



مدرسة التفاحة العالمية  
The Apple International School

## Health and Safety Policy 2025-26



- 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/2025-2026

Health and Safety Policy

Approved By : Principal

Reviewed by:

- 1) Manager school operation
- 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: All Staff

Reviewed Date: **January 2025**

Next Review Date: **January 2026**

# Index

SN	Particulars	Page Numbers
1	Introduction	
2	Policy Statements	
3	General Guidelines	
	Roles and Actions	
	The School Governing Body and MSO	
	The Principal	
	SLTs	
	Health and Safety Officer	
	Health and Safety Committee	
	School Clinic	
	Inclusive Education Department	
	All Staff	
	All Students	
	Parents	
	Visitors	
4	Fire and Emergency Evacuation Procedures	
5	Electrical Safety	
6	Medical, First Aid, and Accident Recording	
7	Injuries Involving Bleeding	
8	Incident Reporting	
9	First Aid Safety	
10	Following Accident	
11	Administration of Medicines	
12	Student Health	
13	Medical Records	
14	Canteen, Health and Nutrition	
15	Allergies	
16	Cleanliness	
17	School Transportation	

18	Own Transport	
19	Arrival and Dispersal Safety	
20	Playground Supervision	
21	Educational Visits	
22	E-Safety	
23	Guidelines for Science Labs in Schools	
25	Security and Supervision	
26	Vehicle Movements	
27	School Vehicles	
28	Fire Safety	
29	Water Assessment	
30	Waste Management	
31	Pest Control	
32	Electricity (Mains)	
33	Machinery and Equipment	
34	Maintenance Contracts	
	Contractors On Site	
	Service Contractors	
	Building Contractors	
	Small Scale Building Works	
35	Large Scale Works	
	Policies linked and to be Referred	
	Conclusion	
	Review of the Policy	

**Introduction:**

The Management is committed to ensuring the health and safety of staff, students, and visitors, recognizing this as fundamental to the success of the school. Health and safety responsibilities within the school fall upon the Senior Management Team (SMT), Administrative Staff, and Academic Staff. The Principal, Health and Safety Officer, and MSO (School Operations Manager) must take responsible steps to ensure that the school's infrastructure, equipment, and materials are safe and do not put the health of any person at risk while they are on the school premises.

This policy was last reviewed and agreed upon by all stakeholders in August 2024 and will next be reviewed no later than January 2026, or earlier if significant changes to systems, arrangements, or legislation occur, or if regulatory requirements or best practice guidelines necessitate an update.

---

**Policy Statements:**

The policy aims to identify the key health and safety issues within the school. The governing body and the principal are committed to providing a safe and healthy working and learning environment for all staff, students, and visitors. This will be achieved by implementing the health and safety objectives outlined in this policy.

This statement supplements the Health and Safety guidelines as set forth by the Ministry of Health, UAE.

The key commitments are as follows:

- Providing and maintaining a safe and healthy working and learning environment.
- Preventing accidents and work-related ill health for students, teachers, staff, and visitors.
- Providing First Aid and emergency care as needed.
- Complying with all statutory requirements.
- Ensuring safe working methods and providing safe equipment.
- Offering effective information, instruction, and training on health and safety.
- Allocating adequate resources to health and safety issues, were reasonably practicable.

- Ensuring that all staff and students play an active role in the implementation of this policy.
- 

## **General Guidelines:**

The school Management, as far as reasonably practicable, will:

1. Establish and maintain a safe and healthy environment throughout the school.
2. Ensure safe working procedures for both staff and students.
3. Plan and ensure the safety and absence of health risks related to the use, handling, storage, and transport of articles and substances.
4. Clearly define the roles and responsibilities of academic staff, administrative staff, students, and other stakeholders in maintaining health and safety.
5. Outline effective procedures for communicating health and safety information to all stakeholders.
6. Define a schedule for regular health and safety audits and inspections.
7. Ensure the provision of sufficient information, instruction, and supervision to enable staff and students to avoid hazards, contribute to their health and safety, and ensure access to appropriate health and safety training.
8. Maintain all areas under the control of the Governors and Principal in a condition that is safe and without health risks, and provide and maintain safe access and egress from the school premises.
9. Formulate effective procedures for fire safety and evacuating the school premises.
10. Establish clear procedures to be followed in the event of an accident.
11. Teach safety as part of students' duties where appropriate.
12. Provide and maintain adequate welfare facilities for all individuals on the premises.
13. Implement measures to maximize protection for students, including efficient management of school transport.
14. Establish arrangements to plan, implement, monitor, and review safety measures in line with school activities.
15. Outline the Child Protection policy, ensuring all school personnel are adequately trained.

16. Conduct a Risk Assessment survey at the beginning of the academic year to identify potential risks.
  17. Ensure safe systems of work are in place for areas identified as potential dangers in the Risk Assessment.
  18. Investigate all incidents and take corrective actions to prevent recurrence.
  19. Ensure compliance with all regulatory authorities.
- 

**Additional Points:**

20. Clearly define the roles and responsibilities of academic staff, administrative staff, students, and other stakeholders in ensuring their health and safety.
21. Implement effective communication procedures to ensure health and safety information reaches all stakeholders.
22. Schedule regular health and safety audits and inspections.
23. Provide sufficient information, instruction, and supervision to enable staff and students to avoid hazards and contribute positively to their health and safety. Ensure they have access to health and safety training as appropriate.
24. Maintain all areas controlled by the Governors and Principal in a safe condition, ensuring safe access and egress from these areas.
25. Formulate and communicate effective procedures for fire safety and evacuation.
26. Establish clear procedures for dealing with accidents.
27. Integrate safety into students' duties where appropriate.
28. Provide and maintain welfare facilities that support the well-being of all individuals.
29. Ensure thorough measures are in place to protect students, including effective school transport management.
30. Implement a structured plan to monitor, review, and address risks arising from the school's activities.
31. Ensure that a Child Protection policy is in place, and that all school personnel receive appropriate training.
32. Conduct a Risk Assessment survey before the start of each academic year to identify any potential hazards.
33. Ensure that safe systems of work are implemented in areas identified as potential risks in the Risk Assessment.
34. Investigate all incidents and take appropriate remedial actions.

35.Ensure compliance with all relevant regulatory authorities.

**Roles and Actions:**

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

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

1. Provide strategic guidance on health and safety matters.
2. Monitor and review health and safety issues within the school.
3. Ensure that adequate resources are allocated for health and safety purposes.

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

1. A school Health and Safety policy is approved by the Board of Directors (BoDs).
  2. The effectiveness of the health and safety policy and the safe working practices described within it are monitored and reviewed regularly. The policy will be revised and amended as necessary.
  3. Information and advice on health and safety are acted upon and circulated to staff. In particular, the Health and Safety Manual for Schools is kept in the staff rooms and clinic, ensuring it is readily available to all staff.
  4. Regular safety inspections are conducted to identify and address potential risks.
  5. Staff are competent to perform their required tasks safely and are provided with the necessary training, equipment, or other resources to carry out their responsibilities safely
  6. If he/she delegates H&S duties to an individual, normally referred to as the health and safety officer, he/she ensures that the duties are clearly defined, the person is competent to carry them out, and that sufficient resources are allocated to enable them to be carried out.
  7. Ensures Health and Safety induction is conducted for all new joiners throughout the academic year.
-

**C) The Senior Leadership Team (SLT) will ensure that:**

1. Assist the Principal in the implementation, monitoring, and development of the safety policy within the school.
2. Monitor the effectiveness of the safety policy and the safe working practices described within it and will share the necessary inputs for the reviews and amendments as applicable from time to time.
3. Monitor general advice and the work on safety matters.
4. Co-ordinate arrangements for the design and implementation of safe working practices within the school.
5. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
6. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
7. Ensure that staff with control of resources give due regard to safety.
8. Coordinate arrangements for the dissemination of information and for the instruction of staff, students, and visitors on safety matters as well as make recommendations on the extent to which staff is trained.
9. Coordinate arrangements for ensuring safety in connection with the use, handling, storage, transportation, and disposal of articles and substances.
10. Representatives of SLT and SMT will undertake walkthroughs of the school premises to identify any risks and issues.

---

**D) The Health and Safety Officer will:**

1. Be responsible for the day-to-day implementation of safety procedures throughout the school with the help of Health & Safety committee members.
2. Liaise with outside agencies that can offer expert advice.
3. Ensure that staffs fulfill their duties in accordance with the policy.
4. Formulate and coordinate safety procedures.
5. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (generally at least once a term) to take place and for the results of these to be recorded.



6. Provide necessary instruction, training, and supervision in aspects of the health and safety of school transportation services to ensure the health and safety of the students and staff.
7. Ensure all employees receive adequate awareness with regard to health and safety policy, procedures, and measures adopted in the school and enable them to undertake their work safely.
8. Ensure that regular safety inspections are undertaken. Arrange for the withdrawal, repair, or replacement of any item of furniture, fitting, or equipment identified as being unsafe.
9. The administration will deal with all aspects of maintenance which are under their control.
10. Identify any member of staff who has direct responsibility for specific safety matters and any member of staff who is specifically delegated to assist the SLT in managing health and safety at the school. Such delegated responsibilities should be defined appropriately.
11. Review first aid, fire/evacuation, and risk assessment procedures with relevance to staff on an annual basis, or as needed, to ensure they are up to date.
12. Health and safety reviews are conducted daily/monthly (as applicable) in accordance with the policy-approved checklist, addressing any shortcomings as a top priority and documenting them for future reference.
13. Ensure that relevant staff have access to the appropriate training to carry out their responsibilities effectively.
14. Receive all health and safety information sent to the school and disseminate it to staff as necessary.
15. The school doctor will collaborate with the Health & Safety Officer to ensure the safety, hygiene, and medical well-being of all stakeholders.
16. The Health & Safety Officer will monitor the cleaning and disinfecting process within the school on a daily basis to ensure standards are maintained.
17. Staff will ensure that visitors comply with the school's health and safety protocols. The Health & Safety Officer will verify the safety and security records each morning and afternoon.
18. Consult the MSO on actions required to comply with relevant health and safety policies.
19. Conduct regular safety inspections to identify and address potential hazards.

20. Lead and facilitate Health and Safety Committee meetings, ensuring participation from relevant stakeholders.

21. Ensure adherence to the schedule and oversee the timely completion of all action items arising from health and safety reviews and meetings.

---

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

1. Conduct regular workplace inspections to ensure proper housekeeping and implement corrective actions as required (Maintenance In-charge/Housekeeping).
  2. Provide safety advice and information to staff, children, visitors, and contractors to raise awareness and ensure compliance.
  3. Arrange and ensure that safety training is provided as needed, and ensure it is relevant and up to date.
  4. Ensure the immediate notification of accidents and hazards, taking appropriate action to prevent recurrence.
  5. Control access to restricted areas, with responsibility held by the Security In-charge.
  6. Assess the competency of equipment users to ensure safe operation.
- 

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

The school clinic is responsible for addressing any health-related issues that may affect students, staff, and school visitors during school hours and activities on the school premises. The clinic plays an active role in Health & Safety Committee meetings by identifying opportunities for improvement. It ensures adherence to health and safety protocols, oversees the timely completion of action items, and supports the overall health and safety strategy of the school.

