



**HEALTH AND SAFETY POLICY**

**BRITISH INTERNATIONAL SCHOOL  
AJMAN**

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# PART A – GENERAL STATEMENT

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## HEALTH AND SAFETY POLICY—BRITISH INT’L SCHOOL

The Management believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. In school, health and safety responsibility falls on the senior management team, administrative and teaching staff. The Principal and Administration manager must take reasonable steps to make that the buildings, equipment and materials are safe and do not put the health of persons at risk while they are on the premises. The policy aims to identify the key issues associated with health and safety in school.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health of students, teachers & staff.
- Providing first aid and emergency care.
- Complying with statutory requirements
- Ensuring safe working methods and providing safe equipment.
- Providing effective information, instruction and training about health & safety.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Policy has been created to ensure the above commitments can be met. All members, staff and pupils will play their part in its implementation.

# PART B – GUIDELINES

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**Roles and Actions:** The maintenance of a healthy and safe school is the shared responsibility of the whole school community.

**The Governing Body will:**

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues in the school.
- Ensure adequate resources for health and safety are available.

The Principal will ensure that:

1. A school H&S policy is approved by the Management.
2. Information and advice on H&S is acted upon/circulated to staff. In particular the H&S Manual for Schools is kept in staff rooms, clinic so that it is available to all staff.
3. A regular safety inspection is undertaken.
4. Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.
5. If he/she delegates H&S duties to an individual, normally referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

The Administration Manager (Health and Safety -coordinator) will :

- Be responsible for the day to day implementation of safety procedures throughout the school with the help of Health & Safety committee members.
- Liaise with outside agencies that are able to offer expert advice.
- Ensure that staffs fulfill their duties accordance with the policy.
- Formulate and coordinate safety procedures.
- Review first aid, fire / evacuation and risk assessment procedures with relevance to staff on an annual basis or as and when necessary.
- Ensure relevant staffs have access to the appropriate training.
- Receive all health & safety information sent to the school and disseminate the information to staff as necessary.
- Consult the Principal on action required to comply with relevant health & safety policies.
- Carries out regular safety inspection.

**The Health & Safety committee will:**

- Conduct regular workplace inspections to ensure adequate housekeeping & implement corrective actions as required (Maintenance In- charge /Housekeeping )
- Provide safety advice & information to staff , children, visitors & contractors.
- Arrange & ensure safety trainings as required appropriately.
- Ensure immediate notification of accidents & hazards.
- Control access to restricted areas.
- Assess competency of equipment users.
- Ensure equipment is maintained.

**All Staff will :**

- Ensure that they have read the Health & Safety Policy.
- Ensure the pupils use equipment and apparatus safely in laboratories and on the ground.
- Report to Supervisor/ Principal, situations which may present a serious or imminent danger to the staff and students in the school.
- Report any concerns of abuse of pupils to the Supervisor.
- Supervisor should share information of the child with medical needs to the clinic or who may need specific handling to the school counselor.
- Supply staff is asked to familiarize themselves with this.

**Students are expected to :**

- Exercise personal responsibility for the safety of themselves and classmates.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.
- Comply with the school rules relating to general behavior.
- Take note of and comply with information provided for safety with regards activities undertaken.

**Parents are expected to:**

- Support the school in any health and safety matters, reported to them through circulars, talks and news-flash.

**All employees must:**

1. Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work.
2. Report immediately, or as soon as practicable, any defects noted with equipment machinery or the workplace generally to their Head of section or other designated person.
3. Guard everything provided for health and safety purposes.
4. 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.
5. Cooperate with management in respect of complying with H&S requirements.

## PART C – ARRANGEMENTS

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### GENERAL ARRANGEMENTS

#### 1 – ACCIDENT/INCIDENT RECORDING/REPORTING

- Any of pupil complaining of illness or who has been injured is sent to the school clinic where he/she gets the treatment (Accompanied by Teacher / Assistant Teacher or with Class Assistant) with a referral slip.
- All incidents, ailments and treatment are recorded in the accident book.
- Parents are contacted if there are any doubts regarding the health or welfare of a pupil.
- In the event of a serious incident an ambulance is called and a member of H& S or Nurse accompanies the pupil to hospital . Parents are also informed accordingly.

**1.1 – STUDENTS** – All accidents to students involving injury are to be recorded. This will initially be by using the standard sheets in the school student accident book, which is kept in the clinic. In addition any reportable incident will immediately be recorded in the incident reporting system. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone and any injury where the student is taken direct from school to hospital, whether by ambulance, member of staff or relative.

**1.2 – STAFF:** All accidents to staff are to be recorded and this will be done through Incident reporting system.(School Clinic)

**1.3 –Administration of medicines:**

- Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.

#### **1.4 Pupil Health:**

- Parents are given essential information regarding the vaccines through talks and circulars.
- Provisions of support for children with medical needs & ensure cleanliness in the campus and provision of clean water consumed by children and staff members.
- Parents are requested to submit or inform the teacher/ clinic in -charge regarding any regular medication or care needed for the bellowed ones.

#### **1.5 – Educational Visits/ fun trips:**

- Section supervisors and teachers have the responsibility for ensuring that safety of students is taken care of when organizing a visit to a place of educational interest or fun trips to students.
- In case of emergencies, details to contact the source of help and appropriate communication arrangements.
- Parents consents are taken about the child's participation.
- Safety while travelling in school bus is adhered to.

#### **1.6- Visitors:**

Visitors Record is maintained by security. Identification cards are issued to all the visitors.

