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**Lifelong**  
Learning

# ARCADIA SCHOOL

## Health and Safety Policy and Guidelines (H&S)

2023 - 2024

Jumeirah Village Triangle  
Dubai, United Arab Emirates



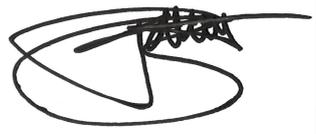
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## Introduction

Under the Health & Safety at Work etc Act, it is the duty of an employer to have an up-to-date written statement of health and safety policy, and the Management of Health & Safety at Work Regulations require the arrangements for carrying out that policy to be included, all of which must be brought to the attention of employees. The general policy statement of the employer is often complemented by a policy statement issued for each school under that employer (if more than one) and by policy statements from those departments, such as science, with particular risks. This document is intended to help a school science department construct the third component of such a three-part arrangement. However, a departmental policy should be endorsed by the employer(s) of teaching and technical staff so that it forms part of the employer's health and safety policy. Thus a copy of the policy should be lodged in the school office and, where relevant, another passed to the employer.

	Designation	Name	Signature
<b>Developed By:</b>	<b>Senior Quality Health and Safety Officer</b>	Paul Paolo Pate III	
<b>Reviewed By:</b>	<b>Director of School Operations</b>	Dileep Yadav	
<b>Approved By:</b>	<b>Executive Principal</b>	Giles Pruett	
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## PART ONE: STATEMENT OF POLICY

**The Arcadia School** is committed to providing a safe and healthy environment for its stakeholders. The School will ensure H&S risk and opportunities are identified against its context through set policies and procedures to prevent injuries and ill health.

The specific nature of OH&S risks are proactively managed through consultation and participation with relevant stakeholders including the legal and regulatory authorities.

The School will strive to:

- Ensure that suitable and sufficient assessments are undertaken on all significant health and safety risks by using the hierarchical approach of risk control
- Provide and maintain plant, equipment and systems of work that are safe and without risks to health and environment
- Provide adequate information, instruction, training and supervision as necessary to ensure the health and safety of its pupil, staff, parents ,visitors including contractors are always protected
- Make adequate infrastructure and resources available to safeguard occupational health safety performances
- Monitor health and safety performance through meticulous review of its objectives
- Maintaining a proactive and positive health and safety culture through periodical walk around, inspections and audits
- Preventing the future hazards through near miss reporting and proper investigation
- Investigate and review of actions during operations and management review meetings thus to ensure continual improvement of HSE performance is maintained

The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters to the relevant parties.

By following our core values, we ensure the health and safety environment is efficiently maintained and enhanced for the benefit of the future generation in order to achieve sustainable development.





## PART TWO: THE HEALTH AND SAFETY COMMITTEE

Terms of reference:

Committee	Health and Safety
Original Formation	September 2020
Members Appointed by	Executive Principal
Reporting to	Executive Principal
General aims	<input type="checkbox"/> ensure the safety and wellbeing of all students, visitors and staff at all times and minimize potential health & safety risks.
Committee Tasks	<input type="checkbox"/> To develop a risk matrix and mitigation measures for all <input type="checkbox"/> identified health & safety issues. <input type="checkbox"/> To ensure all capital assets are in good order and the <input type="checkbox"/> environment risk is minimized, (fire hazards & general <input type="checkbox"/> maintenance) <input type="checkbox"/> To ensure all sections of departments of the school are aware <input type="checkbox"/> of their area and responsibilities and employ good housekeeping measures. <input type="checkbox"/> To develop an environment policy for DBS, define an <input type="checkbox"/> inspection team and inspections frequencies. <input type="checkbox"/> Develop a standard policy and procedure, with simple <input type="checkbox"/> reporting forms separating health & safety issues from general
Frequency of Meetings	Per Term
Committee Members	<input type="checkbox"/> Executive Principal – Giles Pruett <input type="checkbox"/> Head of Primary (Interim) – Paul Fisher <input type="checkbox"/> Head of Secondary – Michael Strachan <input type="checkbox"/> Director of Finance, Admin and School Operations – Dileep Yadav <input type="checkbox"/> Facilities Management – Mohammed Yaseen <input type="checkbox"/> Head of PE – Oliver Fenton <input type="checkbox"/> School Nurse Supervisor – Tricel Aspuria (KCH)



