

## Health and Safety Policy

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## Health and Safety Policy

### **1. RATIONALE**

Amity School Sharjah, recognizes and accepts its health and safety duties for providing a safe and healthy working environment for all its staff, students and visitors to its premises. It is the responsibility of the senior management team and governing body to ensure health and safety for all.

It is important that a safe environment is established in which children and adults can work together with confidence. Children and adults are encouraged to keep themselves and one another safe and share any concerns they may have, swiftly and appropriately.

The school is mindful of the need to keep a balance between security and safety and the maintenance of a comfortable and welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

This document is influenced by the rules and regulations of MOH, Civil Defense and Health and Safety recommendations.

### **2. PURPOSE**

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all students, staff and visitors to the School. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

The School will ensure, as far as is reasonable practical, that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All equipment on premises and the premises is safe to use.
- Appropriate safe systems of work exist and are maintained, including those for offsite visits.
- Sufficient information, instruction, training and supervision is available and provided.
- Arrangements exist for the safe use, handling and storage of articles and substances at work.
- Healthy working environment is maintained including adequate welfare facilities
- A copy of this Statement of Policy will be provided to every member of staff

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1. The Principal**

- I. Arranges for an annual review and update of the policy.
- II. Provides appropriate resources from the school's budget to ensure that risks and hazards are minimized or eliminated.
- III. Ensure safe working practices and procedures throughout the school so that all risks are controlled.

- IV. Identify the training needs of the staff and pupils and ensure that all members of staff and pupils receive adequate and appropriate training and instruction in health and safety matters.
- V. Collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence.
- VI. Monitor the standards of health and safety throughout the school, including all school based activities.
- VII. Encourage staff and others to promote health and safety.

### **3.2. The Leadership Team with Manager of School Operations and support staff**

- I. Promote high standards of health and safety within the school campus.
- II. Carry out regular health and safety checks during Campus walk.
- III. Ensure that Risk Assessment procedures are in place.
- IV. Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities.
- V. Evaluate the measures taken to minimize or eliminate risks and hazards
- VI. Ensure that there is designated space for medical examination and treatment and for caring for sick or injured students on a school working day.
- VII. Report incidents or near miss incidents to the Principal at all times.
- VIII. Risk assessments are carried out for all activities and where appropriate protective clothing, precautions and equipment must be used to control the hazard.
- IX. The swimming pool area has alarm based access control and is accessible to only limited, authorized personnel. The swimming pool water check is maintained on a daily basis through an approved maintenance company

### **3.3. Staff responsibilities**

- I. All members of staff understand and fulfil their responsibilities to ensure a safe learning environment.
- II. To *be* familiar with the health and safety policy and all safety regulations laid down by the school management and receive appropriate supervision, instruction and training.
- III. To take reasonable care for their own health and safety and that of others who may be affected by their actions.
- IV. Make regular safety inspections of their areas of work and report to their line manager and the Manager of School Operations, any danger to health and safety, whether serious and immediate or not.
- V. Only use equipment that they are competent to use
- VI. Follow instructions when using any machinery, equipment, dangerous substance or safety device.
- VII. Take an active interest in promoting health and safety and suggest ways of reducing risks.
- VIII. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

- IX. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety

### **3.4. Responsibilities of Manager School Operations/Health and Safety Officer**

- I. Conduct Health and safety inspections in consultation with other members such as Head of Section and School Leadership Team.
- II. The Manager School Operations reports to the Leadership team of all defects and/or hazards on an ongoing basis without delay. There should be a written report which will address hazards and risks that were identified
- III. Fire drill and evacuation training of all relevant people
- IV. Testing and checking of escape routes; testing of fire warning systems ;testing and maintenance of emergency lighting systems ; testing and maintenance of extinguishers, hose reels, fire blankets, emergency torches etc. ; testing and maintenance of any other safety equipment such as fire-suppression and smoke control systems
- V. Maintenance and audit of any systems that are provided to help the fire and rescue service including passive systems such as fire doors.
- VI. In case of any hazard or risk, recommend for discussion and consideration, the steps that might need to be taken to minimize or eliminate them and initiate safety measures in a timescale commensurate with the risk they pose.
- VII. A log is maintained by the Manager, School Operations and his team of all activities relating to ensuring health and safety.
- VIII. To ensure all capital assets are in good order and the environment risk is minimised, (fire hazards & general maintenance)
- IX. Risk assessments are carried out for activities on and off the school campus.
- X. School Policy is followed for all trips and visits
- XI. Sufficient resources are allocated to meet health and safety priorities
- XII. Fixed and portable electrical checks will be carried out annually.
- XIII. Specialist advice is sought as and when necessary

### **3.5. The Responsibilities of all Employees, including Temporary Staff**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- I. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- II. Observe all instructions on health and safety issued by the School and act in accordance with any health and safety training given
- III. Report all accidents in accordance with the agreed procedure
- IV. Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- V. Exercise good standards of housekeeping and cleanliness
- VI. Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. The employee's immediate Line Manager must approve such reassignments.

