

AL KAMAL AMERICAN
PRIVATE SCHOOL-
AL-RAMTHA



Health & Safety Policy

This procedure is to be reviewed annually to ensure compliance with current regulations

Approved/ reviewed by	
School Principal	
Date of review	August 2022
Date of next review	August 2023

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Part 1: Statement of Policy

1. AL KAMAL AMERICAN PVT. School, AKAS, recognizes and accepts responsibility as an employer for providing so far as is reasonably practicable, a safe and healthy work environment for all its employees, students and visitors.
2. AKAS School is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
3. The School Board will ensure, as far as is reasonably practical, that:
 - the premises are maintained in a safe condition
 - safe access to and egress from the premises is maintained
 - all equipment on premises and the premises is safe to use
 - appropriate safe systems of work exist and are maintained, including those for offsite visits
 - sufficient information, instruction, training and supervision is available and provided
 - arrangements exist for the safe use, handling and storage of articles and substances at work
 - a healthy working environment is maintained including adequate welfare facilities
4. The Board will endeavor, within its allocated resources, to set aside adequate finance for this policy statement to be properly implemented.
5. All staff are required to comply as a condition of their employment. Employees are reminded of their duties:
 - to take care of their own safety and that of others; and
 - to cooperate with the Board and the Senior Leadership Team
6. All relevant regulations and codes of practice, adopted by the school as appropriate, will be complied with
7. All students and visiting workers of the school are required to comply with the health and

safety procedures. This responsibility applies whenever these individuals are working on behalf of the school.

8. The main objective of all safety procedures is to control hazards and minimize risk. This is best achieved by preventing the hazard from arising. Risk assessments are carried out for all activities and where appropriate protective clothing, precautions and equipment must be used to control the hazard. In addition, appropriate information, instruction and training will be provided.
9. All members of staff and students have an individual responsibility for safety.
10. An internal Health & Safety Team has been established by the School Principal. The team ensures that the school carries out activities, wherever they are undertaken, safely and with regard to the health and safety of all its students, staff, visitors and those who may be affected by its activities. It aims to ensure that the best health and safety practice is followed in all school activities, so far as is reasonably practicable.
11. A copy of this Statement of Policy will be provided to every member of staff within the Shared Folder on the school server and on MS teams as well. Copiers will also be posted on noticeboard in the staffroom.
12. This Statement of Policy will be reviewed at least annually and revised as and when necessary.

Part 2: The Health and Safety Committee

Terms of reference

Team	Health & Safety		
Original Formation	August 2020		
Members Appointed by	Principal		
Areas of Delegation	Students & Staff Service, health & Safety		
Reporting to	Principal		
General Aims	To ensure the safety and wellbeing of all students, visitors and staff at all times and minimize potential health & safety risks.		
Team Tasks	<ul style="list-style-type: none">✓ To develop a risk medium and reduction measures for all identified health & safety issues.✓ To ensure all capital assets are in good order and the environment risk is minimized, (fire hazards & general maintenance)✓ To ensure all sections supervisors are aware of their area and responsibilities and employ good housekeeping measures.✓ Develop a standard policy and procedure, with simple reporting forms separating health & safety issues from general maintenance.		
Frequency of meetings	Per Term		
Team members & Responsibilities	Job Title	Name	Tasks Assigned
	Team Leader	Muhammad Anwar	General supervision on Health & Safety
	Team Leader Assistant	Amr Anwar	General supervision on facilities & Sanitation
	Member	Mai Farooq	Contacting with Parents
	Academic Member	Wael Mohamed	Curriculum & Teaching
	Member	Mona Adil	Medical Support

Part 3: Organization

In order to achieve compliance with the Board's Statement of Policy, various members of the school community will have additional responsibilities assigned to them as detailed in this part of the Policy.

1.0 The Responsibilities of the Board

1.1 In carrying out its responsibilities, the Executive Board, in consultation with the principal will:

1.1.1 Make itself familiar with the school's policy and all related advice and guidance

1.1.2 Ensure that there is an effective and enforceable policy for health and safety throughout the school

1.1.3 Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made

1.1.4 Identify and evaluate all risks relating to

- The premises
- School activities
- Educational visits
- School-sponsored events

1.1.5 Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, students and others

1.1.6 Create and monitor the management structure to enable the implementation of health and safety.

1.2 In particular the Executive Board undertakes to provide:

1.2.1 a safe place for staff and students to work including safe means of entry and exits

1.2.2 plant, equipment and systems of work which are safe

1.2.3 safe arrangements for the handling, storage and transportation of articles and substances

1.2.4 safe and healthy working conditions which take into account all appropriate UAE Government requirements, school adopted codes of practice and guidance

1.2.5 Wherever training is required for the safety of staff, students and others, the Executive Board will ensure that such training is provided.