## **PART THREE: RESPONSIBILITY AND AUTHORITY**

**Roles and Actions:** The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **Governing Body/Executive Principal** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues in the school.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility for Health and Safety in school. Their responsibilities include :
  - Making necessary arrangements for handling, storage and transportation of articles and substances.
  - Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
  - Promote the development and maintenance of sound safety, health and welfare practices.
  - Maintain the premises in a condition that is safe and without risks to health.
  - Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
  - Ensure sufficient funds are available to provide, as necessary, protective equipment to all staff employed in the school, for the safe handling of apparatus, instruments, equipment and other chemical substances in the laboratories.
  - Ensure relevant staff have access to appropriate training.

The **Health and Safety Officer** will:

- Be responsible for the day-to-day implementation of safety procedures throughout the school.
- Report to Management team all pertinent issues in the premises as regards health and safety.
- Liaise with outside agencies who are able to offer expert advice.
- Ensure that all staff fulfill their duties in accordance with this policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant to staff on an annual basis, or as and when necessary, reporting back to the Health and Safety Committee.



**All Staff will:**

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure that the Behaviour and Bullying Policy is followed
- Ensure that pupils use equipment and apparatus safely in laboratories and on the ground.
- Report to the Supervisor/Principal, situations which may present a serious or imminent danger to the staff and students in the school.
- Report any concerns of abuse and/or potential abuse of pupils to the Principal.
- Supervisor should share the information of the child with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff is asked to familiarize themselves with this.

**All Pupils are expected to:**

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.
- Be made aware of reporting procedures and who to talk to with a concern or a problem.

**All Parents are expected to:**

- Support the school in any health and safety matters reported to them through circulars, meetings and newsflash.
- Communicate any changes to their family life or child's health that may affect the child's emotional and physical safety and capacity to learn while at school.



## **PART FOUR: PROCEDURAL STEPS**

The governing body plays an important part in ensuring the overall health and safety of staff, pupils and visitors at the school. The governing body should give consideration to a range of topics relating to health and safety as mentioned below:

### **1. Accidents and Incident Reporting**

- Any pupil complaining of illness or who has been injured is sent to the school clinic and, where appropriate, receives the treatment.
- All incidents, ailments and treatment are reported in the accident log and recorded in the child's medical file both electronically and hard copy on site, and are reported twice yearly to the Dubai Health Authority.
- Parents are contacted if there are any doubts regarding the health or welfare of a pupil.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff members are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved and the School office and nurse should be contacted immediately. Emergency procedures are to be followed. Factual and lineal reports are to be kept.
- Staff should complete the accident log (via the School Nurse) for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.
- The member of staff or other supervising adult concerned should seek medical advice without delay.



### Escalation Matrix:

- Defines who you should notify on management level for various types of incidents. Defining an escalation path takes away the uncertainty about who to contact when you're facing a big obstacle that management can potentially help you with.

ESCALATION MATRIX						
Severity	Nature of Incident	Level 1	Level 2	Level 3	Level 4	
<b>Low</b>	i.e., Trips, Falls, Bruises, Near Misses and etc.	FoH and/or Clinic Nurses	QHSE Officer	Year Leader	Head of Primary	
Severity	Nature of Incident	Level 1	Level 2	Level 3	Level 4	
<b>Medium</b>	Any minor injury resulting to $\leq$ 3 days LTI	FoH and/or Clinic Nurses	QHSE Officer	Head of Primary	Executive Principal	
Severity	Nature of Incident	Level 1	Level 2	Level 3	Level 4	Level 5
<b>High</b>	Any major injury resulting to a reportable more than 3 days LTI.	FoH and/or Clinic Nurses	QHSE Officer	Head of Primary	Executive Principal	Director of Admin & Finance and Human Resource



## 2. Classroom Safety

- The school recognizes that programs of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use.
- All non-teaching staff must be informed of the safety procedures and practices related to any of the activities that they support.
- Schemes of work will be reviewed to assess the risk in all activities in order to determine:
  - where close supervision is required
  - suitable group size

## 3. Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting pupils from the playground.
- If a member of staff knows that he/she is unable to undertake a duty on a certain day, then he/she should organize another staff member to cover up for him/her or immediately inform the Deputy Principal.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school, staff should make every effort to contact the parent. If a parent cannot be contacted, the school will supervise the child until such time as the parent is able to be contacted. The safeguarding policy is to be followed in such instances and a report of the event is to be recorded in the child's file.
- arrangements are made to safeguard and promote the welfare of pupils at the school taking into account the local context; and
- a written behaviour policy is drawn up that, amongst other matters, sets out the sanctions to be adopted in the event of pupil misbehaviour;

## 4. Movement around school

- Pupils should walk around school and stand in single file when waiting.
- No pupil should remain unsupervised at school at any time.
- Pupils should never enter the school lifts alone.
- No doors to class rooms or toilet facilities are to be locked when a pupil is present.

## 5. Child Protection and Safeguarding

- The governing body is required to have child-protection policy. (See the child protection policy of the school for more details).



## 6. Bullying

- School ensures that bullying at school is prevented in so far as reasonably practicable. The school developed behavior and anti-bullying policy.

## 7. Inclusion

- The school takes into account the ages, aptitudes and needs of pupils, including those pupils with an EHC plan.
- The school developed inclusion policy.

## 8. Administration of Medicines

- Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet, and report that consent from parents was provided.
- A medication management policy has been established together with the clinic team.

## 9. Pupil Health

- Parents are given essential information regarding the vaccines through talks and circulars.
- School clinic develop a policy for student assessment criteria and screening
- Provision of support for children with medical needs, cleanliness in the campus water consumed by children and staff members and DHA school services guidelines are followed.

## 10. School Canteen and Nutritional Standards

- The nutritional value & quality standards will be adhered for all snacks sold, served, or made available on school premises during the school day.
- School pupils and staff will be provided easy access to safe drinking water.
- Teachers will discuss and create awareness about importance of balanced healthy lifestyle.
- Teachers will actively monitor the eating habits of students during recess (in lower grade).
- Hand washing facilities will be provided for all staff and pupils.
- The policy on health and nutrition and nut free and allergy lists are to kept up to date and provided to staff.

## 11. First Aid Provision

- School follows the UAE Ministry of Health Guidelines for Private School in Dubai
- School leaders are responsible for ensuring that there is an adequate number of qualified First Aiders.
- School clinic has developed the First Aid Policy and Procedures manual as per the UAE Ministry of Health Guidelines for Private Schools in Dubai and with the school doctor's guidance.
- Portable First Aid kits are taken on educational visits and picnics and are available in the buses.
- The School Nurse will ensure the maintenance of the contents of the first aid boxes and other supplies.



- A defibrillator is to be kept on site and easily accessible. AED compliance as per the DHA – Dubai Heart Safe City Initiative (2021)

## 12. Staff Health & Safety Training and Development

- Line Managers within the school will undertake a training needs analysis to identify competency requirements of specific job roles in terms of health and safety, and will ensure that the appropriate training is delivered and training records kept.
- Line Managers will ensure that the School's CPD Coordinator is kept fully informed and provided with copies of all training records.
- Where training expertise is required from outside the School, the Line Manager will arrange this through the School's CPD Coordinator. Staff must be trained on Health and Safety policies and procedures during orientation week at the beginning of each school year.
- Where new jobs or tasks come on stream or when there are changes in health and safety requirements and training, these will be a CPD priority.

## 13. Smoking, Animals (Pets) and other Prohibited Items

- The school has a no smoking policy. Nobody may smoke on school premises.
- School has developed a policy for Keeping and Handling Animals at School.
- Neither alcohol or prohibited substance such as drug products may be brought onto school premises.
- The school has adopted a "Nut Free" policy due to the ever-increasing number of students with severe nut allergies. This is a school wide policy including, staff, students and visitors.

