

**International School of Choueifat  
Khalifa City**

*Member of the SABIS® Network of Schools*



# Health and Safety Policy

The school aims to provide a safe and healthy working and learning environment for staff, students and visitors. The school accepts that it has a responsibility to take all reasonable steps to ensure the health and safety of students, staff and others using the school premises or by participating in school-sponsored activities. The school believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is an essential part of the quality of education it offers to its students. The school will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and students must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

## Duties of administrative staff

*The administrative staff in consultation with the Director will:*

- ensure that there is an effective policy for the provision of health and safety throughout the school
- regularly assess the effectiveness of this policy and ensure that any necessary revisions are made
- identify and evaluate risks relating to:
  - the premises
  - school activities
  - school-sponsored events
- establish an effective health and safety management structure within the school
- ensure that health and safety performance is monitored and reported in the school's report to SABIS® authorities.

*The Administration undertakes to provide:*

- a safe place for all students and staff to work including safe means of entry and exit
- safe arrangements for the handling, storage and transport of chemicals
- safe and healthy working conditions which take account of appropriate statutory or advisory codes of practice, guidance and requirements.

*The school, through the Director, will make arrangements for all staff, including Helpers and those on fixed-term contracts, to receive comprehensive information on:*

- this policy;
- all other health and safety matters;
- the information and training (for example, but not limited to, First Aid Awareness and Fire Fighting Training) that will be given to employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## **Duties of the Director**

- The Director is responsible for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all necessary steps to achieve this end through Senior members of staff, teachers, Student Life Coordinator and others as appropriate.
- The Director will take all necessary and appropriate action to ensure that the proper health and safety standards are maintained at all times.
- The Director will, on a day-to-day basis, be responsible to:

- ensure, at all times; the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school sponsored activities
- bring forth any health and safety concern outside of own control or any health and safety responsibility that is unable to be met to the attention of the upper SABIS® Administration
- assess and record all significant risks to staff, students and visitors, and ensure that they are controlled as far as is reasonably possible
- ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with Abu Dhabi Civil Defense and school health and safety procedures
- encourage staff, students (through SABIS Student Life Organization®) and others to promote health and safety
- inspect the school site and property for any unsafe condition and to make safe as soon as possible by employing the assistance of all parties concerned
- arrange routine maintenance and servicing of equipment
- investigate all accidents and episodes of work-related ill-health
- monitor and evaluate the health and safety performance of staff
- ensure that practice emergency and contingency plans are in place
- provide the means for consultation with staff on health and safety matters;
- report to upper SABIS® authorities as appropriate on matters relating to Health and Safety in the Director's Report to the Authority

## Duties of supervisory staff / Clinic staff / Maintenance staff

- Supervisory/Clinic/Maintenance staff will be directly responsible to the Director or the member of staff nominated by the Director, 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.
- 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, rules, procedures and codes of practice are being applied effectively;
  - In coordination with the Student Life Organization®, the doctor/nurse delivers a health education program for all students, focusing mainly on:
    - Asthma
    - Obesity
    - Diabetes
    - Anti-smoking
    - Nutrition
    - Physical Activity
    - Flu
    - Hygiene
    - Bone health
    - Prevention of injury
    - Dangers of drug addiction
    - Immunization
    - Environmental health
    - Growth and development
- staff, students and others under their jurisdiction are instructed in safe working practices;
- new employees working within their area are given instruction in safe working practices;
- regular safety inspections are made of their area of responsibility as required by the Director or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
- all machinery and power equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorized persons only

- appropriate equipment, first aid and fire appliances are provided and readily available in the department in which they work
- hazardous, highly flammable substances in the department in which they work are correctly stored and labeled, and exposure is minimized
- the standard of health and safety throughout the department in which they work is monitored and staff, students and others are encouraged to achieve the highest possible standards of health and safety
- all health and safety information are communicated to the relevant persons
- any health and safety concerns are reported to the Director

## Duties of all members of staff

- All staff members are expected to familiarize themselves with the health and safety aspects of their own work.
- All staff members have a responsibility to:
  - take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions;
  - report any incident of violent or verbal abuse, or any hazard;
  - ensure health and safety equipment is not misused or interfered with.

## Emergency Plans

- The Director will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants of the school at risk. The plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
  - save life
  - prevent injury
  - minimize loss

- The plan will be agreed upon by the school and regularly rehearsed by staff and students.

## First Aid

- The arrangements for First Aid provision will be adequate to cope with all foreseeable incidents.
- Supplies of first aid materials will be held at various locations to include Medical Clinics (or First Aid Treatment Rooms), PE Hall and Science Laboratories throughout the school. These locations will be determined by the Director and/or an appointed trained first-aider. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished as necessary.
- Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- A record will be made of each occasion any member of staff, pupil or other person receiving first aid treatment either on the school premises or as part of a school-related activity.

## Review

- The school will review this policy statement when necessary and update, modify or amend it as necessary to ensure the health, safety and welfare of staff and students.

## Specific advice and guidance

- The Director will ensure that written procedures are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances. All staff will be informed about these procedures.
- Written health and safety procedures/plans/rules have been formerly submitted to ADEK and are available within the school. These can be presented upon request.
- Further advice and guidance are available through the Health and Safety Manual for Schools provided by Abu Dhabi Civil Defense and held by the Director. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.