

Whilst all Policies have a minimum date for review as a guideline, policies are under constant review. Changes to policies will occur as required.

Health and Safety Policy

Approved by: Administrative Team and H&S Committee

Date: August 2024

Next review due by: 2 yearly

Date: August 2026

Aims:

Summit International Schools aim to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

Legislation:

SIS follows ADEK, SEHA and OSH guidance when responding to infection control issues.

Roles and responsibilities:

Summit International School has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the principal.

Summit International School has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

Summit International School, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

The School Principal/ Senior Management is responsible for:

- Endorsing the School OSH Policy.
- Ensuring the school complies with all applicable OSH laws and regulations.
- Allocating adequate resources for OSH (e.g., budget, human resources, equipment, space, etc);
- Ensuring the appointed OSH Officer attends mandatory OSH training.
- Attendance at mandatory OSH training for school leaders.
- Ensuring implementation of school OSH procedures.
- Ensuring risk management activities are incorporated into relevant activities and processes throughout the school.
- Ensuring employees are provided with OSH information, training and instruction.
- Ensuring communication and consultation mechanisms are established including the establishment of an OSH Committee.
- Ensuring an annual OSH assessment is conducted and submitted to ADEK OSH Section.
- Ensuring incidents are recorded internally & reported externally to ADEK OSH Section.
- Ensuring the school has effective emergency management procedures.

Department Heads and Supervisors are responsible for:

- Implementing and monitoring the risk management program.
- Participating in hazard and incident investigations.
- Regularly discussing OSH issues at departmental meetings.
- Providing OSH information, training and supervision.

- Reporting of OSH hazards and incidents.

Staff:

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work by complying with OSH instructions and safe working procedures.
- All staff are responsible for reporting hazards to the OSH Committee members so that remedial action can be taken.
- Inform the appropriate person of any work situation representing a serious and immediate danger
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Using appropriate personal protective equipment and safety systems.

Health and safety Lead:

OSH Officer Roles and responsibilities include:

- Attending mandatory OSH training.
- Providing advice on the implementation of OSH policies and procedures.
- Conducting risk assessment for all school activities.
- Raising OSH matters and issues to the School Principal/ senior management on behalf of employees.
- Communication and raising awareness of OSH requirements.
- Leading the OSH inspection program.
- Leading the investigation of OSH issues or incidents and involving ADEK OSH Section in the investigation of reportable incidents.
- Ensuring the implementation of OSH Requirements for all contractors having access to school.
- Facilitating the completion of the annual OSH assessment.
- Attending OSH committee meetings.

Pupils and Parents:

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Visitors must show identification to security at the main gate, sign in, and collect their visitor badge.

Contractors:

Contractors will agree health and safety practices with the H&S Officer before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and are using appropriate personal protective equipment and safety systems.

Site security:

- Security guards are responsible for the security of the school site in and out of school hours.
- The security must record the occurrence and pass the information to the H&S Officer.
- Respond to an emergency.
- To control the movement of the people you may require checking their identification.

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.

Fire alarm testing will take place by the contracted company every three months.

New staff will be trained in fire safety, and all staff and pupils 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 pupils will congregate at the designated assembly points.

- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

COSHH:

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Mists
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Health and Safety Officer, and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Information is stored on a Material Safety Data Sheet (MSDS).

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the HSO immediately.

- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- All isolators' switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the HSO.

Lone working

Lone working may include:

- Late working
- Weekend working
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone work is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Property maintenance retains ladders for working at height.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will 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.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Off-site visits

When taking pupils 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 pupils along with the parents' contact details.
- There will always be at least one first aider on school trips and visits.

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

Violence at work

SIS believe that staff should not be in any danger at work and will not tolerate violent or threatening behavior towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the principal immediately. This applies to violence from pupils, visitors or other staff.

Smoking

The school Leaders and staff have adopted a No-Smoking policy within the school building and grounds. No-smoking signs are displayed in school.

Infection prevention and control

We follow national guidance published by ADEK, SEHA and OSHAD SF Code of Practice when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Hand washing

- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

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

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 (for example, nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

Cleaning of the environment

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

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used gloves, aprons, pads and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

Pupils vulnerable to infection

Some medical conditions make pupils 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 parents will be informed promptly and further medical advice sought. We will advise these children to have additional immunizations, for example for pneumococcal and influenza.

Accident reporting

Accident log:

- An accident form will be completed as soon as possible after the accident occurs by the OSH officer and nurse who deal with it.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident log will be retained by the school for a minimum of 3 years.

Reporting to ADEK OSH:

The HSO will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined by ADEK OSH.

The HSO will report these to the ADEK OSH as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries these are:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury is likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causes damage to the brain or internal organs.
- Serious burns (including scalding).

- Any scalping requires hospital treatment.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital.
- Where something happens that does not result in an injury but could have done.
- Near-miss events that do not result in an injury but could have done.

Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent is likely to cause severe human illness.
- The accidental release or escape of any substance that may cause serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

Notifying parents:

SIS school nurse will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day.

Reporting to ADEK and child protection agencies:

The Principal/CPO/HSO will notify ADEK 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, in line with the Child Protection Policy.

The Principal/CPO/HSO will also notify the Child Protection Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training:

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 with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

This policy is written in conjunction with the following legislation

➤ ADEK Policy and Guidance Manual (2014-2015)

- Policy 1: The Core Values of Education and Moral Values, Corresponding to Articles (2) and (6) of the Organising Regulations
- Policy 2: Ethical Leadership, Corresponding to Article (4) of the Organising Regulations
- Policy 3: Student Protection, Corresponding to Article (5) of the Organising Regulations
- Policy 6: Granting a Temporary License for a New School and Approving the Operational Plan, Corresponding to Articles (9) and (10) of the Organising Regulations
- Policy 7: Temporary License Renewal, Corresponding to Article (11) of the Organising Regulations
- Policy 23: The Principal's Authorities, Corresponding to Article (28) of the Organising Regulations
- Policy 30: Professional Code of Ethics, Corresponding to Article (35) of the Organising Regulations
- Policy 64: Health, Safety and Environment, Corresponding to Article (69) of the Organising Regulations
- Policy 71: External Yards, Corresponding to Article (76) of the Organising Regulations

- OSHAD-SF Code of Practice, UAE
- Health and Safety at Work Act, 1974, UK
- The Management of Health and Safety at Work Regulations, 1999, UK
- The Control of Substances Hazardous to Health Regulations, 2002, UK
- The Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR), 2013, UK
- The Regulatory Reform (Fire Safety) Order 2005, UK
- The Work at Height Regulations, 2005, UK
- HAAD guidance when responding to communicable diseases


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