## 14. Educational Visits

- Senior Leaders and teachers have a responsibility for ensuring that safety of students is taken care of when organising a visit to a place of educational interest to students.

## 15. School Security

- School has a duty to anyone entering the premises without permission but with lawful authority, to take reasonable precautions to make sure they are not injured by some danger which the school is aware about.
- The school has an overall policy for security.
- Visitor record should be maintained properly.

## 16. School Buses

- Provision of safety and first aid in school buses.
- Drivers are to be made aware of the safeguarding policy and are never to be left alone with a child.
- Cleanliness and discipline in the buses.
- First Aid box and other safety requirements are maintained in the buses.



## 17. Fire Precautions and Procedures

- The school has developed Crisis Management – Emergency Evacuation Policy
- The designated Incident Commander has responsibility for the implementation of the Fire Management Plan by:
  - detailing any significant findings from the fire risk assessment and practice drills and recording any action taken
  - fire drill and evacuation training of all relevant people
  - planning, organizing, policy and implementation, monitoring, audit and review
  - the arrangements for a coordinated emergency plan of action in the case of a fire
- The Facilities Manager has responsibility for:
  - testing and checking of escape routes, including final exit locking
  - mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
  - testing of fire warning systems, including weekly? alarm tests and periodic maintenance by a competent person
  - recording of false alarms and fire drills carried out testing and maintenance of emergency lighting systems
  - testing and maintenance of extinguishers, hose reels, fire blankets, emergency torches etc.
  - testing and maintenance of other any other safety equipment such as fire-suppression and smoke control systems
  - maintenance and audit of any systems that are provided to help the fire and rescue service
  - all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

## 18. Evacuation of the Building

- Fire exits are clearly labeled.
- Plans showing exit routes are displayed by the door of each classroom.
- A fire drill is practiced once a term.
- All executed drills are documented and post-drill briefing is performed to evaluate the drill assessment.
- All firefighting and fire detection systems are being maintained by a competent facilities management company.



## 19. On Site Vehicle Movements

- Car parking and bus parking remain separated.
- Contractors come onto the premises when loading/unloading equipment and park outside the main entrance. They can only gain access by contacting a member of staff (Security Guard) to open the gate for them.
- If the vehicle is present during playtime, it is supervised by a member of staff (Security Guard or teacher) and remains stationary until all pupils are clear of the playground.

## 20. Site Inspections

- The facilities management together with school's health and safety officer inspects the site as part of his daily routine.
- Any minor concerns will be addressed to immediately during the said inspections
- Urgent matters are referred to the principal and director of school operations.
- More routine matters are discussed at the weekly Operations com meeting between the management team, principals and supervisors accordingly.

## 21. Hazardous Substances

- The school has adopted the Control of Substances Hazardous to Health (COSHH) in respect of managing hazardous substances. Where hazardous substances are used, Line Managers themselves, or a designated employee, will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate risk first and foremost.
- The Facilities Manager will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment for all cleaning materials and substances brought onto the premises by contractors e.g., for fumigation and pest control and adopt a hierarchy of control measures seeking to eliminate risk first and foremost.

## 22. Safety in Heat

- The school developed sun smart policy

## 23. Health & Safety Advice

- The school will seek to obtain the best advice from government departments, relevant authorities and professional bodies in the UAE and overseas and adopt
- policy and guidance as appropriate. All policies to do with health and safety will be ratified by the Executive Board for adoption by the school.

## 24. Personal Protective Equipment (PPE)

- Line Managers will assess the need for PPE.
- Where it is assessed, that PPE is required it shall be appropriately selected and provided.



- A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when necessary.
- Staff are responsible for ensuring that they use PPE where it is provided.

## **25. In case of construction or repair work in school**

- The governing body must ensure that the construction/ repair takes place after regular school hours.
- Dubai Municipality's SAFETY RULES must be displayed and followed.
- School Administration and the Construction Company must provide safe and secure environment for students and staff and must provide temporary exits.
- School Administration and Construction Company must not block any entry, exit and emergency exit of the school buildings.
- No construction equipment and construction material should be in students' reach.
- The construction area, scaffolding must be well protected. Pupils must not have access to these areas and amenities and under no circumstances are construction workers to engage in conversation with pupils unless a teacher or parent is present.

