



Health and Safety Guidelines



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Introduction

Purpose and Scope

- ❖ To ensure that all staff have a clear understanding of their responsibilities.
- ❖ To provide information about the current hazards of the school and display means of risk controls.
- ❖ This procedure applies to all school facilities and covers all occupants in the school including staff, students, contractors and visitors.



Why is it Important to Manage Safely ?

- ❖ **Moral:** It's unacceptable for staff to suffer from injuries and illnesses.
- ❖ **Legal:** The law requires responsible people in organizations to assess risks.
- ❖ **Financial:**
 - A- Managing health and safety can save money through reduced insurance premiums.
 - B- Can open doors for gaining new businesses and recruiting new staff.



Assessing Risks at Workplace

- ❖ What is risk?
- ❖ What is a risk assessment?
- ❖ How are risk assessments carried out?
- ❖ Control measures of the risks .



What is risk?



- ❖ In order to ensure a safe working environment, we need to understand the definition of risk and be able to estimate it, evaluate it and take action if necessary.
- ❖ **Risk is part of everyone's life** – we can't avoid risks, but we can put things in place to manage them effectively.
- ❖ **Risk** is the combination of the likelihood of a hazardous event occurring and the consequence of the event.
- ❖ **Risk** = likelihood x consequence
 - ❖ **Likelihood**: is a measure of the chance that the hazardous event will occur.
 - ❖ **Consequence**: is the outcome of the hazardous event.





What is a Risk Assessment?

- ❖ A careful examination of anything in the workplace that could cause people to suffer injury/illness while at work.
- ❖ It enables us to tell if we're doing enough to protect workforce and others from harm.
- ❖ Demonstrate good practice and improve performance.



How are Risk Assessments Carried Out?

- ❖ **Stage 1**: list the work tasks that we are responsible for.
- ❖ **Stage 2**: identify the risks – what are the hazards? Who might be harmed and how? And recorded the collected information.
- ❖ **Stage 3**: estimate the risk (Low ,Medium ,high).
- ❖ **Stage 4**: evaluate the risk: insignificant, minor, moderate, major, or critical.
- ❖ **Stage 5**: record your findings .
- ❖ **Stage 6**: review your findings.

Risk Matrix



Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	5	10	15	20	25
Likely	4	8	12	16	20
Possible	3	6	9	12	15
Unlikely	2	4	6	8	10
Rare	1	2	3	4	5



How do we Decide Which Risk Control to Use?

- ❖ Eliminating the hazard.
- ❖ Reducing the hazard.
- ❖ Preventing people from coming into contact with the hazard.
- ❖ Safe systems of work.
- ❖ Personal protective equipment.



Identifying Hazards

- ❖ Chemicals and harmful substances.
- ❖ Electricity.
- ❖ Aggression , violence, stress and bullying.
- ❖ Housekeeping (Slips, trips and Hygiene).
- ❖ Vehicles and transportation.
- ❖ Food Poising.
- ❖ Fire:
 - Procedures and actions.
 - Students with disabilities.



Hazard Chemicals



❖ Occurs in: Chemistry, Physics and Biology Labs.

Control measures to reduce risks:

- ❖ Identifying and Registering the Hazardous substances at labs.
- ❖ Recognizing the substances by warning signs.
- ❖ Using PPE available in labs such as coat, goggles and gloves.
- ❖ Get rid of used materials during the class immediately and properly.
- ❖ Contact the Facilities department to dispose the expired substances.
- ❖ Make Sure that CO₂ and Dry Powder extinguishers are available.



Electrical Risks



- ❖ Occurs when a student is exposed to an electrical shock from uncovered wires in the classroom or in the school facilities.

Control measures to reduce risks:

- ❖ Electrical plugs to be covered by protection boxes .
- ❖ Electrical equipment is suitable for the electrical supply.
- ❖ Do not request the students to plug in or off cables from the power supply.
- ❖ Switch off the electrical devices after using them directly.
- ❖ Must be carried out by qualified people only in case of power failure.



Aggression , Violence, Stress and Bullying



Occur as a result of the actions between students during breaks, and in the classrooms or dismissal timings.

Control measures to reduce risks:

- ❖ Deal with complaints, provide care, advice or information.
- ❖ Set up activities to minimize verbal abuse and physical fights.
- ❖ Create monitoring system for efficient supervision.
- ❖ Advise to avoid rough playing during breaks.
- ❖ Choose the most effective and reliable control measures such disciplinary actions and reporting to parents .



Housekeeping, Slip and Trip

Occur due to poor performance by HK staff.

Control Measures to reduce risks:

- ❖ Encourage students to cleanup after any classroom activity.
- ❖ Report any concern with housekeeping to school facilities.
- ❖ Regular housekeeping inspections will help to keep everything on top.
- ❖ Toilets and washing facilities must be kept clean, ventilated, well lit and equipped with sufficient quantities of consumables (soap, sanitizers, tissue rolls, etc.)
- ❖ Environment – lighting, noise and weather conditions can affect the risk of a slip or trip.





Transport and Vehicle



- ❖ Take place when people and vehicles operate together, there is a potential for serious accidents.

