



## HEALTH AND SAFETY POLICY

<b>Company:</b> Star International School 24b Street Mirdif Dubai	<b>Effective Date :</b> 26.06.2018 <b>Revision Due Date :</b> 20.06.2020 <b>First Edition Date :</b> 10.09.2016 <b>Edition No:</b> 2
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## **ORGANISATION**

The organisation of all Health and Safety matters will be as follows:-

### **Responsibilities of the Board**

The Board with the Principal have responsibility for Health and Safety within the school.

The Board will ensure that all reasonable steps have been taken to fulfil the School Health and Safety Policy and to reduce the possibility of accident or injury to staff, pupils or visitors.

Specifically the Board will:

- a) Ensure that the School Health and Safety Policy is produced, implemented and updated every two years.
- b) Nominate a member of staff with responsibility for Health and Safety.
- c) Set health and safety objectives and performance standards for the school.
- d) Determine and implement the strategies to meet the objectives and standards.
- e) Allocate adequate funding, that is within their control, for Health and Safety purposes.
- f) Receive and review any health and safety audits.
- g) Ensure effective monitoring of the Health and Safety Policy is carried out and that the Policies are updated or amended accordingly.
- h) Ensure that regular reviews and safety inspections are carried out and the findings actioned.

## **Responsibilities of the Principal**

The Principal is responsible for the day to day management of all Health and Safety matters.

The Principal is the manager of the School and thus responsible to the Board for the Health, Safety and Welfare of Staff, Pupils and Visitors within the School.

While the Principal may delegate some tasks to designated individuals, s/he retains overall responsibility and remains specifically responsible for ensuring that:

- a) All members of staff, pupils and so far as is practicable, visitors to the school, are aware of their general and specific Health and Safety responsibilities as set out in the School Health and Safety Policy.
- b) The Board are kept informed on Health and Safety Performance.
- c) The risks to which staff and pupils are exposed at school are assessed, recorded and reduced to the lowest level reasonably practicable.
- d) Suitable induction, information, instruction and training is given to all staff.
- e) Regular inspections of premises, plant and equipment are undertaken.
- f) There is regular liaison with the Board on Health and Safety issues.
- g) Liaison with the School Health and Safety Representative and ensuring that the policy is activated.
- h) Ensuring that problems in the implementation of the Health and Safety Policy are reported to the Board.

## **Responsibilities of The Administrator**

The Administrator is responsible in the absence of the Principal for the above. The Administrator will be responsible for various areas of Health and Safety delegated by the Principal.

## **Responsibilities of The General Staff**

The General Staff will include all employees of the Board:

- permanent teaching staff
- temporary teaching staff
- visiting experts and artists in residence
- administration staff
- cleaning staff
- lunchtime supervisors
- any other persons assisting in the day to day business of educating the pupils

All staff in this category must implement the policies and carry out arrangements and procedures as designated within the school.

All employees must, therefore:-

- Seek clear guidance from their line manager when situations arise which may affect the health and safety of themselves or others.
- Conform to legal requirements, safe working procedures and instructions necessary for safe and healthy working.
- Seek advice from line managers when any doubts or concerns are expressed relating to the workplace, tools, work equipment, work methods or other matters.
- Report unsafe tools, equipment, work methods or other matters, and stop work if a risk of injury or damage to areas within the building is considered likely.
- Assist in maintaining effective health and safety standards in the workplace.
- Co-operate in the work of safety committees, safety inspections and accident investigations.
- Use Personal Protective Equipment as prescribed for the task.
- Attend health and safety training courses as required.
- Report violence at work incidents sustained in the workplace on the 'Accident / Incident report form.
- Carry out duties in accordance with the Health and Safety Policy.
- Cooperate with management on matters of a Health and Safety nature.
- Not misuse anything provided for safety.
- Use all workplace equipment correctly.
- Report all accidents whether serious or not and ensure all accident and incident reporting procedures established by the school are followed.
- Take reasonable precautions to ensure the Health and Safety of all non-employees under their control, within the school.
- Make pupils aware of and use safety at work practices and systems for their own safety and the safety of others.

## **ARRANGEMENTS**

The school Health and Safety Policy is such that provision will be made with respect to the following:-

- i The safety of equipment, buildings and systems of work procedures.
- ii Safe arrangements for the use, handling, storage and transportation of articles and substances.
- iii Adequate information, instruction, training and supervision to enable all staff and pupils to recognise and avoid hazards.
- iv The provision of necessary safety devices and clothing- (see dress code)
- v Provision of a safe workplace and safe access and departure from it, including fire precautions.
- vi Provision of a healthy work environment with adequate welfare amenities and facilities.
- vii Establishment of procedures for dealing with foreseeable emergencies and incidents and for their monitoring and revision as necessary.
- viii The provision of arrangements for First Aid appropriate to the size and nature of the establishment.
- ix The teaching of all aspects of safety as an integral part of the education and training of all pupils.

## **FIRE (PROCEDURES)**

In the event of a fire being discovered the alarm must be raised by any member of staff being alerted to the fire. This will be done at the closest **Emergency Bell Point**. A **continuous bell** will sound. On hearing this, the Principal and Administrator will if need be alert the **Fire Service**.

Instructions for the safe **evacuation** of the building are posted in every room. These must be followed as soon as the alarm is raised. All **members of staff** must be made aware of their **responsibilities** to be carried out during these procedures.

**Pupils** must be made aware of the procedures for evacuation.

Teachers in charge of a class must ensure that all children leave their room in a safe and orderly manner. In the event of an evacuation route being blocked by fire or a dangerous situation, then an alternative route must be used.

All pupils and staff must assemble in the EYFS car park area whilst the registers are checked. Registers must be brought from the school offices to the EYFS parking area.

All members of staff are responsible for the safe, quiet and speedy evacuation of the school buildings.

All **fire fighting equipment** will be checked annually by an outside contractor. The Principal is responsible for making this happen, but a member of staff discovering an appliance that has been tampered with or discharged, must inform the Principal or the Health and Safety representative immediately.

Fire doors must be clearly marked and fulfil the necessary regulations. All fire exits must be clearly marked and have no obstructions.

All fire doors and closers will be checked on a regular basis and entered in the Fire Precautions Log Book.

All fire and emergency notices must be regularly inspected and replaced if not in good condition.

A copy of the **fire drill procedure** is enclosed at the end of this document. Fire drills will take place termly and a **fire log** must be kept digitally in the G Suite.

All fire drills and test of fire equipment must be logged by the Principal

## **FIRST AID (PROCEDURES)**

The school will have a qualified First Aider on site at all times.

The school provides appropriate first aid kits. All current first aid procedures will be followed.

In the event of a **serious accident**, the Ambulance Service will be called and the parent (in the case of a pupil) will be notified. An accident report form must be filled in and sent to the appropriate department.

**Minor accidents** must be reported and a standard accident report form must be filled in and sent to the appropriate departments.

If the Ambulance Service is required observe the following procedures:-

- Dial 999.
- Ask for Ambulance Service.
- Give address as 'Star International School, Mirdif, 24B Street, Mirdif.
- Give details of injury.
- Position someone at gates to receive ambulance crew and direct them to injured party.
- Provide whatever assistance the ambulance crew may require.
- Ensure the injured person is accompanied to hospital.
- Record all events and the circumstances of the accident as soon as possible.

## **ELECTRICITY**

Electricity has the potential to kill. Therefore, all electrical equipment operated at over 50 volts must be maintained in a safe condition. The school will arrange for all items of electrical equipment to receive an annual safety check by a competent person.

All users of such equipment should be on the lookout for defects such as damaged plugs and cables. Any defective item should be effectively taken out of use until it has been repaired or destroyed.

A Log of electrical equipment on site should be kept up-dated showing its current test status.

## **BOMB ALERT (PROCEDURES)**

Decisions on the **Evacuation and Notification** of the necessary emergency services rest with the Principal.

If the building is to be evacuated, then the same procedure as for evacuation in the event of fire is used.

**Any request to members of staff, by police, to assist in the search for a device, is purely voluntary and at the member's own risk.**

Any phone call received in relation to a bomb alert must be relayed instantly to the Principal. A careful note of what is said over the phone is highly recommended in this instance.

All emergencies of this nature must also be relayed to the Board to assist in the monitoring of such incidents.

## **VIOLENCE AND AGGRESSION TO STAFF**

Instances of violence, including verbal abuse, threats and assault are relatively rare. Nevertheless, the School is committed to minimising the likelihood of violence to staff as far as possible. If you think a situation involving your work could put you at risk, or if you have been subjected to violence, tell your line manager or the Principal.

If injury is involved you should also complete an accident report form.

## **DISRUPTION OF CLEAN WATER SUPPLY (PROCEDURE)**

The Board will follow guidance on this matter as found at the end of this document.

## **CONTRACTORS AND BUILDINGS**

Contractors can create temporary hazards in areas where hazards are not normally present. Thus they can pose a risk for School Staff and Students. Therefore, before any contract work begins, the proposed work, including time(s), location(s), and precautions involved must be considered and approved by the Principal and Board. Some types of work should be carried out only during School vacations or outside normal School hours.



The responsibility for the monitoring of safe work practices within the school perimeters is the responsibility of the Site Supervisor or the Principal, depending upon who arranged the Contract.

Any breach of the Health and Safety regulations by contracted employees must be notified to the contractor by the Site Supervisor or the Principal.

**All visitors** to the school must comply with all Health and Safety regulations within the school boundaries.

## **EQUIPMENT**

When any new equipment is purchased, it is the responsibility of the school to ensure that its installation and use conform to the Health and Safety regulations.

The school's electrical appliances will be tested annually. The electrical wiring must be tested biannually. Records of the tests will be kept by the Administrator.

Fire bell system must be checked on a regular basis. Records of this will be kept by the Health and Safety Representative in the Fire Precautions Log Book.

**Gymnasium Equipment** is checked for safety annually.

## **CURRICULUM SAFETY**

All matters relating to the safe teaching and safe learning of curriculum subjects must be documented by subject co-ordinators. These will include safety guidelines for teachers and safety rules for pupils. Any new items of curriculum safety which are made known to the Principal must be circulated to all members of staff.

## **PUPILS**

Any matters of safety which involve the Health and Safety of pupils, which are not covered in the above, are the responsibility of the Principal and will include day to day organisation of movement around the school, classroom management, access and departure to and from the school, supervision of pupils, pupils on outings and trips.

## **DRESS CODE & JEWELRY**

As a school, we aim to respect religious cultures and practices to the best of our ability. However, the school maintains the right to ensure that jewelry/ religious articles are not worn during any situation which may cause risk of harm or injury to a pupil. Any form of religious article must adhere to the following agreements:

- Any form of jewelry is not permitted to be worn by any pupil during PE and Swimming lessons
- Any form of jewelry should not pose risk of injury through being too heavy/ risk of entanglement
- Any jewelry worn is only permitted at special request of a parent/ career; a written letter must be provided stating that the parent/career has read and agreed to the school policy regarding jewelry – this should be stated in a letter provided by the parent
- Parents who wish for their child to wear any form of jewelry do so under the condition that the school will not accept responsibility for any lost jewelry

## **SMOKING**

All areas of the school are designated **no smoking** areas, and all staff, visitors and contracted employees are required to refrain from smoking whilst on the premises.

## **SECURITY**

In the event of serious break in, vandalism etc the following action will be taken:-On discovering break in (usually the caretaker):-

1. Police to be called if necessary
2. Principal to be contacted if necessary
3. Any incidents of a less serious nature would be indicated to Principal next school day
4. Principal will contact the Board.

## **SECTION 4 — MONITORING**

A Health and Safety Representative will be appointed by the Principal.

Time should be made available for the Health and Safety Representative to carry out Health and Safety checks within the school.

A Safety Inspection of the premises by the Health and Safety Representative and a member of the Board will be arranged at least annually. During the annual inspection, rotational monitoring of procedures will be undertaken. In addition, a termly inspection of all school life will take place. Information for inspection procedures is available in the Health and Safety File held by the Health and Safety Representative. The results of inspection should be given to the Principal and the Board. Any matters arising from these inspections that can be dealt with by the Principal or staff should be.