**1) First Aid and Emergency Response:**

a) Provide immediate first aid to students, staff, and visitors in the event of injuries or medical emergencies, ensuring prompt and effective care.

- b) Coordinate emergency response procedures and conduct regular drills, ensuring that all staff, students, and relevant personnel are familiar with protocols and can respond quickly and effectively in an emergency.
- c) Clinic staff will ensure that first aid equipment, emergency supplies, and necessary medications are readily available, properly maintained, and easily accessible to all members of the school community at all times.
- d) Maintain up-to-date records of any first aid treatments provided, including the nature of the injury or medical condition, actions taken, and the outcome, ensuring that all incidents are documented for reference and follow-up.
- e) Ensure that all staff members are trained in basic first aid procedures and CPR, and are regularly updated on any new emergency procedures or health and safety guidelines.
- f) Establish and communicate clear evacuation procedures for medical emergencies, ensuring that emergency exits, routes, and assembly points are well marked and accessible.
- g) Work closely with local emergency services (e.g., ambulances, fire department) to ensure a coordinated response in case of a major medical emergency or disaster, and provide them with necessary information about the school's layout and resources.
- h) Review emergency response plans annually, making necessary adjustments based on past incidents or changes in procedures, resources, or regulatory requirements.

## **2.Health Assessments:**

- a) Conduct health assessments and screenings to identify and address potential health issues among students.
- b) Monitor and manage communicable diseases within the school community

## **3.Medicament Management (In accordance with the DHA guidelines)**

- a) Manage the administration of medications in accordance with the school community's policy and adherence to prescriptions by DHA licensed healthcare professionals, ensuring proper documentation and adherence to protocols.
- b) They should train regularly students and employees on essential knowledge and practices of providing first aid when required

#### **4)Health Education**

- a) Provide health education sessions for students focusing on topics such as nutrition, hygiene, and preventive health measures.
- b) Collaborate with teachers to integrate health education into the curriculum.

#### **5)Immunization Management**

- a) Monitor and ensure that all students meet immunization requirements, maintaining accurate records
- b) communicate with parents and guardians to address any immunization concerns or requirements.

#### **6)Health Records Management**

- a) Maintain and update accurate health records for all students, documenting medical conditions, allergies and other relevant information.
- b) Ensure confidentiality and security of health records in compliance with privacy laws
- c) First Aid equipment should be maintained using a first aid inventory checklist and with clear expiry dates

#### **7)Collaboration with Healthcare Professionals**

- a) Collaborate with external healthcare professionals, such as physicians, nurses, and specialists, to address the health needs of students.
- b) Facilitate communication between the school and external healthcare providers.

#### **8)Health Promotion Programs**

- a) Implement health promotion programs and initiatives to foster a healthy school environment.
- b) Encourage healthy lifestyle choices among students through activities and awareness campaigns.

#### **9)Response to Illness or Injury**

- a) Assess and manage students who become ill during the school day, including deciding on appropriate actions such as allowing them to rest or contracting parents.

b) Respond to injuries sustained on school grounds, providing necessary care and referring to healthcare professionals as needed.

### **10) Allergy and Asthma Management**

a) Develop and implement plans for managing allergies and asthma among students, including administration of medication and emergency response procedures.

b) Educate students and staff about allergy and asthma triggers and prevention measures.

### **11) Health Advisory Role**

a) Serve as an advisor to SLTs, staff, and parents on matters related to student health and safety.

b) Provide recommendations for creating a healthier and safer school environment

### **12) Health Screenings:**

a) Conduct routine health screenings for issues such as vision, hearing, and scoliosis, to identify potential health concerns early.

b) Communicate the results of health screenings to parents, and provide recommendations for further evaluation or treatment if necessary.

---

### **13) Participation in Individualized Education Plans (IEPs):**

a) Collaborate with special education teams to support students with health-related needs as outlined in their Individualized Education Plans (IEPs).

b) Ensure that necessary accommodations and services are provided to students as specified in their IEPs, to support their academic and health needs.

---

### **14) Coordination of Health Services:**

a) Coordinate and collaborate with other departments, such as the Inclusion Department and Counseling, to provide comprehensive support for students with diverse health needs.

b) Facilitate communication and information-sharing among relevant stakeholders, including teachers, parents, healthcare professionals, and other support staff, to ensure the well-being of students with health concerns.

---

## **G) Inclusive Education Department:**

### **1) Individual Health Plans (IHPs):**

a) Develop and implement Individual Health Plans (IHPs) for students with specific health needs or conditions, ensuring a personalized approach to health and safety.

b) Collaborate with healthcare professionals, parents, and teachers to create comprehensive plans that address medical requirements, emergency procedures, and any necessary accommodations for students.

---

### **2) Training and Education:**

a) 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.

b) Offer professional development on inclusive practices that support the overall well-being of students with disabilities or health conditions, ensuring a well-rounded approach to care and safety.

---

### **3) Emergency Preparedness:**

a) Develop and communicate emergency protocols that specifically consider the unique needs of students with disabilities or health conditions.

b) Ensure that all staff members are aware of and trained in the proper procedures for responding to medical emergencies involving students in inclusive settings.

c) Include individuals with diverse needs in emergency drills, ensuring that protocols are tailored to accommodate different abilities and circumstances.

---

#### **4) Health Advocacy:**

a) Advocate for the health and safety needs of students with diverse needs within the school community, ensuring their voices are heard and their concerns addressed.

b) 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:**

a) Collaborate with school nurses and other health professionals to ensure that appropriate health services are provided for students with specific needs.

b) Ensure that necessary medical equipment, medications, and staff training are readily available and that staff members are appropriately trained to handle specific health conditions and emergencies.

#### **6) Policy Development**

a) Contribute to the development and implementation of school policies that promote an inclusive and safe environment for all students.

b) Advocate for policies that address the unique health and safety needs of students with disabilities.

#### **7) Accessibility**

a) Work to make the physical environment of the school accessible to all students, including those with mobility challenges or other health-related needs.

b) Collaborate with other departments to ensure that facilities and resources are inclusive and supportive.

### **8) Communication and Collaboration**

- a) Foster open communication between parents, teachers, and other relevant stakeholders regarding the health and safety of students.
- b) Collaborate with other departments, such as Student Services, Special Education, and Counseling, to provide holistic support for students with diverse needs.

### **6. Inclusive Physical Education and Activities**

- a) Collaborate with physical education teachers and coaches to ensure that physical activities and sports are inclusive and adapted as needed to meet the health and safety needs of all students.
- b) Implement a buddy system to assist individuals with diverse needs in case of emergencies or evacuation situations.

### **7. Documentation and Monitoring**

- a) Maintain accurate records of health-related information for students with diverse needs.
- b) Regularly monitor and assess the effectiveness of health and safety measures in place for these students.

---

### **H) All Staff will:**

- 1. Ensure that they have read the Health & Safety Policy.
- 2. Ensure the students use equipment and apparatus safely in laboratories and on the ground.
- 3. Report to their Line Manager/Health and Safety Officer, situations which may present a serious or imminent danger to the staff and students in the school.
- 4. Report any concerns of abuse of students to the Line Manager.
- 5. Section Heads should share information about the child with medical needs to the clinic or who may need specific handling with the school counselor. [Necessary documentation is to be done by Clinic and Inclusive Education Team, as applicable.]
- 6. All staff is responsible for the health and safety arrangements. In particular, they will monitor their own work activities and take all reasonable steps to:
  - 7) Exercise adequate supervision overall for those for whom they are responsible, including students.
- 7. Be aware of and implement safe working practices and set a good example personally.



8. Identify actual and potential hazards and introduce procedures to minimize the possibility of mishap.
9. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
10. Provide written job instructions, warning notices, and signs as appropriate to inform and guide staff and students on health and safety matters.
11. Provide appropriate protective clothing and safety equipment as necessary, ensuring that these are used correctly and consistently by staff and students when required.
12. Evaluate promptly and take action on feedback or criticism related to health and safety arrangements, making necessary improvements where appropriate.
13. Provide opportunities for discussion of health and safety arrangements, promoting open communication and engagement with all stakeholders.
14. Ensure that potential emergencies are addressed by familiarizing students with emergency procedures and ensuring that staff and students know what to do in case of an emergency.
15. Investigate any accidents or incidents (or situations where personal injury could have occurred) and take corrective action to prevent future occurrences.
16. Ensure that staff have access to appropriate training and development to effectively carry out their health and safety responsibilities, ensuring they are well-prepared and competent.
17. Set an example by using safe working methods and adhering to all safety rules, demonstrating leadership in promoting a safe working and learning environment.
18. Ensure that all staff wear lanyards/ID cards while on school premises to promote security and easy identification.
19. Ensure that staff are aware of strangers on the premises and ask for identification if they have any doubts about a person's presence or purpose on school grounds.
20. Ensure effective supervision of students at all times to maintain a safe and secure environment both inside and outside the classroom.
21. Teachers must familiarize themselves with safety rules and procedures and seek clarification from the SLT/SMT if in doubt about any health and safety matters.
22. Students must be accompanied by their respective teachers or assigned staff members during transition times between activities or locations, ensuring safety at all times.

23. Raise awareness about the Lanyard Policy, ensuring all staff and students understand the importance of wearing identification badges while on school premises.

**Please Note the Following:**

a) Newly appointed staff may be particularly vulnerable to health and safety risks. It is crucial to ensure that all relevant health and safety matters are introduced to them at the earliest opportunity.

b) While it is the responsibility of HR and the Health and Safety Officer to instruct employees on safe working procedures related to their roles, staff may occasionally find themselves in unfamiliar environments. In such cases, staff should remain alert for potential hazards, and whenever possible, be accompanied by someone familiar with the environment or be advised of specific hazards.

c) Staff must take reasonable care for their own health and safety, as well as for the health and safety of others who may be affected by their actions or omissions.

d) Staff should report immediately, or as soon as practicable, any defects in equipment, machinery, or the general workplace to their line manager or designated person for resolution.

e) Staff must safeguard all equipment and resources provided for health and safety purposes, ensuring they are properly used and maintained.

f) Any accident, near-miss incident, dangerous occurrence, or case of ill health arising from school activities must be reported promptly and documented for further investigation and improvement.

g) Cooperate with SMT/SLT, in respect of complying with health and safety requirements.

**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) Follow the safety rules of the school and the instructions of staff given in the event of an emergency.
- 4) Use and not willfully misuse, neglect, or interfere with things provided for their safety purposes.
- 5) Comply with the school rules relating to general behavior.
- 6) Take note of and comply with information provided for safety concerning the activities undertaken.
- 7) Stand/move in a single line during the dispersal of the school.
- 8) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives, and other items considered dangerous).
- 9) While learning, students are provided with all the basic health and safety rules, information, and training and are encouraged to engage in positive health and safety practices.

---

**Please note the following:** The Principal, Health and Safety Officer, and Senior Leadership Team will make students (and where appropriate the parents) aware of these responsibilities through direct instructions, notices, circulars, and the school manuals/handbooks, as applicable.

---

**J) Parents are expected to:**

1. Support the school in any health and safety matters, and report to them through circulars, notifications, emails, digital media, manuals, handbooks, talks, newsflash, etc.
2. Guide their wards from time to time about health and safety – precautions and care.
3. Counsel their wards about positive and healthy behavior habits and attitudes.
4. Ensure that their ward follows the school policies, procedures, and process guidelines always.

