



**DUBAI  
BRITISH  
SCHOOL**  
JUMEIRAH PARK

## Health & Safety Policy

2022 - 2023

# Health and Safety Policy

## Health and Safety Policy

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## 1. **Statement of Intent**

Dubai British School Jumeirah Park (DBSJP) is committed to creating and maintaining a safe and healthy environment for all staff, pupils and visitors.

This policy outlines the rules, regulations, guidelines and processes related to health and safety in the interests of our school community. This policy will be reviewed annually and throughout the year, where required.

## 2. **Responsibilities**

### 2.1. **The HSC**

The DBSJP Health and Safety Committee (HSC) is responsible for setting the standards outlined within this policy for health and safety and subsequently informing staff about changes within this policy. The HSC also provide advice and consideration on health and safety matters.

The HSC is responsible for monitoring and reviewing the health and safety policy when required. HSC meetings are held at least termly and actions arising out of the meetings will be recorded. Records of School inspections (including Dubai Municipality, Dubai Health Authority, and DSIB / KHDA) are discussed at the meetings of the HSC.

The HSC is responsible for making recommendations relating to the commitment of health and safety in DBSJP.

Two members of the HSC will conduct a walkabout prior to each HSC meeting in order to assess the standards of health and safety around the school.

### 2.2. **The Principal**

The Principal holds overall accountability for the adherence to the Health and Safety Policy, in his absence the Operations Manager is the designated point of contact

### 2.3. **Employees, Students, Contractors and Visitors**

Employees, students, contractors and visitors are responsible for:

- Participating in training and awareness activities;
- Participating in consultation processes and the school and cooperating with EHS initiatives and procedures;

- Participating in risk assessment activities;
- Reporting all hazards and EHS incidents;
- Following health and safety instructions intended to improve the EHS practices at the school.

All employees of DBSJP are responsible for the health and safety of our school community and are expected to take reasonable care of themselves and others, in order to achieve a healthy and safe workplace. Whenever an employee notices a health and safety issue this should be drawn to the attention of a member of HSC immediately.

### 3. **Procedures**

#### 3.1. **Fires/Earthquake and lockdowns**

All exits are marked and should be kept free of obstructions. Fire safety equipment is checked regularly by a contractor and a record of their visit is kept. The Operations Manager checks the fire alarm on a regular basis and fire alarm practices are held termly and recorded by the Operations Manager. In the event of a fire all staff and students, along with any visitors on school site at the time, must congregate on the pitch at the back of the school, facing towards the school. Named staff are responsible for sweeping the school.

#### **Fire Response Procedure**

- In case of fire and/ or smoke, activate the nearest alarm station and report the fire emergency immediately to the nearest teacher and principal.
- Immediately evacuate the school and close/ shutdown sources of electricity and gas and close all doors after everyone leaves.
- Leave the school through evacuation routes and emergency exits towards assembly points and away from the fire location.
- Stay at the assembly point and wait for further instructions.
- Report to school principal/ Head of School that all students have evacuated to assembly point and their numbers are confirmed.
- Do not re-enter to the building unless you are instructed to do so.

Fight fire ONLY if

- You have the proper extinguisher AND have been trained to use it.
- Civil Defense has been notified of the fire.

- The fire is small and confined to its area of origin.
- You have a way out and can fight the fire with your back to the exit.
- If you are not sure of your ability or the fire extinguisher's capacity to contain the fire, leave the area.

## **Earthquake Response Procedure**

As soon as the tremor is felt staff and students need to move **immediately** to the emergency procedure. All on campus should stop where they are, what they are doing, and immediately get low and into a self -protecting position. (DROP – COVER – HOLD).

If you are indoors:

- Lie down on your side in fetal position next to a solid table or desk or solid inner wall, and hold your hands over your neck to protect your head. If in an entrance hall, a lounge, or next to a wall, keep away from windows, glassware, mirrors, outer walls, bookshelves, file cabinets, and anything that may fall on you. Protect yourself as described above.
- If you are in a corridor, in the gym, or in any other area without a protected space, go next to an inner wall, lie down on your side in fetal position as described above, protect your head with your elbows, and lock your hands behind your neck.
- If you are in the canteen, move toward the center of the room and curl up in fetal position, and protect your head.
- If you are in a lab, try to turn off any device that is on. Keep away from hazardous chemicals. Lie down on your side in fetal position, next to a solid table or desk, and hold your hands over your neck to protect your head.

If you are outdoors:

- Stay in an open space, away from buildings, trees or power lines.
- Sit or lie down, and fold your arms in embrace.
- Look out for falling objects if you are near a building.

