

## **Health & Safety Policy & Procedure**

Health and safety is an important consideration for Wales International School. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

### **The managing body will:**

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

### **The Principal will:**

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update the managing body
- Draw up health and safety procedures
- Monitor effectiveness of procedures

### **All staff will:**

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

## **General Health and Safety Arrangements**

Smoking is not permitted anywhere on the school site.

When contractors are on site, they are expected to follow school safety procedure. The Maintenance Officer, HR or Principal, will liaise with contractors as appropriate.

Staff should follow the guidance on using controlled or hazardous substances found in the following publications:

- Safety in Science;
- Safety in Art;
- Maintenance Training Manual.

A quarterly check will be carried out by the health and safety representative to monitor the upkeep of buildings and grounds.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

## **Monitoring and Review of Health and Safety Arrangements**

The yearly check will be used to prioritise need and to inform planning. The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary. All staff will carry out monitoring on a day-to-day basis. The Maintenance Officer will monitor school grounds and premises daily.

The policy will be reviewed every term .

## **Equipment**

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second-hand equipment must be introduced to school without the agreement of the Principal.

Electrical equipment will be tested regularly in accordance with ADEC policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

### **School Building Access**

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Primary children and female students may use the Girls' gate whilst male students must use the Boys' gate. Bus students enter the school via the Boys' gate or through KG gate .

The gates are locked at 8:00 a.m. and after this time visitors or late arrivals should enter via the main entrance.

All visitors must report to the School Security and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school security.

### **Vehicles**

Parents are not allowed to bring their cars onto the school site.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

**The OSH Officer** will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).

Waste containers stored externally in a secure compound.

## **Health and Safety reporting policy and procedure**

ADEC is the regulator for education in Abu Dhabi and therefore is committed to the following: Endorse, develop, implement, monitor and maintain a modern and integrated Environment Health and Safety Management system in all its activities, operations and facilities.

From this report, the school will divide the issues that need attention into two groups, those that can be corrected using school maintenance personnel and those that would need and outside contractor.

### ***School based personnel***

Work that can be completed by school personnel will be prioritized and a programmed established to complete the work as soon as possible.

Members of the health and safety committee will be allocated areas of responsibilities and will check on the progress of issues in their areas and report back to the weekly H&S committee meeting.

### ***Outside contractors***

Work to be completed by outside contractors will be prioritized and a program established to complete the work as soon as possible.

Quotes for each issue will be obtained and the contract awarded to the best offer, not necessarily the cheapest.

Members of the health and safety committee will be allocated areas of responsibility and will check on the progress of issues in their areas and report back to the weekly H&S committee meeting.

## **Health & safety log policy**

Members of the health and safety committee are allocated areas of responsibility within the school.

Staff within these areas should report any H&S issues to their representative.

Representatives should report the issue to the Chairman of the committee using health and safety log.

The Health and Safety Officer will then deal with the issues as per 'Health and Safety Report policy'

## **Sign in Register Policy**

### **1. Purpose**

- 1.1 To control visitor entry to school
- 1.2 To enable security personnel to check the ID of any visitors
- 1.3 In the case of an emergency , to know which visitors are present on school campus

### **2. Visitors**

- 2.1 All visitors must report to the security personnel at the gate and hand over their Emirates ID or Driving License.
- 2.2 Visitors will then sign the register, completing all the sections, including the reason for their visit.
- 2.3 Visitors will then receive a visitor badge that they should wear at all times while on school campus.
- 2.4 On leaving the school campus, the badge will be returned to security and the exit time noted in the register.

## School Visitors Policy

### **1. Purpose**

- 1.1 To regulate and comply with Learner safety regarding visitors to the school
- 1.2 To subject all visitors to the visitation rules of the school

### **2. Visitors**

- 2.1 All visitors must report to the security personnel at the gate and hand over their Emirates ID or Driving License before receiving a visitors tag. They must also sign the visitors register.
- 2.2 Visitor tags must be displayed by all visitors, and handed back when leaving.
- 2.3 No visitors' cars may enter school campus.
- 2.4 All visitors must report to the school reception.
- 2.5 No visitor is allowed to go directly to the office of the Vice Principal or the Principal, without permission.
- 2.6 No visitor is allowed to go directly to any classroom.
- 2.7 Only in exceptional circumstances will visitors be allowed to speak to a teacher during contact time.
- 2.8 Visitors should ideally have an appointment with the principal / or any staff member.
- 2.9 No visitor is permitted to stay on campus after completion of his/her visit.