## **26. Contractors and Service Providers (such as ELP and ASA Providers)**

- The school has issued guidance for Contractors on Site. These guidelines include:
  - checking the competence of contractors, visiting workers and service providers. Competence can be judged from past experience, recommendation, pre-selection evaluation, written documentation, written undertaking of training and competence, or a combination taking into consideration the nature and scale of the works required) examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions etc.
  - the Facilities Manager, having clearly identified personnel who are points of contact for contractors and visiting workers having all significant and unusual hazards and risks on site clearly identified exchanging information on hazards and risks
  - Arrangements for monitoring and controlling works in progress. Key areas to focus attention are
  - Segregation of traffic and pedestrians segregation of contractors and occupants of the school (wherever possible)
  - safe systems of work to ensure works undertaken within occupied areas of the premises are adequately controlled
  - implications on fire precautions due to possible increased risk and interference with fire alarm system
  - system and routes for evacuation
  - safeguarding the welfare of students, staff and visitors



## 27. Consultation and participation

- The school encourages staff consultation and participation at all applicable levels and functions to improve the HSE performance
- Communication of applicable control measures against the identified risk and hazards
- Related to HSE objectives and planning to achieve the objectives
- The consultation related to legal requirements fulfilment related to KHDA, DHA and other regulatory bodies
- Investigation of incidents and arriving proper corrective and preventive actions
- Determining what needs to be communicated and how the HSE alerts will be communicated
- Identification of hazards and assessing risk and opportunities

## 28. Risk Assessments

- The school has adopted a Risk Assessment Procedure which should be followed as guidance to the risk assessment process
- Risk assessment is the responsibility of the school's managers at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken, recorded and filed for significant activities
- Risks should be assessed in a manner that ranks them by severity/probability for prioritization and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on the records of the department.
- Risk assessments should be reviewed at least annually or where there is a change in circumstances.
- school trips and off-site activities.

## 29. Review

- A review of this policy will be undertaken annually by the Executive Principal, Senior Leaders and teachers in charge. Any amendments or updates will be reported to the full Governing Body.
- Any new legislation or directives will be incorporated into the policy as necessary.



## PART FIVE

### Emergency Contact Numbers

Police	Al Barsha Police Station	999	
Fire	Al Barsha Civil Defense	997	
Ambulance	Al Barsha Civil Defense	998	
Nearest Hospital	Saudi German Hospital	Emergency Dept. +971 4 389 1111	
Executive Principal	Giles P.	+971 – 56 433 1763	Ext. 418
Head of Primary (Interim)	Paul F.	+971 – 56 418 8620	Ext. 419
Head of Secondary	Michael S.	+971 – 55 187 2225	Ext. 483
School Clinic	School Clinic	APS – 223 / AHS – 412	
School HSO	Paul P.	+971 – 56 545 4667	Ext. 286
Facilities Emergency	Mohammed Y. (Primary)	+971 – 56 506 2428	Ext. 206
	Sachin T. (Secondary)	+971 – 54 748 9517	Ext. 460
School Security	APS Security	Ext. 231	
	AHS Security	Ext. 402	



## **PART SIX** **REFERENCES**

### Health and Safety Policy and Procedures

- United Arab Emirates School Inspection Framework. DSIB 5.1
- DCD Requirements for School/buildings (UAELFSC-2017)
- Dubai Health Authority Requirements for Schools (SHG-MPS-2011)
- Dubai Municipality Requirements for Schools / Nursery (DM-P7-WI07 / DM-P7-WI22)
- DM & DHA Requirements for School Cafeteria (DM-SC-2011)
- RTA Requirements for School Transportation (RTA –STR-3E)
- Federal Law 3
- Federal Law 8
- Ministerial Order 32
- Local Order 11,61
- DHA – AED Guidelines (Dubai Heart Safe City Initiative) – Health Regulation Sector (2021)
- KHDA – CoV-19 School reopening Guidelines (2020)
- ISO:45001 - 2018