



## Health and Safety Policy 2023-24



- *This procedure is reviewed annually to ensure compliance with current regulations.*
- *This policy applies to the whole school including SMT & Governors.*
- *The Apple International School is committed to safeguarding and promoting the welfare of our students, staff, and fraternity.*

Ref. No.: AIS / HSP / 02 / 2023-24	Policy: <b>Health and Safety Policy</b>
Approved by: <b>Principal</b>	
Reviewed by: 1) Quality Assurance & School Welfare Dept 2) Vice Principals and SLTs 3) Health & Safety Officer 4) Inclusive Education Department 5) School Clinic 6) Pastoral Care Department 7) Physical Education Department	Implemented by: <b>All Staff</b>
Reviewed Date: <b>August 2023</b>	Next Review Date: <b>August 2024</b>

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4. Clearly defines the roles and responsibilities of the academic staff, administrative staff, students and other stakeholders in ensuring their health and safety.
5. Outlines procedures for effective communication of health and safety to all stakeholders.
6. Define a schedule for regular health and safety audits and inspection.
7. Ensure the provision of sufficient information, instruction, and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
8. Maintain all areas under the control of the Governors and Principal in a condition that is safe and without health risk and provide and maintain means of access to and egress from that place of work that are safe and without risk.
9. Formulate effective procedures for use in case of fire and for evacuating the school premises.
10. Lay down procedures to be followed in case of an accident.
11. Teach safety as part of students' duties where appropriate.
12. Provide and maintain adequate welfare facilities.
13. Thorough measures are in place to maximize protection for students e.g. efficient management arrangement of school transport.
14. Have arrangements in place to plan, implement, monitor, and review measures to address risks arising from the school's activities.
15. Child protection policy is outlined, and all school personnel are adequately trained.
16. Conduct a Risk Assessment survey before the beginning of the Academic year to ensure all places of potential risks are identified.
17. Ensure that safe systems of work are provided in places, identified as potential dangers in the Risk Assessment.
18. Ensure all incidences are investigated and remedial measures are taken.
19. Ensure compliance with all regulatory authorities.

### Roles and Actions:

The maintenance of a healthy and safe school is the shared responsibility of the whole school community.

A) The **School Governing Body** and **QASW** will:

- 1) Give strategic guidance.
- 2) Monitor and review health and safety issues in the school.
- 3) Ensure adequate resources for health and safety are available.

B) The **School Principal** will ensure that:

- 1) A school Health and safety policy is approved by the BoDs.
- 2) Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, regularly.
- 3) Information and advice on Health and safety are acted upon/circulated to staff. In particular, the H&S Manual for Schools is kept in staff rooms, and clinic so that it is available to all staff.
- 4) A regular safety inspection is undertaken.
- 5) Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment, or other resources to enable the tasks to be undertaken safely.



- 10) Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the SLT in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.
- 11) Review first aid, fire/evacuation, and risk assessment procedures with relevance to staff on an annual basis or as and when necessary.
- 12) Health and Safety reviews are done daily/monthly (as applicable) as per the policy-approved checklist, rectifying the shortcomings on top priority and documenting it for further reference.
- 13) Ensure relevant staff have access to the appropriate training.
- 14) Receive all health & safety information sent to the school and disseminate the information to staff as necessary.
- 15) The school doctor will work along with the Health & Safety Officer to ensure that all the stakeholders are safe and secure hygienically and medically.
- 16) In addition to this, the Health & Safety Officer will monitor the cleaning and disinfecting process of the school daily.
- 17) The personnel will ensure that the visitors are abiding by the Health & Safety protocols. Health & Safety Officer verifies the safety and security records every day in the morning and afternoon.
- 18) Consult the QASW on action required to comply with relevant health & safety policies.
- 19) Carries out regular safety inspections.
- 20) Lead and facilitate H&S committee meetings.
- 21) Ensures adherence to the schedule and oversee timely completion of all the action items.

E) The **Health & Safety Committee** will:

- 1) Conduct regular workplace inspections to ensure adequate housekeeping & implement corrective actions as required (Maintenance Incharge/Housekeeping)
- 2) Provide safety advice & information to staff, children, visitors & contractors.
- 3) Arrange & ensure safety trainings as required appropriately.
- 4) Ensure immediate notification of accidents & hazards.
- 5) Control access to restricted areas. Security in-charge.
- 6) Assess the competency of equipment users.

F) **School Clinic:** *(Also refer to the Clinic related policies)*

The school clinic is responsible for any health-related issue that might affect the students, staff, and school visitors, during school hours and school activities within the school premises. Plays an active role in H&S Committee meetings by identifying opportunities for improvements. Ensures adherence to the schedule and oversees timely completion of all the action items.