## Workplace Health & Safety policy & procedure

### **Policy statement**

**At .....** **We will,**

Ensure the health, safety and welfare of all students, staff and visitors to the school;

Develop, promote and maintain safe and healthy working environments in which the risk of injury or illness for students, staff and visitors is minimized.

### **Purpose**

The aim of the policy is to:

Ensure that all reasonable, practical steps are taken to ensure the health, safety and welfare of all people within the school:

Establish and maintain safe working procedures amongst staff and students;

Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, students and other supervising adults participating in the off-site visits;

Make arrangements for ensuring safety when handling and transporting resources within the school;

Develop safety awareness amongst students, pupils and other supervising adults;

Develop and implement effective procedures for use in the event of a fire and other emergencies

## **Roles and responsibilities – Senior Management Team**

**The senior leadership team will:**

- Be responsible for the day-to-day implementation of school safety organization ;
- Develop a culture of safety throughout the school ;
- Liaise with the lead of the workplace health and safety committee through senior leadership team meetings
- Ensure that all staff fulfill their duties to cooperate with the policy;
- Ensure relevant staff have access to appropriate training
- Liaise with outside agencies able to offer expert advice;
- Where appropriate, develop action plans to implement expert advice;

Teachers will be responsible for completing audits of health and safety areas that are specific to their curriculum area

### **Workplace health and safety committee**

**The workplace health and safety committee will consist of staff members from each faculty and will:**

- Oversee health and safety of students :
- Monitor safety in buildings

- Set up comprehensive plan to achieve goals:
- Arrange lectures for students and parents in workplace to Health and safety field ;
- Coordinate with school nurse in making students aware of workplace health and safety
- Arrange programs for students awareness
- Break down work between committee members to follow-up and activate programs ;
- Continuous follow up for school property and assurance of electrical , water storage and fire extinguisher;
- Set up instructional newsletters to parents , students about importance of WORKPLACE HEALTH AND SAFETY ,
- Communicate with other associations in the same field;
- Complete a quarterly annual risk assessment of all school buildings and resources ;
- Support and review the completion of risk assessment for new activities and resources when appropriate and outside trips

## **Teachers**

### **All teachers will :**

- Work within their faculty to complete Health and Safety audits and risk assessments ;
- Ensure that they have read the Health and Safety policy;
- Fully support all Health and Safety arrangements;
- Ensure that their classroom is safe
- Report situations which may present a serious problem or danger to an SLT member immediately ;
- Report any defects or hazards to the lead of the workplace Health and Safety committee;
- Complete an 'Accident or Incident' form, available from the secretary in the event of a significant accident or incident.

## **Students**

### **Students are expected to:**

- Follow the school Health and Safety expectations;
- Follow the instructions of teaching staff in an emergency.

## **Parents**

### **Parents are expected to:**

- Support the school in any health and safety matters reported to them in newsletters and other school communications.

## **Procedures**

### **Accidents and incident reporting**

- Any student complaining of illness or who has been injured is sent to the school nurse. either with an adult (if available) or another student.
- The nurse contacts the parents if necessary.
- In the event of a serious incident, an ambulance is called and a member of staff accompanies the student to the hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a student to a hospital without using an ambulance.

### **Administration of medicine and first aid provision**

- The school nurse administers medicines to children.
- Medicines are stored in the nurse's office.
- The nurse supplies a first aid kit to accompany staff on any educational trip.
- All staff will be trained by the nurse in aspects of first aid – asthma, epilepsy, the use of an epi-pen basic first aid.

### **Evacuation of the building**

- Fire exits are clearly labeled.
- Plans showing exit routes are displayed by the door of each classroom.
- A fire drill is practiced once a trimester.
- Fire appliances are checked annually.

### **Head lice**

- If eggs are noticed in a pupil's hair, a letter is sent home informing the pupil's parents.
- A general letter is sent to the parents of all students in a class, if there is a case of head lice in the class.

### **Hot drinks**

- Hot drinks should not be taken into any classroom or in the corridors.

### **Movement around the school**

- Pupils should walk around the school in one or two lines accompanied by a teacher.
- No students should remain unsupervised in classrooms.
- No students should run in the corridors.

### **Playground**

- Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- Staff on supervision duty will be assigned to designated areas based on the needs of different age groups.
- Teachers must be on time for duty and stay on the playground until students have been collected by their class teacher.

### **Safe stacking and storage**

- Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

### **Slips, Trips and fall.**

- It is unrealistic to expect that students will never fall, especially at playtime. However, staff and other supervising adults should report any hazardous conditions, e.g. uneven surfaces, holes, wet/slippery surface, worn carpet, trailing cable to the H&S committee lead and principle.

