



# The Oxford School

## Health and Safety Policy

This statement supplements the statements of Health and Safety policy which have been written by the Ministry of Health, UAE.

- To provide and maintain a safe and healthy environment throughout the school.
- To ensure that all members of the school community understand and are aware of the responsibility in maintaining safe and healthy environment.

### **General Guidelines:**

It is the policy of the School management, so far as is reasonably practicable to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and students;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable staff and students 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;
5. maintain all areas under the control of the Governors and Principal 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;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of students' duties where appropriate;
9. provide and maintain adequate welfare facilities;
10. thorough measures are in place to maximise protection for students e.g. efficiently management arrangement of school transport;
11. have arrangements in place to plan, implement, monitor and review measures to address risks arising from school's activities;
12. child protection policy is outlined and all school personnel are adequately trained.
13. Conduct a Risk Assessment survey before the beginning of the Academic year to ensure all places of potential risks are identified.
14. Ensure that safe systems of work are provided in places, identified as potential dangers in the Risk Assessment.
15. Ensure all incidence are investigated and remedial measures are taken.

### **Responsibility of the Principal and Senior Leadership Team:**



# The Oxford School

The Principal and Senior Leadership Team are responsible for implementing this policy within the school. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures
4. Ensure that regular safety inspections are undertaken.
5. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
6. The administration will deal with all aspects of maintenance which are under their control.
7. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the SLT in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

## **Additional duties of the SLT to assist in the Management of Health and Safety:**

1. assist the Principal in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
6. ensure that staff with control of resources give due regard to safety;
7. Co-ordinate arrangements for the dissemination of information and for the instruction of staff, students and visitors on safety matters as well as to make recommendations on the extent to which staff are trained.
8. Representatives of SLT and SMT will undertake walk throughs of the school premises to identify any risks and issues.

## **Responsibilities of Staff towards Students:**

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:

1. exercise effective supervision over all those for whom they are responsible, including students;



# The Oxford School

2. be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
7. provide the opportunity for discussion of health and safety arrangements;
8. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
9. Ensure staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned.
10. All staff should wear lanyards in the school.
11. All staff should be aware of the strangers in the premises and ask for identifications in case of doubts.
12. Ensure effective supervisors of the students at all points of time.
13. Teachers must make themselves aware of the safety rules and procedure and when in doubt they must seek clarification from SLT/SMT,
14. Students to be accompanied by respective teachers during transition times.

***WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE PRINCIPAL.***

Please note the following:-

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

**Responsibilities of Students:**



# The Oxford School

All students are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow students;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Principal and Senior Leadership Team will make students (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

## **Visitors:**

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.

All visitors must enter only through the front gate (Gate Number 2)

They must state the purpose of visit to the security and enter only after clearance from there.

## **Fire and Emergency Evacuation Procedures:**

1. The school's procedures for fire and emergency evacuation are appended.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.
4. Firefighting equipment's to be checked regularly by the responsible personnel.
5. Fire drill should be carried out in each team.
6. Fire evaluation plans and escape routes to be clearly marked.

## **First Aid and Accident Reporting Procedures:**

1. First aid is available in the School Clinic with a doctor and two nurses available at all times
2. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.
3. Medicines not to be administered except in case of chronic illness, after discussion with the parents.
4. All accidents incidents to be reported to SLT and parents and appropriate documentation is completed.



# The Oxford School

## **Safety of students during arrival and dispersal.**

### **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 area and should come inside the school premises to drop and pick up their child at the designated area.

### **Bus Transport:**

1. All bus transport students must wear their ID Cards.
2. Attendance should be taken when they board the bus.
3. Students must follow the bus rules.

### **Security of students and Staff:**

1. Provision of CLTC cameras to provide checks 24x7
2. Routine patrols of internal areas of school after certain intervals of time.
3. Live in care takers on site to assist in the event of breach of security.
4. All maintenance to be undertaken after school hours.

This Policy is reviewed by the Senior Management Team. It will be next reviewed in August 2019.