5. Immediately should bring it to the notice of the Health and Safety Officer or School Staff, in case they come across any safety requirement/hazard in the school campus or school bus.

---

**K) Visitors:**

1. Regular visitors and other users of the premises (e.g., contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.
2. All visitors must enter only through the front gate (Gate Number 3).
3. Visitors must state the purpose of the visit to the security and enter only after clearance from there.
4. Visitors Record is maintained. Identification cards are issued to all the visitors.
5. Visitors should wear the visitor's pass/identification card throughout when they are on school premises.
6. Leave the building by the nearest exit if the fire alarm sounds and go to the fire assembly point present.
7. The school operates a 'no smoking' policy and hence should strictly follow it.
8. Visitors are not permitted into classrooms or teaching areas unless a member of staff is present.
9. Visitors should follow that children will only be released to adults where authorization has been authenticated.
10. Visitors must sign out before leaving the premises.

---

**Fire and Emergency Evacuation Procedures:** *(Also refer to the fire safety policy)*

1. The school's procedures for fire and emergency evacuation are appended.
2. A Fire Evacuation plan should be in place in all areas prominently.
3. All stakeholders (students, staff, parents, and visitors) should be made aware of fire safety policies and procedures.

Procedures should be reviewed and updated periodically to ensure compliance and relevance.

4. Logs for practice drills and evacuation evaluations must be documented and made available upon request.
  5. Firefighting equipment should be inspected regularly by authorized personnel, with the date of the next check visibly marked.
  6. Fire drills must be conducted regularly for each team or department to ensure preparedness.
  7. Fire evacuation plans and escape routes must be clearly marked and easily accessible.
- 

### **Electrical Safety**

1. Ensure all electrical and electronic equipment are in proper working order.
  2. Any defective equipment must be reported immediately to the Line Manager or Health and Safety Officer and must not be used.
  3. General safety requirements for electrical systems include:
    - Switch off all electrical equipment after use.
    - Avoid overloading electrical sockets.
    - Prevent wires from projecting into walkways where they could cause tripping hazards.
    - Use a residual circuit breaker when operating portable power tools.
    - Only trained and competent personnel should perform repair and maintenance work.
- 

### **Medical, First Aid, and Accident Recording**

1. The school doctor or nurse is responsible for administering first aid, maintaining records of treatment provided, and ensuring first aid supplies are adequately stocked.
2. Weekly checks of first aid box contents should be conducted by the school medical staff, and supplies should be replenished as needed.
3. First aid facilities must be available at the school clinic, with a doctor and nurse present at all times.

4. First aid boxes must be strategically located in centralized areas, such as the library, laboratories, multipurpose hall, indoor sports hall, and other relevant spaces.
5. First aid boxes on-site should contain only approved materials and adhere to safety regulations.
6. Supervising staff are responsible for arranging first aid provisions for sports activities, outdoor pursuits, and field trips.
7. All accidents and incidents must be reported to the SLT and parents, with proper documentation completed for each occurrence.
8. Any student complaining of illness or injury must be sent to the school clinic where he/she gets the treatment, (Accompanied by a teacher, assistant teacher, or Class assistants) with a clinic referral slip.
9. All incidents, ailments, and treatments administered must be reported and recorded in the school's official records.
10. Any accident requiring the administration of first aid to students must be documented in the system.
11. Parents should be contacted if there are any doubts or concerns regarding the health of a student.
12. In the event of a serious incident, an ambulance must be called immediately. The school Nurse should accompany the student to the hospital, and parents should be informed accordingly

### **Injuries involving Bleeding:**

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. (Disposable gloves are kept in the school clinic).

---

### **Incident Reporting:**

1. All incidents/accidents to students involving injury are to be recorded.
2. This will be initially entered in the first aid book, which is kept in the clinic.
3. In addition, any reportable incident will immediately be recorded in the incident reporting format.  
*(Reportable incidents are any fatality, any major injury, which is broken/fracture of any bone except for fingers, toes, or thumbs, where the student is taken directly from the site to the hospital, whether by ambulance, member of staff, or relative).*

---

**First Aid Safety:**

The school will have the basic recommendation for first aiders, which is for three persons to have first aid work certificate (School Nurse, Swimming Instructor).

---

**Following Accident:**

1. In case of an accident that involves a serious injury, e.g., broken bone, or where there is any doubt about the severity of the injury, the advice is to obtain immediate medical attention by dialing 988 and calling for an ambulance.
  2. In cases of a minor injury, the parent/guardian should be contacted as soon as possible, but students should not be sent home unless a delay in obtaining medical assistance is out of concern, e.g., sprains, strains, cuts, etc. The student should stay in school until the parent/guardian is available to take them.
  3. If ever in doubt, the injured person is not to be moved unless in danger, until assessed by the first aider.
  4. The first aider will then decide what action is to be taken but where they are in doubt as to the seriousness of the injury, the injured should be taken directly from the site to the hospital and not left alone or unsupervised.
- 

**Administration of Medicines:**

1. Medicines are not to be administered except in cases of chronic illness, after discussion with the parents.
  2. Medicines should be stored in a locked cupboard.
  3. Staff should record the time medication is given and sign the record sheet.
- 

**Student Health:**

1. Parents should be given essential information regarding the vaccines through talks, circulars, notifications, etc.

2. Provisions of care for children with medical needs, cleanliness in the campus, and provision of any medical equipment required for children with medical needs, as well as the arrangements required for children with medical needs, shall be made available.
3. Parents should submit information to the teacher/school clinic regarding any regular medication or care needed for their wards.

