



DUBAI SCHOLARS
PRIVATE SCHOOL



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HEALTH AND SAFETY POLICY

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Circulation	
Approval Signature	<i>J. Savelli</i>

This policy will be reviewed every two years unless an incident; new legislation or guidance suggests the need for an interim review



Health and Safety Policy

Dubai Scholars Private School

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Authorized by board:	Yes
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1 Purpose

Every individual on the school premises must be safe and secure. The management of Dubai Scholars considers the health, safety, and welfare of staff and students to be of paramount importance and that a safe and healthy working environment is a prerequisite to achieving the school's stated goal to promote excellence in teaching and learning.

2 Scope

In school, health and safety responsibilities fall on the management team, the Head of School and the teaching staff. The Governing Body should ensure that school staff and premises comply with local health and safety policy and practices. The Governing Body must take reasonable steps to ensure that the buildings, equipment, and materials are safe and do not put the health of people at risk while they are on the premises. Staff (including teachers and others) have a responsibility to make sure that they carry out their duties safely without risking themselves, the students, or visitors. They must also cooperate with others who have duties for health and safety by carrying instructions and reporting unsafe practices. The HoS, who has been delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the Governing Body's health and safety policies and procedures are carried out.

To ensure that health and safety responsibilities are carried out effectively, the school has appointed a Health and Safety Committee. The role of the committee will be to go beyond checking passive compliance with health and safety law, by playing an active role in the fostering and development of a positive health and safety 'culture' within the school workplace.



Aligned with best practices the Dubai Scholars Health and Safety Committee will comprise different sections within the school, which will empower employees and other stakeholders to play a significant role in decisions made about their health and safety at work.

3 Objectives

The primary objective of all safety procedures is to control hazards and minimize risk. This is best achieved by preventing the hazard from arising. Risk assessments are carried out for all activities and wear appropriate protective clothing, precautions and equipment must be used to control the hazard. In addition, appropriate information, instruction and training will be provided.

Additionally, the objectives are:

- To ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety to ensure that they have access to health and safety training as appropriate or as and when provided;
- To formulate effective procedures for use in case of fire and for evacuating the school premises;
- To lay down procedures for use in case of an accident.

4 Responsibilities

Roles and Actions: the maintenance of a healthy and safe school is the shared responsibility of the whole community. More specifically:

4.1 Governing Body

The Governing body will:

- Decide policy;
- Give strategic guidance;
- Monitor and review health and safety issues in the school;
- Ensure adequate resources for healthy and safety are available;
- Recognise their responsibility for Health and Safety in school. The responsibilities include:
 - (a) Making necessary arrangements for handling, storage and transportation of articles and substances;
 - (b) Providing adequate training, information, instruction and supervision to enable all staff employed in the school and students to perform their work safely and efficiently;
 - (c) Promoting the development and maintenance of sound safety, health and welfare practices;
 - (d) Maintaining the premises in a condition that is safe, without risk to health



- (e) Providing and maintaining a working environment that is safe and without risks to health and adequate as regards welfare facilities for staff, students and other supervising adults;
- (f) Ensuring sufficient funds are available to provide, as necessary, protective equipment to all staffs employed in the school, for the safe handling of apparatus, equipment and other chemical substances in the laboratories.

4.2 Head of School

The Head of School will:

- Be responsible for the day-to-day implementation of safety procedures throughout the school;
- Report to the Management team all pertinent issues in the premises as regards health and safety.
- Liaise with outside agencies that can offer expert advice.
- Ensure that all staff fulfil their duties accordance with this policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/execution, and risk assessment procedures relevant to staff on annual basis, or as and when necessary, reporting back to the Health and Safety Sub-Committee.
- Ensure relevant staff have access to appropriate training.

4.3 Supervisory Staff

In addition to general duties which all members of staff have, supervisory staff, will be directly responsible to the Head of School or the member of staff nominated by the HOS, to have overall day- to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. Supervisory staff includes the Head of School, Vice Principals, Key Stage Leaders, Faculty Leaders, Coordinators Head of Operations, Facilities Manager, Clinic Staff, and Cleaning Supervisors.

