



St. Mary's Catholic High School, Dubai – Muhaisnah

HEALTH & SAFETY POLICY

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| Written by: | Health and Safety Team | Reviewed: | November 2019 |
| Endorsed by: | SLT | Next Review: | September 2020 |
| Approved by: | Board of Governors | | |

SMM HEALTH AND SAFETY POLICY

Governors' Statement of Intent

The Governing Body identifies health and safety as a primary objective of its activities. To this end, it seeks to create and maintain a positive health and safety culture that secures the commitment and participation of all employees, students, contractors and visitors in attaining the highest standards of health and safety in our school.

Aims and purpose of the policy

The SMM HS Policy sets out to attain the following:

1. To establish and maintain a safe and healthy environment throughout the school
2. To ensure the inclusion of HS roles, responsibilities and accountabilities into the SMM's management structure and processes that leads to the development of a proactive HS culture.
3. To provide effective information, instructions and trainings for the staff and students.
4. To ensure that all the staff, students, contractors and visitors are properly informed of their duties and responsibilities to enable everyone of avoiding hazards and contribute positively to their own health and safety.
5. To establish and maintain safe working practices and procedures among staff, students, contractors and visitors.
6. To eliminate or minimize hazards to an acceptable level and to comply with the guidelines set by Dubai EHS department, Ministry of Education and KHDA.
7. To set targets and objectives to develop a culture of continuous improvement.
8. To monitor and review the systems and prevention measures to ensure their effectiveness.
9. To consult employees and their representatives on health and safety matters.

Organization and responsibility:

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| | The Governing Body of Saint Mary's School |
| Level 1 | <u>School Principal</u> <ul style="list-style-type: none"> ➤ Take day-to-day responsibility for all health and safety matters in the school. ➤ Liaise with Governors on policy issues. |
| Level 2 | <u>School representative for Health and Safety</u> <ul style="list-style-type: none"> ➤ Check that the procedures are followed and reviews them annually. ➤ Arrange for staff to be trained and inform them any update about the HS policy ➤ Act on reports from Level 4 within the agreed timescale and report problems to Level 1. ➤ Manages all contractors working on the school site |
| Level 3 | <u>School Nurse</u> <ul style="list-style-type: none"> ➤ Acts on issues raised from Level 4 & 5 and reports to School Health and Safety Representative as required. |
| Level 4 | <u>Teachers/Support staff</u> <ul style="list-style-type: none"> ➤ Check classroom / work area is safe. ➤ Check equipment to be used is safe before usage. ➤ Ensure safe procedures are followed. ➤ Report defects/concerns to Levels 3 or 2 as appropriate. |
| Level 5 | <u>Students, Contractors and Visitors</u> <ul style="list-style-type: none"> ➤ Report defects/concerns to respective levels. ➤ Comply with all instructions given by all staff above. |

Detailed description of responsibilities:

Governors

1. Ensure a Health and Safety Management System is in place within the educational establishment and is detailed within the school Health and Safety Policy.
2. Promote and monitor the execution and effectiveness of this Policy, within the resources made available to them.
3. Ensures a review of the school's Health and Safety Policy and performance takes place annually and action on the review's findings, including amending the school Policy, if necessary, takes place.
4. Ensure that the Principal, School Health and Safety Representative and the School Clinic Staff are aware of their duties and responsibilities as stated by the Government of Dubai, School Health Guidelines Manual (2012).
5. Ensure that all staff within the establishment for which they are responsible are given the opportunity to receive training on health and safety matters.
6. Ensure that information concerning who has specific duties/functions for health, safety and welfare is communicated clearly to all staff.
7. Specify who is responsible for undertaking risk assessments and implementing appropriate control measures ensuring concerns allocated the highest risk are given priority.
8. Ensure that health and safety performance is measured by the use of inspections, checks and the recording of accidents.

School Principal

The day-to-day responsibility for all school health, safety and welfare organization and activity rests with the Principal, who will:

1. Implement the Health and Safety Policy.
2. Inform and assist the Governing Body.
3. Ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy.
4. Make clear any duties in respect of health and safety that are delegated to members of staff.
5. Put in place procedures to monitor the health and safety performance of the school.
6. Make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
7. To receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction.
8. Ensure that contractors on the site for which they are responsible are made aware of this Policy.

School representative for Health and Safety

1. To coordinate and manage the annual risk assessment process for the school.
2. To ensure the annual general workplace monitoring inspections are carried out along with the inspection and maintenance of work equipment.
3. To ensure adequate records of the above processes are kept on the school premises.
4. To advise the Principal on situations or activities which are potentially hazardous to the health, safety and welfare of staff, pupils and visitors.
5. To ensure that health and safety advice and information received by the school is disseminated in such a way that all appropriate staff have access to such information.