2.0 The Responsibilities of the Principal

2.1 As well as the general duties of all members of staff, the principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, students, visitors and any other person using the premises or engaged in activities.

2.2 The Principal is required to take all appropriate and necessary action to ensure that proper health and safety standards are maintained at all times. In particular, the principal will, on a day-to-day basis be responsible for:

2.2.1 ensuring safe working conditions of the school premises and facilities

2.2.2 ensuring at all times the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities

2.2.3 ensure safe working practices and procedures throughout the school so that all risks are controlled

2.2.4 identify the training needs of the staff and students and ensure they receive adequate and appropriate training and instruction in health and safety matters

2.2.5 ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe in a timescale commensurate with the risk.

3.0 The Responsibilities of Supervisory Staff

3.1 In addition to general duties which all members of staff have, supervisory staff will be directly responsible to the principal or the member of staff nominated by the principal, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

3.2 Supervisory staff includes vice principal, section supervisors, school nurse, social worker, transportation officer.

3.3 As part of their day-to-day responsibilities they will ensure that:

3.3.1 safe methods of working exist and are implemented throughout their area of responsibility

3.3.2 health and safety regulations, procedures and codes of practice are being applied effectively

3.3.3 staff, students and others under their authority are instructed in safe working practices

3.3.4 new employees working are given instructions in safe working practices; risk assessments are conducted in their area of responsibility.

3.3.5 regular safety inspections are made of their area of responsibility.

3.3.6 positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others

3.3.7 all plant, machinery and equipment in the sections in which they work is adequately guarded, in safe working order and restricted to authorized persons only.

3.3.8 appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the section in which they work.

3.3.9 hazardous and highly flammable substances in the section in which they work are correctly stored and labeled, and exposure is minimized.

3.3.10 they monitor the standard of health and safety throughout the section in which they work and encourage staff, students and others to achieve the highest practicable standards of health and safety

3.3.11 all health and safety information is communicated to the relevant persons and they report any health and safety concerns to the principal.

4.0 The Responsibilities of Teachers

4.1 Class teachers are expected to:

- 4.1.1 exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- 4.1.2 follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice
- 4.1.3 give clear oral and written instructions and warnings to students where necessary
- 4.1.4 follow safe working procedures personally
- 4.1.5 require the use of protective clothing and guards where necessary
- 4.1.6 make recommendations to the Principal or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- 4.1.7 integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety
- 4.1.8 avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization
- 4.1.9 report all accidents, defects and dangerous occurrences to the Principal or Head of Department.

5.0 The Responsibilities of the School Health & Safety Chair

The School Health and Safety Lead has the following responsibilities:

- 5.1.1 to coordinate and manage the annual risk assessment process for the school
- 5.1.2 to coordinate the annual general workplace monitoring inspections and performance monitoring process
- 5.1.3 to make provision for the inspection and maintenance of work equipment throughout the school
- 5.1.4 to manage the keeping of records of all health and safety activities with the nurses
- 5.1.5 to advise the Principal of situations or activities which are potentially hazardous to the

health and safety of staff, students and visitors

5.1.6 to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally

5.1.7 carry out any other functions devolved by the Principal or the Executive Board

6.0 The responsibilities of Pupils

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

6.1.1 exercise personal responsibility for the health and safety of themselves and others

6.1.2 observe standards of dress consistent with safety and/or hygiene

6.1.3 observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency

6.1.4 use and not willfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

7.0 The responsibilities of Visitors, Members of the Public and Volunteers

7.1 Visitors and members of the public are requested to cooperate with the health and safety arrangements put in place by the school to protect them when using the school premises and grounds

7.2 Where volunteers are employed to undertake work on behalf of the school, or provide services, they will for all intents and purposes be regarded as employees.

Part 4: General Arrangements

Health, Safety and Welfare

The following procedures and arrangements have been established within our School to minimise health and safety risks and maintain them at an acceptable level.