As soon as the initial tremor is over, teachers should get the children they are with out of the building via the nearest available exit. Teachers who do not have a specific group at that time should move into the halls to ensure students are evacuating safely. Please follow the emergency fire drill procedures as closely as possible using the routes indicated in those plans. We will assemble in the same general area as we do for a fire drill.

Please be mindful of the following:

- Walk carefully when evacuating the buildings. Do not run. Watch for any debris that may lie on the ground.
- Don't touch power lines that dropped on the ground.
- Don't light matches, don't turn on the lights.
- Keep away from damaged places.
- Listen for any instructions.

### **Lock down Procedure**

In the event that an emergency should occur requiring a lockdown of the school, the following procedures should be followed

1. Lockdown will be initiated by an announcement over the PA system. The announcement will be the following "Lock Down, Lock Down Lock Down – This is a Lockdown"
2. Teachers should stand outside their rooms to bring in any students outside the door.
3. Students and adults, who are outside but near a building, are to move into the closest occupied classroom.
4. Staff, who are not teaching at the start of a lockdown, should lock the staffroom or if in the grounds, go to the nearest classroom. In doing so, Staff should check outside areas for students and direct them to the nearest classroom, and invite known visitors inside. Known visitors are recognized by the wearing of a "Visitors Pass".
5. All classroom doors should then be locked from the inside by turning the knob on the inside of the door or by using a doorstop.
6. If possible, email Reception and SLT that your room is secure. Notify Reception and SLT of any missing children and also the names of any staff or students that have entered your room as a place of safety for the lockdown.
7. Lights should be turned off and any window or door blinds should be pulled down to restrict sight into the classroom. Internal windows should be covered with paper if available.
8. Wherever possible, students need to be placed in a position within the room where there are no sight lines from windows or the door. This needs to be done quickly and quietly.
9. Everyone must maintain absolute silence until the all clear is given. Reassure the students that the police are on their way and they are safe. Explain to them that it is very important to remain quiet, especially if they hear noises in the hall or someone trying to open the door.
10. Students and staff will not respond to any alarms, such as a fire alarm, or to any direction unless given by the police or the Principal or her designate.
11. Mobile phones should not be used unless it is to contact the Principal or designate for information regarding an intruder. The Principal or designate will coordinate with police authorities and emergency services personnel.

The 'all clear' signal will be an announcement over the PA system by announcing the password 3 times indicating the Lock down is finished.

### 3.2. **Accidents and environmental disasters**

The gym and pool area carry first aid kits. First aid kits are always taken on trips out of school.

All accidents must be recorded and monitored. The records are held in Proactive. Notifiable accidents (accidents that involve staff or children being taken to hospital) and incidents are recorded and passed to the HSC as appropriate. The nurse is responsible for recording the accidents in Proactive. Parents must be informed of any accidents involving their children by the school nurse. This is also recorded in Pro Active.

First aid and emergency care is provided for injury or sudden illness before medical rescue team arrives to scene.

Plastic, disposable gloves are available and all staff must use these when dealing with blood or other bodily fluids.

If there is an emergency situation, an ambulance will be called to transport a child to hospital, following receipt of approval by the parent. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff.

In case of an environmental disaster such as a spillage of chemicals it is up to the Operations Manager to assess whether the school needs to be evacuated. In that case the normal evacuation procedure is started and emergency services will be contacted.

### 3.3. **Reporting Hazards**

All staff are responsible for reporting hazards. It is then the Operations Manager's responsibility to follow up this report. The HSC monitors the action taken to remedy hazards.

### 4.0 **Electrical Safety**

All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Faulty Do Not Use"

In addition appliances will be annually PAT tested by the schools electrician and a certificate held in the office of the Operations manager listing all tested and serviceable equipment.

Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Principal. Kettles are not allowed in the classrooms.

## 5.0 **Control of Substances Hazardous to Health Regulations**

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is to remain locked during the day.

Containers of all chemicals and hazardous substances in use shall be categorized and labeled as per Globally Harmonized System (GHS) for Classification and Labeling of Chemicals.

Teaching staff should note that the use of chemicals in science should be checked with the Laboratory Teacher/Assistant and the cupboard should remain locked at all times. The Operations manager and School Nurse will keep a record of all COSHH items. In addition, a material safety data sheet should be kept at the location of COSHH item.

All Staff and contractors who are handling chemicals and hazardous substances (including cleaning chemicals, paints, solvents, etc.) shall be provided with training to ensure the safe management of these materials and covering safe handling, transportation, and storage and disposal operations. It is mandatory for staff and contractors to use the appropriate PPE when handling COSHH materials.