### **Medical Records**

1. Medical records should be securely maintained in the clinic under the supervision of the school doctor.
  2. The school nurse is responsible for updating medical records regularly.
  3. The school clinic operates in accordance with the policy guidelines set by the DHA and other relevant ministries.
- 

### **Medical Needs**

1. The school endeavors to accommodate students with medical needs wherever feasible, in line with the School Health and Safety Policy.
  2. Students with medical needs (MNS) should be cared for based on the written requests of parents, supported by the necessary medical documents and with parental consent. Proper documentation must be maintained accordingly.
- 

### **Canteen, Health, and Nutrition**

1. The school actively promotes healthy eating habits among students and staff.
2. The school follows a strict “No Junk Food” is implemented for all our students and staff members.
3. Aerated drinks and junk food are prohibited on school premises.
4. Teachers monitor students’ eating habits during break times in all classes.
5. The clinic staffs, HSO and MSO randomly inspect students’ tiffins to ensure they carry and consume healthy food.
6. The school canteen provides nutritious and wholesome food and beverages.



7. Random sample checks are conducted on canteen food, and reviews are documented.
  8. The school complies with ministry guidelines and policies regarding food standards in the canteen.
  9. Canteen food samples are retained in the clinic for 24 hours and inspected regularly as per ministry directives.
  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 the event of food allergies or food-related incidents that may occur, the school clinic should be informed immediately and medication (as and if applicable) should be taken care of by the school doctor/nurse and parents will be promptly informed.
- 

### **Allergies**

1. Students must not bring any food or drink (including birthday cakes and treats) onto the school premises, except for their regular lunch boxes, without prior approval from the SLT. Exceptions may be made for medical reasons, such as diabetes, with prior authorization.
  2. Aerosol cans are strictly prohibited on school premises.
- 

### **Cleanliness**

1. The school recognizes that maintaining cleanliness and good housekeeping in all areas is essential for health, safety, and accident prevention.
2. All employees must ensure that materials, substances, and items are stored and disposed of safely to protect health and safety and prevent environmental pollution.
3. All stakeholders are responsible for ensuring that entrances, corridors, walkways, and common areas remain clean, tidy, and free from obstructions at all times.
4. Use of dust bins is recommended.

5. The hygiene and cleanliness checklist should be monitored and maintained daily.
- 

### **School Transportation:**

1. The Transportation supervisor should ensure that all buses are running in good condition as per RTA rules and regulations.
  2. Periodic checking should be undertaken to make sure that the bus is maintained properly with regard to hygienic and safety equipment.
  3. It is the collective responsibility of the drivers, bus attendants, security supervisor, and the officer in charge to ensure the smooth and safe pick up and drop off of the students.
  4. Drivers and bus attendants should be reminded and updated on the safety measures to be followed periodically.
  5. The drivers and bus attendants should ensure that the bus is empty after dropping the children at the school and back and the Bus Empty board should be displayed during those times.
  6. The safety of students during arrival and dispersal should be taken care of.
  7. Staff training for fire safety and bus evacuation is to be done from time to time.
  8. All buses should have CCTV camera surveillance.
  9. All bus transport students must wear their ID Cards at all times.
  10. Attendance should be taken when the students and staff board the bus.
  11. Students/staff must follow the bus rules.
- 

### **Own Transport:**

1. All own transport students must carry their ID cards.
2. Guardians/Parents picking up the students must carry their ID cards.
3. Parents must park their vehicles outside in the parking areas and should come inside the school premises to drop off and pick up their child at the designated area.
4. No student will be allowed to walk home alone without prior consent of the parents.

---

**Arrival and Dispersal Safety:** *(Also refer to the 'Students Behavior Policy' guidelines)*

1. All students should enter the school premises in proper uniform and before the first bell (before 7:30 AM).
2. On arrival, all students should move to their respective classrooms without any delay.
3. Before the dispersal bell, all students should make sure that the classroom is free from litter and that desks and chairs are neatly arranged before leaving the classroom.
4. Students traveling by 'own transport' and by 'walking' should disperse in an orderly manner and strictly follow the dispersal procedure as per the instructions of SLT / Pastoral Care.
5. After dispersal, students walking home on their own should not loiter around the school and should ensure that the neighboring community is not disturbed by their movements.
6. After school dispersal, students walking home on their own should not form groups and stand around the school and in the neighboring community and enter into any conflicts with their peers or outsiders.
7. OT students should wait in the designated waiting area till their parents/guardians collect them. They should not loiter outside their waiting area or in the corridors or school campus.
8. OT students should maintain discipline in the waiting area and should not damage any property or spoil/damage the displays in the classroom/waiting area.

**Playground Supervision**

1. The Staff should be placed on duties in strategic positions to ensure the safety of students in the play area.
2. Staff on duty must ensure the number of users is restricted to avoid overcrowding in the playground or play area.
3. Any damage or issues found with the play equipment should be reported to the Line Manager immediately.

4. The playground is divided into zones for various activities, such as basketball, football, cricket, badminton, etc., and students must remain within their designated zones.
  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 times.
- 

### **Educational Visits**

1. Section Heads and teachers have the responsibility for ensuring the safety of students is taken care of when organizing a visit to place of educational interest to students.
  2. Parents' concerns regarding their child's participation in external visits should be addressed.
  3. Prior to educational visits, field trips, or study tours, consent forms duly acknowledged and signed by parents must be collected and documented.
  4. The consent forms/slips should include parents' contact details, in case of any emergency requirement, where the parents needed to be contacted
  5. Safety protocols for traveling in school buses must be strictly followed.
  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, including the **BYOD Policy, Acceptable Internet Usage Policy, Data Protection Policy, Cyber Safety Policy, and social media Policy**, outlining the whole-school approach to e-safety.
2. The principal and staff are responsible for ensuring the effective implementation of these policies.
3. Staff must educate students on internet and digital safety policies and ensure adherence.
4. Staff should supervise, plan access, and set good examples for responsible internet use.