- 1) First Aid and Emergency Response:
  - a) Provide immediate first aid to students and staff in the event of injuries or medical emergencies.
  - b) Coordinate emergency response procedures and drills, ensuring that all staff are familiar with protocols.
  - c) Clinic Staff ensure that first aid equipment and necessary preparations are available and accessible to everyone at the school.



- 12) Health Screenings:
- Conduct routine health screenings for issues such as vision, hearing, and scoliosis.
  - Communicate screening results to parents and recommend further evaluation if necessary.
- 13) Participation in Individualized Education Plans (IEPs):
- Collaborate with special education teams to support students with health-related needs outlined in their Individualized Education Plans (IEPs).
  - Ensure that necessary accommodations and services are provided.
- 14) Coordination of Health Services:
- Coordinate and collaborate with other departments, such as the Inclusion Department and Counseling, to provide comprehensive support for students with diverse health needs.
  - Facilitate communication and information-sharing among relevant stakeholders.

**G) Inclusive Education Department:**

- 1) Individual Health Plans (IHPs):
- Develop and implement Individual Health Plans for students with specific health needs or conditions.
  - Collaborate with healthcare professionals, parents, and teachers to create comprehensive plans that address medical requirements, emergency procedures, and accommodations.
- 2) Training and Education:
- Provide training for school staff, including teachers, support staff, and administrators, on recognizing and responding to various health and safety concerns related to students with diverse needs.
  - Offer professional development on inclusive practices that support the overall well-being of students with disabilities or health conditions.
- 3) Emergency Preparedness:
- Develop and communicate emergency protocols that consider the unique needs of students with disabilities or health conditions.
  - Ensure that staff members are aware of and trained in the proper procedures for responding to medical emergencies involving students in inclusive settings.
  - Include individuals with diverse needs in emergency drills and ensure that protocols are tailored to accommodate different abilities and circumstances.
- 4) Health Advocacy:
- Advocate for the health and safety needs of students with diverse needs within the school community.
  - Collaborate with parents, healthcare professionals, and other stakeholders to address health-related concerns and ensure that appropriate accommodations and support are in place.
- 5) Coordination with Health Services:
- Collaborate with school nurses and other health professionals to coordinate health services for students with specific needs.
  - Ensure that necessary medical equipment, medications, and support staff are available and appropriately trained.





- 11) Provide written job instructions, warning notices, and signs as appropriate.
- 12) Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- 13) Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- 14) Provide the opportunity for discussion of health and safety arrangements
- 15) Ensure that they have addressed any potential emergencies, where necessary familiarizing students with the procedures.
- 16) Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- 17) Ensure staff has access to appropriate training and development to enable them to discharge the responsibilities competently assigned.
- 18) Set an example by using safe working methods and abiding by any safety rules.
- 19) All staff should wear lanyards/ID Cards in the school.
- 20) All staff should be aware of the strangers on the premises and ask for identification in case of doubts.
- 21) Ensure effective supervision of students at all points of time.
- 22) Teachers must make themselves aware of the safety rules and procedures and where in doubt they must seek clarification from SLT/SMT.
- 23) Students to be accompanied by respective teachers/duty allocated staff during transition times.
- 24) Spread awareness regarding Lanyard Policy

**Please note the following:**

- a) *It must be realized that newly appointed staff could be particularly vulnerable to any risk, and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.*
  - b) *Whilst it is an HR's and Health and Safety Officer's responsibility to instruct all employees about safe working procedures in relation to their posts/responsibilities and workplaces, staff may from time to time find themselves in unfamiliar environments. In such cases, the staff concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.*
  - c) *Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work.*
  - d) *Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person.*
  - e) *Guard everything provided for health and safety purposes.*
  - f) *Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents.*
  - g) *Cooperate with SMT, SLT in respect of complying with Health and Safety requirements.*
- l) **All Students** are expected, within their expertise and ability, to:
- 1) Understands and applies 'Health and safety is everyone's responsibility'
  - 2) Exercise personal responsibility for the safety of themselves and their classmates/fellow students.



- 3) All stakeholders should be made aware of Fire Safety and its policies and procedures.
- 4) These procedures should be updated as appropriate.
- 5) The logs for the recording and evaluation of practice and evacuation drills to be documented and made available, as required.
- 6) Firefighting equipment to be checked regularly by the responsible personnel and marked after check with the next check date.
- 7) Fire drills to be carried out in each team.
- 8) Fire evaluation plans and escape routes should be clearly marked.