As part of their day-to-day responsibilities, they will ensure that:

- Safe methods of working exist and are implemented throughout their area of responsibility.
- Health and safety regulations, procedures and codes of practice are being applied effectively.
- staff, students and others under their jurisdiction are instructed in safe working practices.
- Risk assessments are conducted in their area of responsibility as necessary.
- Regular safety inspections are made of their area of responsibility as necessary.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others;
- All appliances and equipment's in the department in which they work is adequately guarded, in safe working order and restricted to authorized persons only;
- Appropriate protective clothing and equipment, first aid and fire appliances are provided



and readily available in the department in which they work;

- Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimized;
- They monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest practicable standards of health and safety.
- All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Health and Safety Officer.

4.4 **Class Teachers**

All class teachers will:

- Exercise effective supervision of their students and know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice and to ensure that they are applied.
- Give clear oral and written instructions and warnings to students where necessary.
- Follow safe working procedures personally.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to the HOS or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with the National Curriculum requirements for safety education.
- Avoid introducing personal items or equipment (electrical or mechanical) into the school without prior authorization.
- Report all accidents, defects and dangerous occurrences to the Head of the Department or Health and Safety Officer

4.5 **All Staff**

All staff will:

- Ensure that they have read the Health and Safety Policy;
- Fully support all health and safety arrangements;
- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Ensure that students use equipment and apparatus safely in laboratories and on the ground;
- Report to the HOS any situation which may present a serious imminent danger to staff and students in the school;



- Report any concerns of abuse of students to the Safeguarding Officer.
- Leave the classroom/ playground/office/ staffroom in a reasonably clean, tidy and safe condition.

4.6 Students are expected to:

- Exercise personal responsibility for the safety of themselves and their classmates;
- Observe standards of their uniform consistent with safety and/ or hygiene;
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect, or interfere with things provided for their safety.

4.7 Parents are expected to:

- Support the school in any health and safety matters reported to them through circulars, talks, and via school communication mediums.

4.8 Visitors are expected to:

- Comply with the health and safety procedures of the school. This responsibility applies whenever these individuals are working on behalf of the school or remotely from the school's premises.

5 Arrangements

The school plays an important part in ensuring the overall health and safety staff, students and visitors at the school. The Governing body will give consideration to a range of topics relating to health and safety as mentioned below:

- **Accidents and Incident reporting;**
- Any student complaining of illness or who has been injured is sent to the Medical centre and where appropriate, given treatment;
- All incidents, ailments and treatment are reported in the accident book and excel sheet is maintained;
- Parents are contacted if there are any doubts regarding the health or welfare of a student;
- In the event of a serious incident an ambulance is called and a member of staff will accompany the student to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a student to hospital without using an ambulance. This should be on a voluntary basis.
- If any member of staff is concerned about the welfare of a student, they should contact the school office immediately. If an injury has been sustained, the student should not be moved;
- Staff should complete the accident book for employees if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.



6 Health and Safety Meetings

Health and safety team meets twice in a month via Microsoft teams

7 Dubai Scholars Private School - Health & Safety Team

Mr. Frank Scarcelli	Head of School and Team Leader
Ms. Biniya Mary Jacob	Head of Administration and Health & Safety Officer
Ms. Sapna Changrani	Vice Principal & Head of Secondary
Ms. Sheerin Ahmed	Head of Primary
Ms. Fauzia Waheed	Phase Head Early Years Foundation Stage & Nursery Manager
Dr. Anila Ahmad	Health Supervisor
Ms. Reshma Sharlet Crasta	School Nurse
Ms. Donna Mae Dianzon	School Nurse
Ms. Varsha N. K.	School Nurse
Ms. Meghnaa Sri Raja	School Nurse
Mr. Herald Tauro	Transport Manager
Mr. Varghese Kuriakose	Facilities Manager