5. The school provides internet access to students and staff to enhance educational standards and facilitate access to educational resources.
6. Both students and staff are expected to demonstrate a responsible and mature approach to using the internet and digital resources.
7. The school must ensure a safe and secure internet experience as part of its educational offerings.
8. Internet access should include filters that restrict age-appropriate content for students.
9. Students and staff should be guided on the importance of avoiding plagiarism and adhering to copyright laws.

### **Guidelines for Science Labs in Schools:** *(Also refer to Lab Safety Policy)*

Establishing guidelines for science labs in schools is essential to ensure the safety of students, teachers, and staff, as well as to promote effective learning. Below are general guidelines that students and staff should consider when developing and implementing science lab safety measures:

#### **1. Lab Design and Layout:**

- Ensure that science labs are designed with adequate space, proper ventilation, and appropriate lighting.
- Arrange workstations and equipment to allow for easy movement and collaboration while preventing overcrowding.

#### **2. Safety Equipment:**

- Maintain and regularly inspect safety equipment, including fire extinguishers, eyewash stations, emergency showers, and first aid kits.
- Ensure that all safety equipment is easily accessible and that staff and students know how to use them.

#### **3. Personal Protective Equipment (PPE):**

- Mandate the use of appropriate PPE, such as safety goggles, lab coats, gloves, and closed-toe shoes.
- Provide clear guidelines on when and how to use specific types of PPE based on the nature of the experiment.

#### **4. Chemical Storage:**

- Establish proper procedures for storing chemicals, including segregating incompatible substances.

- Clearly label all chemical containers with information on hazards, handling precautions, and emergency procedures.

**5. Equipment Handling:**

- Instruct students on the proper handling and use of laboratory equipment.
- Emphasize the importance of reporting damaged or malfunctioning equipment immediately.

**6. Emergency Procedures:**

- Develop and communicate clear emergency procedures, including evacuation routes and assembly points.
- Conduct regular drills for fire evacuations and other potential emergencies.

**7. Chemical Handling and Usage:**

- Implement guidelines for the proper handling, usage, and disposal of chemicals.
- Provide information on the potential hazards of each chemical used in experiments.

**8. Training and Supervision:**

- Ensure that teachers and lab assistants are adequately trained in lab safety protocols.
- Maintain proper supervision during lab activities to monitor student behavior and intervene when necessary.

**9. Risk Assessment:**

- Conduct thorough risk assessments before conducting experiments to identify potential hazards.
- Develop strategies to mitigate risks and provide alternatives for high-risk experiments.

**10. Documentation**

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

---

**11. Lab Cleanliness**

- Enforce cleanliness standards in the lab to prevent contamination and minimize accident risks.
  - Establish protocols for promptly and safely cleaning up spills.
- 

## **12.Ventilation Systems**

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

## **13.Electrical Safety**

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

## **14.Biological Safety**

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

## **15.Communication of Safety Information**

- Clearly communicate safety guidelines to teachers and students.
  - Prominently display safety information, emergency procedures, and contact numbers in the lab.
- 

## **16.Continuous Training**

- Conduct regular safety training sessions for teachers and students.
  - Stay informed on updated safety regulations and implement necessary changes.
- 

### **17.Student Accountability**

- Educate students on their individual responsibility for safety in the lab.
  - Foster a culture of accountability and encourage reporting of 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 establish a safe and effective environment for science education. Regular reviews and updates to safety protocols should align with best practices and changing regulations.

---

### **Security and Supervision**

1. Full-time security guards should be stationed at the school's main gates (and other gates, as and if applicable) and no visitor/guest/parent should go unchecked
2. CCTV cameras should be installed to monitor the premises 24/7.
3. Conduct routine patrols of internal school areas at specified intervals of time
4. Ensure live-in caretakers are available on-site to assist in the breach of security
5. All maintenance work should be performed after school hours
6. Regularly assess the school site for security concerns, and report any issues promptly to the **HSO** and **MSO**.
7. If staff have any questions on Security, they should initially speak to their line manager who will refer the matter to the Health and Safety Officer for further resolution.
8. No students should be left unsupervised by staff in classrooms and outside on grounds (including swimming pool and sports facilities) and school bus.



9. Teachers should be in class in the morning during the students' arrival into their classrooms.
  10. Staff should be punctual in collecting students from the playground.
  11. The same duty applies when staff supervises students after school.
  12. If a member of the staff knows that he/she is unable to undertake a duty on a certain day, then he/she should organize another staff member to cover up for him/her.
  13. If a parent fails or delays to collect a student, after school staff should make effort to contact the parent. Students should not be left unattended.
- 

### **Vehicle Movements:**

1. The speed limit of all vehicles within the school premises/ground should be 5-8 kmph.
  2. All vehicles should be driven in a safe manner considering the nature of the pedestrian population.
  3. All vehicles are restricted to the bus bay area, if there is a need for further movement within the campus it is strictly monitored by security personnel.
  4. A school vehicle may only be used for school business. It must not be used for:
    - competitive driving (e.g. racing, rallying, competitions or trials)
    - pleasure, domestic or social use
    - the carriage of passengers for payment
- 

### **School Bus/Vehicles:** *(Managed by 'Guardian One' but needs to follow the given guidelines below)*

1. The Transport In charge / Facilities Manager / Guardian One Representative at School is responsible for ensuring that all school vehicles are serviced, have all valid documents and certifications, fulfill the regulatory requirements of the governing authorities.
2. A full risk assessment is required prior to any journey using a school vehicle.
3. Before driving school transport and at the end of the journey, the driver/designated person must carry out a full vehicle check covering:

