

HEALTH AND SAFETY

STATEMENT OF POLICY

The school recognizes its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work. This policy will be reviewed annually and throughout the year, where required.

RESPONSIBILITIES

The SBS Health and Safety Committee (HSC) is responsible for setting the standards outlined within this policy for health and safety and subsequently informing staff about changes within this policy. The HSC also provide advice and consideration on health and safety matters.

The HSC is responsible for monitoring and reviewing the health and safety policy when required. HSC meetings are held bi-weekly and actions arising out of the meetings will be recorded in the form of meeting minutes. Records of School inspections (including Dubai Municipality, Dubai Health Authority, and DSIB / KHDA) are discussed at the meetings of the HSC where /when appropriate.

The HSC is responsible for making recommendations relating to the commitment of health and safety in SBS.

Two members of the HSC will conduct monthly walkabouts in school in order to assess the standards of health and safety around the school. The school Nurse may be asked to report on inspections, on an ad-hoc basis.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

1. Plant, equipment and systems of work are safe and without risks to health.
2. The handling, storage or transport of articles and substances will be safe and without risk to health.
3. Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
4. The site is maintained in a safe condition and without risks to health.
5. Access to and exit from the site is maintained in a condition that is safe and without risks to health.
6. A working environment is provided that is safe and without risks to health.
7. There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

All employees must:

- Take reasonable care of their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- Report immediately, or as soon as practicable, any defects noted with plant equipment, machinery or the workplace generally to their Year Group Leader and email the caretaker : caretaker@safabritishschool.com
- Not misuse anything provided for health and safety purposes;
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- Cooperate with management in respect of complying with H&S requirements.

Pupils are expected to:

- Comply with school rules relating to general behavior;
- To take note of and comply with information provided for safety with regards activities undertaken;
- In cases of emergency to remain quiet, listen and follow instructions given by staff;
- Not to misuse anything provided for H&S reasons.

ARRANGEMENTS

This section of the policy is split into two parts:

Part one- School Wide Procedures, General Arrangements

Part two- Activity-based arrangements, Specific Arrangements.

GENERAL ARRANGEMENTS

ACCIDENT/INCIDENT RECORDING/REPORTING

1. PUPILS – All accidents to pupils are to be recorded in the school log by the school nurse on a daily basis and reported to Dubai Health Authority on a yearly basis. If a serious accident occurs at school an ambulance will be called and the child transferred to Rashid Hospital unless otherwise requested by the parents. The child will be cared for by a first aid trained member of staff and the nurse. A member of staff will accompany the child to the hospital.
2. STAFF – All accidents to staff are to be recorded by the nurse on an incident report form and kept on file. Any accident to a member of staff which results in a serious injury, e.g. broken bone, a fatality or those requiring hospitalisation, are to be taken to the school identified hospital.(Rashid).
3. VISITORS – All accidents to visitors that result in either a fatality or the visitor being taken from site to hospital are to be taken to the school identified hospital (Rashid) unless stated otherwise by them.

CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and contractors who come to site on an as and when basis.

1. SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from termly visits, e.g. check fire extinguishers etc., to those on site daily or weekly, e.g. cleaning staff, air conditioning repairs. The contract specifies what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon the staff/pupils/other visitors on site.
2. BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodeling a room. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised /eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

1. slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
2. being hit by falling objects dropped by persons working above head height;
3. inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
4. coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and effective supervision of pupils.

SMALL SCALE BUILDING WORKS

This will include day-to-day maintenance work and all work undertaken on site.

Practice to be followed:

- All contractors must report to the reception on their arrival and under no circumstances are they to commence work until given approval to do so by the Principal or Caretaker.
- Before any work is commenced, it is essential that the Management is made aware of :
 - ✓ what work is to be undertaken
 - ✓ where the work is to be carried out
 - ✓ an indication of the likely timescale
 - ✓ what equipment is to be used
 - ✓ what services are required.
- Before work is to commence, the contractors must be advised by the Caretaker:
 - ✓ where they can gain access to services
 - ✓ what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the designated area
 - ✓ any particular problems with the work, e.g. access may still be required to the area.
- The contractors must be issued with a visitor's pass and advised that it must be worn at all times whilst on site.
- The contractors must be advised who to contact on site if they have a problem.

LARGE SCALE WORKS

This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors.

For all large scale works a pre meeting will take place with the Principal/School owners. This meeting will identify timescales for work, methodology (noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

FIRST AID

FOLLOWING ACCIDENT – In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the nurse or other first aid trained member of staff who will then decide what action is to be taken.

In cases involving students, the parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention. For cases involving injuries to pupils that are less serious, e.g. sprains, strains, cuts etc. parents/guardians will be contacted and advised of the situation and given the option to take child to consult with a Doctor.

In other cases, e.g. where no injury is visible or a pupil bumps their head, the school nurse must be informed and the student will be kept under observation of the nurse until required. Parents must be informed through a telephone call by the school nurse .If concerns increase, parents will be asked to come to school, and collect their child and seek medical advice from a Doctor. In the case of serious head injuries that require immediate medical attention an ambulance will be called and the child will

be taken to Rashid Hospital. Parents will be informed immediately, prior to the ambulance being called.