### **3.6. The Responsibilities of Students**

Students in accordance with their age and aptitude are expected to:

- I. Exercise personal responsibility for the health and safety of themselves and others
- II. Observe standards of dress consistent with safety and/or hygiene
- III. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- IV. Use and not willfully misuse, neglect or interfere with facilities or equipment provided for their health and safety

### **3.7. The Responsibilities of Visitors, Members of the Public and Volunteers**

- I. Visitors and members of the public are requested to cooperate with the health and safety arrangements put in place by the school to protect them when using the school premises and grounds.
- II. They are expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.
- III. Entry into the school premises with hazardous objects on their person or possession is strictly prohibited
- IV. Where volunteers are employed to undertake work on behalf of the school, or provide services such as Extra Curricular Activities, they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessments and implementation of control measures, together with ensuring that volunteers and providers of services have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

## **4. AREAS OF RESPONSIBILITY**

- I. Fire and other emergencies – Head of Section
- II. First aid and the administration of medicine – School Nurse
- III. Hazard reporting – Manager of School Operations/Health and Safety Officer.
- IV. Security of the premises – Security Guards and Manager of School Operations/Health and Safety Officer.
- V. Any specific risks associated with field trips, visits, bus travel etc. – Trip In charge, staff on trip, Transport in-charge and Manager of School Operations
- VI. Safety Inspections – Management Team
- VII. Use of premises after school hours - Manager of School Operations
- VIII. Waste management - Manager of School Operations and Management
- IX. Visitors and Contractors - Manager of School Operations
- X. Supplies – purchasing/procurement and deliveries - Manager of School Operations and team
- XI. Catering and nutritional standards - Manager of School Operations and PR

## **5. GENERAL ARRANGEMENTS**

The following procedures and arrangements have been established within our School to minimise health and safety risks and maintain them at an acceptable level

### **5.1. Accident Reporting, Recording and Investigation**

- I. The school will report and investigate seriously all accidents & incidents. The School will adhere to the procedures adopted by the School for accident reporting and investigation. This will include any person on school premises
- II. In line with the procedure, all staff are encouraged to report accidents & incidents. Line Managers will investigate such incidents and identify and implement means to prevent any recurrence.
- III. All completed accident/incident/near miss form will be submitted electronically to The School Safety Officer using the School's official Incident Report Form

### **5.2. Classroom Safety**

- I. The school recognizes that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- II. Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use.
- III. All non-teaching staff must be informed of the safety procedures and practices related to any of the activities that they support
- IV. Schemes of work will be reviewed to assess the risk in all activities in order to determine suitable group size ,requirement of close supervision and levels of hygiene required

### **5.3. Medications, Diseases and Medical Conditions**

- I. Parents have the prime responsibility for their child's health and MUST provide the School with information about their child's medical condition on admission.
- II. The School recognizes that children with medical needs have the same rights of admission to school as other children.
- III. The School follows the UAE Ministry of Health Guidelines for Private Schools

### **5.4. Disabled Access**

- I. A designated disabled parking space is provided at the front of the Main Entrance to the school.
- II. Ramps are provided at all curbs to allow access to wheelchairs and other disabilities.
- III. A disabled toilets are situated in the on the Ground Floor and is for use by males and females.
- IV. During Evacuation or Fire Drills a designated members of staff will assist with any evacuation of disabled students, staff or visitors.

### 5.5. Extreme Weather Conditions

#### High Temperatures:

Amber Break – At break time the students eat their lunch in the classrooms and then can play outside. No vigorous play and they are to remain in shaded areas at all times.

Red Break – All students are to remain indoors throughout breaks and lunchtime.

During Amber and Red breaks bus nannies will be designated Primary Classrooms to supervise.

### 5.6. Covid guidelines

- I. Face masks are to be worn on site at all times.
- II. Anyone with a temperature over 37.5 degrees will not be allowed into the school
- III. Bring your own water. All water dispensers will be removed. It is therefore important to bring your own water on site. You will not be able to get water unless it is from a tap. This applies to the children as well.
- IV. To ensure the Health and Safety of everybody in the school, a Stay at home if you are unwell policy will be adopted.. All other normal sick leave policies will remain in place.
- V. Upon entry of classroom and when leaving the classroom and after use of toilet and before eating, teachers are to monitor that all students wash their hands .This may be hand sanitizer.
- VI. Sanitation of tables and chairs is to take place in between classes. This is only relevant for special classrooms such as the sensory room where the children rotate in and out of the classroom. Each class will have their own spray and cloth as well.
- VII. Shared resources in the classrooms are to be sanitized after each use.
- VIII. Minimise paper exchange where possible Put things on display (high up) or laminated if low down so they can be cleaned.
- IX. Toilet usage to prevent overcrowding in toilets, please only allow one student at a time to go to the washing rooms.
- X. Sanitizing boxes in classrooms. Each classroom will have a white clear box where used resources can be put .The cleaning teams will clean, sanitize and place the items back in the classroom for the next day.



## 6. THE HEALTH AND SAFETY COMMITTEE

Group / Team / Committee	Health and Safety
Original Formation	
Members	Appointed by Principal
General aims	To ensure the safety and wellbeing of all students, visitors and staff at all times and minimise potential health & safety risks
Committee Tasks	<ul style="list-style-type: none"> <li>- To develop a risk matrix and mitigation measures for all identified health &amp; safety issues.</li> <li>- To ensure all capital assets are in good order and the environment risk is minimized, (fire hazards &amp; general maintenance)</li> <li>- To ensure all sections of departments of the school are aware of their area and responsibilities and employ good housekeeping measures.</li> <li>- To define an inspection team and inspections frequencies.</li> <li>- Develop a standard policy and procedure, with simple reporting forms separating health &amp; safety issues from general maintenance</li> </ul>
Frequency of meetings	Per Term
Committee Members & responsibilities	Principal Vice Principal Head of Inclusion Head of Operations Head of Primary Head of Secondary Head of PE School Nurse