- a) seat belts
  - b) mirrors
  - c) condition of all windows
  - d) door locks
  - e) lights, side and main beam
  - f) indicators
  - g) hazard and brake lights
  - h) screen wipers and washers
  - i) horn
  - j) first aid kit
  - k) fire extinguishers
  - l) driving controls
  - m) emergency exit operation and access
  - n) Tyre pressures and Tyre condition including spare toolkit
  - o) personal protective clothing for adverse weather conditions
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 they 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 motorway). If it is not possible to move the vehicle off the carriageway, 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 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 is 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 the 'Fire Safety and Evacuation Plan')

### **1. Fire Extinguishers:**

- Fire extinguishers are subject to a quarterly check by a contractor and a regular review by the Health and Safety Officer in the form of daily/monthly 'Health and Safety Review Checklists.'
- Extinguishers are checked by the site staff to ensure 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 Defense, Dubai, which is automatically alerted when the alarm is sounded.
- An immediate confirmation call is made to the school by them.
- Measures are in place to prevent fires from starting and to ensure safe escape from the building in the event of a fire.
- Exit routes are marked with fluorescent green arrows.

### **3. Fire Precautions in Place:**

- Evacuation plans are displayed in each area.
- Fire drills are carried out three times a year, once in each term.
- Staff is trained for safe evacuation.
- Important phone numbers (such as Ambulance, Police, and Civil Defense) are displayed in all required places.
- PASS posters are prominently displayed at the required locations throughout the school.

### **Water Assessment:**

1. The school should provide clean drinking water for all.

2. Water analysis of Drinking & Swimming Pool water to be carried out periodically.
  3. Maintenance of the water coolers, dispensers, and the swimming pool should be carried out regularly.
  4. The swimming pool usage instructions and guidelines should be displayed at all times near the swimming pool and designated areas.
  5. Full-time supervision should be there when swimming pool is accessed by any student, staff, or visitor/guests.
- 

### **Waste Management:**

1. All waste produced must be disposed of to a licensed waste disposal site via a registered carrier.
  2. Waste storage areas are subject to a full risk assessment.
  3. Medical waste management procedure should be in adherence to DHA guidelines.
- 

### **Pest Control:**

Regularly pest control for insects and rodents is taken care of from time to time as per the requirement and pest control maintenance contracts.

---

### **Electricity (Mains):**

1. It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or child within the school.
2. Any work of an electrical nature on any conductors or circuits must be carried out only by competent staff and qualified electricians.
3. All installations and electrically operated tools and equipment must be maintained in good order and subject to regular inspection and testing as appropriate by a competent person.
4. A record of such testing must be kept by the School Facilities Manager.
5. If any item of electrical equipment fails to function properly the user must immediately report the fact to the School Facilities Manager.

6. On no account must amateur fault-finding be attempted, even after switching off and disconnection from the power supply.
7. The only time a machine can be opened is when clearing a paper jam on a photocopier or printer. In such instances the power must be switched off, the machine unplugged, and the manufacturer's instructions followed.

---

### **Machinery and Equipment:**

1. Machinery and electrical items must be checked at least once a year and documented accordingly as in the school inventory.
2. All machinery and equipment with the school must be maintained in good working order at all times, or otherwise clearly marked by provision of suitable fixed notices, to indicate when such machinery or equipment is unfit for use.
3. It is the responsibility of staff when using equipment to check for obvious signs of damage and report any defects found
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, is to be 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 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 detracting 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 the site: service contractors who regularly work on-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 take into account how they will impact staff, students, and other visitors on-site.
5. The school has/will provide details of its safety systems of work to the contractors wherever relevant, and in the case of cleaning/catering contractors, they should be consulted over emergency arrangements.

#### **B) Building Contractors**

1. These are contractors who attend the 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.

**a) Hazards:** Associated with building work relate to personal injury or damage to health caused by:

- Slips, trips, and falls due to contamination of surfaces by spillages, trailing leads, or unprotected edges.
- Being hit by falling objects dropped by persons working above head height.
- Inhalation of smoke/fumes through heating substances or the use of the same, i.e., paint/varnish/tar, etc.
- Coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

**C) Small-Scale Building Works:** This will include day-to-day maintenance work and all work undertaken on-site where a pre-site meeting has not taken place.

### **Important Guidelines**

All contractors must report to the office on their arrival, and under no circumstances are they to commence work until given approval to do so by the Health and Safety Officer.

Before any work is commenced, it is essential that the coordinator is made aware of:

- What work is to be undertaken
- Where the work is to be carried out
- An indication of the likely timescale
- What equipment is to be used
- What services are required?

3) Before work is to commence, the contractors must be advised by the Health and Safety Officer where they can gain access to services and what the fire precautions are for the building. Upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the playground/field.

4) The contractors must be advised whom to contact on-site if they have a problem.

### **D) Large Scale Works:**

1. This encompasses all work where a pre-site meeting is required.

2. In normal circumstances, this will involve work where part of the site is completely handed over to the contractors.
3. Such work usually comes under the requirements of the Construction Design and Management Regulations, and the school must exercise the duties of the client as contained therein.

**Policies Linked and to be Referred:**

1. Child Safeguarding and Protection Policy
2. Health and Mental Well-being Policy
3. School Clinic Policy
4. Behavior Policy
5. Lab Safety Policy
6. Complaint Policy
7. Student Welfare Policy
8. Staff Code of Conduct Policy
9. Acceptable Internet Usage Policy
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 Principal, MSO, Health & Safety Officer, and the team. Any amendments or updates will be disseminated to all the staff.



**Health and Safety Policy:**

Reviewed and Updated: January 2025

This policy has been reviewed and updated in January 2025 and signed by the following authorities:

Designation	Name	Signature	Date
Principal	Dr. Jinto Sebastien		
MSO (Manager - School Operations)	Mr. Okedi Allan		
HSO (Health and Safety Officer)	Ms. Anagha Lalji		