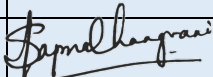




# HEALTH AND SAFETY POLICY 2025-26

Review date	Aug 2025
Circulation	
Approval Signature	Ms Sapna Changrani (Head of School)
Signature	

*This policy will be reviewed once every two years or as required due to new health regulations.*



Last review date	22/08/2024
Next review due by	22/08/2026
Owner	Head of School and Medical Team
Version number:	5
Working date:	22/08/2016
Legal sign:	DHA / DM/ PHC
Type of policy:	Statutory
Authorized by:	Principal/Head of School
Authorized by board:	Yes
Effective date of policy:	22/08/2016

**1. Purpose** Dubai Scholars Private School is dedicated to ensuring the health, safety, and welfare of all staff, students, and visitors. A safe and healthy environment is essential for achieving the school's goal of promoting excellence in teaching and learning.

## 2. Scope

- **Responsibilities:** Health and safety responsibilities are shared among the management team, the Head of School (HOS), and the teaching staff.
- **Governing Body:** Ensures compliance with local health and safety policies and the safety of buildings, equipment, and materials.
- **Staff:** Must perform their duties safely and cooperate in health and safety matters. The HOS manages day-to-day health and safety procedures and liaises with experts.

## 3. Objectives

- Control hazards and minimize risks by preventing hazards from arising.
- Conduct risk assessments and use appropriate protective measures.
- Ensure proper information, instruction, and training for staff and students.
- Establish effective fire evacuation procedures and accident response protocols.



## **4. Responsibilities**

### **4.1 Governing Body**

- Set health and safety policies and provide strategic guidance.
- Monitor and review health and safety issues.
- Allocate resources for health and safety.
- Maintain safe premises and provide adequate welfare facilities.
- Ensure staff receive necessary training and protective equipment.

### **4.2 Head of School (HOS)**

- Implement and oversee safety procedures.
- Report health and safety issues to the Management team.
- Coordinate with external experts and ensure staff compliance.
- Review and update safety procedures regularly.
- Ensure staff have access to appropriate training.

### **4.3 Supervisory Staff**

- Implement and enforce health and safety policies in their areas.
- Conduct risk assessments and safety inspections.
- Ensure proper training and safety equipment.
- Report safety concerns to the Health and Safety Officer.

### **4.4 Class Teachers**

- Supervise students and be familiar with emergency procedures.
- Follow health and safety codes and provide clear instructions.
- Recommend improvements to health and safety equipment.
- Integrate safety into the teaching process.
- Report accidents and unsafe conditions.

### **4.5 All Staff**

- Read and support the Health and Safety Policy.
- Take reasonable care of their own safety and that of others.
- Ensure safe use of equipment and report dangerous conditions.
- Report concerns about student welfare and maintain cleanliness.



#### 4.6 Students

- Take personal responsibility for their own safety and that of their classmates.
- Follow safety rules and use safety equipment properly.

#### 4.7 Parents

- Support the school in health and safety matters communicated through circulars, talks, and other communication mediums.

#### 4.8 Visitors

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

#### 5. Arrangements

- **Accident and Incident Reporting:** Any accidents or incidents involving students should be reported to the School Clinic and documented in the accident book and an Excel sheet.
- **Student Health:** Injured or ill students are treated and parents are contacted. In serious cases, an ambulance will be called and a staff member may accompany the student to the hospital. Parents will be asked to go immediately to the hospital.
- **Staff Injuries:** Injured staff must seek medical advice promptly and should not continue working if further medical treatment is needed. The injured staff member or supervising adult should seek medical advice without delay.



## 6. Health and Safety Meetings

Health and safety team meets once per week via Microsoft teams

## 7. Dubai Scholars Private School - Health & Safety Team

Ms. Sapna Changrani	Head of School and Team Leader
Mr. Richard Llyod	Operations Manager
Ms. Fauzia Waleed	Head of Pastoral Care
Ms. Pooja Jaitly	Head of EYFS
Ms. Kimberley Fernandes	Head of primary (Year Groups 3 to 6)
Ms. Joretta Borges	Head of Secondary (Year Groups 7 to 10)
Ms. Lydia Dias	Head of Secondary (Year Groups 11 to 13)
Dr. Anila Ahmad	Health Supervisor/School Doctor
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. Varghese Kuriakose	Transport Manager

## 8. Review and Evaluation

This policy will be reviewed once every two years or as required due to new health regulations.