Safety Policies and procedures should be under constant review.

The Health and Safety Representative should monitor any first aid/accident reports on a yearly basis.

If the school fails to take steps to remedy a defect, which is their responsibility and an accident occurs, occasioned by that defect, it is the Board who will have to justify the failure to have that defect put right.

This document must be reviewed by the Board and Health and Safety at least every two years.

## **WATER SUPPLY DISRUPTION**

The disruption of a clean water supply may cause a range of difficulties for a school and the management response will need to be considered in the light of the specific circumstances that prevail at the time. The following general advice may be of assistance when deciding on the appropriate action to be taken.

### **DISCOLOURATION OF WATER SUPPLY**

A breakdown in the water treatment plant can produce a water supply which is discoloured.

- TOILETS  
No effect.
- USE FOR MEDICAL TREATMENT (GRAZES, CUTS etc.)

This would be unsatisfactory and it is thus recommended that when warned of such discolouration, arrangements are made for small amounts of "good" water to

be stored for this purpose (say 2-5 litres). It should also be noted that a suitable running water supply for treatment of eye injuries in, for example, science laboratories may not be available and, therefore, the continuation of hazardous activities should then be considered.

- **SCHOOL MEAL PROVISION**

The advice of the Client Catering section should be sought.

- **DRINKING WATER**

All drinking water taps and fountains should be turned off or, if this is difficult, notices should be displayed indicating that they should not be used. Parents should be advised that they will need to provide a suitable drink for their children.

**UNPURIFIED WATER SUPPLY**

This may also occur in conjunction with discolouration.

- **TOILETS**

No effect.

- **USE FOR MEDICAL TREATMENT**

As for 1 above.

- **SCHOOL MEAL PROVISION**

As for 1 above.

- **DRINKING WATER**

As for 1 above.

## **TOTAL DISRUPTION TO WATER SUPPLY**

In the event of a complete cessation of a mains supply, decisions as to what is appropriate will depend on many factors and only the Principal / Chair of Governors can realistically decide what course of action may be necessary. Factors such as the size of the school, the age range of the pupils, whether the school has a tank-fed supply and the location of stand-pipe facilities need to be borne in mind. However, it has to be assumed that if the disruption is likely to be more than 24 hours, schools would not normally be in a position to ensure adequate hygiene standards and would therefore have to consider closure.

Please note that if the water supply is disrupted, then the electricity supply to any electric water heaters must also be switched off.

## **BOMB THREATS / SUSPECT PACKAGES**

The following guidance is offered to schools who should develop their own procedures as part of their Incident Management Plan.

### **IF THE SCHOOL RECEIVES A BOMB THREAT**

It is anticipated that in most cases this will be by telephone.

- ◆ The person receiving the call should try to obtain as much information as possible; where, when, size, callers accent etc. and then report the details to the appropriate senior member of staff / Principal.
- ◆ The senior member of staff / Principal should contact the emergency services and pass on all details.
- ◆ The emergency services will take control of the incident and instruct the school on the appropriate course of action to be followed.
- ◆ **Do not** sound the alarm bell unless instructed to do so.

### **SUSPECT PACKAGES**

If it is suspected that a package or letter contains an explosive device it **MUST IMMEDIATELY** be carefully set down. No one must be allowed to approach it and the room and general vicinity, e.g. passageway etc, must be evacuated. **Do not** sound the alarm bell unless instructed to do so.

The matter should be reported immediately to a senior member of staff / the Principal who will in turn report the matter to the emergency services who will take control of the incident.

Should the person to whom you are responsible be absent, then take the action outlined above yourself and inform the person to whom you are responsible as soon as he/she is available.

### **GENERAL INDICATIONS TO LOOK FOR IN DETERMINING A SUSPECT PACKAGE / LETTER**

*DO NOT OPEN THE PACKAGE OR LETTER IF YOU SUSPECT ANY OF THE FOLLOWING INDICATIONS EXIST:*

- Point of origin - if the postmark or name of sender (if given) is unusual
- Style of writing - if of foreign style not usually received
- Balance of letter - if lopsided  
or package
- Weight - if the weight seems excessive for the size and thickness
- Thickness - letter bombs are generally 3/16" or more in thickness

- Flexible - if there is springiness in the edges –

**DO NOT BEND EXCESSIVELY**

- Protruding wires - even the best prepared devices can come adrift in transit
- Pin holes - if there are one or more pin holes in the envelope or wrapping
- External grease - if there are greasy patches on the outer cover marks as most commercial explosives "sweat"
- Smell - if there is a smell of marzipan or almonds
- Loose objects - if, when shaken gently, there is an indication of a loose object
- Feel - if there is a feel of top and bottom stiffening, eg. by cards or other rigid materials
- Inserts - if inserts are contained in letters or packages addressed personally to someone, or are tightly taped or tied with string.

*Further Reading:*

*School Incident Management Plan Guidance – Coping with Crises in Schools  
(2002 edition)*

## **EMERGENCIES IN PEACE-TIME**

In this country natural disasters usually take the form of flooding or freak storms and high winds. In addition, major accidents do occur which could result in hazards like fire, explosion, the emission of toxic fumes, radiation and the structural collapse of buildings. The possibility of terrorist attacks cannot be ignored and school staff should be alert and vigilant.

In the event of a major incident, the type of assistance likely to be required from schools would be the use of the premises as reception and/or feeding centres. Toilet, washing and cooking facilities etc would be necessary for the temporary accommodation of evacuees.

Schools have previously been provided with guidance about critical incidents and the production of a school incident management plan (2002 edition). It is recommended that Principals and the Board ensure that their own arrangements are in place and reviewed periodically.

The full *Critical Incident* document is available on *Smartstore* in the “Learning / Governors” category <http://smartstore.northamptonshire.gov.uk/index.asp>  
Additional information that may be of use is available on the County Council Emergency Planning website  
<http://www.northamptonshire.gov.uk/NR/exeres/7FA298D0-4E1C-4934-A6C9-43BF84C9C1DF%2Cframeless.htm>

### **SCHOOLS DIRECTLY AFFECTED BY A DISASTER**

In the event of a school being directly affected by a disaster the details of the emergency plan must be determined in the light of local conditions. The action to be taken immediately following a disaster will have to be left to the judgement and discretion of the Principal as being the only person on the spot in a position to make this decision. However, the following points are made for guidance:

- The safety of the pupils/students and staff are paramount. They should therefore be evacuated from the scene of the disaster as quickly as possible. To ensure that all concerned know the procedure for evacuating the premises quickly, fire drills should take place from time to time.
- The appropriate emergency services (e.g. Police, Fire, Ambulance) should be notified immediately.
- The Board should be contacted as quickly as possible
- At all times the advice or instructions of the people in charge of the emergency site (normally the police) should be taken and acted upon.



- A roll call should be taken together with details of casualties, dead or missing and, if injured, whether they have been taken to hospital and where.

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- Pupils/students should be kept under supervision in a safe place until such time as they can be sent home.

• As far as humanly possibly, pupils/students should be sent home only with their parents' knowledge. This applies most stringently of course to pupils in primary schools and the younger age groups of secondary schools. It should be borne in mind that transport facilities in the area are likely to be under pressure or even non-existent as they will be required in connection with the disaster. You may therefore have to ask for help from the Police in order to get the pupils/students home. The roll call supervisor should be advised of the names of pupils/students (and staff) sent home.

• Telephone services may be disrupted or under heavy pressure. It may therefore be necessary to approach the Police in order to make the necessary communications.

• Whenever an accident involves a number of deaths or serious injuries or numbers of missing persons, there will be a flood of enquiries from anxious relatives or friends. It has been agreed that initially the Police should give the information to the media and general public but Headteachers should endeavour to advise parents as to the situation.

## **SCHOOLS REQUIRED AS A CENTRE**

The premises may be required as a result of an incident some distance away as well as locally.

• Initial, contact may be made direct to the school or out of hours to the caretaker / keyholder by the police or emergency planning staff.

• Pupils/students should be kept under supervision in a safe place until such time as they can be sent home. As far as humanly possible, pupils/students should be sent home only with their parents' knowledge. This applies most stringently of course to pupils/students in primary schools and the younger age groups of secondary schools.

