Health And Safety Policy

Purpose:

The overarching purpose of this extensive policy is to establish and maintain a safe and healthy environment for all employees, students, and visitors by defining responsibilities, implementing rigorous risk assessment procedures, and ensuring compliance with all health and safety standards.

Policy:

1. BUDS PUBLIC SCHOOL (BPS) recognizes and accepts responsibility as an employer for providing so far as is reasonably practicable, a safe and healthy work environment for all its employees, students and visitors.
2. BUDS PUBLIC SCHOOL (BPS) is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
3. Overall responsibility for safety and day-to-day management for the same is delegated to the School Principal.

   The School Board will ensure, as far as is reasonably practical, that:

   3.1. The premises are maintained in a safe condition.
   3.2. Safe access to and egress from the premises is maintained.
   3.3. All equipment on premises and the premises is safe to use.
   3.4. Appropriate safe systems of work exist and are maintained, including those for off- site visits.
   3.5. Sufficient information, instruction, training and supervision is available and provided.
   3.6. Arrangements exist for the safe use, handling and storage of articles and substances at work.
   3.7. A healthy working environment is maintained including adequate welfare facilities.
4. The School Board also recognizes its obligations to non-employees. Where it is reasonably foreseeable that trainees, pupils, members of the public, contractors, volunteers etc. are or may be affected by the school's activities, the Board will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.
5. The Board will endeavour, within its allocated resources, to set aside adequate finance for this policy statement to be properly implemented.
6. All staff are required to comply as a condition of their employment. Employees are reminded of their duties:

   6.1. To take care of their own safety and that of others; and
   6.2. To cooperate with the Board and the Senior Leadership Team
7. All relevant regulations and codes of practice, adopted by the School as appropriate, will be complied with.
8. All pupils and students and visiting workers of the School are required 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 remote from the School's premises.
9. All staff and students must be given adequate training, information and supervision in relation to the hazards present within BUDS PUBLIC School as a whole and those within their specific area of work. To this end all staff and students, upon signing in with security at the School, will be given a leaflet describing the basic safety arrangements and contacts within the School. In addition, detailed codes of practice for work with specific hazards are given in the School Safety Manual.

CONFIDENTIAL

10. The principal 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 where appropriate protective clothing, precautions and equipment must be used to control the hazard. In addition, appropriate information, instruction and training will be provided.
11. Each individual on BUDS PUBLIC SCHOOL premises has a responsibility to ensure that the School remains a healthy and safe environment. However, the day-to-day responsibility for safety within BPS rests with the Secondary Heads of Department and Primary Key Stage Leaders, who are required to carry out regular safety inspections at least once a term. Secondary Heads of Department and Primary Key Stage Leaders must ensure that all activities are assessed and that appropriate precautions are taken.
12. All members of staff and students have an individual responsibility for safety.
13. An internal Health & Safety Committee has been established by the School Principal, who in turn will report to the Board. The committee ensures that the School carries out activities, wherever they are undertaken, safely and with regard to the health and safety of all its students, staff, visitors and those who may be affected by its activities. It aims to ensure that the best health and safety practice is followed in all School activities, so far as is reasonably practicable.
14. Consultation with staff and/or their representatives will be held as and when appropriate on all matters affecting the health and safety of staff.
15. A copy of this Statement of Policy will be provided to every member of staff within the Shared area and on E1. Copiers will also be posted on noticeboard in the staffroom.
16. This Statement of Policy will be reviewed at least annually and revised as and when necessary.
17. This Statement of Policy, together with the organizational structure and the following arrangements and procedures, has been approved by the School Board.

THE HEALTH AND SAFETY COMMITTEE

1. Terms of reference

Group/ Team/ Committee	Health and Safety
Original Formation	May 2016
Members Appointed by	Principal
• Area of mandate	Student Services (Section E), Health & Safety
• Reporting to	Principal
• General aims	To ensure the safety and wellbeing of all students, visitors and staff at all times and minimize potential health & safety risks.

