



HEALTH & SAFETY POLICY

2018 -2019





Health & Safety Policy- Version 1.0

Amity School, Dubai takes the safety and security of our children and staff very seriously. All associated with Amity School, attach great importance to the provision of a safe and healthy working environment for the teaching staff, the non-teaching staff, the children and all those who visit the School from time to time. It is essential that all members of staff display a positive attitude towards the provision of Health and Safety.

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Amity School- Dubai

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Date: - 29th April 2018

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Document History

Draft

Name	Designation	Date	Version No.	Revision Description
Ms. Deepali Dabas	Counsellor	29.04.2018	1.0	

Review

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Mr. Srinivas Naidu	Founding Principal	29.04.2018	1.0	
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Approval

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Mr. Srinivas Naidu	Founding Principal	29.04.2018	1.0	

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Aims

The general aims of this policy are designed, so far as is reasonably practical, to enable Amity to:

- ✚ establish and maintain a safe and healthy environment throughout the school;
- ✚ establish and maintain safe working procedures among staff and children;
- ✚ make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ✚ ensure the provision of sufficient information, instruction and supervision to enable all employees and children 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;
- ✚ maintain all areas in the School in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- ✚ formulate effective procedures for use in case of fire and for evacuating the school premises;
- ✚ lay down procedures to be followed in case of accident;
- ✚ teach safety as part of children's' duties where appropriate.
- ✚ ensure that Health & Safety is regularly reviewed and discussed.

Responsibility of the Head Teacher / Facilities Manager

- ✚ The Facilities Manager will assist the Head Teacher in the implementation, monitoring and development of the safety policy within the School;
- ✚ The Facilities Manager will arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
- ✚ The Facilities Manager will report any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- ✚ The Facilities Manager / Head Teacher will coordinate arrangements for the dissemination of information and for the instruction of employees, children and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- ✚ The Facilities Manager will monitor the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;

- ✚ The Facilities Manager will arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by staff / Bursar;
- ✚ The Facilities Manager will monitor general advice on safety matters from relevant bodies and advise on its application to the School;
- ✚ The Facilities Manager will coordinate arrangements for the design and implementation of safe working practices within the School;
- ✚ The Facilities Manager will investigate any specific health and safety problems identified within the School and take or recommend (as appropriate) remedial action;
- ✚ The Facilities Manager will recommend that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Head Teacher;

Responsibilities of Staff towards Children and Others in their Care

- ✚ All staff are responsible for the health and safety arrangements in relation to staff, children and volunteers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:
 - ✚ exercise effective supervision over all those for whom they are responsible;
 - ✚ be aware of and implement safe working practices and set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
 - ✚ ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
 - ✚ Ensure that appropriate clothing and safety equipment is available as necessary and ensure that these are used as required;
 - ✚ minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
 - ✚ evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
 - ✚ provide the opportunity for discussion of health and safety arrangements;
 - ✚ investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action (particularly on supervision duties at break and lunch times);
 - ✚ Undertake adequate instruction, information and training in safe working methods as required.

When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher/ designated SLT member/ Facilities Manager.

Responsibilities of all Employees - Staff – All employees of Amity have a responsibility to:

- ✚ take reasonable care for the health and safety of themselves and of any other person who might be affected by their acts or omissions at work;
- ✚ cooperate with the Head Teacher /Facilities Manager/ SLT designated member in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare;
- ✚ make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head Teacher/ designated SLT member / Facilities Manager;
- ✚ ensure that tools and equipment are in good condition and report any defects to the Head Teacher/ SLT designated member/ Facilities Manager;
- ✚ use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ✚ ensure that offices, classrooms and general rooms are kept tidy;
- ✚ ensure that any accidents, whether or not an injury occurs, and potential hazards are reported and documented to the Nurse / Head Teacher/ SLT Member/ Facilities Manager.

Please note the following:

It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention during their induction; Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee 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; All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Children

All children are expected, within their ability, to;

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene;
- observe all the safety rules of the School and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.
- To follow the Buses Code of Conduct if they use the School buses
- The Head Teacher and teaching staff will help children (and where appropriate the parents) to be aware of these responsibilities through direct instruction and notices.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably practicable, to observe the safety rules of the School. The Security staff check

visitors sign in/out and issue visitors with a lanyard where necessary. Parent helpers/supply staff sign in/out book at the front Reception desk.

Fire and Emergency Evacuation Procedures

The Schools procedures for fire and emergency are in the Staff Handbook. Maps showing location and route to evacuation point are posted in each area, in each classroom and in the front Reception area. These procedures will be updated as appropriate. There is a log book for the recording and evaluation of practice and evacuation drills with the Facilities Manager. The designated member of the SLT is to inform the Facilities Manager of all events needed for the log book.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system by specialist personnel.