• You should inform the Board of any action you propose to take.

In either event, members of staff (teaching and non-teaching) may be required to help with the emergency and should remain at hand.

# **LONE WORKING**

This document is designed to provide guidance on issues relating to working alone in safety and to provide advice on controlling the risks of solitary work.

## **LEGAL POSITION**

There is no general prohibition on working alone but in certain specialised circumstances legislation specifies work activities which require more than one person to carry them out safely, eg;

- Entry into confined spaces
- Certain ladder work
- Certain use of dangerous machinery
- Diving operations
- Certain work with hazardous chemicals

The general provisions of the Health and Safety at Work Etc Act 1974 require safe systems of work to be formulated. It therefore implies the need to address this issue and devise arrangements where necessary for the work to be carried out safely by one person or by making alternative arrangements for the provision of help or back up.

## **MANAGEMENT ACTION**

In schools a variety of staff members, both teaching and non-teaching, may from time to time work alone.

Principals are required to identify lone workers operating within the school and determine the hazards that the lone workers activities present.

The risks presented by the hazards identified will then require to be assessed (Risk Assessment) and arrangements devised and implemented that ensure the risks are either eliminated or adequately controlled. Where substantial risks to health and safety are identified the hazards and the decision making process should be documented.

## **HAZARD IDENTIFICATION AND ASSESSMENT**

Solitary workers should not be exposed to significantly more risks than employees who work together. Precautions should take account of normal working conditions and foreseeable emergency situations, for example;

- Accident
- Assault
- Equipment Failure
- Fire
- Illness

The assessment should result in the identification of all situations where people work alone and once identified being questioned on whether;

- a) the workplace presents a special risk to the solitary worker.
- b) access and egress can be undertaken safely.

c) temporary access equipment can be operated safely and presents no additional risks to a lone worker.

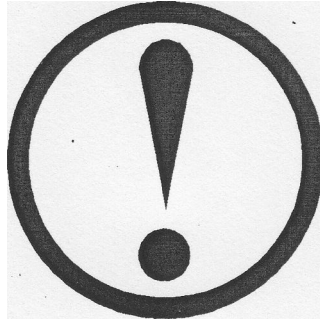
- d) any equipment or substances involved in the work activities can be safely used by one person.
- e) there is a risk of violence.

Once the hazards presented by the solitary worker have been identified they will require to be assessed and as a result of the assessment appropriate action formulated for managing the risks.

Factors that will need to be considered in the assessment include;

- a) the health of solitary workers; have they medical conditions which would make them unsuitable for working alone.
- b) any training requirements necessary to take into account limited supervision and control. Managers will need to ensure that solitary workers fully understand the risks presented by the work activities and are conversant with the preventative and protective measures and that they do not engage in work activities not approved for people working alone.
- c) the extent of supervision necessary taking into account the competence of the staff, the activities engaged in and whether any special risks are presented by the work activities.
- d) arrangements for dealing with emergencies; solitary workers, dependant on the risks presented, should be aware of fire and first aid procedures and have means of raising the alarm, for example, access to a telephone.

Consideration should also be given to the establishment of a log-in and log-out system to ensure that someone is aware of their presence at work and the fact that they have not checked out at the end of a given working period.



## **FIRE ACTION**

In case of fire

1. On discovering a fire immediately raise the alarm.
2. On hearing the alarm the nominated person will summon the Fire Brigade by dialling 999.
3. Members of staff will ensure that pupils and visitors leave by the nearest safe route closing all doors behind them.
4. During the evacuation common areas must be checked so that the evacuation is complete and that all doors are closed.
5. Report to the assembly point at the front of the school



7. Do not return to the building for any reason until authorised to do so by the Fire Service Officer in Charge.
8. Do not take risks.

<b>Prepared/Revised By:</b> Ms Gill Roberts	
<b>Designation:</b> Principal	
<b>Signature:</b>	<b>Date:</b> 26.06.18

<b>Approved and Authorised By:</b> SLT	
<b>Designation:</b> SLT	
<b>Signature:</b>	<b>Date:</b> 26.06.18