### Electrical Safety:

- 1) The school should ensure that all electrical/electronic equipment are in good order.
- 2) Any electrical/electronic equipment that does not appear to be in good order should not be used and be reported to the Line Manager/Health and Safety Officer without delay.
- 3) General Safety Requirements for Electrical System:
  - Switch off all electrical equipment after use.
  - Do not overload sockets.
  - Do not allow wires to project into the walkway where they present a tripping hazard.
  - Use a residual circuit breaker when operating a port hand tool.
  - Only competent persons who have been trained properly should do the repair and maintenance work.

### Medical, First Aid and Accident Recording:

- 1) The school doctor/nurse is responsible for the administration of first aid, recording treatment given, and maintaining supplies.
- 2) The school doctor/nurse is also responsible for carrying out weekly checks on the contents of first aid boxes and for replenishing stocks.
- 3) First Aid should be available in the School Clinic with a doctor and nurse available at all times.
- 4) First Aid boxes should be available at all designated and centralized places including the Library, Labs, Multi-Purpose Hall, Indoor Sports Hall, etc.
- 5) First aid boxes should be kept on site, and these only contain approved materials
- 6) The arrangements for first aid for sports, outdoor pursuits, and field trips are the responsibility of the supervising staff.
- 7) All accidents/incidents should be reported to SLT and parents and appropriate documentation should be completed.
- 8) Any of student complaining of illness or who has been injured should be sent to the school clinic where he/she gets the treatment (Accompanied by a Teacher / Assistant Teacher or with Class Assistant) with a clinic referral slip.
- 9) All incidents, ailments, and treatment should be reported and recorded.
- 10) Any accident where first aid is administered to students is to be recorded in the system.
- 11) Parents are to be contacted if there are any doubts regarding the health or welfare of a student.
- 12) In the event of a serious incident an ambulance should be called, and School Nurse should accompany the student to the hospital. Parents should be informed accordingly.



**Medical Records:**

- 1) Medical records should be kept in the clinic, in the charge of the school doctor.
- 2) The school nurse updates all the records from time to time.
- 3) The school clinic follows and functions as per the policy guidelines of DHA and relevant ministries.

**Medical Needs**

- 1) The school will try to accommodate students with medical needs wherever practicable in line with the School Health and Safety Policy.
- 2) The medical needs students (MNS) should be taken care of and helped as per the parents' written requests and the applicable medical documents with the parents' consent. Proper documentation should be done accordingly.

**Canteen, Health and Nutrition:**

- 1) The school encourages healthy eating habits across the school.
- 2) The school follows 'No Junk Food' habits for all our students and staff
- 3) Aerated drinks and junk food are not allowed in school.
- 4) The teachers monitor the eating habits of students during break times. (All Classes).
- 5) The Clinic staff and QASW randomly check the students' tiffin at times to ensure that students carry and consume healthy food.
- 6) The school canteen provides healthy and nutritious food and drinks.
- 7) Random sample checks are done for canteen food and the reviews are documented accordingly.
- 8) The school follows the relevant ministry guidelines and school policies in regard to the food standards in the school canteen.
- 9) Canteen food samples are placed in the clinic for 24 hours and checked regularly as per the relevant ministry guidelines.
- 10) Student food allergy list is made available in the school canteen and to the respective teachers and clinic, and precaution is taken care of accordingly.
- 11) In case of any allergies or food-related incidences that may occur, the school Clinic should be informed and medication (as and if applicable) should be taken care of by the school doctor/nurse and parents are communicated accordingly.

**Allergies** (Also refer to School Medical Policy and Procedure):

- 1) Children must NOT bring any food or drink (including Birthday cakes and treats) onto the school site (other than their regular lunch boxes) without the prior permission of the SLT, unless there has been medical permission given e.g. in the case of diabetes.
- 2) Aerosol cans must not be brought on site.

**Cleanliness:**

- 1) The school understands that good housekeeping in all areas is an essential feature of health and safety and for the prevention of accidents.
- 2) All employees should check that materials, substances, or items are disposed of in a safe manner for health and safety and to avoid environmental pollution.
- 3) All stakeholders should ensure that all entrances, corridors, walkways, and exit doors are kept clean, and clear of obstructions at all times.





