



ENVIRONMENT, HEALTH AND SAFETY POLICY



Amity School Dubai

Policy Document

ENVIRONMENT, HEALTH AND SAFETY POLICY

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| REVIEWED BY | VICE PRINCIPAL MS BALA SADASIVAN OPERATIONS MANAGER MR RAHUL SASEENDRAN | |
| APPROVED BY | PRINCIPAL MS SANGITA CHIMA | |
| OVERVIEWED BY | LINK GOVERNOR | |
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VISION @ ASD

'To inspire and energize every student and staff member with an inclusive, innovative and deep learning experience'

ENVIRONMENT, HEALTH AND SAFETY POLICY

1. Policy Statement

The aim of the Board of Governors and the SLT is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy.

ASD attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable its employees to work safely without risk to their health.
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health.
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health.
- Safe systems and methods of work, that are without risk to health.
- Machinery and equipment, that is safe and without risk to health.
- Articles and substances for use at work that are safe when properly used, stored, handled and transported.
- Any other suitable protection, where appropriate, where staff might be at risk.
- Safety of visiting contractors, members of the public and authorised visitors.
- Arrangements to involve all members of the school community in developing this health and safety policy.
- Responsibility towards the environment and ensuring that our activities do not adversely affect it.

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. At school we recognize the uniqueness of each child through a programme of learning that promotes challenge and personalized education at all levels. Through this, we encourage creative and critical thinking alongside stimulating and meaningful experiences. We continually aim to provide an inclusive, enabling environment which empowers all children to achieve. We believe that the prevention of accidents and hazards is a key responsibility of every member of the school community.

This document indicates the local organization and arrangements for implementing the Environmental, Health and Safety Policy in School.

STATEMENT OF INTENT

We have established suitable policies and procedures to ensure compliance and to minimize risk.

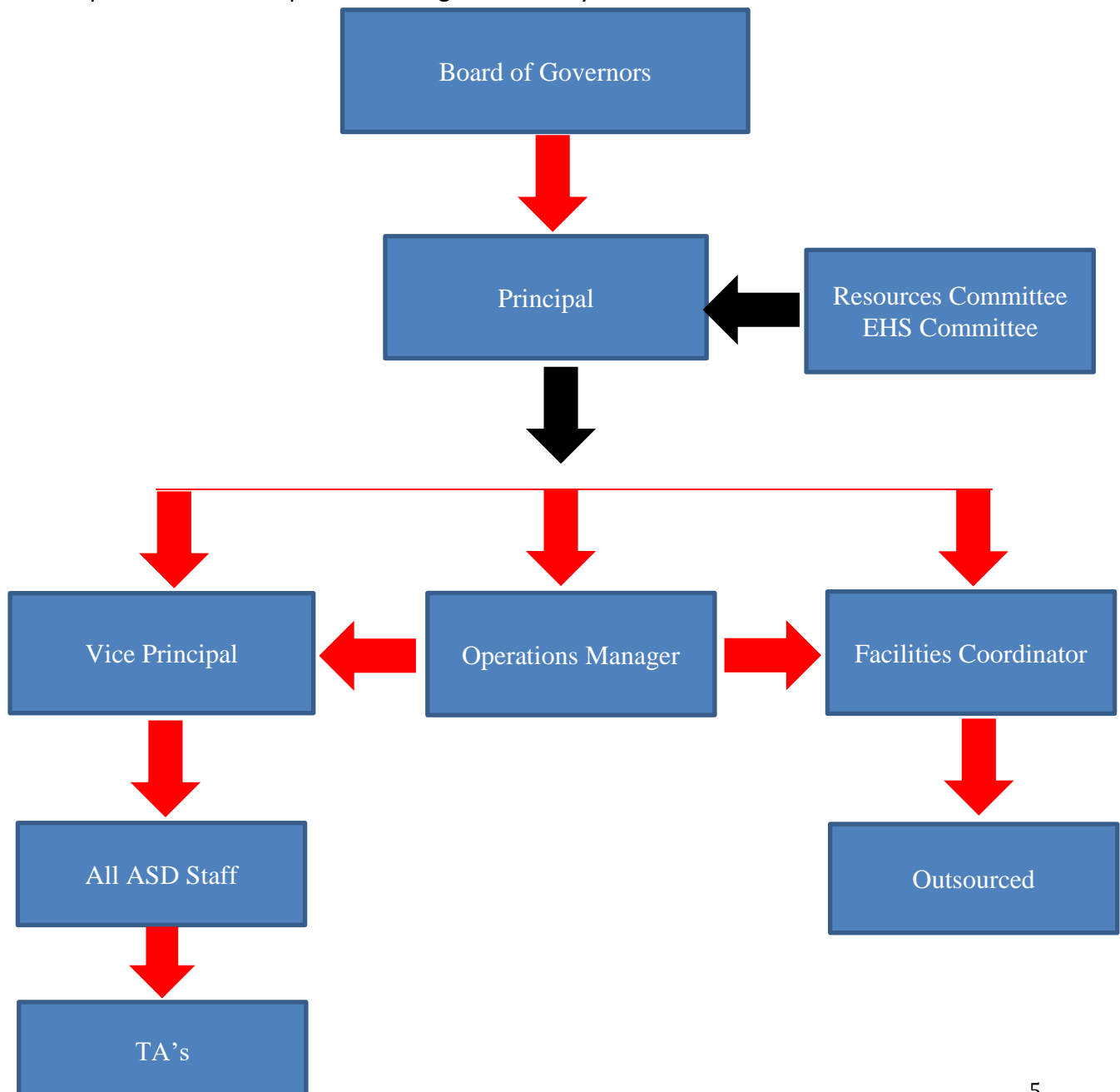
School is committed to high standards of environment, health, safety and welfare and takes all reasonable steps to ensure the Dubai Municipality legislation, as well as the Health and Safety policy, and other Health and Safety advice and guidance are implemented.