**2 - 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 building contractors who work on an 'as and when' basis.

**2.1 – SERVICE CONTRACTORS –** Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service Ac's, check fire extinguishers etc., to those on site daily, e.g. cleaning staff. The service contract specifying, what work is expected of them and what they can expect from the school. Their personnel will follow their own safety systems of work but, their working methods do take in to account how they will impact upon staff, students and other visitors on site. The school has/will provide details of its safety systems of work to the contractors where ever relevant and in the case of the cleaning contractors they have been consulted over emergency arrangements.

**2.2 – 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 or building anew block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimized /eliminated.

**2.3 - 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 students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

**3.1 – SMALL SCALE BUILDING WORKS** – This will include day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

1. All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by H/S Coordinator.
2. Before any work is commenced, it is essential that the coordinator is made aware of :
  - i. what work is to be undertaken
  - ii. where the work is to be carried out
  - iii. an indication of the likely timescale
  - iv. what equipment is to be used
  - v. What services are required?
3. Before work is to commence, the contractors must be advised by the H/S Coordinator ,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 *playground/field—Assembly point* .
4. The contractors must be advised who to contact on site if they have a problem.

**3.2. – 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. Such work usually coming under the requirements of the

Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

#### **4 – E-SAFETY**

The school has a separate policy for E-safety and a copy of this policy can be found *in IT LAB*. The policy indicates there is a whole school approach to E-safety.

##### **4.1 - Policy on student internet safety**

The British international school has a clear policy on student Internet safety and the IT-Admin and ICT-staff is responsible to ensure that the policy is implemented.

Staff is responsible for educating the students on Internet safety policy and ensures that they adhere to it. Staff needs to make sure that they supervise use, plan access and set good examples.

At BIS, the internet facility is given to students to raise educational standards and to support them with access to more educational materials. It is an entitlement for students who show a responsible and mature approach to its use.

We provide a safe and secure Internet access as part of their learning experience. The access is designed which includes filtering appropriate to the age of the student. We ensure material derived from internet by staff and students complies with copyright law.

#### **5 – FIRST AID**

The school will have the basic recommendation for first aiders, which is for three persons to have a first aid at work certificate

**5.1 - 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 first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialing 999 and asking for an ambulance**. In cases involving students, their 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 students that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians should be notified .

**NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.**

**5.2 – RECORDING** - Any accident where first aid is administered to students is to be recorded initially in the student's accident book.



**5.3 – FIRST AID BOXES/MATERIALS** - First aid boxes are kept on site and these only contain approved materials.

**5.4 – INJURIES INVOLVING BLEEDING** - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. (disposable gloves are kept in the school clinic).

## **6 – GENERAL MAINTENANCE CONTRACTS**

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 maintenance arrangements have been made.

### **a) ELECTRICAL INSTALLATION**

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at Work Legislation.

### **b) FIRE EXTINGUISHERS**

Fire extinguishers are subject to term wise check by contractor and on a monthly basis the Extinguishers are checked by the **site staff** to ensure that, they are in position and that the pins are in place.

## **7 – MEDICAL NEEDS**

The school will try to accommodate pupils with medical needs wherever practicable in line with the School H/S Policy.

### **7.1 – FIRE**

The Fire alarm installed in BIS as approved by the Civil Defense, Ajman. The measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire are in place. Exit routes are marked with arrows.

### **7.2 FIRE PRECAUTION ARE IN PLACE**

Evacuations plans are displayed in each class room, Teachers & Students responsibilities are also posted in every class.

Fire drills are carried out 3 times a year, once in each term.

**All staff are reminded that in the event of a fire the priority is to raise the alarm and**

**ensure that everyone gets out of the building. Fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.**

### **7.3 – SECURITY**

The school site has been assessed and Security issues are regularly reviewed. If staff have any questions on Security they should initially speak to their Heads of section who will refer the matter on to the H&S Coordinator if unable to resolve it.

### **7.4 - WATER ASSESSMENT**

Lab Analysis of Drinking water(cooler ) to be carried out periodically.

### **8. PLAYGROUND:**

- The playground is zoned for different activities – Basketball, football, quiet area and activities areas. Pupils have to stay in zoned areas. Staff actively encourages pupils to play safely and discourage fighting or other rough games.
- Members of staff supervise the playground both morning and afternoon.
- Staffs are on duty during breaks.

### **9. Nutritional Standards:**

- The teachers monitor the eating habits of students during break times. ( all grades)
- Teachers and wellness committee discusses and creates awareness about balanced healthy lifestyle.

### **10. Movement around the school:**

- Pupil should stand in a single line when waiting .
- NO pupil should remain unsupervised in classrooms and outside on the ground. Etc.

### **11. Supervision of Pupils:**

- Staff and other supervising adults should maintain good order and discipline , safeguarding their health & safety all the times.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting pupils from the playground.
- The same duty applies when staff supervises pupils after school.
- If a member of the staff knows that he /she is unable to undertake a duty on a certain day, then she/ he should organize another staff member to cover up for him/her.
- If a parent fails to collect a pupil, after school staff should make effort to contact the parent.

**Review of policy;**

A review of the policy will be undertaken annually by the Principal, Health & Safety coordinator, Section heads and Teachers in charge. Any amendments or updates will be disseminated to all the staff.

Date : Reviewed 03/09/2018 for Academic year 2018-19.

Date of next review : New Academic Year –September 2019-2020.

Najeeb Rahman

Admin Manager

**Ms.Arshad Hussain**

**Principal**

**Dr.MOHAMMED TARIQ**

**Chairman**