

# HEALTH & SAFETY POLICY

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Last Review	September 2025	Prepared by:	EHS Dept.
Next Review	August 2026	Approved by:	Principal 

All throughout this document the schools known as Khalifah Al Hamzah American school will be referred to as "KHAS"

## **1. Aims**

We at KHAS aim to implement schools Health & Safety Policy requirements which:

- Provides and maintains a safe and healthy environment
- Establishes and maintains safe working procedures amongst staff, students and all visitors to the school site
- Has a robust procedure in place in case of emergencies
- Ensures that the premises and equipment are maintained safely, and are regularly inspected
- Saves the environment by reducing use of non-renewable energy and waste generating processes, reuse and recycle where possible.

## **2. Legislation**

This policy is based on local regulations put forward by all the government related ministry and inspection authorities. You need to be aware of your responsibilities and rights as per the UAE applicable laws.

## **3. Roles and responsibilities**

- KHAS has ultimate responsibility for health, safety and environmental matters in the school including allocating adequate operational resources and finances to support the organization's commitment to continuous safety improvement.
- The principal has a specific responsibility to ensuring the implementation of the health and safety policy.
- The principal has a responsibility to ensure suitable emergency exercises are carried out at regular intervals throughout the year. The frequency of the exercises must comply with KHAS emergency preparedness plans and local legislations.
- KHAS Principal is responsible for establishing and monitoring the health and safety strategy for KHAS School.
- The KHAS HS Manager is responsible for providing timely health and safety support and guidance to all relevant people.
- The Office/Operation Manager is the HS lead for the school and is responsible for ensuring suitable workplace health, safety, fire and environmental inspections are conducted at regular intervals and that issues identified during such inspections are actioned in a timely manner.
- The Office/Operation Manager is responsible for ensuring the on-going maintenance and monitoring of fire and life safety systems is carried out in line with the Education Department and local authority requirements.
- All employees have the responsibility to protect their own health, safety, and wellbeing and that of those who may be affected by their acts and omissions.
- Students and parents are responsible for following the school's health and safety advice, on-site and offsite, and for reporting any health and safety incidents to a member of staff.

#### **4. Consultation and communication/Point of contact with regards to HSE matters.**

The *Operations/Office Manager* is the Health and Safety officer at the school level. On a day-to-day basis you can contact him/her for any health and safety related issues/concerns. You can also communicate your concerns through the committee.

#### **5. Site security**

*External licensed security and maintenance technician* are responsible for the security of the school site. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

*Operations Manager* is the key holder and will respond to an emergency.

#### **6. Emergency preparedness plans**

The summaries of regularly exercised Emergency preparedness plans are given below:

##### **6.1 Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term. The fire alarm is loud (continuous bell /buzzer). Fire alarm and fighting system testing will take place once per term. New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk.
- Staff and students will congregate at the assembly points. These are clearly marked on the evacuation plan.
- Class teachers will take a register of students, which will then be checked against the attendance register of that day.
- The Attendance Marshalls will take a register of all staff.
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter. Further specific information is detailed in Fire Emergency preparedness and Fire safety Management

##### **6.2 Earthquake**

During any earthquake scenario

- *RESPONSE: The teacher should out loud say: "Drop & Cover".*
- *Students will duck, cover, hold.*
- *If outside, they will move away from tall buildings/electrical poles etc.*

- *If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building*

### **6.3 First Aid/Medical Emergencies**

Our school is fully equipped by medical clinic with 1 Part time Doctor and 2 Nurses. We have a 2 clinics which is operational during the school hours.

You need to know

- Your near-by supervisors, first aiders, first aid kit locations, nurse, doctors and clinic locations.
- All first aiders are fully trained and have access to a first aid kit
- Most of the first aid boxes are placed near supervisor office, playgrounds, swimming pools, gym, and administration areas.

During any medical emergency

- Report all injuries to the supervisor in charge immediately.
- The supervisor will call the nurse and specify the place (where the injured person is) and type of injury.
- Clearing the area as gathering around the victim is not advised, only 1 or 2 persons to wait with the victim.
- The phase nurse/ doctor is in charge of the situation and will delegate the tasks if needed.

### **6.4 Lockdown Procedures**

The lockdown procedures are to be applied in case a violent intruder is on the school premises. In the event of such a situation an announcement will be made, and the staff will have to follow the steps below:

- The announcement will be made by the security Supervisor. The announcement will include reference to a code – “CODE WHITE... CODE WHITE... CODE WHITE” or “CODE WHITE - This is a lockdown drill practice!”
- *Direct students to go inside the nearby classrooms.*
- *Close all windows and doors. Lock up main entrances.*
- *Move out of sight and minimize movement. Students should lay face down on the floor in the inner wall so that they students are out of sight from the windows or door glass panels etc. and instruct them to remain so quietly.*
- *Stay silent and avoid drawing attention.*
- All Clear announcements will be done only after confirmation with local authority by The Principal. The announcement will include reference to a code – “CODE WHITE”. Eg – “LOCKDOWN ALL CLEAR – CODE WHITE”

## **7. COSH (Control of substances hazardous to health)**

Schools are required to control hazardous substances, which can take many forms, including chemicals, products containing chemicals, fumes, dusts, vapors, mists, and germs that cause diseases, such as leptospirosis or legionnaire's disease.

Control of substances hazardous to health (COSH) risk assessments will be completed by Operation Manager in coordination with Education Department HSE and related area team members and will be circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Any hazardous products are disposed of in accordance with specific disposal procedures.

The major risks with regards to COSHH is laboratory, art rooms, gas safety, legionella in water, engineering rooms, housekeeping chemicals, Clinics.

## **8. Equipment**

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

### **8.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely and report potential hazards to Operation Manager/Facility supervisor immediately.
- All staff owned electrical equipment/extensions are not allowed for use in schools except in very exceptional circumstances approved by the Operations Manager/Principal, in which case these shall be inspected by the facility department to determine if it is a hazard to the school premises.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a school facility team only.

### **8.2 PE equipment**

PE equipment is tested on a monthly basis by the Operations team, any concerns about the condition of the gym floor or other apparatus need to be reported immediately.

## **9. Risk assessment**

The school shall conduct risk assessment for all activities, equipment and substances that represent a significant risk. This also includes all persons who may be exposed or at risk to the subsequent hazards that have been identified within the risk assessment, this includes, teaching staff, students, administration and support staff, contractors and visitors.

## **10. Day to Day operations with risks. E.g. - Working at heights, Manual handling**

The day-to-day operations tasks which involve risk are assessed by risk assessment. These tasks need to be conducted by medically fit staff.

With regards to working at height - The Operations Team retains ladders/step ladders for working at height. Staff will wear appropriate footwear and clothing when using ladders. Before using a ladder/step ladder, staff are expected to conduct a visual inspection to ensure its safety.

With regards to Manual handling - If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will have to ask for assistance. The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

## **11. Off-site visits/School Trips.**

When taking students off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- There will always be at least one first aider on school trips and visits

## **12. Smoking**

Smoking is not permitted anywhere on the school premises.

## **13. Infection prevention and control**

We follow national guidance published by the Ministry of Health (MOH) when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

### **13.1 Handwashing**

- Wash hands with liquid soap and water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food.

### **13.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

### **13.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids

### **13.4 Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly

### **13.5 Students vulnerable to infection**

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the

parent/guardian will be informed promptly and further medical advice sought. Advise these children to have additional immunizations, for example for pneumococcal and influenza.

#### **14. New and expectant mothers**

Risk assessment will be carried out and appropriate measures will be put in place to control risks identified. Some specific risks are summarized below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Shingles are caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella).
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child.

Expectant mothers should report any of the above exposure to school clinics who will guide as required.

#### **15. Accident/ Incident and Near Miss reporting**

##### **15.1 Accident/Incident Reporting booklet**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form booklet can be found in supervisor desk, clinics etc.
- As much detail as possible will be supplied when reporting an accident.
- The office manager/ phase supervisor/ HOD or their designee will review, and risk rate the incident.
- The investigation report will be filled if the risk rating is high or above, or if the incident report status is not closed.

Further specific information is detailed in incident reports **notifying parents**.

The School Doctor/Nurse will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

##### **15.2 Reporting to SPEA**

The principal will notify SPEA of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable. The same will be reported by Operations Manager/School Doctor to Education department on immediate basis.

#### **16. Environmental Management and sustainability**

KHAS is committed to saving the environment by taking part in meaningful environmental activities and projects. Hence, we expect our staff and students also to contribute towards the same by:

- Practicing "Reduce, Reuse and Recycle" process to achieve sustainability.
- Turn off all computers at the end of the school day.
- Turn off lights and Unplug electronics/appliances when not in use.
- Don't leave the aircons on with the windows open.

- Report any water leakage.
- Dispose of wastes (chemicals, plastics, food wastes, etc.) as per the instructions provided in the school to promote recycling and prevent environmental pollution.

### **17. HS committee.**

The HS committee ensures employees are actively involved in health and safety matters in improving the health and safety culture across the schools. The HS committee members who are effective and passionate school staff/leaders will meet on a monthly basis to support and raise the standards in Safety excellence. It will facilitate transparent and effective communication on health and safety matters.

### **18. Contractor Safety Management.**

Contractors are more vulnerable in an unknown facility during an emergency. Also, the unsafe acts and conditions created by a contractor in a school premises could lead to significant risks to schools. In order to ensure that robust procedures for contractor management are in place and are communicated to the contractors.

### **19. Training References**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or work with students with special educational needs (SEN), designated fire wardens, health and safety committee members etc. are given additional health and safety training.