



DUBAI GEM PRIVATE SCHOOL

STRIVE FOR EXCELLENCE

Health & Safety Policy – 2024-2025



Written by:	Ms. Parie Stoneman	Last Review:	Dec 2023
Position:	Principal	Next Review Date:	Aug 2025

PART ONE: STATEMENT OF POLICY

Dubai Gem Private School is dedicated to ensuring the health, safety, and welfare of all students, staff, visitors, and contractors. We commit to complying with all relevant UAE laws and aim to meet the highest safety standards observed in outstanding British curriculum schools.

PART TWO: HEALTH & SAFETY COMMITTEE TERMS OF REFERENCE

The Health & Safety Committee, chaired by the Health and Safety Officer, will meet quarterly to review safety practices, conduct audits, and address any emerging issues. The committee will include representatives from teaching staff, administrative staff, and the student body.

PART THREE: ORGANISATION

The responsibilities of the Board:

- Ensure adequate resources for health and safety are available.
- Review health and safety performance annually.

The responsibilities of the Principal:

- Implement the health and safety policy.
- Report health and safety matters to the Board.
- The responsibilities of Supervisory Staff:
 - Monitor safety practices within their areas.
 - Report hazards to the Health and Safety Officer.
- The responsibilities of Teachers:
 - Maintain a safe environment for students.
 - Ensure students follow safety rules.
- The responsibilities of All Employees, Including Temporary Staff & Volunteers:
 - Follow safety protocols.
 - Report any unsafe conditions.

The responsibilities of the School Health & Safety Coordinator:

- Conduct risk assessments.
- Ensure compliance with health and safety regulations.
- The responsibilities of Pupils:
 - Adhere to school safety rules.
 - Report hazards to a teacher or staff member.
- The responsibilities of Visitors, Members of the Public, and Volunteers:
 - Follow the school's safety protocols.
 - Report any safety concerns to staff.

PART FOUR: GENERAL ARRANGEMENTS

Accident Reporting, Recording & Investigation:

All incidents must be reported and recorded immediately. Investigations will follow to prevent recurrence.

Contractors:

Contractors must adhere to the school's safety regulations while on-site.

Curriculum Design:

Incorporate health and safety education across relevant subjects.

Classroom Safety:

Ensure classrooms are free from hazards and properly maintained.

Drugs, Medication, Diseases & Medical Conditions:

Procedures for managing medication and health conditions will be followed strictly by the clinic.

Electrical Equipment (Fixed and Portable):

Regular inspections and PAT testing will be conducted.

Evacuation, Lockdown, and Off-Site Evacuation:

Regular drills and clear protocols for emergencies will be in place.

Fire Precautions and Procedures:

Fire alarms, extinguishers, and evacuation plans will be regularly checked and updated.

First Aid:

Adequate first aid facilities and trained personnel will be available.

Glass & Glazing:

Ensure all glazing meets safety standards and is regularly inspected.

Hazardous Substances:

Safe storage and handling of hazardous substances will be enforced.

Health & Safety Advice:

The Health and Safety Officer will provide ongoing advice and updates.

Handling & Lifting:

Staff will be trained in safe manual handling practices.

Inclusion:

Ensure that all students, including those with disabilities, have access to safe environments.

Lone Working:

Implement procedures to protect those working alone on school premises.

Maintenance/Inspection of Equipment:

Regular checks and maintenance of all school equipment will be conducted.

Personal Protective Equipment (PPE):

PPE will be provided and used where necessary.

Risk Assessments:

Regular risk assessments will be conducted and reviewed annually.

Safeguarding Pupils & Students:

Adhere to strict safeguarding policies and procedures to ensure the safety and wellbeing of all students.

School Trips & Off-Site Activities:

Risk assessments and safety measures will be in place for all trips and off-site activities.

School Transport:

Ensure safety protocols for all school transport arrangements.

School Security (Including Violence to Staff):

Implement measures to protect staff and students from violence and ensure overall security.

Staff Consultation:

Consult with staff on health and safety matters regularly.

Staff Health & Safety Training and Development:

Provide ongoing training and development for staff on health and safety issues.

Smoking, Dogs, and Other Prohibited Items:

Enforce policies regarding smoking, dogs, and other prohibited items on school premises.

Staff Well-being/Stress:

Implement strategies to support staff well-being and manage stress.

Sun Protection:

Ensure procedures and policies are in place for sun protection.

Use of VDUs/Display Screens:

Provide guidance and equipment to reduce strain and ensure safe use of display screens.

Vehicles on Site:

Manage and monitor the use of vehicles on school premises to ensure safety.

Working at Height:

Implement safety procedures and training for working at height.

Work Experience:

Ensure health and safety measures are in place for work experience placements.

Workplace Inspections and Premises Risks:

Conduct regular inspections and assess risks on school premises.

Disabled Access:

Ensure access and facilities for disabled individuals are in place and maintained.

Extreme Weather Conditions:

Prepare and implement procedures for extreme weather conditions to ensure safety.

Appendices:

Appendix 1: Incident Reporting Form

Appendix 2: Risk Assessment Template

Appendix 3: Emergency Contact Numbers

Incident Report Form

School Name:

Date of Incident:

Time of Incident:

Location:

Reported by:

Role (Student/Staff/Visitor):

Incident Description	Injuries Sustained (if any)	Witnesses (Name & Contact)	Immediate Actions Taken

Follow-up Actions:

Reported to (Name & Role):

Parent/Guardian/Staff Notified (Name & Time):

Further Investigation Required: Yes/No

Outcome of Investigation:

Preventative Measures:

Reviewed by:

Date:

Signature:

Risk Assessment Template

School Name:
Assessment Date:
Assessor's Name:
Location/Activity:

Hazard	Who Might be Harmed	Current Control Measures	Risk Level (High/Medium/Low)	Further Actions Required	Person Responsible

Target Date:
Review Date:
Reviewed by:

Completion Date:

Emergency Contact Form

Student/Staff Name:
Date of Birth:
Class/Grade:
Emergency Contact Name:
Relationship to Student/Staff:
Primary Contact Number:
Secondary Contact Number:
Email Address:
Home Address:

Medical Conditions/Allergies:
Primary Physician Name:
Physician Contact Number:

In Case of Emergency:

Transport Preference (Ambulance/Private Transport):
Hospital Preference:
Additional Instructions:
Signature of Parent/Guardian/Staff:
Date: