

Policy and Procedure: Health & Safety

سياسة الأمن والسلامة

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Policy

The school fully recognizes that it must provide an environment which is stimulating and safe to work and to study in and which upholds high health and safety standards which comply with all relevant legislation. It is also important that staff and students understand that they also have a responsibility to look after their own health and safety and that of others that may be affected by their actions.

Scope

All staff, students, visitors and contractors.

Responsibilities

- School Principal
- Vice Principal
- Health and Safety Officer
- Child Protection Officer
- School Social Worker
- School Nurse
- Security Guards
- All other staff, students, visitors and contracted workers

Purposes

To promote a health and safety culture and environment within the school which is adopted and practiced by all staff, students and visitors.

- To conduct all activities to ensure, as well as reasonably possible, that staff and students are not exposed to risk of injury or ill health.

Definitions

Health and Safety: are all the policies, plans and procedures which relate to preventing injury or illness to all people on school grounds or outside school on school-related business or activities.

Responsibilities of the School

- The School Principal will understand and fulfill their legal responsibilities in regard to health and safety, including regular reviewing and updating of the school's compliance with health and safety requirements and legislation, and the involvement of staff, students, visitors and the school community in health and safety procedures.
- The School Principal may appoint a staff member who is responsible for health and safety. This person's role would be to oversee all the school programs and procedures for the management of health and safety. In the absence of this position, the Vice Principal

will be directly responsible.

- The school will have effective methods to identify, control and manage potential hazards through regular risk assessment and monitoring procedures.
 - The school will have effective procedures for the management of health and safety, that are compliant with all relevant legislation, through:
 - Emergency Management – an evacuation plan and drills and dealing with traumatic incidents.
 - Sickness and Injuries – first aid and health care, accident register.
 - Health Education – induction programs and briefings for students and staff, nutrition, physical activity, and road safety.
- Health and Safety of Staff and Students – staff training; buildings, grounds and equipment cleanliness, safety-checking and maintenance; sun smart initiatives; shady outdoor areas; attendance registers; student pastoral care and guidance; student supervision; reporting of suspected abuse or harm; school transportation guidelines; parent and volunteer involvement; use of the internet; student and staff behavior and discipline; canteen provision; anti-bullying; guidelines for the use of specialist areas (labs); risk assessment of school events and activities.
- Health and Safety of Contractors and Visitors – sign in and out procedure, supervision, and knowledge of emergency evacuation.
 - School Security.
- Inform MOE of any serious incident, particularly those which cause serious harm or injury.

Responsibilities of the Staff, Students, Contractors and Visitors

- All staff, visitors, contractors or students should take all practical steps to ensure their own safety and that no action or inaction on their part causes harm or injury to others, such as using specialist protective equipment when required, making proper use of all equipment and behaving in a safe and responsible manner.
- If any person becomes aware of a potential hazard or of an actual accident, they should report this to the Health and Safety Officer or the Principal as appropriate.
- Internet Safety Policy
- Student Behavior Policy
- Staff Training and Professional Development Policy
- Curriculum Policy
- Complaints Policy
- Visitors and Volunteers working with Students Policy
- School Security Policy
- Job Descriptions of all key staff that hold major responsibilities for health and safety matters
- All health and safety-related procedures and official approvals eg. risk assessment, monitoring, control and license documentation.

Safety and Security Policy for Students of Determination in Schools

Introduction: The safety and security of students of determination (students with special needs) are a top priority in schools. This group requires special measures to ensure their safety in accordance with their individual needs. This policy aims to provide a clear framework to protect students of determination and ensure a safe and supportive educational environment.

Objectives:

1. Provide a safe school environment that meets the needs of students of determination.
2. Ensure that all students, including students of determination, have equal access to education and school facilities safely.
3. Raise awareness among teaching and administrative staff about best practices in handling students of determination in emergency situations.
4. Ensure that all necessary preventive measures are in place to avoid accidents and hazards.

Guidelines:

1. **Emergency Planning:**
 - Develop individual emergency plans for each student of determination that address their specific needs.
 - Ensure safe and easy exits for students of determination during evacuation and emergency situations.
 - Conduct regular evacuation drills that include students of determination and staff responsible for their safety.
2. **Environmental Adaptation:**
 - Modify school buildings and facilities according to engineering standards that facilitate access for students of determination (such as ramps and elevators).
 - Ensure that classrooms, bathrooms, and other public facilities in the school are suitable for use by students of determination.
3. **Training and Awareness:**
 - Train teaching and administrative staff on how to handle students of determination in emergencies.
 - Provide awareness sessions for other students to promote the inclusion of their peers with determination and respect their special needs.
4. **Safe Transportation:**
 - Ensure that transportation is equipped with additional safety measures tailored to the needs of students of determination.
 - Make sure that drivers and escorts on transportation vehicles are trained to handle emergency situations involving students of determination.
5. **Continuous Supervision:**

- Provide constant supervision for students of determination at all times, especially during breaks and when moving around the school.
- Ensure the availability of staff trained in first aid specific to the needs of students of determination.

Review and Evaluation:

- The safety and security policy for students of determination must be reviewed and evaluated regularly to ensure its effectiveness and updated according to any changes in the school environment or student needs.

Conclusion: The school is committed to providing a safe and supportive educational environment for all students, including students of determination, through the implementation of this policy and adherence to high safety and security standards.

Revision

This policy will be reviewed every 3 years or as needed if changes to health and safety legislation dictate or there is a request for policy review from an internal source.

References

Relevant laws of the UAE and Emirate of MOE.

Related Materials

- Child Protection Policy
- School Health Clinic Policy
- Anti-Bullying Policy
- Emergency Evacuation Policy
- Maintenance Policy