We shall foster a common sense and proportionate approach to health and safety matters.

This policy shall be reviewed annually, or following a health and safety related incident, feedback from an interested party, or significant changes to the school's premises/activities.

2. Responsibilities

These organizational arrangements for staff with environment, health and safety responsibilities are represented diagrammatically for school below.



The **Governing Board** has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Principal.

They have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Board has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Ms Sakeen Shaikh.

The **Principal** is responsible for ensuring that all health and safety procedures are followed. She will work in conjunction with the Operations Department:

- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment.
- Staff are aware of their responsibilities and receive appropriate supervision, instruction and training.
- Staff, students and others are encouraged to promote health and safety.
- Risk assessments are carried out for activities on and off the school site.
- School Policy is followed for all trips and visits.
- Sufficient resources are allocated to meet health and safety priorities.
- Health and safety inspections take place in consultation with other members of the Leadership Team.
- All defects and/or hazards are reported and made safe in a timescale commensurate with the risk they pose.
- Specialist advice is sought as and when necessary.
- A log is maintained by the Operations Manager and his/her team of all activities relating to ensuring health and safety.
- Monitoring the effectiveness of the arrangements.

The **Leadership Team with the Operations Manager and Support Staff** will:

- Promote high standards of health and safety within the school.
- Carry out regular health and safety inspections by 'Walking the School', weekly and monthly check list.
- Ensure that there are risk assessment procedures in place.
- Provide appropriate resources from the school's planned budget to ensure that risks and hazards are minimized or eliminated.
- Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities.
- Evaluate the measures taken to minimize or eliminate risks and hazards.

- Ensure that there is designated space for medical examination and treatment, caring for sick or injured students during the school day.
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health.
- Ensure that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that firefighting system is maintained through DCD approved service provider.
- Review this policy and update it at least annually.

All **staff** will:

- Report any accidents, dangerous occurrences or safety concerns to Senior Leadership Team (SLT).
- Be familiar with the health and safety policy and all safety regulations laid down by the School.
- Take reasonable care for their own health and safety and that of others, who may be affected by their actions.
- Make regular safety inspections of their areas of work and report to their line manager and the Operations Manager, any danger to health and safety, whether serious and immediate or not.
- Ensure the safety of all children under their charge by effectively supervising their activities.
- Only use equipment that they are competent to use.
- Follow instructions when using any machinery, equipment, dangerous substance or safety device.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.
- Keep up to date with current safety procedures.

All **students** and **visitors** to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

Catering

The Catering contractor is responsible for:

- The health, safety and hygiene of the cafeteria areas and of keeping the school informed of any hazards which could affect the safety of people or premises.
- Ensuring that its employees are competent in working safely in the cafeteria with particular regard to the following -

Hygiene: To maintain suitable standards of hygiene in the cafeteria areas including storage areas and staff rest areas.

Fire: To be aware of the arrangements for fire prevention and evacuation.

Training: Provide suitable practical training and certification in Basic Food Hygiene.

Contractors

Contractors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the operations department on arrival. The Operations Manager will be responsible for controlling the work of contractors to ensure the safety of students, staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.

Where work carries significant hazards, permits to work should be raised for contractors before they start work.

The following persons have responsibilities, for any or all of the following:

- Fire and other emergencies - Vice Principal.
- First aid and the administration of medicine - School Nurse.
- Hazard reporting - Operations Manager following weekly walkabout.
- Security of the premises - Security teams and Operations Manager.
- Maintenance of the premise - Operations Manager, Facilities Coordinator and FM AMC service provider.
- Specific risks associated with curriculum areas, visits, etc. - assigned Vice Principal and SLT.
- Waste management - Operations Manager with AEG.
- Visitors and contractors - Operations Manager.
- Supplies - purchasing/procurement and deliveries - Operations Manager and his team.
- Catering and nutritional standards - catering service Provider - Rainbow, Operations Manager, Nurse, and PRE.