Teachers and support workers

1. Exercise effective supervision of the pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. Give clear oral and written instructions and warnings to pupils as often as necessary.
3. Follow safe working procedures personally.
4. Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
5. Report all medical concerns, accidents, defects and dangerous occurrences to the appropriate person. (School nurse, School HS Representative or the Principal).

6. Make themselves familiar with the contents of this Policy.
7. Keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.
8. Comply with any control measures put in place as a result of Risk Assessments carried out within the school.
9. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
10. Observe all instructions on health and safety issued by the school or any other person delegated to be responsible for a relevant aspect of health and safety.
11. Take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.
12. Use and maintain correctly, in accordance with any instruction and/or training received, all equipment issued.
13. Report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
14. Co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
15. Inform the school management of any shortcomings they consider to be in the School's health and safety arrangements.
16. Exercise good standards of housekeeping and cleanliness.
17. Know and apply the procedures in respect of fire, first aid and other emergencies.

Students

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

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe and follow standards of dress consistent with safety and/or hygiene.
3. Observe and follow all the health and safety rules of the school and in particular the instructions of staff given in an emergency (Familiarize the emergency and evacuation procedures).
4. Know and apply emergency procedures in respect of fire, first aid and other emergency situations.
5. Use and not willfully misuse, neglect or interfere with things provided for his/her health and safety.

Contractors and Visitors

1. Exercise personal responsibility for the health and safety of themselves and others.
2. All contractors and visitors must be aware of the SMM HS Policy and Emergency procedures and to comply with these at all times.
3. All contractors who work inside the school premises are required to identify and control any risks arising from their activities and must inform the SMM School Health Representative of any risks that may affect the school's staff, students and visitors.

The Arrangements and Procedures for Health and Safety within the School

Information/Advice

- Information and/or advice on matters relating to the health, safety and welfare of employees will be circulated via **induction training, staff manuals** and staff meetings unless it is of immediate importance to any individual employee or group of employees.
- **Students will be notified regularly during assemblies, class periods, PEP time or drills.**
- **SMM HS Policy is available on the website and displayed in prominent locations within the school. This is readily accessible to all staff, students, contractors and visitors.**

Health and Safety Policy Document

- All staff and students will be informed of contents of the Health and Safety Policy. Additions and alterations to the Policy, which is a working document, will be passed on to staff via the daily briefing notes.

- The policy will be approved, maintained and reviewed accordingly. Any revisions and amendments must be registered and documented.

Annual Health and Safety Checklist and Report

- An annual check of the school premises by the Principal, the School Representative for Health and Safety and a nominated representative of the Governing Body takes place each year and a subsequent action plan related to the risks identified is produced. This serves as a monitoring tool by the Governors.

Risk Assessments and Control Measures

- Potential hazards are identified accordingly and risk assessments must be completed for all the significant risks in the school.
- A set of Risk Assessments are to be carried out over the forthcoming months. As each one is completed, staff will be informed and expected to comply with any control measures to be undertaken.
- All teachers and staff will undertake risk assessments for the areas using the procedures given to them.
- A risk register is compiled by the assigned persons per department.
- All risk assessments are signed, scanned and filed for documentation.

Defect identification and reporting

- Defect Books are kept with the Health and Safety Representatives for each floor who are contacted by the teachers if they come across any defects. The books are given to the school Health and Safety Representative who gives them weekly to the school maintenance department.

Accidents

Accidents involving students: When an accident involving a student occurs, the following procedure takes place:

- The medical team or assigned replacement (certified first aider) is informed.
- Assessment of the child –including a review of any relevant history.
- A diagnosis of the injury is identified.
- Appropriate treatment is administered.
- The parents are informed as appropriate.
- Follow up monitoring of the student.
- Appropriate documentation including incident report is completed.

Accidents involving staff, contractors and visitors

- The medical team or assigned replacement (certified first aider) is informed.
- Assessment is done accordingly.
- A diagnosis of the injury is identified.
- Appropriate treatment is administered.
- Appropriate documentation including incident report is completed.

Records of all accidents are maintained and kept in the School Clinic.

First Aid

- The school employs a part-time school doctor and full time nurses to whom all medical issues are referred.
- The School Clinic complies with all details of Government of Dubai, School Health Guidelines Manual (2012) from Dubai Health Authority which is available in the school clinic.
- All the specific policies and procedures for the School Clinic are kept up to date through regular trainings and are available upon request from the school nurse at any time.
- All staff are aware of the location of these documents and refer to the school nurse for clarification on all medical issues. The list of procedures is available in the school clinic.