1. RECORDING – Any accident where first aid is administered or not is to be recorded by the nurse.
2. FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff / adult visitors on site. A first aid box will be taken on all out of school trips.
3. INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves provided for this purpose are kept in the first aid box.
4. MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practical with relevant training where needed e.g. use of Epi-pen for an allergy. A list of Medical Conditions will be given to all staff and medical alerts for individual children, where required, will be posted in the staff room, school clinic and classrooms.

RISK ASSESSMENTS

MANUAL HANDLING

- EQUIPMENT/MATERIALS - All staff are advised that before undertaking any manual handling task they ask themselves CAN I MOVE THE OBJECTS WHERE I NEED TO SAFELY AND WITHOUT RISKS TO HEALTH? Where staff feel the answer is no, or they are unsure, they are advised to obtain assistance from the facilities team.
- WORKPLACE –The school also undertakes monthly site walks to proactively identify health and safety concerns within the school premises. Staff and students are encouraged to report any defects they note. All works identified are prioritized and the work is then either carried out or programmed for completion as and when funding becomes available. (In the case of major works).
- COMPETENCE – All staff appointed are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management. The school considers its staff to be competent but will provide adequate training/instruction or supervision as appropriate.
- SECURITY – Entrance to the school is by the front gate only, at all times. All people entering the school premises are required to report to the Security station where they will be asked to show their school badge or sign in, with ID, and receive a visitor's badge. If an alternative adult is to collect a child on a regular basis, the class teacher must be told in advance with the new adult meeting the teacher with the parent. Arrangements will be made to provide an ID badge to the adult in question.

FIRE PRECAUTIONS

The following is in place:

- A fire plan, indicating position of call points, fire exits, etc. is displayed in all areas.
- Fire evacuation notices are displayed in each room.
- Information is kept on maintenance arrangements, e.g. checks on alarms and fire extinguishers.
- Fire drills are carried out at least once per term with evacuation times recorded and feedback recorded on exit procedures.

EMERGENCY PROVISION

The following arrangements have been made to deal with emergency situations:

- A suitably stocked first aid box is kept in the STEAM laboratory and by the pool as well as one of the first floor corridors (opposite the library)
- A Fire Bucket is located in the corner of the STEAM laboratory.
- Defibrillator and ambu bag is located in the swimming pool area.
- Spine board is located in the swimming pool area.
- At least one mobile phone is always available poolside with the school nurses' contact numbers for assistance in case of emergency. All PE Department members and life guards have this number stored on their mobile phones.

SCHOOL TRIPS

Policies for both residential and non-residential trips are stored in the Shared Folder on the staff drive.

SPORTS/PE

The general requirements are as follows:

- Before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery.
- Staff will remove jewellery and change into appropriate footwear. It is acceptable for staff to wear watches where necessary to time lessons.
- Pupils assisting with setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/suitability.
- Staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves **CAN THE PUPILS MOVE THE OBJECTS WHERE THEY HAVE BEEN ASKED TO, SAFELY AND WITHOUT RISKS TO THEIR HEALTH?**, before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of the load.
- Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls.
- Staff are only to use equipment they are familiar with.

SWIMMING ARRANGEMENTS

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet poolside surroundings.

TECHNOLOGY

EQUIPMENT - Risks associated with Personal Injury are partly addressed by ensuring equipment is kept clean and stored so as to minimize damage or to help pupils to find the correct tool.

TRANSPORT- Transport and drivers are hired from the regular school transportation provider – Velocity for non-residential school trips. In the case of residential trips transportation is provided by the outside providers who are hosting SBS students.

EQUIPMENT - All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following arrangements have been made.

MAINTENANCE ARRANGEMENTS

- **FIRE EXTINGUISHERS** - Fire extinguishers are subject to a termly revision check by a contractor approved by the Dubai Municipality.
- **PE EQUIPMENT** - All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the Head of Department will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.
- **PORTABLE ELECTRICAL EQUIPMENT** - All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to the use of the equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment is to be put out of use until it is checked, to ensure safe operation, or the defect is remedied. This is reported to the School Caretaker (caretaker@safabritishschool.com) and the Network Manager (fdamo@safabritishschool.com)
- **PLAY EQUIPMENT** - All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the Caretaker / Principal will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. The fixed playground equipment is subject to a termly review of its condition.

GENERAL USE EQUIPMENT

- **Recycling Machines (Sustainability Room)** – These are only to be used by the trained personnel in the school (designated members of the facilities team) and under strict supervision in conjunction with the class teachers. Students must not enter the Sustainability Room unsupervised and this room remains locked at all times unless being used.
- **GUILLOTINES** - These are only to be used by staff and must be fitted/used with the safety guard in position.
- **OTHER HAND HELD ELECTRICAL EQUIPMENT** - The use of other hand held electrical equipment, e.g. electric mixers etc., by pupils is prohibited. Exceptions may be made to this rule but only where the item of electrical equipment is felt to be necessary and one to one supervision is available.
- **SCISSORS** - Sharp pointed scissors are not to be used before Key stage 2. Where used, pupils must be made aware of the dangers of pointed scissors near eyes.

Applicable to: All Staff, students and visitors