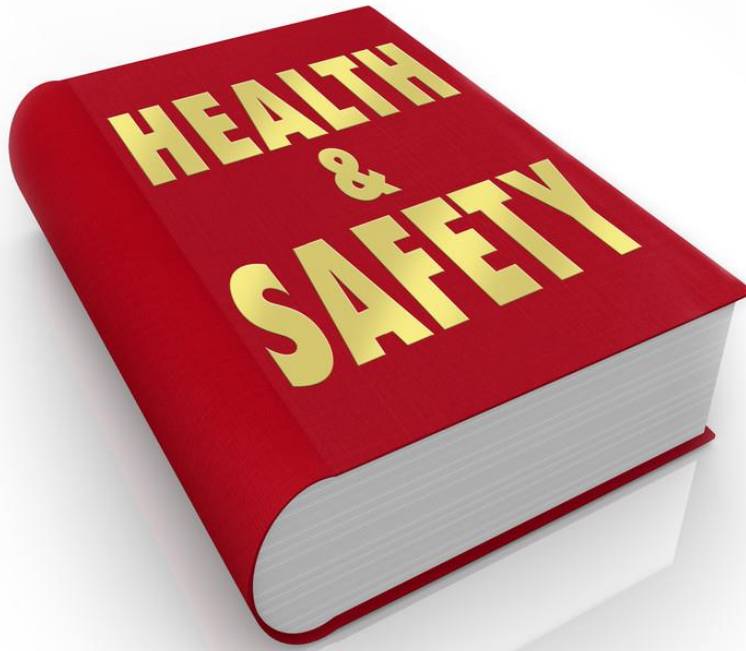




# **DUBAI GEM PRIVATE SCHOOL**

**STRIVE FOR EXCELLENCE**



## **Health & Safety Policy**

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, as far as is reasonably practicable.

## **ORGANISATION**

### **THE GOVERNING BODY**

The Governing Body has the responsibility to ensure that:

- a. A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b. Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d. Clear procedures are created which assess the risks from hazards and produce safe systems of work.
- e. Sufficient funds and resources are set aside with which to operate safe systems of work.

- f. Health and safety performance is measured both actively and reactively.
- g. The school's health and safety policy and performance is reviewed annually.

### **THE PRINCIPAL**

The Principal supports the Governing Body by ensuring that:

- a. This Policy is communicated adequately to all relevant persons.
- b. Appropriate information on significant risks is given to visitors and contractors.
- c. All staff are provided with adequate information, instruction and training on health and safety issues.
- d. Risk assessments of the premises and working practices are undertaken.
- e. Safe systems of work are in place as identified from risk assessments.
- f. Ensure appropriate health and safety notices displayed as identified.
- g. Emergency procedures are in place.
- h. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j. Arrangements are in place to monitor premises and performance.
- k. Accidents are investigated and any remedial actions required are taken or requested.
- l. A report to the Governing Body on the health and safety performance of the school is completed annually.

### **THE SCHOOL HEALTH AND SAFETY CO-ORDINATOR IS DR. GEHAN SABRY**

She is responsible for:

- a. Co-coordinating and managing the risk assessment process for the school.
- b. Co-coordinating the termly general workplace monitoring inspections and performance monitoring process.
- c. Making provision for the inspection and maintenance of work equipment throughout the school.

- d. Keeping records of all health and safety activities.
- e. Advising the Principal of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f. Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g. Carrying out any other functions devolved to him/her by the Principal or Governing Body.
- h. Unsafe conditions being reported and dealt with to agreed timescales

### **TEACHING / NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

**This includes Deputy Principals, Curriculum Co-coordinators, Heads of Year, and Heads of Departments, Administration staff.**

They must:

- a. Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements.
- b. Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Principal or the School Health and Safety Co-coordinator.
- c. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d. Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Principal or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

- f. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g. Ensure all accidents are investigated appropriately.
- h. Include health and safety in the annual report for the Principal.