Please inform the Principal of any additional potential COSHH items that have been brought into school other than those on the list.

## 6.0 **Equipment**

It is the responsibility of all staff to ensure that equipment, including outdoor play equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Operations Manager, with a note saying Fault Do Not Use.

Ladders - Several pairs of ladders are kept in school. These are checked regularly and any abnormalities reported. Teachers and helpers are advised to use stepladders and not chairs when displaying work.



PE Equipment – PE Equipment is inspected on a regular basis and any abnormalities reported direct to the HSC.

## 7.0 **Health and Hygiene**

### 7.1. **Notifiable and Infectious Diseases**

Details of notifiable diseases and periods of exclusion are kept in the school clinic policy and is kept with the School Nurse.

### 7.2. **Medicines**

All medicines must be properly stores in compliance with DHA regulations. Only the School nursing personnel can administer drugs, medicine or treatment to children. Children who go home with a medical complaint or as a result of an accident are recorded with the school nurse.

### 7.3. **Smoking**

The school has a strict no smoking policy within the school building and grounds.

### 7.4. **Hygiene**

It is the responsibility of the Operations Manager to monitor the cleanliness of the building.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

## 8.0 **Animals in School**

To support the curriculum, small animals may be kept in school provided proper arrangements have been made to ensure the animal's wellbeing. Permission must be obtained from the Principal.

Special permission should be obtained from the Principal of any animal prior to any animal being brought onto the premises.

## 9.0 Excursions

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED AND AUTHORISED BY THE RESPECTED HEAD AND THE PRINCIPAL.** It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behavior. Parental consent for the visit is always sought. All busses used for school trips and fixtures need to be inspected by the Operations Manager prior to departure. In case of afternoon fixture this check will be done by the PE staff themselves.

## 10. Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front gate and must report to reception.

Any act of violence or abuse towards a member of staff must be reported to the Principal, who will take the appropriate action. Further notes on our security can be found in DBSJP Security Standard Operating Procedures. Additional information can be found in the DBSJP Trips and Visits policy.

All doors with yellow stickers on the door frame must remain locked at all times.

## 11. Contractors

All contractors are expected to report their arrival and departure to the Head of Security or office staff before commencing work. If they are working in an unsafe manner they are requested to stop work. Additional information can be found in DBSJP Security Standard Operating Procedures.

### 11.1. Lettings

All bodies using the school building receive information which includes information about the location of the first aid box and the telephone. They also have a contact number for the Facilities Manager and school maintenance team.

## 12.0 Access for people with determination

The school has several entry points for wheel chair access. These can be found near the car exit point on the primary side, next to the counselor's office on the secondary

side and in the playground for the auditorium. Security is responsible for directing and assisting people with determination if needed.

### 13.0 **Staff and the Health and Safety Policy**

All staff, teaching and non-teaching are given a copy of the policy. New staff are given a copy and are required to confirm they have read it. All staff keep a copy of the policy in the staff file so that it is available for supply staff.

13.1. Staff are encouraged to attend health and safety courses as appropriate

### 14.0 **Covid guidelines**

#### 14.1 Face masks

Face masks are to be always worn inside the school building.

#### 14.2 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. All other normal sick leave policies will remain in place.

#### 14.3 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.

#### 14.4 Disinfection policy with classroom rotation (by teachers)

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.

#### 14.5 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.

#### 14.6 Minimise 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.

#### 14.7 Toilet usage

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

# Health and Safety Policy Statement

Please tick

- I have a copy of the Schools' Health and Safety Policy?
- I know how to report an accident?
- I am fully aware of the fire drill, earthquake and lockdown procedures
- I know who to report to about any faulty equipment or safety hazard which may cause injury?
- I fully understand my responsibility towards health and safety?

Name:

Signature

Date

Members of the Health and Safety Committee

|                   |                             |
|-------------------|-----------------------------|
| Rebecca Coulter   | School Principal            |
| Maris Keijser     | Head of Business Operations |
| Amy Falhi         | Head of Primary             |
| Eleanor Wade      | Head of Secondary           |
| Rita Lewis        | School Nurse                |
| Norgielyn Vergara | School Nurse                |
| Mohammad Alshouli | Operations Manager          |
| Ashwin Mhalsekar  | Facilities Manager          |
| Michelle Rooney   | Director of Sport           |
| Beverly Wamsley   | Head of Science             |
| Greg Roberts      | DT Teacher                  |