### Playground Supervision:

- 1) The staff should be placed on duties in strategic positions to ensure the safety of the students in the play area.
- 2) Staff on duty should ensure that the number of users is restricted to avoid overcrowding in the playground or the play area.
- 3) Any damage or problems found with the play equipment should be reported to the Line Manager without any delay.
- 4) The playground is zoned for different activities like basketball, football, cricket, badminton, etc. Students must stay in their zoned areas.
- 5) Staff should actively encourage students to play safely and discourage fighting, conflicts or other rough games.
- 6) Staff should perform their duties as per the duty roster during arrival, break and dispersal time.

### Educational Visits:

- 1) Section Heads and teachers have the responsibility for ensuring that the safety of students is taken care of when organizing a visit to a place of educational interest to students.
- 2) For every external visit, parent's concerns should be taken about the child's participation.
- 3) Before proceeding to the educational visits/field trip/study tour, parents' consent form duly acknowledged and signed by the respective parent should be collected/documentated.
- 4) The consent forms/slips should have the parents' contact details, in case of any emergency requirement, where the parents needed to be contacted.
- 5) Safety while travelling in school bus should be adhered to.
- 6) Risk assessments should be done accordingly.

### E-Safety: (Also refer to BYOD Policy and Acceptable Internet Usage Policy)

- 1) The school has clear policies (BYOD, Acceptable Internet Usage Policy, Data Protection, Cyber Safety, Social Media policy, etc.) on student Internet & digital safety which indicates the whole school's approach to e-safety.
- 2) The Principal and Staff are responsible for ensuring that the policy is effectively implemented.
- 3) Staff are responsible for educating the students on Internet and digital safety-related policies and ensuring that they adhere to them.
- 4) Staff should make sure that they supervise, use, plan access, and set good examples.
- 5) At the School, the internet facility is given to students and staff to raise educational standards and to support them with access to more educational materials.
- 6) All Students and Staff should show a responsible and mature approach to the use of the internet and digital access.
- 7) School should provide a safe and secure Internet access as part of the students' learning experience.
- 8) The access should be designed as such which includes filtering age-appropriate websites and content to student.
- 9) Students and staff are guided with the awareness towards plagiarism and they comply with the copyright law.



**10) Documentation:**

- Maintain accurate records of chemicals, equipment, and experiments conducted in the lab.
- Keep detailed documentation of safety procedures, incidents, and responses.
- Keep footfall logs of the Lab usage.

**11) Lab Cleanliness:**

- Enforce cleanliness standards in the lab to prevent contamination and reduce the risk of accidents.
- Establish protocols for cleaning up spills promptly and safely.

**12) Ventilation Systems:**

- Ensure that labs are equipped with adequate ventilation systems to remove fumes and maintain air quality.
- Regularly inspect and maintain ventilation systems to ensure their effectiveness.

**13) Electrical Safety:**

- Inspect electrical outlets, cords, and equipment regularly for safety.
- Train students and staff on proper electrical safety measures and procedures.

**14) Biological Safety:**

- Establish protocols for handling biological materials, including microorganisms and living organisms.
- Provide guidelines for waste disposal and the use of biological safety cabinets when necessary.

**15) Communication of Safety Information:**

- Clearly communicate safety guidelines to both teachers and students.
- Display safety information, emergency procedures, and contact numbers prominently in the lab.

**16) Continuous Training:**

- Conduct regular safety training sessions for both teachers and students.
- Stay updated on new safety regulations and implement changes accordingly.

**17) Student Accountability:**

- Educate students on their individual responsibility for safety in the lab.
- Encourage a culture of accountability and reporting safety concerns.

**18) Parental Involvement:**

- Communicate lab safety practices to parents to ensure they are aware of the measures in place.
- Encourage parents to support safety education at home.

By implementing and consistently enforcing these guidelines, schools can create a safe and conducive environment for science education. Regular reviews and updates to the safety protocols should be conducted to align with best practices and any changes in regulations.

**Security and Supervision:**

- 1) Full-time Security Guard should be available at the school's main gate (and other gates, as and if applicable) and no visitor/guests/parents should go unchecked.
- 2) Provision of CCTV cameras to provide checks 24x7.
- 3) Routine patrols of internal areas of the school after certain intervals of time.
- 4) Live-in caretakers are to be on-site to assist in the event of a breach of security.
- 5) All maintenance should be undertaken after school hours.
- 6) The school site should be assessed and Security issues to be reviewed and resolved regularly.