1.0 Accident Reporting, Recording and Investigation

1.1 The school will report and investigate seriously all accidents & incidents. The school will adhere to the procedures for accident reporting and investigation. This will include any person on school premises and applies to sub-contractors (see Part Two, Point 2 and Appendix 2).

1.2 In line with the procedure, all staff are encouraged to report accidents & incidents. Line Managers will investigate such incidents and identify and implement means to prevent any recurrence

1.3 All completed accident/incident form will be submitted electronically to The School Safety Officer using the school's official Incident Report Form.

2.0 Contractors and Service Providers

2.1 The School has issued guidance for Contractors on Site. These guidelines include:

2.1.1 checking the competence of contractors, visiting workers and service providers. Competence can be judged from past experience, recommendation, pre-selection evaluation, written documentation, written undertaking of training and competence, or a combination taking into consideration the nature and scale of the works required)

2.1.2 examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions etc.

2.1.3 the Facilities Manager, having clearly identified personnel who are points of contact for contractors and visiting workers

2.1.4 having all significant and unusual hazards and risks on site clearly identified

2.1.5 exchanging information on hazards and risks

2.2 Arrangements for monitoring and controlling works in progress.

Key areas to focus attention are

2.2.1 segregation of traffic and pedestrians

2.2.2 segregation of contractors and occupants of the school (wherever possible)

2.2.3 safe systems of work to ensure works undertaken within occupied areas of the premises are adequately controlled

2.2.4 implications on fire precautions due to possible increased risk and interference with fire alarm system.

2.2.5 system and routes for evacuation.

2.2.6 safeguarding the welfare of students, staff and visitors.

2.3 Communication.

The school recognises that it is crucial that issues related to premises' works are communicated effectively. This includes:

2.3.1 providing contractors with copies of any appropriate hazard registers and records

2.3.2 telling contractors about hazards on site

2.3.3 asking contractors about the hazards and risks which are being brought on site e.g. creating noise, dust, fumes etc.

2.3.4 asking contractors about any possible interference with normal working practices e.g. re-routing of emergency escape routes

2.3.5 controlling access so that contractors know who may also be working on the site

2.3.6 sign off/safe completion certificates

2.3.7 ensuring completion of the Log Book by contractors and visiting persons held at Reception

2.3.8 the school translating/explaining any essential documentation, as necessary, so that all contractors and visitors are aware of all requirements

2.3.9 the school translating/explaining any instructions or questions, as referred to above, so that the instructions are clearly communicated and answers understood

3.0 Classroom Safety

3.1 The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

3.2 Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use. Teachers must be familiar with and follow all guidance adopted by the school.

3.3 All non-teaching staff must be informed of the safety procedures and practices related to any of the activities that they support

3.4 Schemes of work will be reviewed to assess the risk in all activities in order to determine:

3.4.1 where close supervision is required

3.4.2 suitable group size

3.4.3 suitability for whole class participation

3.4.4 where particular skills need to be taught

3.4.5 personal protective equipment (PPE)

3.4.6 levels of hygiene required

4.0 Drugs, Medications, Diseases and Medical Conditions

4.1 Parents have the prime responsibility for their child's health and MUST provide the school with information about their child's medical condition on admission. The admission process cannot be completed without the completed medical consent/history forms. Parents, and the child if appropriate, should obtain details from their child's doctor, if needed.

4.2 The School recognises that children with medical needs have the same rights of admission to school as other children.

4.3 The School follows the UAE Ministry of Health Guidelines for Private Schools.

5.0 Evacuation, Lockdown and Off-Site Evacuation

5.1 Evacuation Procedure has been developed and adopted.

5.2 Off-site evacuation to be developed and approved.

5.3 Lockdown policy has been developed.

6.0 Fire Precautions and Procedures

6.1 The designated Fire Supervisor has responsibility for the implementation of the Fire Management Plan by:

6.1.1 detailing any significant findings from the fire risk assessment and practice drills and recording any action taken

6.1.2 fire drill and evacuation training of all relevant people

6.1.3 planning, organizing, policy and implementation, monitoring, audit and review

6.1.4 the arrangements for a coordinated emergency plan of action in the case of a fire

6.2 The Facilities Manager has responsibility for:

6.2.1 testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices

6.2.2 testing of fire warning systems, including weekly alarm tests and periodic maintenance by a competent person

6.2.3 recording of false alarms and fire drills carried out

6.2.4 testing and maintenance of emergency lighting systems

6.2.5 testing and maintenance of extinguishers, hose reels, fire blankets, emergency torches etc.