### **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a. Exercise effective supervision of their pupils and to know the procedures with respect to fire, first aid and other emergencies, and to carry them out.
- b. Follow the health and safety procedures applicable to their area of work.
- c. Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d. Ensure the use of personal protective equipment and guards where necessary.
- e. Make recommendations to their Principal or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with KHDA requirements for safety education.
- g. Ensure that personal items of equipment (electrical or mechanical) or proprietary, substances are not brought into the school without prior authorization.
- h. Report all accidents, defects and dangerous occurrences to their Principal or Head of Department.

### **OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

- b. Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c. Act in accordance with any specific H&S training received.
- d. Report all accidents and near misses in accordance with current procedure.

## **RISK ASSESSMENT**

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. Any significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

## **TEMPORARY STAFF, CONTRACTORS AND VISITORS**

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the School's premises. They will either be accompanied by a responsible permanent employee at all times OR, in the case of frequent visitors, will be issued with the relevant rules, procedures and specific hazard information.

## **FIRST AID AND ACCIDENT REPORTING**

### **First Aid**

We will ensure that there are an adequate number of trained and certified staff on the school premises to ensure a safe environment, and prompt first aid treatment for students, visitors and staff members, should an emergency arise using the guidelines and observations below:

## General Observations

- There is a need for first aid kits in school. These will be placed in strategic positions including the canteen, sports hall, swimming pool area and each block and will be checked by the School Nurses at least once a term.
- There will be fully equipped first aid bags for the use by PE staff on sports fixtures which will be checked by the School Nurses at least twice a term, and they will replace and restock as required.
- New staff will have regular training by the Nurses on the use of supplies in first aid bags.
- The School Nurses will be present at certain high risk after school activities.
- Up to date serious medical conditions with photographs are posted on the medical board in the staff room and are updated as required.
- Records kept on any injuries incurred at school must be reported to the School Nurses
- Accident forms are completed by the School Nurse and kept on file
- Emergency Procedure Policy and information to be displayed in every block
- In the event of a medical emergency the School Nurse/Doctor can be contacted on the mobile Dr. Gehan: 050 357 5253/ Rebecca (nurse) 050 7849685
- Accident Reporting
- All accidents, however minor, must be reported to the School Nurse and/or Bursar (Sheela Mistry). The School Doctor / Nurse will complete an accident report form (near misses, potential hazards and any damage must be reported immediately). All accidents (near misses, potential hazards and damage) will be investigated by the head of department who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence.

The Bursar (Mrs. Sheela Mistry) / School Doctor (Dr. Gehan) who are responsible for health and safety will notify the appropriate authorities when necessary.

## **EMERGENCY PROCEDURES**

### **Discovering a Fire or Other Emergency**

The priority in the event of a fire is the safe and rapid evacuation of pupils and staff. If any staff member notices signs of a fire or other emergency which could place employees or pupils in danger, they must sound the alarm. If safe to do so, they should attempt to control the fire or other emergency, with assistance if available. Employees should never put themselves at risk even with the smallest fire (or other emergency). No attempt should be made to move burning objects. Report to the School Receptionist (Mrs. Rasha) / Bursar (Mrs. Sheela Mistry / Fire Warden (Mr. Ummed Ali) who will ensure that the appropriate emergency services are summoned. One of them will DIAL 999 and state clearly the address where the fire is.

### **Evacuation Procedures**

On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment this is being used. If safe to do so, close windows and doors and secure cash and confidential documents. If closed doors feel warm, do not open them. Leave the building by the nearest available exit. Ensure that any visitors you have also leave the building. Do not run. Do not collect personal belongings.

If You Are Cut Off by a Fire. Close the door, using clothing, etc to block any gaps. Go to the window and attract attention. If the room becomes smoky, stay low - it is easier to breathe. If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc. If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping. Make your way to your evacuation assembly point on the Sports Field and report to the fire warden. Do not hinder roadways and routes that may be used by emergency vehicles. Do not return to the building until the all clear has been given and until instructed by your fire warden. Never assume the evacuation is a drill.