- Medical Team: Their names and contact numbers are displayed on the notice boards located in the following:
 - a. Staff room notice board
 - b. Corridors throughout the school (beside the first aid kits)
 - c. Canteen
 - d. Main Hall
 - e. EYFS (ground and 1st floor) notice board
 - f. Swimming Pool Area

Additional qualified first aiders: 8 staff completed the training last January 11, 2020 - waiting for the certificates

First Aid Boxes

- Apart from the School Clinic, First Aid boxes for use in emergency situations are located at appropriate points around the school.
- The contents of the First Aid Boxes are checked monthly by the School Health and Safety Representative and the School Nurse.
- All staff must be familiar with the school arrangements for First Aid.

Administration of medicines

- The school strictly adheres to the created Medication Policy approved by the DHA.
- All administration of medicines is carried out by the school doctor and nurse only.
- No student is allowed to take medication within the school without the completion of the medical declaration form.
- No student is allowed to take prescribed medications without a prescription and letter from the parent stating the need for taking the medicines. A Medication Authorization Form must be completely filled and send back to the school clinic if the student needs to take it for a period of time.

Disease control

- If a child is absent through illness, it is the responsibility of the parents/guardians to inform the school of the reasons for absence. If no contact is made within two days, the school will contact the parents. Any ailments must be reported to the school.
- If doubt is expressed regarding the child's health during school hours, parents are contacted and requested to take the child home. If the condition of a child's health gives cause for concern, medical advice may be suggested and a request that information is relayed to the school as soon as possible.
- Should there be difficulty in obtaining parental contact and a condition is considered serious, the child is taken to the hospital and the parents will be contacted as soon as possible.
- Parents should seek professional medical advice regarding the date a child can return to school without fear of infecting other pupils. If necessary, parents may be notified by letter, of any serious threats to the health of other students. Further advice about the Control of infectious Diseases can be obtained from the school nurse.

Assessment and Record Keeping

Record Management

- HS records generated by the school are stored manually and electronically in HS folder.
- The School Clinic will keep a record of any first-aid, incident report and medical treatment.
- The SLT will keep the record of incident reports identified under the teaching department.

Retention and disposal

- All HS records including risk assessments generated as a result of HS activities and processes at SMM are retained as evidence of compliance to relevant legislative requirements.
- All records will be retained for a period of time (5 years) before disposing.
- All documents can be disposed via recycling bins except for confidential files which must be done

by shredding.

Access and Confidentiality

- HS records with confidential information are treated confidential and stored in secure lockers to prevent unauthorized access.

Control of substances hazardous to health

- Hazardous substances that are necessary for the curriculum are stored in a locked cupboard. Staff and students are made aware of the risks associated with these substances and how to keep themselves safe as part of the program of study.
- Hazardous materials are discouraged in school and substitutes are obtained for any substance that displays a hazard warning symbol on its packaging wherever possible.
- Cleaning products are securely stored in a locked cupboard when not in use.

Safeguarding

- A member of the Senior Leadership Team will be given responsibility for the Care, Guidance and Support of the students. This includes the Child Protection and Safeguarding of the students.
- All staff with concerns of a Safeguarding nature must inform the SLT who will investigate the concern and communicate with the student's parents as appropriate.
- A Child Protection Policy is in place and all members of staff are aware of their responsibilities in this area.

Adults working in the school

- All adults employed by the school will be subject to the appropriate security checks regarding their suitability for employment with children. All appointment records are maintained in the school office.
- Voluntary workers without security clearance must not have unsupervised access at any time.
- All adults who are in immediate contact with the students are with valid Occupational Health Certificates.
- All adults who are in immediate contact with the students, but who are not employed by the school must have the appropriate security clearance (Transport officials; Cleaners; Security Guards). These must be provided on request from the Principal to the appropriate manager.

Manual Handling and Lifting

- Staff is made aware of the risks involved with the everyday lifting, carrying and moving of objects.
- They are encouraged to have a knowledge and understanding of:
 - A. the body and how it works (in relation to manual handling – proper body mechanics),
 - B. correct lifting techniques
- Staff must carry out an individual risk assessment before attempting any strenuous manual handling.

Personal Protective Equipment

- PPE must be issued and use accordingly. This include protective apron or clothing, goggles for eye protection, masks and gloves.
- All PPE will be regularly inspected and kept in good order.
- Staff and students must wear the proper PPE who might be at risk of injury or harm to health. They will be trained in the correct selection and wearing of PPE.