3. Provision of First Aid

The schools designated first aiders are:

Ms. Jeremarie Angie Sanchez - Primary Nurse
Ms. Arawelch Simbulan - Kindergarten Nurse
Ms. Amruta Rasam – Assistant Supervisor – Ta’sees I and II
Ms. Vidushi Jamwal – Head of Preparatory, Middle Stage
Mr. Rahul Saseendran – Operations Manager
Ms. Kristina Evangelista – Facilities Coordinator
Mr. Stanzin Kharchot – HOD - PE
Ms. Jesli Vizcarra – PA to Principal
Ms. Sheila Isagon – Teacher Assistant
Ms. Grace Labajo – Teacher Assistant
Ms. Mary Joie Quilapo – Teacher Assistant
Ms. Laiza dela Cruz - Lifeguard

The designated persons responsible for checking and maintaining the contents of the first aid boxes is Jeremarie Angelie Sanchez - Nurse.

Note: If necessary, a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.

If an ambulance is required the emergency number 998 service should be used.

Delay in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorize an ambulance to be called and this should take place without delay.

4. Incident Reporting

Incidents must be reported on the Incident report form. Copies of the form can be obtained from Operations department.

It is the responsibility of the Nurse in the clinic to sign off an incident form in the event of an incident. She should also investigate the incident and suggest action to prevent recurrence.

5. Fire and emergency arrangements

It is the duty of all members of staff, to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment noticed.

Operations department will coordinate with service provider as per Firefighting System AMC.

6. Firefighting and precautions

All firefighting equipment is inspected and serviced by Fireco as per the Annual Maintenance Contract in coordination with the Operations department.

It is the responsibility of the Operations Manager to ensure that firefighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location is kept up to date.

Fire alarms

The fire alarms should be tested weekly and recorded in the fire system weekly checklist. Fire alarms should be serviced annually by a competent contractor.

Fire drills

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers.

Suitable arrangements must be in place for evacuating those with disablement or with students of determination.

7. Notifying the Emergency Services

The following staff have specific responsibility to call emergency services:

| Name | Location | Tel no. | Area of Responsibility |
|----------------------|-----------|------------|------------------------|
| Mr. Rahul Saseendran | Nizam | 04-2041007 | Operations Manager |
| Ms Bala Sadasivan | Reyada II | 04-2041032 | Vice Principal |

Assembly Areas

The following staff have specific responsibility to take charge of the assembly area and check numbers correspond with attendance figures:

| Name | Location | Tel no. | Area of Responsibility |
|------------|---------------------------|------------|--------------------------|
| Ms. Bala | Primary and Middle School | 04-2041032 | Vice Principal |
| Ms. Parita | Kindergarten | 04-2041030 | Head of Foundation Stage |

Information, documentation and training

Staff should either receive copies or have their attention drawn to relevant safety information contained in the School's health and safety policy. The Principal must ensure that the guidance or safety standards are current and adhered to at all time.

Health and Safety documents are held by the Operations Manager and identified staff. Heads of department must ensure that their staff are familiar with all relevant documentation.

It is the responsibility of the School Operations Manager to identify the health and safety training needs of staff, to keep a record of those who have attended training, and to record the type of training given.

Reporting and maintenance

All damage, signs of wear and defects in the premises must be reported to:

| Name | Tel no. | Area of Responsibility |
|----------------------|----------------|-------------------------------|
| Mr. Rahul Saseendran | 04-2041007 | Operations Manager |

School Premises Plans

A copy of the school building plan should be kept in the operations department. In case of emergency, the school building plan should be made available to Dubai Civil Defense officials.

Electrical equipment

All staff must visually check all electrical appliances prior to their use and report any defects to Operations department.

All defective equipment must be taken out of use immediately and reported to Mr. Rahul. Privately owned appliances must typically not be used on the School's premises (unless their use has been approved).

Furniture and equipment

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the operations manager who should arrange for repairs or replacement where necessary.

Control of Substances

All substances, chemicals, etc. purchased and used within the school including all science laboratories, preparation and storage rooms must comply with the UAE guidance documents. Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept.

Housekeeping arrangements

The School's premises are cleaned by an externally contracted company.

Specification for the housekeeping regime is held by the school Operations department.

Any problem relating to the cleaning should be made primarily to the Facilities Coordinator, and then to the school Operations Manager.

Housekeeping service provider or the school should provide a specification of the cleaning arrangements and will include:

- Arrangements for supervision and control of their employees.
- Arrangements for training their employees in working safely and particularly the safe handling of cleaning chemicals.
- Safe storage of cleaning materials.
- Arrangements for maintaining testing and inspecting electrical equipment such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged.
- Use and storage of personal protective equipment.
- Training in responding to emergencies such as fire and accidents particularly when they occur out of hours when they may be alone in the building.

Risk assessment

The Management requires all employers to carry out risk assessments for the risks to their employees and others, who can be affected by their activities.

Risk assessments are used to identify potential sources of harm, so that they can be minimized or avoided to reduce the risks of injury and ill health.

Offsite Visits

It is important that suitable arrangements are made for all offsite visits by students. The school has appointed and trained an OBL Coordinator, who will take a central role in planning and administering offsite visits.

Conclusion

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility, there is much greater likelihood of attaining an accident free environment and progressively improve the safety and wellbeing of all concerned.

Links with other policies

- First aid Policy
- Risk Assessment Policy
- Supporting pupils with medical conditions Policy
- Accessibility plan
- Student Distance Learning Policy
- Emergency Response Policy