### **Supervision of students**

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No students should be left unsupervised.
- Staff must be on time for assembly
- The same duty of care applies when staff supervise students during field trips
- Staff should be on time for before-and-after-school duty. If a parent does not collect a student after school, the teacher on duty arranges for school administration to contact the student's parents and remains on duty until the last student has gone home

## **SCHOOL KEYS POLICY**

### **Personnel Authorized to issue keys**

Issuance of a key will be authorized by the Principle who may designate a representative(s) to authorize the issuance of keys in certain areas of the school.

Keys necessary to perform certain job descriptions must be co-authorized by the person responsible for the affected control areas.

### **In.....**

All keys are held by security, from where staff sign out a key for their room or area.

There are certain exceptions, for example members of the science team where it is important that laboratories are kept locked when there are no classes in them, having their own keys.

Staff member maybe issued keys consistent with their job responsibility, actual need and the approval of the Principal.

### **Duplication of keys**

No key will be duplicated except by approval and control of the Principal. The unauthorized duplication of keys so adversely affects the security of persons and property that violations of this rule are considered serious and grounds for severe warning.

## **GYMNASIUM HEALTH AND SAFETY POLICY**

### **What pupils should know**

Concentration levels need to be kept high in gymnastic activity with clear focus and attention maintained throughout the session.

To work effectively and responsibly as a team when assembling, setting out and putting away apparatus, or when producing joint movement sequences with others.

To lift and move pieces of apparatus safely using accepted techniques.

To work within personal limits and capabilities always seeking advice and support from staff in areas of uncertainty.

To understand that body preparation, practice and consolidation are essential in gymnastics to acquire reliable technique, confidence and freedom from injury.

Never to work or practice in an unsupervised setting in gymnastics.

To accept that personal attire for gymnastics has to meet health and safety requirements for safe participation.

### **People**

Prior to the start of the lesson the school teacher must check if there are any pupils:

With medical problems e.g. those children suffering from asthma, diabetes etc. and the location of inhalers and other medication; feeling unwell.

Staff should change into appropriate footwear and clothing and remove jewellery.

Jewellery and watches should be removed prior to the start of the lessons and handed in for safekeeping. Jewellery should be discouraged at all times.

Long hair should be tied back.

## **Context**

Pupils should be encouraged to wear the correct school indoor P.E. wear – no baggy clothing or skirts Etc

The school should have a consistent policy on footwear.

Depending on the cleanliness of the floor pupils should have bare feet or light plimsolls. Pupils should never participate in socks on polished surfaces.

Hall space should be as uncluttered as possible. Unwanted furniture should be removed if possible.

On arrival the school teacher must ensure that the hall floor is free from obstructions, grit, splinters, etc.

Equipment should be appropriate to the age, ability and size of the pupils and checked before use.

## **Organization**

Pupils must not enter the hall unless permission by the teacher has been given. When they are instructed they should do so calmly without running or pushing.

Differentiated practice, taking into account the varying abilities and progress of individual pupils, provides the basis for safe and successful learning.

## **During the lesson**

All gym lessons should include a warm up

The teacher must be positioned to see the whole hall and lesson.

The class should be supervised closely at all times and never left unattended.

When jumping and landing pupils should be encouraged to bend their knees to land on the balls of their feet in order to effect a cushioned and controlled landing.

Establish a code of conduct for pupils.

## **Code of Conduct**

Pupils must be tangent, and understand, what is expected and required from them. Protocol and rules of the gym/hall/lesson must be fully observed.

Ensure that there is a clear and understood signal to STOP/STAND, STILL/FREEZE.

Noise levels should never be such that the teacher cannot be heard above it.

Quiet concentration should be a demand .

## **Classroom Policy**

In all instances, civility and respect for classmates and the instructor are expected.

Book bags, briefcases, etc. are not allowed on your desk during class. They must remain on the floor near your chair.

No one is allowed to use cell phones in class.

All ringers must be turned off.

You may not text message, place or answer calls.

All earphones, headphones, headsets or any other accessory for your cell phone may not be used in class – that means, out of sight and not on your head or in your ear.

You may not use any device (for example, iPod, MP3 player) to listen to or view music or other programming in class.

You will be asked to leave class if you disregard classroom policy.

### **Students are expected to be positive learners:**

- Listen when others are speaking
- Cooperate with fellow students
- Work to their best of their ability

### **Students are expected to show respect to others:**

- Cooperate with a teacher's respects
- Speak politely to others
- Take care of school property

### **Students are expected to be safe at school:**

- Follow staff's instructions.
- Use equipment safely .
- Move around the school in an orderly way .