Fire Safety Precautions and Emergency Procedures

- All staff must be familiar with fire safety risk assessment, emergency plan, and evacuation procedures under the school's Fire Safety Management Policy.

Procedures

- Normally the Principal or Health and Safety Representative will start the fire alarm and call the emergency services. Anyone else performing this task should inform the Principal or Health and Safety Representative immediately.

Evacuation of classes

- On hearing the alarm bell, students should stand in silence by their desks. When told by the teacher in charge, they should leave the class in single file. Classes should then proceed in an orderly fashion to the place of assembly, the teacher following at the rear, closing the door of the classroom.
- Any student not in the classroom (toilet, corridor or another class) should go straight to their assembly position.

Place of assembly

- This will be in the back parking of RTA buses for each class. Each class should take up the pre-determined position and stand in a line.

Roll call

- As soon as a class has assembled, a roll call or count should be taken from the register and the teacher in charge should report to the Principal "All present" or otherwise. If anyone is missing, an immediate search should be made. The secretary or a nominated deputy will account for visitors on site using the Visitors Book.

Frequency of Fire Drill

- It will be at least once each term. Practices should take place at different times in the school day including assembly, playtime and lunchtime.

Escape Routes

- These are clearly marked.

Emergency Plan/Drill

- Each classroom has a written Fire Drill, and a plan that shows escape routes.

Alarm checks

- The alarm is tested weekly and a record is held in the fire logbook in the Office. The fire alarm system is inspected annually.

Extinguisher checks

- The maintenance team visually checks the extinguishers monthly for obvious signs of use, damage or tampering and records are kept in the fire logbook.

Discharged/Faulty extinguishers

- These are to be reported immediately to the Health and Safety Representative through the Defects Report Book.

Fire Precaution Log Book/Register

- This is kept in the School Office.

General Housekeeping

- All floor areas must be kept tidy.
- Doorways, passageways and stairs must be kept free from obstructions.
- All spillages must be cleaned up immediately to remove the risk of slipping.
- If any required item cannot be reached from the ground, then only equipment purpose built for climbing should be used.
- All machinery and equipment should be checked before use for obvious defects and any defects reported to the appropriate manager.
- Defective equipment must not be used.
- Photocopiers should never be used with the lid raised.

Protection from the Heat/Temperature

- At all times, exposure to the direct heat of the sun is minimal. Appropriate shading exists on the school playground and a separate Risk Assessment has been prepared to raise awareness of the dangers connected with over exposure.
- Any fault with air conditioning units must be reported immediately to the Health and Safety Representative.

Transportation Procedures

- The students are supervised on entry to the school by the bus drivers and the security guards.
- On moving to the bus at the end of the day the teachers accompany the students to their respective buses which are parked within the playground area.

Promoting a Healthy Lifestyle

Healthy Eating

- SMM strongly encourage its staff and students to eat healthy food by providing information and programs related to it.
- Healthy lunch box is promoted – teachers are monitoring the student's lunch box and is given merit awards as recognition.
- The school canteen offers a range of approved healthy food and drinks options.
- Parents of EYFS students receive a regular circular about healthy eating habits and which food and drinks they should or should not bring in school.
- Nutrition programs and talks are held regularly.

Personal Hygiene

- Health teachings about the importance of personal hygiene are regularly implemented to different year levels.
- Referral system is followed whenever necessary.

Physical Education

- Apart from the curriculum, awareness programs and involving the students in after school activities are put into place such as participating in 30x30 Dubai Fitness Challenge, basketball and football, badminton, swimming, and Zumba.

Safety on the Recreational Areas and School Playground

- No strangers are permitted within the vicinity of the students during school time. Security guards are in place to implement this.
- All equipment must be kept in good working condition and inspected regularly.

Supervision of Students

- *Break-time supervision*
-Children will not be left unsupervised at any time on the playground. There is a staff Rota for supervision both at break-time and at the end of the day.
- *During the changeover between lessons*
-Staff move purposefully between teaching areas to minimize the time a class is not supervised by an adult. A system of class monitors is in place and senior students are instructed to find the nearest available adult in an emergency.

Field trips / off-campus education-related visits

- The Principal is responsible for ensuring that all the SMM trips are managed in accordance with the school's trip policy.
- The teachers and the supporting staff must be familiar with the policy and procedures and should comply to these.
- The assigned trip teacher should decide how the information is provided and ensure that the students understand the key safety information.

