

Future Leaders International Private School

Branch 2



Future Leaders Health and Safety Policy

Approved by	Board of Trustees
Date of review	3rd .July.2023
Next date of review	2nd .July.2024



Rationale

The intention of this policy is to provide a safe and healthy working and learning environment for staff, students and visitors.

Aims

Future leaders International Private School aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students 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

Future leaders International Private School follows ADEK, SEHA and OSH guidance when responding to infection control issues.

Roles and responsibilities

The Governing Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Principal.

The Governing Board 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.

The Governing Board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order 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 provide.

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.)
- Allocating responsibility for OSH and delegation of authority by appointment of a suitable person to the role of OSH Officer
- Ensuring the appointed OSH Officer attends mandatory OSH training
- Attendance at mandatory OSH training for school leaders
- Ensuring implementation of school OSH procedures
- Ensuing 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.
- The Principal is responsible for health and safety day-to-day. This involves:
 - Implementing the health and safety policy
 - Ensuring there is enough staff to safely supervise pupils
 - Ensuring that the school building and premises are safe and regularly inspected
 - Reporting to the governing board on health and safety matters
 - Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
 - Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the Principal's absence, the Vice Principal assumes the above day-to-day health and safety responsibilities.

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
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- 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 Officer

The nominated health and safety lead is displayed on reception notice boards. The appointment of an OSH Officer does not relinquish the responsibilities of the School Principal/ senior management, heads of faculty, supervisors or employees under the AD OSHMS.

OSH Officer Roles and responsibilities include:

- Attending mandatory OSH training
- 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.
- 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.

Contractors

- Contractors will agree health and safety practices with the Principal 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.

Premises Coordinator

- They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

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.
- Emergency evacuations are practiced at least once a term.
- 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 tutor's / class teachers will take a register of pupils, which will then be checked against the attendance register of that day
 - The Principal will take a register of all staff
 - 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 (Control of Substances Hazardous to Health)

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapors
- Mists
- Gases and asphyxiating gases
- 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 on each campus, 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.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipe work, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

Legionella

- A water risk assessment is completed every 6 months by the contracted maintenance company, as per OSHAD-SF Mechanism 11.0. The OSH is responsible for ensuring that the identified operational controls are conducted and recorded on a test report, retained by the school.
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following temperature checks.

Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

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 OSH 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 OSH.

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

Specialist equipment

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
-
- Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- 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. 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

Future Leaders International Private School 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 their line manager/Principal immediately. This applies to violence from pupils, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises. Please see our No Smoking Policy.

Infection prevention and control

We follow national guidance published by 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.

Handwashing

- 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, faces, 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 - 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.

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons 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 students 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 parent/carer will be informed promptly and further medical advice sought.

We will advise these children to have additional immunizations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

Future Leaders International Private School follows recommended exclusion periods, which are available on the in the Clinic.

New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarized below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

Occupational stress

We are committed to promoting high levels of health and wellbeing and recognize the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

You may want to elaborate on how your school supports staff wellbeing. If applicable, cross reference to other policies that deal with stress at work.

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

The OSH 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 likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - 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 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

Future Leaders International Private 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/OSH 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/OSH will also notify the MOL 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.

Links with other policies

School Clinic Regulation: Ministry of Health & Prevention.

Child Protection Policy

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 Organizing Regulations
 - Policy 2: Ethical Leadership, Corresponding to Article (4) of the Organizing Regulations
 - Policy 3: Student Protection, Corresponding to Article (5) of the Organizing Regulations
 - Policy 6: Granting a Temporary License for a New School and Approving the Operational Plan, Corresponding to Articles (9) and (10) of the Organizing Regulations
 - Policy 7: Temporary License Renewal, Corresponding to Article (11) of the Organizing Regulations
 - Policy 23: The Principal's Authorities, Corresponding to Article (28) of the Organizing Regulations
 - Policy 64: Health, Safety and Environment, Corresponding to Article (69) of the Organizing Regulations
- OSHAD-SF Code of Practice, Al Adaa System UAE
- OSH Manual Medium Risk Entity: ADEK EHS Division