### **Students are expected to be responsible for their actions**

- Keep hand, feet, and objects to themselves
- Have the correct equipment and wear the school uniform
- Be punctual to school and classes

## **OUTDOOR ACTIVITIES HEALTH & SAFETY POLICY**

### **PURPOSE**

These procedures outline the standards for outdoor adventure activities. They aim to minimize danger inherent in outdoor adventure activities and promote safe procedures relating to the management of students in remote, rugged or potentially hazardous urban, water, bush, desert and other outdoor environments.

### **Policy statement**

The school is committed to providing quality education for all students regardless of individual differences to enable positive educational outcomes for each student and:

Will ensure that, where outdoor adventure activities are provided, they will be conducted with regard to safety of students in situations of potential risks

Recognize the role of parents relating to their child's participation in outdoor adventure activities.

### **Responsibilities**

**It is the responsibility of the principal to ensure that:**

- Prior approval for the outdoor activity has been obtained from ADEC.
- Approval for the conduct of outdoor adventure activities is given by the principal or their delegate with reference to the Excursions Policy & Mandatory Procedures

- All participating teaching staff know and adhere to the requirements of the Outdoor Adventure Activities Policy & Mandatory procedures and other relevant departmental and school policies, supervision requirements and safety procedures.
- Taking into account all the circumstances of the activities, consideration is given to the requirement, for gender balance in non-remote locations.
- All teaching staff are aware that if they arrange an outdoor adventure activity without ensuring departmental policy is followed, they could be individually liable in the event of an accident. In such circumstances staff may not be afforded the school's protection under the principle of vicarious liability i.e. where an employer bears the cost damages resulting from an employee's negligence.
- Similarly, staff may not be covered by workers' compensation if they are injured while involved in an outdoor adventure activity which does not have the official approval of the principal
- Before the planned excursion is undertaken, precautions are taken in relation to the safety of the participants and that supervision will be adequate in relation to the number and needs of students , their maturity, anticipated behavior and the activities planned
- They hold copies of emergency contacts and procedures, and contingency plans.

**It is the responsibility of the teacher in charge to:**

- Know the requirements of the Outdoor Adventure Activities Policy & Mandatory procedures, and, where relevant, Excursions Policy & Mandatory procedures and to ensure that all relevant procedures are followed
- Ensure the signed Application for approval of Outdoor Adventure Activities form together with all relevant details of the Outdoor Adventure Activity, is lodged with the principal at least three clear weeks prior to the activity
- Gain informed consent by ensuring that the parental information, medical and consent forms are issued, completed and returned prior to the outdoor adventure activity

- Develop emergency contacts and procedures for all outdoor adventure activities . All members of the group must be briefed accordingly. Copies of these contracts and procedures must be taken on the outdoor adventure activity. A copy must be left with the principal.
- Ensure that a contingency plan is developed in case conditions become adverse.
- Contingency plans must be stated on Application for Approval of Outdoor Adventure Activities form and a copy must be left with the principal.
- Ensure that students' current medical requirements and/or other needs are recorded and provided for, and medical forms are carried on the activity

#### **In respect to staff and accompanying adults**

- Ensure that a leader has the qualifications and/or experience to lead the specific activity as detailed under each individual activity and that they have the competence to lead and manage the group
- Ensure that at least one accompanying adult, not a student, has a recognized current first aid kit is carried.
- Ensure that accompanying adult are appropriately qualified and/or experienced and are advised of their responsibilities, relevant departmental and school policies, and safety procedures
- Ensure that accompanying adult act with due care and in good faith is assisting teachers to carry out their duty of care

#### **In respect of students and parents**

- Ensure that students are only exposed to challenges, either imposed by the environment or by task, that appropriate to their physical skills and emotional as well being
- Ensure that students and parents are aware of supervision and transport arrangements

#### **Supervision requirements**

- A minimum of two adults including at least one teacher must accompany the group. There must be one adult sufficient experience to take over from the teacher in charge /leader if necessary to ensure a safe conclusion to the activity.

- The teacher in charge should inform students, parents and accompanying adults about arrangements for supervision. The age and maturity of the student must be considered.
- The supervision ratios given under each activity must be followed.
- Administrative staff, parents activity leaders and other accompanying adults may be used to meet the supervision ratio provided that principal is satisfied there are sufficient teachers to maintain adequate control each individual activity. Where possible teachers should comprise at least half the accompanying adult.
- At the discretion of the principal and the teacher in charge/leader the number of adults may at time need to be higher than in the stated ratio because of:
  - age , experience or capability of the students
  - combined experience or expertise of the staff
  - nature of the area in which the activity is to be conducted.

## Policy Review

This policy statement will be reviewed and updated in November 2018 and on a regular basis.