CONFIDENTIAL

● Committee Tasks	• To develop a risk matrix and mitigation measures for all identified health & safety issues. • To ensure all capital assets are in good order and the environment risk is minimized, (fire hazards & general maintenance) • To ensure all sections of departments of the school are aware of their area and responsibilities and employ good housekeeping measures. • To develop an environment policy for BPS, define an inspection team and inspections frequencies. • Develop a standard policy and procedure, with simple reporting forms separating health & safety issues from general maintenance.
● Frequency of Meetings	Per Term
● Committee Members & Responsibilities	• Principal • Head of Departments for Phase 1 – 4 • Manager - School Operations • Head of PE • Head of Science • School Doctor/ Nurses

2. Reporting Accidents and Incidents

The Departmental Safety Supervisors report to the Health & Safety.

ORGANISATION

In order to achieve compliance with the Board's Statement of Policy various members of the School community will have additional responsibilities assigned to them as detailed in this part of the Policy.

1. The Responsibilities of the Board
   1.1. In carrying out its responsibilities, the Executive Board, in consultation with the Principal will:
      1.1.1. Make itself familiar with the School's policy and all related advice and guidance
      1.1.2. Ensure that there is an effective and enforceable policy for health and safety throughout the school
      1.1.3. Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made
      1.1.4. Identify and evaluate all risks relating to
         1.1.4.1. The Premises
         1.1.4.2. School activities
         1.1.4.3. Educational visits
         1.1.4.4. School-sponsored events
      1.1.5. Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, pupils and others
      1.1.6. Create and monitor the management structure to enable the implementation of health and safety
   1.2. In particular the Executive Board undertakes to provide:

CONFIDENTIAL

1.2.1. A safe place for staff and pupils to work including safe means of entry and exits
1.2.2. Equipment and systems of work which are safe
1.2.3. A safe arrangement for the handling, storage and transportation of articles and substances
1.2.4. A safe and healthy working condition which takes into account all appropriate UAE Government requirements, School adopted codes of practice and guidance
1.2.5. Supervision, training and instruction so that all Executive Board Members, staff, pupils and others can perform their school-related activities in a healthy and safe manner. All staff will be given training which is appropriate to their duties and responsibilities. Wherever training is required for the safety of staff, pupils and others, the Executive Board will ensure that such training is provided. Pupils will receive information considered appropriate to the school-related activities they are carrying out. All training will be regularly updated.
1.2.6. The required safety and protective equipment and clothing together with the information regarding its use
1.2.7. Adequate welfare facilities

1.3. So far as is reasonably practical, the Executive Board, through the Principal, will make arrangements for staff, including temporary and volunteer helpers and those on fixed term contracts to receive comprehensive information on:
1.3.1. This Policy
1.3.2. All other relevant health and safety matters
1.3.3. The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

2. The Responsibilities of the Principal

2.1. As well as the general duties of all members of staff, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practical steps to achieve this through Senior Managers, Key Stage Leaders, teachers and others, as appropriate.

2.2. The principal is required to take all appropriate and necessary action to ensure that proper health and safety standards are maintained at all times. In particular, the principal will, on a day-to-day basis be responsible for:
2.2.1. Ensuring safe working conditions of the school premises and facilities
2.2.2. Ensuring at all times the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
2.2.3. Ensure safe working practices and procedures throughout the school so that all risks are controlled
2.2.4. Arrange systems of risk assessment to allow the prompt identification of potential hazards and where appropriate ensure that the Executive Board are made aware of the findings
2.2.5. Identify the training needs of the staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters

CONFIDENTIAL

2.2.6. Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk

2.2.7. Collate accident and incident information and, when necessary, carry out accident, incident and near misses' investigations and implement any remedial action to prevent reoccurrence, monitor the standards of health and safety throughout the school, including all school-based activities.

2.2.8. Monitor the management structure, in consultation with the Executive Board; consult with members of staff including members of the Safety Committee on health and safety issues.