The Process for carrying out and monitoring the Health and Safety Policy

Those members of the Staff who sit on the Health and Safety Committee have a particular responsibility for ensuring that the Schools safety policy is implemented and that they are at all-time aware of their duties in this respect. Members of Staff who are not designated members of the committee also have a responsibility to be ever conscious of the need to ensure that all activities with which they are involved are conducted safely. Members of staff who consider an activity, piece of equipment or building to be hazardous should report the matter immediately to the Head Teacher / SLT designated member/ Facilities Manager.

Staff are to be aware of the necessity to remind children constantly of the need to be safety conscious. The Facilities Manager is responsible for ensuring that fire exits and means of escape are inspected at frequent intervals to ensure that they are correctly marked and that they provide free access at all times. Fire drills should take place at least once per term and in particular when there are a number of children new to the School. Records of fire drills are to be maintained by the Facilities Manager. The Facilities Manager will ensure that regular checks of all School buildings and alarm systems are undertaken. He is to maintain a record of these inspections. Key personnel are to ensure that all machinery, plant and electrical equipment is inspected before being brought into use and inspected regularly thereafter to ensure that there are no obvious defects. Dangerous equipment is to be inspected regularly to ensure that all guards are in positions and that they are working effectively. Alarms and emergency cut-out mechanisms are also to be tested. Caretakers and Cleaning Supervisors are to ensure that they and all their staff have been instructed in the correct way to store and handle hazardous substances.

Supervision of Students

Our first priority is to keep children safe. Professional staff is expected to actively supervise students on the school campus at all times, whether or not they are currently on an assigned duty. The school campus is defined as all areas within the perimeter of the exterior walls of the school including, but not limited to, the hallways, the cafeteria, the library, the playing fields, the playgrounds and the buildings.

Professional staff members are assigned to specific breaks and lunch supervisory duties. These duties are not optional and must be attended on time. Should a scheduling conflict arise, the teacher is responsible for making alternative arrangements to ensure continuity of supervision.

Professional staff are also expected to monitor student compliance to our uniform policy. Teachers should first attempt to 'solve the problem'. Administration/SLT will help when needed.

Responsibility is shared by all staff members for maintaining a safe, clean and positive learning environment. After school hours, students may not be left unattended to complete tasks, homework or activities. Therefore, for any club or event, a teacher must be present to supervise. Staff members are also asked to remind students to be polite and courteous at all times

Field Trip Procedures and Guidelines

Field trips are a valuable part of a child's educational experience as they connect in-class learning with the out-of-class world. However, organising field trips requires that we follow a common procedure to ensure that the time out of class is safe and efficient as well as educational. Field Trip Forms are included at Standard Forms for reference.

- Field trips must be scheduled at least 4 weeks in advance within the Dubai, and require the advance approval of the Head School. Any anticipated changes to the field trip schedule should be discussed with the Academic Supervisor as soon as possible.
- Transportation is arranged by the OM and the cost for transportation is included in the student fee (done separate).
- The teacher organising the field trip must obtain all relevant documents, **including emergency contact, student health information and written parental consent.**
- The teacher should make every effort to undertake the trip before the students do in order to be adequately prepared.

- It is the responsibility of the teacher organising the field trip to collect all relevant fees after approval has been given by the Supervisor and School Principal, Teachers have to submit all collected fee to the School Cashier end of each day.
- Students must be neat and tidy in full uniform for field trips or they will not attend. Exceptions to full class uniforms may be requested upon approval of Principal. Uniform attire is required for all UAE trips/visits. ID cards must.
- The overall objectives of the trip and specific objectives for students should be discussed beforehand with the students. A good question to ask while preparing is, “What will the students gain from this experience?”
- The trip should be so well planned, connected to the curriculum and integrated into the overall program that it fully justifies the time taken from the classroom.

The day before the field trip parents should be reminded about the field trip in writing using wording similar to the example below:

No class should ever depart for a field trip before the published time. The school should have cell phone numbers for teacher incharge attending the field trip. It is the teacher’s responsibility to ensure that their phones are charged, working and can be heard/felt when ringing.

Upon returning, the class and teacher must evaluate the field trip in the light of its objectives and give this feedback to the Principal.

Medical Emergencies and First Aid

All key personnel are to ensure that first aid facilities are readily available to their Departments and that these are checked and re-stocked when necessary. Advice in first aid equipment to be kept for areas where there is a risk peculiar to that area should be sought from the School Nurse, who will seek further advice if necessary. All accidents must be reported to the Nurse and entered as an Incident Report, a copy kept with Admin. All accidents will be reviewed to establish trends or patterns. The Head Teacher and the Nurse will ensure that information on health and safety matters and any new requirements is disseminated as necessary.

Swimming Pool

The school has Pool Safety Operating Procedures, detailing Normal Operating Procedures (NOP) and Emergency Operating procedures (EOP). These procedures are reviewed periodically or when required by the Head of Swimming / Head of PE.

No Smoking

Amity is a non-smoking site and therefore smoking is not permitted anywhere on the School’s site. Smoking is also prohibited in any vehicle which is owned by the school or used for its business (privately owned vehicles are exempt). Buildings will display no-smoking signs at their entrances. This policy applies to all staff and pupils, visitors, temporary staff, contractors and clients.