6.2.6 testing and maintenance of any other safety equipment such as fire-suppression and smoke control systems

6.2.7 maintenance and audit of any systems that are provided to help the fire and rescue service

6.2.8 all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors

7.0 First Aid

7.1 The School follows the UAE Ministry of Health Guidelines for Private Schools

7.2 The School will follow the above guidance and provide sufficient and appropriately qualified first aid staff.

7.3 The School clinic has developed the First Aid Policy and Procedures manual as per the UAE Ministry of Health Guidelines for Private Schools and with the School Doctor's guidance.

8.0 Hazardous Substances

8.1 The School has adopted the Control of Substances Hazardous to Health (COSHH) in respect of managing hazardous substances.

8.2 The Facilities Manager will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment for all cleaning materials and substances brought onto the premises by contractors e.g. for fumigation and pest control and adopt a hierarchy of control measures seeking to eliminate risk first and foremost.

9.0 Health & Safety Advice

9.1 The School will seek to obtain the best advice from government departments, relevant authorities and professional bodies in the UAE and overseas and adopt policy and guidance as appropriate.

9.2 All policies to do with health and safety will be approved by the school.

10 Maintenance/Inspection of Equipment

10.1 The School will get guidance on servicing, testing and inspection issued by an identified, competent/certified person at least annually – eg Civil Defence.

11 Personal Protective Equipment (PPE)

11.1 Line Managers will assess the need for PPE.

11.2 Where it is assessed that PPE is required it shall be appropriately selected and provided.

11.3 A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when necessary.

11.4 Staff are responsible for ensuring that they use PPE where it is provided.

12 Personal Protective Equipment (PPE)

12.1 Line Managers will assess the need for PPE.

12.2 Where it is assessed that PPE is required it shall be appropriately selected and provided.

12.3 A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when necessary.

12.4 Staff are responsible for ensuring that they use PPE where it is provided.

13 Safeguarding Pupils & Students

See AKAS Safeguarding & Child Protection Policy.

14 School Trips & Off-site Activities

The school follows the UAE Ministry of Education's guidance in regard to all school trips and off-site activities.

15 School Transport

21.1 The Principal is responsible for, in conjunction with the driver; ensuring that vehicles kept or hired by the school are operated in accordance with the law.

21.2 Staff must not use their private vehicles for transporting students.

16 School Security (including Violence to Staff, Theft & Losses)

15.1 Risks to personal security, premises and property will be assessed through the risk assessment process.

15.2 Managers are responsible for assessing the risks of violence towards staff

15.3 Where violence is identified as a significant risk, Line managers will ensure that appropriate control measures are put in place

15.4 Staff must report incidents of violence and aggression in the same way as accidents (See Appendix 2).

15.5 All thefts and losses must be reported to the principal. Any stranger in a department should be challenged as to his/her business, without personal risk, and if no satisfactory answer is received Security should be contacted.

16 Staff Health & Safety Training and Development

16.1 Line Managers within the school will undertake a training needs analysis to identify competency requirements of specific job roles in terms of health and safety, and will ensure that the appropriate training is delivered and training records kept.

16.2 Line Managers will ensure that the School's CPD Coordinator is kept fully informed and provided with copies of all training records.

16.3 Where training expertise is required from outside the School, the Line Manager will arrange this through the School's CPD Coordinator. Staff must be trained on Health and Safety policies and procedures during orientation week at the beginning of each school year.

16.4 Where new jobs or tasks come on stream or when there are changes in health and safety requirements and training, these will be a CPD priority.

17 Staff Well-being/Stress

17.1 Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, job security etc. and implement appropriate control measures, so far as is practicable

17.2 Where workplace stress arises, managers will deal with the situation in a sensitive and constructive manner using all available means including the School's Counsellor.