2.2.9. Encourage staff and others to promote health and safety

3. The Responsibilities of Supervisory Staff

3.1. In addition to general duties which all members of staff have, supervisory staff will be directly responsible to the Principal or the member of staff nominated by the Principal, 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

3.2. Supervisory staff includes Principal, Headteachers, Deputy Headteachers, Curriculum Coordinators, Key Stage Leaders, Faculty Leaders, Year Group Leaders, Facilities Manager, Office Manager, Cleaning Supervisor

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

3.3.1. Safe methods of working exist and are implemented throughout their area of responsibility

3.3.2. Health and safety regulations, procedures and codes of practice are being applied effectively

3.3.3. Staff, pupils and others under their jurisdiction are instructed in safe working practices

3.3.4. New employees working are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Principal as necessary

3.3.5. Regular safety inspections are made of their area of responsibility as required by the Principal or as necessary

3.3.6. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others

3.3.7. All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorized persons only

3.3.8. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work

3.3.9. Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimized

3.3.10. They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety

3.3.11. All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Principal

CONFIDENTIAL

4. The Responsibilities of Teachers
   Class teachers are expected to
   4.1. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
   4.2. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice e.g. CLEAPS and to ensure that they are applied
   4.3. Give clear oral and written instructions and warnings to pupils where necessary
   4.4. Follow safe working procedures personally
   4.5. Require the use of protective clothing and guards where necessary
   4.6. Make recommendations to the Principal or Head of Department of health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
   4.7. 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
   4.8. Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization and
   4.9. Report all accidents, defects and dangerous occurrences to the Principal or Head of Department.

5. The Responsibilities of all Employees, including Temporary Staff & Volunteers
   5.1. Apart from any specific responsibilities which may have been delegated to them, all employees must
      5.1.1. Act in the course of their employment with due care for the health, safety
      5.1.2. and welfare of themselves, other employees and other persons
      5.1.3. Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety
      5.1.4. Act in accordance with any health and safety training given
      5.1.5. Report all accidents in accordance with the agreed procedure
      5.1.6. Cooperate with other persons to enable them to carry out their health and safety responsibilities
      5.1.7. Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
      5.1.8. Inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements
      5.1.9. Exercise good standards of housekeeping and cleanliness
      5.1.10. Know and apply the procedures in respect of fire, first aid and other emergencies
      5.1.11. Cooperate with those staff delegated responsibilities for health and safety by the Principal.
   5.2. All employees who authorize work to be undertaken or authorize the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered
   5.3. Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. The employee's immediate Line Manager must approve such reassignments.

CONFIDENTIAL

6. The Responsibilities of the School Health & Safety Chair
   The School Health and Safety Chair has the following responsibilities:
   6.1. To coordinate and manage the annual risk assessment process for the school
   6.2. To coordinate the annual general workplace monitoring inspections and performance monitoring process
   6.3. To make provision for the inspection and maintenance of work equipment throughout the school
   6.4. To manage the keeping of records of all health and safety activities with the nurses
   6.5. To advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
   6.6. To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the School generally and
   6.7. Carry out any other functions devolved by the Principal or the Executive Board

7. The responsibilities of Pupils
   Pupils in accordance with their age and aptitude are expected to:
   7.1. Exercise personal responsibility for the health and safety of themselves and others
   7.2. Observe standards of dress consistent with safety and/or hygiene
   7.3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency and
   7.4. Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

8. The responsibilities of Visitors, Members of the Public and Volunteers
   8.1. Visitors and members of the public are requested to cooperate with the health and safety arrangements put in place by the school to protect them when using the school premises and grounds
   8.2. Where volunteers are employed to undertake work on behalf of the school, or provide services such as ECAs, they will for all intents and purposes be regarded as employees (see 5 above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessments and implementation of control measures, together with ensuring that volunteers and providers of services have received adequate information, instruction, training and supervision for the tasks they will be undertaking.
   8.3. Health & safety guideline card for School should be given to all visitors/supply staff at the Security Gate when signing in.

GENERAL ARRANGEMENTS

Health, Safety and Welfare

The following procedures and arrangements have been established within our School to minimize health and safety risks and maintain them at an acceptable level

1. Accident Reporting, Recording and Investigation
   1.1. The school will report and investigate seriously all accidents & incidents. The School will adhere to the procedures adopted by the School for accident reporting and investigation. This

CONFIDENTIAL

will include any person on school premises and applies to sub-contractors (see Part Two, Point 2 and Appendix 2).

1.2. In line with the procedure, all staff are encouraged to report accidents & incidents. Line Managers will investigate such incidents and identify and implement means to prevent any recurrence

1.3. All completed accident/incident/near miss form will be submitted electronically to The School Safety Officer using the School's official Incident Report Form

2. Contractors and Service Providers (such as ECAs)

2.1. The School has issued guidance for Contractors on Site. These guidelines include:

2.1.1. checking the competence of contractors, visiting workers and service providers. Competence can be judged from past experience, recommendation, pre-selection evaluation, written documentation, written undertaking of training and competence, or a combination taking into consideration the nature and scale of the works required)

2.1.2. examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions etc.

2.1.3. the Facilities Manager, having clearly identified personnel who are points of contact for contractors and visiting workers

2.1.4. having all significant and unusual hazards and risks on site clearly identified

2.1.5. exchanging information on hazards and risks

2.2. Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

2.2.1. segregation of traffic and pedestrians

2.2.2. segregation of contractors and occupants of the school (wherever possible)

2.2.3. safe systems of work to ensure works undertaken within occupied areas of the premises are adequately controlled

2.2.4. implications on fire precautions due to possible increased risk and interference with fire alarm system

2.2.5. system and routes for evacuation

2.2.6. safeguarding the welfare of students, staff and visitors

2.3. Communication. The school recognizes that it is crucial that issues related to premises' works are communicated effectively. This includes:

2.3.1. providing contractors with copies of any appropriate hazard registers and records

2.3.2. telling contractors about hazards on site

2.3.3. asking contractors about the hazards and risks which are being brought on site e.g. creating noise, dust, fumes etc.

2.3.4. asking contractors about any possible interference with normal working practices e.g. re-routing of emergency escape routes

2.3.5. controlling access so that contractors know who may also be working on the site

2.3.6. off/safe completion certificates

2.3.7. ensuring completion of the Log Book by contractors and visiting persons held at Reception

2.3.8. the school translating/explaining any essential documentation, as necessary, so that all contractors and visitors are aware of all requirements

2.3.9. the school translating/explaining any instructions or questions, as referred to above, so that the instructions are clearly communicated and answers understood

3. Curriculum Design

CONFIDENTIAL

3.1. To be developed.

4. Classroom Safety
   4.1. The school recognizes that programs of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
   4.2. Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use. Teachers must be familiar with and follow all guidance adopted by the School, including which is specific to each department.
   4.3. All non-teaching staff must be informed of the safety procedures and practices related to any of the activities that they support
   4.4. Schemes of work will be reviewed to assess the risk in all activities in order to determine:
      4.4.1. where close supervision is required
      4.4.2. suitable group size
      4.4.3. suitability for whole class participation
      4.4.4. where particular skills need to be taught
      4.4.5. personal protective equipment (PPE)
      4.4.6. levels of hygiene required

5. Drugs, Medications, Diseases and Medical Conditions
   5.1. Parents have the prime responsibility for their child's health and MUST provide the School with information about their child's medical condition on admission. The admission process cannot be completed without the completed medical consent/history forms. Parents, and the child if appropriate, should obtain details from their child's doctor, if needed.
   5.2. The School recognizes that children with medical needs have the same rights of admission to school as other children.
   5.3. The School follows the UAE Ministry of Health Guidelines for Private Schools in Dubai.

6. Electrical Equipment (fixed and portable)
   Fixed and portable electrical checks will be carried out annually.

7. Evacuation, Lockdown and Off-Site Evacuation

   7.1. Evacuation Procedure has been developed and adopted.
   7.2. Off-site evacuation to be developed and approved.
   7.3. Lockdown policy has been developed.

8. Fire Precautions and Procedures
   8.1. The School has adopted the guidance from Local Government Fire Safety Risk assessment – Educational Premises
   8.2. The designated Fire Warden has responsibility for the implementation of the Fire Management Plan by:
      8.2.1. detailing any significant findings from the fire risk assessment and practice drills and recording any action taken
      8.2.2. fire drill and evacuation training of all relevant people

CONFIDENTIAL

8.2.3. planning, organizing, policy and implementation, monitoring, audit and review
8.2.4. the arrangements for a coordinated emergency plan of action in the case of a fire

8.3. The Facilities Manager has responsibility for:
8.3.1. testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
8.3.2. testing of fire warning systems, including weekly? alarm tests and periodic maintenance by a competent person
8.3.3. recording of false alarms and fire drills carried out
8.3.4. testing and maintenance of emergency lighting systems
8.3.5. testing and maintenance of extinguishers, hose reels, fire blankets, emergency torches etc.
8.3.6. testing and maintenance of other any other safety equipment such as fire-suppression and smoke control systems
8.3.7. maintenance and audit of any systems that are provided to help the fire and rescue service
8.3.8. all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

9. First Aid
9.1. The School follows the UAE Ministry of Health Guidelines for Private Schools in Dubai.
9.2. The School will follow the above guidance and provide sufficient and appropriately qualified first aid staff.
9.3. The School clinic has developed the First Aid Policy and Procedures manual as per the UAE Ministry of Health Guidelines for Private Schools in Dubai and with the School Doctor's guidance.

10. Glass & Glazing

All glass in doors and side panels shall be certified safety glass. All replacement glass must be of the same safety standard. Through continual assessment of the premises any glass found to be below this safety standard will be covered with safety film until such time as it can be replaced by glass of the required standard.

11. Hazardous Substances
11.1. The School has adopted the Control of Substances Hazardous to Health (COSHH) in respect of managing hazardous substances. Where hazardous substances are used, Line Managers themselves, or a designated employee, will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate risk first and foremost.
11.2. The Facilities Manager will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment for all cleaning materials and substances brought onto the premises by contractors e.g. for fumigation and past control and adopt a hierarchy of control measures seeking to eliminate risk first and foremost.

12. Health & Safety Advice
12.1. The School will seek to obtain the best advice from government departments, relevant authorities and professional bodies in the UAE and overseas and adopt policy and guidance as appropriate.

CONFIDENTIAL

12.2. All policies to do with health and safety will be ratified by the Executive Board for adoption by the School.

13. Handling & Lifting
    13.1. Any activities that involve significant manual handling tasks will be risk assessed and where appropriate, training provided for the staff.
    13.2. Line managers are responsible for assessing the appropriate approach to handling and may seek advice from the School Nurse.
14. Lone Working
    14.1. Line Managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts
    14.2. Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety
    14.3. The Facilities Manager will be responsible for ensuring that lone-working contractors working on site safely at all times.
15. Maintenance/Inspection of Equipment
    15.1. The School has yet to adopt guidance on servicing, testing and inspection issued by an identified, competent/certified person at least annually – e.g. Civil Defence.
16. Personal Protective Equipment (PPE)
    16.1. Line Managers will assess the need for PPE.
    16.2. Where it is assessed, that PPE is required it shall be appropriately selected and provided.
    16.3. A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when necessary.
    16.4. Staff are responsible for ensuring that they use PPE where it is provided.
17. Risk Assessments
    17.1. The School has adopted a Risk Assessment Procedure which should be followed as guidance to the risk assessment process
    17.2. Risk assessment is the responsibility of the School's managers at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken, recorded and filed for significant activities.
    17.3. Risks should be assessed in a manner that ranks them by severity/probability for prioritization and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on the records of the department. Risk assessments should be reviewed at least annually or where there is a change in circumstances.
18. School Trips & Off-site Activities
    18.1. See the School's Policy on Educational Visits.
    18.2. The school follows the UAE Ministry of Education's guidance in regard to all school trips and off-site activities.
19. School Transport
    19.1. The Principal is responsible for, in conjunction with the driver; ensuring that vehicles kept or hired by the school are operated in accordance with the law.
    19.2. Staff must not use their private vehicles for transporting students.
20. School Security (including Violence to Staff, Theft & Losses)

CONFIDENTIAL

20.1. Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the Principal.