Control measures to reduce risks:

- ❖ The only truly effective solution is to keep vehicles and pedestrians entirely separated.
- ❖ Physically separating them with barriers, or by timetabling vehicle and pedestrian work at different times.
- ❖ Putting up warning and caution signs in appropriate places.
- ❖ Allocate Security guards to watch the vehicle and school buses in parking lots.
- ❖ Circulate the rules and procedures for staff for additional awareness.



Food Poisoning



❖ Occurs due to bacterial growth

Control measures to reduce risks:

- ❖ Ensure that a variety of foods are provided daily and in a complete meal that contains all ingredients of food groups.
- ❖ Regular maintenance of kitchen equipment in all places of preparation of meals and replacement of damaged ones.
- ❖ Perform insect control work in kitchens and meal preparation areas periodically to ensure food safety.
- ❖ All employees of the nutrition company must receive certificates of training for healthy foods by the Abu Dhabi Food Control Authority .
- ❖ Temperature monitoring is carried out periodically in the kitchens through a special record. Chilled food is kept at a temperature of 5 and frozen food, such as meat and chicken is kept at a temperature of -18.
- ❖ Meals are transported through custom lockers and refrigerated cars to maintain the temperature of the food during its transfer.



Fire Emergency Evacuation

- ❖ The Building is designed to be occupied by people and have pathways and doorways that allow people inside to evacuate promptly in case of fire or any other emergency.
- ❖ Occupants must be able to reach the exits from all parts of the building which must be free and clear at all times.
- ❖ Keeping equipment and materials away from the exits.





Procedures

For emergency evacuation:

- ❖ Stay calm and listen carefully to instructions.
- ❖ Line up quietly.
- ❖ Walk out of the building carefully using the nearest emergency exit.
- ❖ Line up at the assembly point outside. Stay with the teacher at all times.
- ❖ Wait for the teacher's instructions to return to the building safely.





Teachers Actions

Teachers must share the following rules with students:

- ❖ Find the nearest exit to you and place the red fire drill folder near your door for easy access in case of emergency. Clearly label folder.
- ❖ When the alarm goes on, line your students up and remain quiet. Practice your expectations with each section you teach.
- ❖ Exit the building using the nearest exit assigned to you.
- ❖ Line the students up at the designated assembly points outside.
- ❖ Take attendance.
- ❖ Report any missing students immediately to school secretary and/or head of school.
- ❖ Use the red laminated card to report missing students. Use the green laminated card to give an all-clear signal to the administrators.
- ❖ Re-enter the building once the green light has been given by the administration.



Students with Disabilities

- ❖ During the activation of the emergency alarm, each teacher should stop immediately and collect belongings that might be required.
- ❖ **Internal security guard** will pick up the disabled people in the school and meet the supervisor in the safe area where any passing staff will aid in directing them.
- ❖ Counselor and coordinators will act for disabled people.
- ❖ Disabled students should remain in the safe area until it is safe to evacuate.
- ❖ Once the area is clear, disabled people will leave with their assistants to the final exit of the building.
- ❖ The assistant will report the presence of the disabled person to the person in charge.
- ❖ Everyone will remain outside the building until told to return by the person in charge of evacuation.



Safety for Vehicles, Drivers and Pedestrians

- ❖ Remind students to walk in the designated places for pedestrians.
- ❖ Drivers must follow and comply with instructions issued by internal security guards.
- ❖ Obey the speed limit posters within the school building.
- ❖ Pedestrians have the right of way. Please, Stop completely and keep a safe distance for pedestrians in school zones.
- ❖ You must not use a mobile phone whilst driving.
- ❖ Make eye contact with drivers before crossing and always cross streets at crosswalks.
- ❖ Be careful and never assume that cars will stop.





Reporting Incidents

- ❖ All hazard, issues, illnesses and incidents involving employees, students, contractors or visitors should initially be reported using the EHS Hazard, Incident and Issue Report Form.
- ❖ **Form G** must be completed and emailed to ADEK - EHS Section within 24 hours of a reportable incident occurring.
- ❖ **Form G1** must be completed and submitted to ADEK-EHS section within 30 calendar days of a reportable incident occurring.
- ❖ **Form G2** must be completed and kept in the school for non-serious incidents.



Use Healthy lifestyle



- ❖ Breakfast is important.
- ❖ Drink water continuously (Minimum 8 glasses of water per day).
- ❖ Reduce salt and sugar intake.
- ❖ Maintain a healthy body weight.
- ❖ Relax for a few minutes every time, before entering a class. It helps to focus better during the class.
- ❖ Try to eat a fruit or a high nutrition snack during short breaks.
- ❖ Start and end the day with a few stretching and breathing exercises to relax the mind and muscles.












Environment

- ❖ When doing your work, you must consider the impact the job will have on the environment.
- ❖ Switch off electronic devices, lights and when not in use and at the end of each day.
- ❖ Keep the AC temperature between 22 – 24 degree
- ❖ Avoid bottle water.
- ❖ Stop using plastic.
- ❖ Go paper less.
- ❖ Print as Little as Necessary.



Safety Signs

Red	Blue	Green	Yellow
Prohibition	Mandatory	Information	Warning
 <p>No smoking</p>	 <p>Wear Gloves</p>	 <p>FIRST AID KIT INSIDE</p>	

Toxic	Corrosive	Irritant / Harmful	Oxidizing	Dangerous to Environment
				
				
Compressed Gas	Health Hazard	Flammable	Explosive	