- 4) Any damage or faults should be recorded in writing as well as any incidents during the journey.
- 5) These should be reported to a named person responsible for ensuring that these are dealt with immediately.
- 6) In the event of a breakdown the driver should try to move the vehicle off the carriageway (onto the hard shoulder of the motor way). If it is not possible to move the vehicle off the carriageway then it should be moved as far away from the traffic as possible.
- 7) On motorways and other busy roads passengers should be taken onto the embankment or grass margin as far from the traffic as is practicable. They should be kept together in one group.
- 8) Children should be kept calm and under constant supervision.
- 9) The mobile phone should be used to inform the emergency services and the school.
- 10) During a journey:
  - a) seat belts must be worn at all times
  - b) gangways must not be blocked with luggage
  - c) no passenger to enter or leave by the rear doors unless a member of staff is present
  - d) no portable tank containing fuel must be carried
  - e) the ratio of adults to children must be appropriate to ensure adequate supervision and safety
  - f) breaks must be taken by the driver at least every four hours
  - g) mobile phones must not be used whilst driving
- 11) Guidelines for bus etiquette should be prominently displayed in all school buses

**Fire Safety:** (Also refer to 'Fire Safety and Evacuation Plan')

1) **Fire Extinguishers:**

- Fire extinguishers are subject to a quarterly check by contractor and on a regular basis the Health and Safety Officer in the form of daily/monthly 'Health and Safety Review Checklist'.
- Extinguishers are checked by the site staff to ensure that, they are in proper position and that the pins are in place.

2) **Fire Alarm:**

- The Fire alarm installed in the school is connected to the Civil Défense, Dubai, which is automatically alerted when the alarm is sounded.
- An immediate confirmation call is made to the school by them.
- The measures to prevent fire starting and the measures to ensure everyone can escape from the building in the event of a fire are in place.
- Exit routes are marked with florescent green arrows.

3) **Fire Precautions are In Place:**

- Evacuations plans are displayed in each area.
- Fire drills are carried out 3 times a year, once in each term.
- Staff is trained for safe evacuation.
- Important phone numbers (like Ambulance, Police, Civil Defense) are displayed prominently on all required places.
- PASS Posters are displayed at the required places across the whole school.



- 4) Lifts, portable appliance testing, emergency lighting, hot water system, stored cold water system, fresh air systems (including air conditioning), fire alarm & firefighting apparatus, intruder alarm, CCTV, and sprinkler systems are to be tested and certified at least annually.
- 5) The Mains wiring - Fixed wiring including fuse boards are tested at a definite frequency as per the maintenance contracts unless alterations are made to the circuits.
- 6) Full and suitable assessments must be made of the hazards and risks involved in the use of all machinery and these must be recorded, along with arrangements for the scheduled servicing, lists of authorized users and training records.
- 7) Clear guidelines must be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices.
- 8) Care must be taken over the use, installation or siting of such equipment. All purchases and gifts must be reviewed to identify potential hazards.
- 9) Each new purchase or gift must be monitored and its use reviewed in terms of its safe operation.

### Maintenance Contracts

- 1) All equipment on site should be maintained in efficient working order to ensure that it is safe to use.
- 2) Without distracting from the generality of the school's health and safety policy and guidelines the maintenance arrangements should be made.
- 3) The annual maintenance contracts are regularly reviewed, implemented and renewed, as and when applicable.

### Contractors On Site:

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

#### A) Service Contractors

- 1) Service contractors have regular access to the site/school as specified by a contract.
- 2) Such contractors' visits can vary from an annual visit, e.g. to service ACs, check Fire Extinguishers etc., to those on-site daily, e.g. cleaning or catering staff.
- 3) The service contract should specify, what work is expected of them and what they can expect from the school.
- 4) Their personnel will follow their own safety systems of work but, their working methods should be taken into account how they will impact upon staff, students and other visitors on site.
- 5) The school has/will provide details of its safety systems of work to the contractors where ever relevant and in the case of the cleaning/catering contractors they should be consulted over emergency arrangements.

#### B) Building Contractors

- 1) These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodeling a room or building a new block.
- 2) The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimized/eliminated.





- 10) BYOD Policy
- 11) Zero Tolerance towards Corporal Punishment Policy
- 12) Fire Safety and Evacuation
- 13) Inclusive Education Policy
- 14) Anti-Bullying Policy
- 15) Cyber Safety Policy
- 16) Safer Recruitment Policy
- 17) Lanyard Policy
- 18) Social Media Policy

### **Conclusion:**

Each of us has a part to play in the promotion of safety as well as the prevention of accidents and ill health at our school. By valuing our own safety and that of our students and colleagues, we will each be able to participate fully in assisting in our commitment to safeguarding the health, safety and welfare of our students, staff and other service users.

### **Review of the Policy:**

A review of the policy will be undertaken annually and from time to time (as and if required) by the QASW, Health & Safety Officer and Team. Any amendments or updates will be disseminated to all the staff.