20.2. Managers are responsible for assessing the risks of violence towards staff

20.3. Where violence is identified as a significant risk, Line managers will ensure that appropriate control measures are put in place

20.4. Staff must report incidents of violence and aggression in the same way as accidents (See Appendix 3).

20.5. All thefts and losses must be reported to the Principal. Any stranger in a department should be challenged as to his/her business, without personal risk, and if no satisfactory answer is received Security should be contacted.

21. Staff Consultation

The Executive Board, through the Principal, will make arrangements for full and proper consultation with employees on health and safety matters.

22. Staff Health & Safety Training and Development

22.1. Line Managers within the school will undertake a training needs analysis to identify competency requirements of specific job roles in terms of health and safety, and will ensure that the appropriate training is delivered and training records kept.

22.2. Line Managers will ensure that the School's CPD Coordinator is kept fully informed and provided with copies of all training records.

22.3. Where training expertise is required from outside the School, the Line Manager will arrange this through the School's CPD Coordinator. Staff must be trained on Health and Safety policies and procedures during orientation week at the beginning of each school year.

22.4. Where new jobs or tasks come on stream or when there are changes in health and safety requirements and training, these will be a CPD priority.

23. Smoking, Dogs and other Prohibited Items

23.1. The School has a no smoking policy. Nobody may smoke on school premises.

23.2. Dogs may not be brought onto school premises without permission of the Principal.

23.3. Neither alcohol or pork products may be brought onto school premises.

23.4. The School has adopted a "No Nuts" policy due to the ever-increasing number of students with severe nut allergies. This is a school wide policy including, staff, students and visitors.

24. Staff Well-being/Stress

24.1. Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, job security etc. and implement appropriate control measures, so far as is practicable

24.2. Where workplace stress arises, managers will deal with the situation in a sensitive and constructive manner using all available means including the School's Counsellor.

24.3. Staff may choose to self-refer to the School Counsellor, if they wish

25. Sun Protection

See Cancer Research UK's SunSmart Guidance which is a school wide policy and applies to all members of the school community.

26. Use of VDUs/Display Screens

26.1. The majority of staff in the school are not considered to be Display Screen Equipment (DSE) users.

CONFIDENTIAL

26.2. All employees who are classified as users of DSE will have an agronomical assessment of their workstations. A user is defined as someone who spends at least 2 hours continuous use of a VDU in the school day.

27. Vehicles on Site

The Principal will endeavour to

27.1. Segregate access for vehicular and vulnerable (pedestrians and cyclists) traffic.

27.2. Design an access and on-site traffic flow system that separates vehicular and vulnerable traffic.

27.3. Avoid same-access for all wherever possible.

28. Working at Height

28.1. Line Managers will ensure that working at height is risk assessed in accordance with the UK Health & Safety Executive Guidance and that appropriate control measures are put in place to mitigate these risks.

28.2. Staff have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

29. Work Experience

Work experience coordinators will ensure that the appropriate working practices as decided by the School and outlined in the Work-Related learning and the Law – Guidance for Schools and the school-business link Work Experience – A Guide for Secondary Schools are followed at all times.

30. Workplace Inspections and Premises Risks

30.1. Line managers are responsible for undertaking workplace inspections every half-term.

30.2. The Facilities Manager will ensure that hazards associated with premises are monitored and controlled.

31. Pool Usage Policy

31.1. Swimming company to carry out daily inspections to the pool and its surrounding and report to the Director of Sports and Activities who will immediately inform the Health & Safety Chair.

31.2. School Pool Usage as per POSP

32. Disabled Access

32.1. A designated disabled parking space is provided at the front of the Main Entrance to the school.

32.2. Ramps are provided at all curbs to allow access to wheelchairs and other disabilities.

32.3. A disabled toilet is situated in the Nurses Office on the Ground Floor and is for use by males and females.

32.4. During Evacuation or Fire Drills a Harnessed Chair is situated on the 2nd Floor by the main stairway. Designated members of staff will go there to assist with any evacuation of disabled students, staff or visitors.

33. Extreme Weather Conditions

33.1. High Temperatures

33.1.1. Amber Break – Break time is the normal routine. At lunchtime the students are eat their lunch in the House Bowls and then can play outside. No vigorous play and they are to remain in shaded areas at all times.

33.1.2. Red Break – All students are to remain indoors throughout breaks and lunchtime. Primary will go to their classrooms and Secondary have designated classrooms on each floor.

CONFIDENTIAL

33.2. Bus Nannies – During Amber and Red breaks bus nannies will be designated Primary Classrooms and Lunch time House Bowls to supervise.

34. Covid guidelines

34.1. Bring your own water.

All water dispensers will be removed. It is therefore important to bring your own water on site. You will not be able to get water unless it is from a tap. This applies to the children as well.

34.2. Not allowed to leave campus during the day.

KHDA guidelines dictate you will not be able to leave the site during the day, unless you come back with a fresh set of clothes.

34.3. Face masks.

Face masks are to be worn on site at all times. The School Management has purchased regular masks for normal use and see through masks for phonics lessons and other key times. These will be handed out before the start of the school year. You are allowed to wear your own mask if you prefer this, but we would prefer if we were all looking the same in our masks.

34.4. Stay at home if you are unwell policy

To ensure the Health and Safety of everybody in the school, we are implementing a stay at home if you are unwell policy. Please also note that anyone with a temperature over 37.5 degrees will not be allowed into the school. All other normal sick leave policies will remain in place.

34.5. Hand washing policy for children (upon entry of classroom and when leaving the classroom and after use of toilet and before eating. Teachers are to monitor that all students wash their hands upon entry of classroom and when leaving the classroom, after use of toilet and before eating. This may be hand sanitizer.

34.6. Disinfection policy with classroom rotation (by teachers)

34.7. Sanitation of tables and chairs is to take place in between classes. This is only relevant for special classrooms such as the sensory room where the children rotate in and out of the classroom. Each class will have their own spray and cloth as well.

34.8. Disinfection policy shared resources

Shared resources in the classrooms are to be sanitized after each use. We will all be making this part of the learning process for children.

34.9. Minimize paper exchange

Where possible please reduce the amount of paper exchange between students and yourself. Put things on display (high up) or laminated if low down so they can be cleaned. OR send home in Book bags each day.

34.10. Toilet usage

To prevent overcrowding in toilets, please only allow one pupil at a time to go to the washing rooms.

34.11. Lunch locations for classes

Lunch will take place in the classrooms. Master cook will deliver the lunch to children who have a prepacked ordered lunch

34.12. Sneeze cough boxes in classrooms

Each classroom will have a white clear box placed outside of the classroom, please place an item that has been sneezed/coughed on for sanitation. The cleaning teams will place these items back in your classroom for the next day.

34.13. Policy for music teachers

Please refrain from using wind instruments. All other instruments are to be sanitized after use.

CONFIDENTIAL

34.14. Playground policy

The outside shared area will remain closed until further notice and the use of play structures is not allowed. It is also currently too hot to set up this area.

34.15. Information on purchasing food -

Food ordered must arrive before or after all children are on site. During the school day no deliveries of food will be allowed.

34.16. Regulations on PE lessons including sanitation of equipment after lessons For PE lessons regulations, please refer to the KHDA regulations document point 87-97.

34.17. Prayer rooms

Prayer rooms will remain closed in line with the current regulations on mosques in the UAE.

34.18. Entry point BPS

Entry for BPS will be on the front side of the school. After parking the car, please walk around to front entrance. Please DO NOT enter the school from the KG area.

Policy code: BPS/013/2026

Policy Reviewed: March 2026

Effective from: April 2026

Next Review: March 2027

Reviewed by: Principal, Health and Safety Team and Heads of Departments.

Approved By: Mr. Donald Weilson (Principal)

CONFIDENTIAL