## **FIRE WARDEN (Ummed Ali Qureshi)**

The fire warden & the SLT will ensure that the premises are evacuated and will take a roll call. They will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

In the unlikely event of a bomb alert, staff should inspect their immediate surroundings for unusual articles - boxes, bags, packages, containers, etc. but not touch them. If possible anything unusual should be reported before evacuating.

## **FIRE PRECAUTIONS**

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees:

- Memorise the evacuation procedure, and the emergency exits and assembly point in case office;
- Become familiar with the position of firefighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment;
- Keep fire exits, routes and access to firefighting equipment clear of any obstructions; do not wedge fire doors open;
- Keep all working areas free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials at safe distance from heating appliances and do not place anything on heaters;
- There is to be no smoking on the premises;
- If anything is noticed that could be a fire hazard, it should corrected if easy and safe to do so, or reported to the Assistant Facilities Manager

## CODE OF SAFE CONDUCT

All staff must:

- Conform to the 'health and safety at work' policy, all health and safety rules and signs, fire precautions and emergency procedures;
- Ensure that they understand and follow the safe operation of their duties; if in any doubt they should seek further explanation from their Department Head;
- Report all accidents, near misses, potential hazards and damage immediately;
- Wear any personal protective equipment or clothing that is provided, and ensure that it is properly looked after;
- Not interfere with or misuse anything provided for the health and safety of employees;
- Not act in a way that could endanger themselves or others and not play practical jokes which may introduce risk;
- Not run, especially on stairs or steps.
- Use handrails;
- Never read while walking;
- Keep their work area tidy and clear of obstructions and not leave things lying around;
- Clean up any spilt liquids, tracked in rain, etc. immediately;
- Adopt safe lifting methods if required to handle bulky or heavy objects, only lift or move what can easily be managed and always bend the knees and keep the back straight. If in any doubt, assistance must be obtained;
- Not overreach or climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition;
- Ensure electrical equipment is used safely:
  - never touch electrical equipment with wet hands
  - always disconnect electrical equipment before moving it

- never attempt electrical repairs unless authorized
- always keep electrical supply cables and wires away from wet areas or from areas where they could be walked over, etc.
- always switch off equipment if not in use;
- disconnect from the mains outside normal working hours unless instructed otherwise
- Make themselves aware of any specific hazards and precautions (e.g. COSHH, DSE) as appropriate. Training in dealing with hazards will be conducted as required.

## **SMOKING**

This is a non-smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on the premises is against the code of conduct and therefore an offender will be subject to the disciplinary procedures.

**Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.**

### **Medical procedures at Dubai Gem School**

In the case of any emergency or concern with the health or well-being of a student, the injured/sick child **should not be left unattended at any time** and help should be sought by sending a responsible (TA/ pupil) with the appropriate details to the Medical Room. The Medical Officer will then assist with a First Aid kit and should an ambulance be required this will be summoned immediately by liaising with the main office.

When it is necessary to summon an ambulance, every effort will be made to contact the parents/guardians immediately. If necessary, a member of staff (preferably the Medical Officer) will accompany the injured child in the ambulance and will remain with him/her until the parents/guardians have been located.

## **Communication:**

The nurse/ doctor will inform the Secretaries ( Primary: Delna/ Secondary: Coral) if any student has been kept in the clinic for observation/treatment.

The Secretary will then inform the Year Coordinator and Form teacher if a student is being sent home.

The clinic will maintain a record of all student visits to the clinic and advise the SLT/ Counsellor if there is an unusual pattern of visits.

## **Sharing Information**

The Deputy Head (SLT) & SENCO has overall responsibility for oversight of students with medical needs and as such liaises regularly with the Heads of Year regarding these students. It is the responsibility of the Heads of Year to ensure that the information held by the Medical Officer is up to date and the Medical Officer will also notify the relevant Head of year if information is passed to them via a parent.

All staff can access a register of students with medical needs, including photos of students with Care Plans, via the school (teachers server – kept confidential)

## **Administering Medicine to Students**

Where possible the need **for medicines to be administered at school should be avoided.**

Parents are therefore requested to try and arrange the timing of doses accordingly.

**Foreign Medication (not approved by DHA).**

**Any foreign medication a child may provide for safekeeping in the medical room cannot be accepted and should be re-prescribed by their family GP.**

**Children with Special Medical Needs.**

**A Care Plan will be put in place for any child with a medical or physical condition (asthma, allergies, Diabetes, Epilepsy etc).** This should be completed by the child's parent/ guardian and returned to the Medical Officer who will then circulate copies to the Head of Year and Head of PE where applicable.

It is of paramount importance that several contacts are included and at least three mobile numbers given when completing the forms. All care plans will be revised at the start of each new academic year and it is the parents'/guardians' responsibility to inform the school of any immediate changes in their child's condition.

The school operates on a 'need to know' basis and therefore believes **that the care plans in place for children with special medical needs should be accessible to all the teaching staff in order to ensure that any incident is managed safely. This will only be carried through with the written consent of the child's parents/guardians.**

### **Allergies:**

It is the responsibility of the parents to ensure that all medicines required in school are reached to the doctor in clearly labeled containers. The condition must be discussed with the doctor for the appropriate medication to be administered by the doctor.

### **Asthma**

Children requiring an inhaler should carry one on them at all times and a spare inhaler, clearly labelled and in date, should be provided to be kept in the Medical Room.

### **Diabetes**

Children with diabetes are encouraged to supply emergency diabetic supplies to the Medical Room in case of an emergency. Fast-acting sugar in the form of Dextrosol (glucose tablets), Hypostop (glucose gel) or fruit juices and slower-acting sugar carbohydrates (biscuits) will be stored by the Medical Officer and made available to the child in the case of a hypoglycaemia reaction. **Please allow students who are diabetes to snack if they need to.**

## **Red Emergency Medical Cards**

Any child suffering from one or more of the above medical conditions or indeed any other special medical condition will be issued with a red card giving a brief description of their condition. This acts as a red alert to the teacher and permits the child to administer medication or, in the case of a diabetic child, eat a snack without leaving the classroom. In the case of an emergency, the child should not be allowed to leave the classroom alone. The Medical Officer should be summoned to the classroom to assist.

## **ADD (Attention Deficit Disorder) and ADHD (Attention Deficit (Hyperactivity) Disorder)**

Children with ADD or ADHD may require medication during the school day. This should be taken under the supervision of a designated member of staff and any emergency medical supplies will be kept in a separate container under lock and key in the Medical Room. A care plan will be put in place for any child requiring special medical assistance.

## **Seizures**

Children under treatment for seizures, even if they are controlled and seizure free, should be monitored by their teacher. Should any child suffer from an attack, the following procedure should be followed:

- a. The child should be made to lie down on his/her left side to ensure patent airway.
- b. The teacher will then call the Doctor/nurse to administer first aid, assess the situation and call an ambulance if required.

## **First Aid Boxes**

First Aid boxes are located throughout the school and it is the responsibility of each section of the school to ensure they are fully stocked.

## **Offsite Visits and Residential Journeys**

- a. The Educational Visits Co-coordinator will supply First Aid Kits to staff when taking children off site if/when no First Aid facilities are available at the destination.

- b. He/she will also ensure that a member of staff is solely responsible for carrying the First Aid kit and any special medication that children may need to administer during the trip implementing a Medicines In/Out tally sheet to be signed by both the child and the teacher.
- c. It is the parents'/guardians' responsibility to provide all medication in its original packaging, with the child's name clearly labeled and with clear instructions on the required dosage.

**Reviewed: September 2021**