Team.