17.3 Staff may choose to self-refer to the School Counsellor, if they wish.

18 Workplace Inspections and Premises Risks

18.1 Safety Team are responsible for undertaking workplace inspections every half term.

18.2 The Safety Leader will ensure that hazards associated with premises are monitored and controlled.

19 Disabled Access

19.1 A designated disabled parking space is provided at the front of the Main Entrance to the school.

19.2 Ramps are provided at all curbs to allow access to wheelchairs and other disabilities.

19.3 A disabled toilet is situated near to the school clinic on the Ground Floor and is for use by males and females.

19.4 Couple of wheelchairs are arranged for the disabled person

20 Covid Guidelines

20.1 Bring your own water. All water dispensers will be removed (As per guidelines updates). It is therefore important to bring your own water on site. You will not be able to get water unless it is from a tap. This applies to the children as well.

20.2 Not allowed to leave campus during the day. SPEA guidelines dictate you will not be able to leave the site during the day, unless you come back with a fresh set of clothes.

20.3 Face masks are to be worn on site at all times. AKAS has purchased regular masks for normal use and see-through masks for phonics lessons and other key times. These will be handed out before the start of the school year.

20.4 Stay at home if you are unwell policy to ensure the Health and Safety of everybody in the school, we are implementing a stay at home if you are unwell policy. Please also note that anyone with a temperature over 37.5 degrees will not be allowed into the school. All other normal sick leave policies will remain in place.

20.5 Hand washing policy for children (upon entry of classroom and when leaving the classroom and after use of toilet and before eating. Teachers are to monitor this approach. This may be hand sanitiser.

20.6 Disinfection policy with classroom rotation (by teachers) Sanitation of tables and chairs is to take place in between classes. This is only relevant for special classrooms such as the sensory room where the children rotate in and out of the classroom. Each class will have their sanitizers.

20.7 Disinfection policy shared resources Shared resources in the classrooms are to be sanitized after each use. We will all be making this part of the learning process for children.

20.8 Minimise paper exchange: Where possible please reduce the amount of paper exchange between students and yourself. Put things on display (high up) or laminated if low down so they can be cleaned. OR send home in Book bags each day.

20.9 Toilet usage: To prevent overcrowding in toilets, please only allow one pupil at a time to go to the washing rooms.

20.15 Regulations on PE lessons including sanitation of equipment after lessons.

20.16 Prayer rooms: Prayer rooms will remain closed in line with the current regulations on mosques in the UAE. (And will follow updates as issued)

20.17 Entry point: AKAS school has sent a separated letter to parents explaining the entry points per grade with maps and is updated as needed.

21 Outsourced Areas Relating To H&S MEP

21.1 (Mechanical, Electrical and Plumbing)

21.1.1 Air conditioning system maintenance is ongoing with an outsourced specialized company undertaking a comprehensive preventative maintenance and cleaning schedule.

21.1.2 Approved specialist companies undertake sanitization of the AC ducts, sewerage and storm water drains on a continuous programme.

21.2 Pest Control

21.2.1 Frequent pest control treatments of internal areas takes place as per the guidelines.

21.2.2 Additional external treatments, including drains takes place monthly.

21.2.3 Reports are submitted and are subject to Sharjah Municipality (SM) inspection and the company and materials used are SM approved.

21.3 Domestic Water Tanks

21.3.1 Water Tank Cleaning takes place bi-annually and water analysis by an independent SM approved contractor takes place quarterly on all water storage tanks.

21.3.1 In line with Sharjah Municipality regulations the contract includes full microbiology tests by an independent third-party company after each clean for Legionella, Streptococci, Ecoli, Heterotrophic Plate and Aeruginosa.

21.3.1 All reports are subject to regular Sharjah Municipality (SM) inspection and the company is SM approved.

21.3.1 Annual independent 3rd party inspections for safety and compliance

Appendix: Accidents and Incidents Reporting Form

Section A: General Information (Injured Party/Complainant)		
First Name:	Last Name:	
<input type="checkbox"/> Staff		
<input type="checkbox"/> Student		
<input type="checkbox"/> Visitor		
Department / Section / Grade:		
Phone Number:		
Section B: Description of the Event		
When	Date:	Time:
	Date Reported	Time Reported
Where Location of Event:		
What Happened? (Description of the event and how it occurred)		
Was anybody injured? (Description of injury, including parts of the body affected)		
What factors contributed to the event?		
How could the event have been avoided?		
Was First aid administered? YES NO If yes, by whom?		
Signature of Injured Party/Complainant (If applicable)		Date

If form completed by someone other than the injured party, please fill out the following lines: