



AL BASMA BRITISH SCHOOL

## Policy: Health & Safety

Approved/reviewed by	
Governors/Head of Centre	
Date of next review:	September 2024

This plan is reviewed annually to ensure compliance with current regulations.

### Policy: Health, Safety and Environment

#### Corresponding to Policy (64) and Article (69) of the Organising Regulations

**DEFINITION(s):**

For the purposes of this policy, **the School** refers to Al Basma British School.  
For the purposes of this policy, the term **Health, Safety and Environment** refers to the requirement for the school to ensure that students and staff are kept safe and healthy in School and when out of School in situations for which the School has a responsibility.

**PURPOSE(s):**

- ✓ To safeguard all students and staff, by detailing the School’s health and safety policy and procedures, based on good and up-to-date practices, and setting high standards for health, safety and environment to ensure that students and staff are not exposed to any danger or disease.
- ✓ To lay out how the School shall meet the Council’s clearly defined conditions regarding how the School shall meet the health, safety and environment requirements of the Council and all relevant government entities.
- ✓ To build a culture where everyone in the School’s operations and activities accepts responsibility and accountability toward protection of the environment and health and safety of all individuals and the community.
- ✓ To ensure that the School provides access to high quality School health services for all students through a School-based clinic, without any additional cost to students, while complying with all regulations and mandatory requirements set out by the Council and HAAD.

**POLICY:**

The School shall develop, implement and maintain an Environment, Health and Safety Management System (“EHSMS”) for their operations in full compliance with the “Abu Dhabi EHSMS Regulatory Framework” and the “Education Sector EHSMS Requirements” and any relevant policies set out by the Council and other government entities.

The Principal, Board of Governors, and the Owners share ultimate accountability when it comes to offering a safe and healthy environment. The School Principal, in consultation with the Board of Governors and the Owners, shall prepare, implement and regularly review the Health, Safety and Environment Policy (detailed herein) and Procedures (detailed in appendix 1) which must be aligned with the Council’s health and safety regulations, policies and requirements.

The staff specialised in health and safety based on the school site are:

Mr. Rocksy Sanal	H&S Officer
Mr. Paul McDonald	Facility Manager
Ms Darlyn Conilas	CCTV Officer

The attached health, safety and environment procedures (appendix1) set out the School’s commitments, responsibilities and procedures to ensure the following:

- ✓ The maintenance of a healthy, safe and risk-free environment throughout the School, and all of its external facilities, taking into account aspects of public health, and including the areas which students, staff and visitors use for arrival and dismissal.
- ✓ The provision of a safe, risk-free and healthy environment for students and staff during extra-curricular activities (excursions and field trips).
- ✓ The School’s compliance with policies, procedures, programmes and special instructions issued by the Council or any other governmental or regulatory entity regarding School buildings, facilities and equipment used, and their conformity with environmental, health and safety specifications contained

therein.

- ✓ The award of the necessary valid licenses and permits from the Council, Department of Municipal Affairs, Civil Defence Directorate, HAAD, Abu Dhabi Food Control Authority and any other concerned governmental entity, and maintaining the related inspection records carried out by these entities and the observations made in their regard.
- ✓ The School is equipped with integrated and effective systems, fixed and mobile, for fire protection and detection, including fire sensors and detectors, fire extinguishers, water systems, pumps, taps, hoses, nozzles and sprayers to extinguish fires provided that they fully meet the specifications laid down by the Civil Defence Directorate. The School will obtain the necessary valid licenses and maintain inspection records and notifications on these systems.
- ✓ The School is equipped with integrated and effective security and access systems, including procedures and records for entering School buildings, surveillance cameras, and the like, when needed. Surveillance cameras should be installed so as to cover School campuses, buildings and facilities, and they must be categorised as sensitive sites to ensure the safety and security of students, employees, visitors and contractors.
- ✓ A special clinic is provided for regular and emergency medical services within the School buildings. The clinic is equipped with qualified and licensed staff, such as a School nurse, as well as the resources and equipment needed to work full time during School working hours, and in full compliance with the requirements and standards of HAAD. The School shall obtain the necessary valid licenses and maintain inspection records as required.
- ✓ The promotion and integration of health, safety and environmental education within the curriculum and School extra-curricular activities.

The School shall regard the promotion of health and safety education as essential at all times. It shall be the responsibility of every staff member to ensure that correct health and safety procedures are followed at all times, in accordance with the requirements of the School's Health, Safety and Environment Policy and Procedures and all other policies and regulations applicable in the Emirate. They shall also be responsible for informing the School's Principal or her delegated representative and the Council and relevant authorities, within required timeframes, of any health and safety breaches at the School.

#### **SECURITY VIDEO SURVEILLANCE CAMERAS (CCTV)**

The School shall be equipped with integrated and fully functioning access and security systems, including access procedures and logs, security video surveillance cameras and other devices or procedures installed to cover all School buildings and facilities, and classifying these as sensitive locations, to ensure:

- ✓ The promotion of a safe learning environment.
- ✓ The safety and well-being of students, staff, visitors and contractors while protecting individual privacy at all times.
- ✓ The prevention and detection of crime, vandalism, unlawful behaviour and inappropriate conduct.
- ✓ The protection of School buildings and their assets.

The security video surveillance cameras (CCTV) comprise a number of fixed cameras located within and around the School buildings, which shall provide coverage of the following areas:

- ✓ All entrances and exits of School buildings and grounds.
- ✓ All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).
- ✓ Student pickup and drop-off areas (private vehicle and bus).
- ✓ Security areas and hazardous areas (control room).
- ✓ Exterior areas surrounding the School grounds.

Security video surveillance cameras (CCTV) will not be installed in classrooms, lavatories, changing rooms or any other of area where there is a reasonable expectation of privacy.

CCTV monitors shall be installed in the office of the School Principal or Vice Principal. Monitors should not be visible to visitors or staff accessing the Principal or Vice Principal's office. Other monitors will be installed as needed for access by security guards for the purpose of monitoring the facilities outside of school hours and overnight. Male security guards shall not have access to viewing CCTV footage of female students and female staff during the school day.

Parents/Guardians, School staff and visitors will be informed that security video surveillance cameras are present with signs in the School stating that the School is under camera surveillance.

The School will install security video surveillance cameras according to the specifications of the Council's "CCTV Guidelines for Private Schools".

#### **ACCESS TO CCTV RECORDINGS**

CCTV recordings are considered confidential. The School Principal and Vice Principals are the only School-based staff authorised to view and retrieve CCTV recordings at their School. CCTV recordings of female students and staff shall only be monitored by female School Principals and Vice Principals. All other School-based staff members are strictly prohibited from accessing recordings.

CCTV records must be retained for a period of 180 days. In the event that an incident captured in a CCTV recording requires clarification beyond the School level, the School Principal or Vice Principal must immediately notify the PSQA Sector, Licensing and Accreditation Division, in order to deal with the incident.

No copy of any recordings will be shared with any person or entity unless requested by a judicial order or by prior written approval from PSQA Sector's Executive Director.

NOTE: Copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in compliance with Federal Law No. (2) of 2006 on the prevention of information technology crimes.

#### **SCHOOL CLINICS**

The School will establish a School clinic on School premises and adhere to all mandatory requirements set by the Council and HAAD for the establishment and the management of School clinics and the provision of School-based health services.

The Owners, the Principal and the School nurse are responsible for fully understanding and strictly adhering to all of the Council and HAAD regulations, policies, and standards

relating, directly or indirectly, to the establishment and management of the School clinic and the mandatory provision of School health services to all School students in the School.

The School must obtain and maintain a HAAD healthcare facility license for the School clinic at all times. A copy of the School clinic's valid HAAD healthcare facility license must be displayed at all times in the School clinic along with a copy of the School nurse's valid HAAD healthcare professional license of the category of registered School nurses, and these may never be removed or tampered with.

The School shall employ a full-time School nurse that holds a valid HAAD healthcare professional license for registered School nurses. The School nurse shall be available on School premises on a full-time basis, every school day, including exam days, according to the Council-approved School calendar. School nurses shall comply with professional qualifications requirements set for School nurses by HAAD, and meet the expectations for their performance criteria.

The Principal shall ensure that the School clinic is never used for any purposes other than the provision of School health services. The School clinic furniture and equipment shall not be transferred to another School, in accordance with the School clinic requirements set by HAAD.

The School clinic shall be designed to maintain the segregation between male and female students at all times. It is mandatory for all Schools to appoint a female School nurse in all-female student Schools and a male School nurse in all-male student Schools. In co-education School environments:

- ✓ A female School nurse shall attend to all male and female students in kindergarten (FS1, FS2 and Year 1) or in Cycle 1 (from Year 2 to Year 6).
- ✓ A female School nurse shall only attend to female students, in Year 7 to Year 13.
- ✓ A female or male School nurse may attend to male students in Year 7 to Year 13.

#### **ADMINISTRATION OF MEDICATION**

The School nurse shall ensure that she fully understands and strictly adheres to all HAAD standards that regulate the administration of medications in Schools at all times. Medications shall only be administered by the School nurse as prescribed by a HAAD-licensed physician for acute or chronic conditions or as required in an emergency situation.

The School nurse must procure the consent of Parents/Guardians before administering medications (whether prescribed or in emergency situations). Consent must be renewed annually or every time there is a change in the medication administration requirements.

According to HAAD standards, medications that can be administered by the School nurse in emergency cases are limited to the following:

- ✓ Epinephrine for acute allergic reactions.
- ✓ Metered-dose Inhalers.
- ✓ Paracetamol.
- ✓ Antihistamine cream.

All medication administered information and related activities and reactions shall be recorded in the student's medical record. All cases of suspected adverse reactions to medical products and medication errors shall be reported by the School nurse to HAAD, as required by the relevant HAAD policies. For more information, refer to HAAD standards for the administering of medication in Schools.

#### **HEALTH SCREENING**

HAAD requires "basic health screening" to be conducted every school year on all students of all year groups (Year 2 to Y13). HAAD also recommends "comprehensive health screening" for students in Years 2, 5 and 10.

It is the responsibility of the School nurse to conduct mandatory health screening on students in accordance with HAAD standards for School health screening. All screening results shall be maintained in the students' health records.

When a case of head lice is detected among students in School and in cases of head lice outbreaks, Principals and School nurses shall adhere to the Council's "Head Lice Detection Flow Chart", for related procedures. As attached with head lice parent notification letters in appendix 2.

#### **SCHOOL-BASED IMMUNISATION PROGRAMS**

The immunisation program is mandated by the UAE's Ministry of Health at the national level and is regulated and managed in the Emirate by HAAD. The School-based Immunisation Program is fully funded by HAAD and is free to all eligible students, regardless of their nationality or health insurance coverage. HAAD appoints health providers to administer vaccinations to all eligible students in Schools. The School shall allow access to HAAD appointed health providers and will facilitate their task of conducting the School-based immunisation program to students and their Parents / Guardians.

The School shall provide the HAAD appointed health providers with complete and accurate data of students eligible for vaccination as per HAAD's standards, within a deadline set by the health provider, as required. The School shall ensure that complete vaccination records for all students are kept in the School clinic at all times and are made available to HAAD-appointed health providers, as required.



The School shall distribute the “Vaccination Consent Form” and “Pre-vaccination Checklist” provided to the School by the health provider to all eligible students and ensure that they collect the completed and signed forms from all Parents/Guardians within a deadline set by the health provider, as required. The School nurse is responsible for collecting the consent or non-consent forms and for ensuring that they are completed and signed by Parents/Guardians. The School shall regularly follow up on behalf of the HAAD-appointed health providers with students and their Parents/Guardians regarding the submission of required documentation and completed and signed consent forms.

The Principal or her representatives shall attend mandatory “School-based immunisation program” awareness workshops conducted by HAAD, the Council or HAAD-appointed health providers, as required.

For further information, refer to HAAD’s “Standard for Childhood and Young Adult Immunisation”.

### **GENERAL SAFETY MEASURES**

Additionally, The School will ensure that:

- ✓ Procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g. laboratory chemicals and equipment, biological materials, cleaning substances, workshop tools and maintenance equipment) are followed scrupulously at all times.
- ✓ All equipment used by the School are regularly tested and maintained in safe working condition.
- ✓ Relevant staff bear responsibility for all health and safety matters in relation to facilities and have relevant licenses and approvals from relevant entities.
- ✓ The School carries out all regular safety assessments (e.g. fire safety) as required by the Council and all other applicable government entities, including emergency evacuation plans.

It is the joint responsibility of the Principal, the Board of Trustees and the Owner to ensure that School is equipped with fully functioning and effective fixed and portable protection systems for fire prevention and detection. The School must be fully compliant with the Abu Dhabi Civil Defence General Directorate policies and all other applicable regulations and policies in the Emirate. The School shall obtain appropriate and valid licenses and maintain records for inspections.

### **EMERGENCY SITUATIONS**

Student safety is the primary concern in any emergency. The Principal has the responsibility for determining what circumstances amount to emergency situations and what action the School should take. Some of these actions include cancellation of School, early dismissal and evacuation of students and staff from the School. The Principal will organise efficient emergency drills at least once a year, as these assist the School’ leaders to assess the preparedness of their School for crises and address potential weaknesses or gaps.

## CLEANING STAFF

The School shall ensure that all cleaning staff work on the following schedule:

School Stage	Gender
KG & Cycle 1 (Male / Female students)	Female cleaners only during official working hours
Cycles 2 & 3 (Male students)	Male cleaners only during official working hours
Cycles 2 & 3 (Female students)	Female cleaners only during official working hours

## ROLES AND RESPONSIBILITIES:

### The Board of Trustees will:

- Approve and oversee the implementation of the School's Environment, Health and Safety Policy and ensure that the School's environment, health and safety provisions conform in full to the standards required by the Council and other relevant government entities.

### The Principal will:

- Prepare and implement the School's Environment, Health and Safety Policy and ensure that it conforms in full to the standards required by the Council and other relevant government entities.
- Obtain valid licenses and permits and maintain records of any relevant inspections from relevant government entities.
- Provide medical services to students through a School clinic, staffed with a HAAD-licensed nurse, and which is compliant with HAAD requirements.
- Ensure that all School employees are aware of the School's Environment, Health and Safety Policies.
- Meet all other requirements stated in this policy.

### School staff will:

- Ensure that correct environment, health and safety procedures are followed at all times, in accordance with the requirements of the School's Environment, Health and Safety Policy and all other applicable regulations and policies in the Emirate.

### School nurses will:

- Ensure the School clinic is staffed at all times during official School operating hours, and provides medical services to students as needed.
- Provide health education and awareness to students, School staff and Parents/Guardians.
- Implement the relevant requirements of this policy and other policies in this Manual.







AL BASMA BRITISH SCHOOL

# Health and Safety Procedures

Al Basma British School is committed to providing a safe and healthy workplace for all students. Al Basma British School further recognises its responsibilities to provide a safe and healthy work environment for employees, contractors, clients, visitors, and the public. Creating a safe work environment and caring for the environment is the responsibility of all Al Basma British School personnel and contractors at every level of the organisation.

To achieve the Al Basma Health and Safety Policy's stated purposes, the commitment and contribution of each and every staff member is required to implement the procedures detailed in this appendix

## **Introduction**

### **Statement of Intent**

Health and safety is of vital importance to the staff, students and visitors of Al Basma British School and we will take all reasonable steps to provide a safe environment for students, staff and visitors. All personal data/information maintained in this respect will be held in the strictest confidence.

## **Responsibilities**

### **Governing body**

The governing body shares with the Principal overall responsibility for health and safety within the school campus. For its part the governing body will;

Ensure health and safety has a high profile.

Ensure adequate resources for health and safety are available.

Monitor and review the health and safety policy annually.

Agree to appropriate training for staff in relation to health and safety.

Monitor health and safety within the school campus via the Principal's report.

### **The Principal will:**

Consult staff and provide training opportunities in health and safety.

Develop a health and safety culture throughout the school.

Take day to day operational decisions.

Ensure staff are aware of their responsibilities.

Appoint a Health and Safety representative.

Induct all new staff in health and safety procedures and associated contingency plans.

### **All staff will:**

Support the implementation of Health and Safety arrangements.

Take reasonable care of themselves and others in their care.

Ensure that their class room or work area is safe.

Report shortcomings to Safety Officer/Facility Manager immediately so they can be recorded in the site Maintenance record file and take corrective action.

All staff will carry out monitoring on a day to day basis of their working areas.

Fire exit will remain clear of obstructions all the time and fire doors closed.

Students will not be in a classroom unsupervised at any time.

Scissors, craft knives, glue or any potential hazards must be stored in a locked cupboard.

All class room will be well ventilated.

Students will be encouraged to drink water frequently throughout the day so as to stay well hydrated.

Use lights and air-conditions when necessary (NB. Lights and air conditioning should always be turned off when leaving the room).

Teachers must be aware of student leaving the classroom ensuring use of the badge provided.

An adult must lead the class/group when moving around the building, e.g. going to play areas.

Teachers will be in their room ready to receive students at the beginning of each session.

If the teacher does not have notification of a change in the person collecting, the student is not to be released. Any unclaimed students are to be taken to the reception by 15:00.

If at any time a child is thought to be missing, reception is to be informed immediately. They will inform the Principal/Vice principal who will organize a search of the premises.

**The Facility Manager will:**

Inform contractors when on the site that they are expected to follow school safety procedure. The Facility manager and the Safety Officer will liaise with the contractors as appropriate.

Use the site maintenance record file to record any Health and Safety/Maintenance issue and ensure immediate actions carried out when necessary.

Will monitor school grounds and premises daily with the Health and Safety officer and provide a weekly report to the principal.

Arrange for electrical equipment will be tested regularly in accordance with ADEK regulations.

Will visually check plug and leads monthly.

Ensure firefighting equipment and the fire alarm system are maintained regularly and document recorded.

Maintain PE equipment and record in the register.

**General Health and Safety arrangements**

Smoking and drinking of alcohol is not permitted anywhere on the school site or in the school building. Sign ‘No Smoking within 100 meters of this premises’ in place around the premises.

24 hours CCTV camera surveillance is in operation around the school.

24 hours security is in operation on the school site.

Access control doors are in operation to restrict unauthorised entry to the site.

Entry logging protocols are in place for visitors to the site.

Daily Health and Safety reports are completed by the Health and Safety Officer and distributed to the management team.

**Equipment**

Staff should follow the guidance on using controlled or hazardous substances in science, technology and arts.

Any equipment in school should be used and stored safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately, labelled and brought to Facility & HSE office in order that arrangements for repair or replacement can be made swiftly.

No second hand equipment/own equipment must be introduced to school without the former agreement of the Principal.

Any electrical equipment used in outside areas must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over wire.

Electrical sockets should be switched off before a plug is removed.

Hazardous substances such as glazes, cleaning materials etc. are kept locked in appropriate storage areas.

All chemicals for the science labs are stored in fire resistant cabinets with exhaust system to avoid accumulation of fumes.

PE staff should review health and safety hazards with the students before starting activities in any lesson

MSDS sheets should be kept for all chemicals in school.

Hazardous substances and cleaning materials stored in quantities greater than 1 liter should be kept in locked storage at all times and decanted into liter bottles or smaller for use.

### **Curriculum - Use of resources**

All students will change into suitable clothing for the activity in which they will participate. Teachers should, where possible, change into appropriate clothing when leading PE lessons whilst respecting local culture in their dress code. This sets a good example to the students and allows a greater degree of maneuverability for demonstrating skills, or accessibility to a student should an accident occur.

The wearing of excessive jewelry is not permitted within the school. If ears are pierced, only studs may be worn and but must be removed or taped over for P.E, A watch may be worn if it is named and not of any great value.

Teachers will collect all such items prior to the PE lesson and store them safely in a locked drawer.

Each student should be taught how to lift and move equipment, techniques should be revised at least annually with a new class. Students should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.

### **General Safety**

In order to improve safety for everyone in school measures have been taken to restrict access into the school building. Students should use the designated entrance only and parents should enter by the main entrance only.

All staff should wear their ID badges at all times

Access control doors are provided to restrict unauthorised entry. Staff should have their access cards with them at all times.

All parents and visitors must report to the school reception and sign the visitor's book where they will be issued with a visitor's badge. Reception /security will allow the persons to access through the door only if required. All visitors must sign out when leaving the school building. All major maintenance works will only be permitted after the school hours.

Contractors and visitors in the school building during the school day must be accompanied by a staff member at all times.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be challenged and reported to the school office immediately

Parents are requested not to bring their cars onto the school site

Staff cars should be parked in the marked bays only. Other areas should remain clear.

Delivery vehicles are expected to use the delivery area

Wherever possible deliveries should be made once the students are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. They should also inform the Facilities Manager and/or Principal if they are working alone

Where lone working is unavoidable staff should inform the Facilities Manager and/or Principal.

Fire doors must be unlocked when staff are working on the premises.

When two or more people work late they should try to leave the building together.

Members of staff are allowed to leave the site for 10 minutes per day leaving for any longer can only be with the permission of the Principal. The book in Reception must be signed on leaving and reentering the site during the day

Finger print scanning must be done by all staff at the beginning and end of the day

### **Supervision of Students**

School Hours:

Sunday to Tuesday and Thursday 07.15 to 15.15.

Wednesday enrichment students 07.15 to 4.45pm

### **Office Hours**

The school office is open from 7.30am until 3.30pm Sunday to Wednesday and 7.30am to 3pm on Thursday.

### **Staff Supervision Duties**

Teachers will supervise students arriving for school according to the duty rota.

Teachers will supervise the students leaving school according to the duty rota.

Teachers will supervise students in canteen, playgrounds, corridors etc. during the break times.



Teachers have a legal responsibility to attend their supervision duties at break, lunchtime, before and after school and at session change over times.

All FS to Year 5 staff should accompany their children to and from lessons, break and lunchtimes.

All members of staff are responsible for making sure that their classroom is clear of students during break times.

All staff have a collective responsibility for student safety at all times and should speak to students whenever the need arises.

All staff are responsible for keeping their work space clear and hazard free.

All staff have the responsibility to report any hazardous situations, unsafe acts, unsafe practices or unsafe conditions they find to the Health and Safety Officer/Facility Manager.

### **First Aid**

Response to medical emergencies and accidents involving students or staff

School staff are expected to take reasonable action as responsible adults, to deal initially with the injury before the student receives professional medical treatment.

The school has a trained nurse and nurse's assistant who are stationed in the medical room.

Staff or students should not be moved until the nurse has attended the scene.

Disposable gloves should always be used when dealing with blood and then be placed in the bio-medical waste bin.

First aid boxes are stationed in each area and in all science rooms. First aid kits for school field trips and journeys are stored in the medical room and must be taken on any field trip by School Nurse.

If a student experiences a minor injury or medical episode the School nurse should record the clinic visit in the daily log and the student's medical file. They should issue a notification of the incident for the parent's information.

If a student or staff member experiences a medical emergency or serious injury, the VP or Principal will be called, the senior member of staff will liaise with the nurse and decide whether to call an ambulance. The nurse will keep written records of medication administered and any vital signs recorded to pass to the paramedics or parents. The parents will be contacted and informed of the school's actions. If the parents cannot get to school before the ambulance leaves the school nurse or a senior member of staff will accompany the child or staff member to the hospital and wait until the parents arrive.

A note should be made in the Accident Book, which is kept in the medical room, of all injuries and actions taken. Serious accidents may require statements from all staff involved. Any student that goes home should be recorded as having done so and the class/home teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the nurse's station.

All major injuries should be reported to the Health and Safety Officer by school nurse with the details for the injured party, location and first aid given.

Investigation of any incidents related to students will be completed by Principal/Vice principal. Control measures will be taken to avoid a recurrence and documented. Serious incidents should be reported to ADEK's H&S Division within 24 hours and be followed up with the submission of a full investigation report within 30 days.

### **Medication Policy**

If a student requires prescribed medicines whilst in school, the parents must complete an Administration of Medicines/Treatment (Form of Consent) which is available from Reception. Once completed these forms should be kept in the clinic.

All medication should be stored safely in the medical room.

All medication, except inhalers, must be recorded when taken on the appropriate administration of Medicines/Treatment Form, which is kept in the nurse's office.

All students with asthma or a record of acute allergic reactions should have inhalers and epi pens available within date at all times in the clinic.

It is the responsibility of the class teachers to ensure students have access to inhalers/medicines on any off-site educational visits.

### **Allergies**

Information about students who suffer from an allergy will be notified to relevant staff class and homeroom teachers. The School nurse will administer adrenaline via an Epi Pen when necessary. Student medical issues are shared with relevant staff.

### **Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately.

ADEK's guidance on the reporting of diseases will be followed. If in doubt outbreaks of certain illnesses should be reported to the Principal who will follow the matter with the relevant authorities.

### **Staff Health and Welfare**

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Principal, the Vice principal or school's nurse as soon as possible. The Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the Principal PAs office

### **Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

All staff should ensure staples, pin board pins etc. are not left on the floor after their works.

Staff should not climb on chairs or tables. A stepladder is available for use.

Both staff and students should take care when moving or lifting equipment. If in doubt seek help.

### **VDU Operators**

Admin staff using VDUs should vary their work routines and follow guidance on regular eye tests. A 20 minute break should be taken after 2 hours of continual use

### **Off Site Activities**

Any visit off site must be approved by the Principal or Vice Principals.

The Health and Safety Officer will carry out a pre visit and complete the risk assessments for all trips.

For any educational visit to take place off the school site within the emirate, the ADEK educational visit application pack must be completed and submitted to the appropriate approving department two weeks in advance of the trip.

The trip parental permission letter must be sent for every off site educational visit and must include medical, allergy and parent emergency contact details.

One copy of the official list of the students and adults in the party on a school visit and their contact numbers must be kept in the Principal PA's office. The list(s) should also include the registration number of any vehicle(s) involved

If the party is travelling on two or more coaches it should be clear on the official list of students and adults who is travelling on which coach

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach

The student: adult ratio recommended for the activity in the ADEK guidance must be met as a minimum.

Where the visit is outside of school hours, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted and adults should ensure that seat belts are used by all staff and students at all times.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured in any accident.

Students should not sit in the front seats of the bus or coach nor in the center back seat unless they have a 3 point seat belt.

Students should not be seated by a bus or coach emergency exit.

Students are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles

On a visit involving transport the following should be easily accessible: Plastic gloves: First aid kit (containing official list of adults and students on the party, plus the school name and telephone number); Drinking water and beaker: Paper towels and tissues; and sick bags

**NB:** The school nurse is responsible for ensuring students have access to inhalers and their medication where necessary

## **Fire Safety**

The school will provide a safe and healthy working environment with respect to fire safety.

## **Evacuation Procedures**

Evacuation procedures are practiced 4 times yearly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan and should be displayed around the school.

Induction training on Health and Safety and Emergency evacuation procedure will provided to all staffs prior to the starting every academic year.

## **Fire Safety Procedure**

Al Basma British School will provide a safe and healthy working environment with respect to fire safety in its establishment.

### **The Health and Safety Officer will be responsible for:**

Checking all fire doors are free from obstructions and slip/trip hazards.

Checking all escape routes are clear.

Checking all fire doors can be opened quickly and easily.

Checking all fire resisting doors close properly.

Checking no fire resisting doors are wedged or popped open.

Checking whether fire extinguishers are in place and without any visual damage.

Checking general housekeeping standards are adequate.

Checking building is generally tidy.

Ensuring rubbish and waste materials are not being allowed to accumulate.

Ensuring there is no storage above 2m, in unsuitable locations, electrical rooms, under stairwells etc.

Ensuring waste containers are stored externally in a secure area.

Ensuring firefighting equipment and alarm system are maintained regularly and document recorded.

## **Responsibilities:**

Classrooms-Class teachers should close windows and doors when all students have departed and change the card to green to verify the room is empty.

Securing medical room and clinic - School nurse.

Taking first aid kit and emergency medication to assembly points – School nurse

Phoning fire service - Receptionists.

Unlocking gates to allow access - Security.

Contractors and visitors book - Security.

To print maintain and distribute student fire registers - Receptionists

Students check - Teachers

Teachers check - Mr. Mohammed, Ms. Allison, Ms. Ruth and Mr. Magdi.

Admin check – Ms. Vikki, Ms. Sajna , Mr. Salam

Bus staff check – Transport Supervisor

Full Staff and Students final clearance - Ms. Allison.

Ground floor check to ensure nobody is trapped- Ms. Allison, Mr. Zaldy.

First Floor check to ensure nobody is trapped - Mr. Rocksy.

Second floor check to ensure nobody is trapped - Mr. Paul

The fire alarm is tested weekly on Sunday at 9:30 by the Safety officer/Facility Manager and document recorded.

Fire drill is conducted a minimum of 4 times a year. A record of this is documented by Health and Safety officer in HSE office.

A fire safety risk assessment is carried out by the Health & Safety Officer and Facilities Manager each term. A report is then presented to the governing body.

The dry contact automatic release on the activation of the fire alarm should be tested weekly with during the fire alarm test

All automatic fire detection and fire suppression systems and extinguishers are checked on a regular basis. This is recorded in the Facilities Management file.

The Facilities Manager will be responsible for the upkeep of the Facilities Management file.

## **Evacuation Procedures**

The overall aim is to save lives and therefore effective evacuation is of paramount importance.

Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by activating the nearest fire alarm point.

Fire drills are carried out at least 4 times a year and recorded in the HSE file.

Fire drills are reviewed with feedback invited and informing future practice.

### **On hearing the alarm:**

Direct students to walk quietly to the nearest clear exit and then walk quietly in single file to their assembly point.

Teachers must ensure nobody is taking any personal belongings with them.

The teacher must ensure that the classroom is empty, windows are closed, turn the card to green before leaving the classroom and closing the door behind them.

Everyone on site, students and adults, must leave by the nearest clear exit.

Reception will call the fire brigade and the school nurse will check that the medical room is empty.

Classes should stand still and quiet until asked to re-enter the building,

**NB:** As the fire attendance register reflects the true number of students in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to Ms.Vikki's office. Please ensure that students arriving after registration have been recorded

Reception should update the fire registers to reflect late arrivals and early leavers so they are reflective of the number of children on site at the time of the alarm activation.

Students with physical disabilities should make their way to the nearest exit if they are on the ground floor or the nearest stairwell if they are on the first or second floor. Once the other children have cleared the access to the stairwell the disabled student should start to descend the stairs with the support of their shadow and Mr. Paul, Mr. Rocksy, Ms. Ramya will support descent when they have finished their sweep.

If any visitors are present the adult with whom they are working should ensure that they know what to do. All visitors should assemble at the assembly point at the front of school.

Children using the pool should use the cover ups provided at the side of the pool and evacuate the building as quickly as possible.

Should the fire cause a hazard near to the assembly point – teachers should relocate the children to a point at a safe distance from the buildings using exit gate 3

### **If The Building Has To Be Evacuated During Lunch time**

On hearing the alarm;

Students walk quietly to the nearest exit and then walk quietly in single file to the assembly points.

Everyone on site, students and adults, must leave by the nearest clear exit.

Reception staff will call the fire brigade and the school nurse will check that the medical room is empty.

Class teachers will check fire registers, Reception staff will check the signing in book.

The Security will ensure there is access for the fire brigade.

The Vice Principals and Head of the Arabic team will check that all adults are accounted for and present and the Principal will ensure everyone is out of the building.

Please check where your nearest Alarm Point is situated, where the nearest evacuation point is for your class and where the next closest evacuation point if should the nearest one be blocked.

### **If The Building Has To Be Evacuated During School dismissal time.**

On Hearing the alarm;

Bus Supervisors will take a head count and take the students present in the auditorium to the buses and repeat the head count and take the bus register.

Students proceeding to the auditorium will be directed straight to the buses by the teachers on duty.

Teachers on duty will report to security if anyone is missing from a bus register having checked their bus with their bus supervisor. The driver will do this if the teacher is not present

Bus coordinators will supervise the outside area as children move to their buses

Mr. Paul and Mr. Rocky will sweep top and middle floor

Principal, Ms. Flossy, Ms. Ruth and Security will sweep the ground floor

Parent pick-up students will be head counted and escorted by the teacher on duty to the basketball court where the head count will be repeated.

FS teachers on duty will do a head count and escort pick up children to their assembly point

Reception staff will call the fire brigade and the school nurse will check that the medical room is empty.

The Security will ensure there is access for the fire brigade.

The Vice Principals and Head of the Arabic team will check that all adults are accounted for and present and the Principal will ensure everyone is out of the building.



## **Emergency lockdown procedure**

When you hear, “**LOCKDOWN**” announcement.

**Classroom teachers** are to:

- Quickly glance outside the classroom to direct any students or staff members in the corridor into your room immediately.
- Lock your door. If a door can't be locked, attempt to quickly block the door with tables and chairs.
- Lower or close any blinds.
- Place students against the wall, so that the intruder cannot see them by looking in the door. Look for the ‘**Safe Corner**’.
- Turn out lights and computer monitors. Keep students quiet.
- Remain indoors and under lockdown until you receive an “all clear” from authorized personnel.

**Note:** All staff members will be provided with their class registers on evacuation. This will aid in accounting for all students if an evacuation is required.

- Physical education classes being held in the gym and outside areas should move into the nearest classroom or any nearby room which has a safe area.
- Any students in the cafeteria should move to the nearest prayer rooms, office, clinic or classroom.
- If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate to depending on the situation.
- If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
- Anyone in the hallway should move to the closest classroom immediately.
- Nurses/cafeteria workers/support staff should stay in the area they are in, secure the doors, and turnout the lights.
- Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.
- Remain indoors and under lockdown until you receive an “all clear” from authorised personnel even in the event of a fire alarm.
- If an evacuation occurs, all persons/classrooms will be directed by police or authorised staffs to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class.

**The types of events that require lockdowns include situations such as the following:**

- Active shooter
- Hostage situation
- Riots
- Police or military activity nearby
- Natural disasters

## The safe use of fire extinguishers

Fire extinguishers play a crucial role in fighting fires while they are at an early stage. They can control the fire from spreading if used safely and effectively. Fire extinguishers can be found in the corridors, hallways, laboratories, outside electrical rooms and mechanical rooms either mounted in wall or in clearly marked fire boxes.

Follow the **P.A.S.S** protocol for safe use of fire extinguishers

1. **PULL** - Pull the pin. This will also break the tamper seal.
2. **AIM** - Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
3. **SQUEEZE** - Squeeze the handle to release the extinguishing agent.
4. **SWEEP** - Sweep from side to side at the base of the fire until it appears to be out.

**Note:** Always activate the fire alarm first. Only use the fire extinguisher if it is small and you are confident to do so. If you have the slightest doubt about your ability to fight a fire....EVACUATE IMMEDIATELY!

If you use a fire extinguisher, do not return it to its cabinet or bracket. Report the use of any extinguisher immediately to the Safety Officer of Facility Manager.

## Clothing fires procedures

- If your clothing is on fire, do not run.
- If your clothes catch fire get under the safety shower (if in chemistry lab) and let water flow over burning clothes till the clothes no longer on fire and ask for medical assistance if required.
- Otherwise, follow the international protocol of STOP, DROP and ROLL.
- Immediately drop to the floor and roll repeatedly to extinguish the fire, holding your hands over your face to protect it from flames.
- If any staff see a person whose clothing is in fire try to cover them with the fire blankets in the fire boxes without endangering yourself or tell them to follow the STOP, DROP and ROLL protocol.

## Earthquake procedure.

**If you are indoors teachers should instruct students to follow “DROP, COVER AND HOLD ON” procedure.**

- Stay inside the classrooms.
- **Drop** under the tables and hold on. Face away from windows.
- **Cover** head to prevent being hit by falling objects.
- **Hold on** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
- Avoid Doorways. Doors may slam shut and cause injuries.
- If you can't get under something strong, or if you are in a hallway, flatten yourself or crouch against an interior wall and protect your head and neck with your arms.

- Stay away from windows, bookcases, shelves and light fixtures. You could be hurt by shattering glass or falling heavy objects.

### **If you are outdoors**

- Stay outside.
- Go to an open area away from buildings. The most dangerous place is near exterior walls.

### **Bomb threat procedure**

When bomb threat calls are received, the phone call recipient should:

- Take any threat call seriously.
- Stay calm, listen to the caller and do not interrupt the call.
- Signal someone immediately to report the situation to the Principal/ HSE Officer who will then notify the Police and Civil defense.
- Keep the caller on the phone as long as possible and do not hang up
- Write down the caller ID number if available
- Write down the exact words of the caller.
- Make an educated guess as to the caller's sex, age, and accent.
- Identify any background noises.
- Try to keep the caller on the phone and talking by asking the following questions:-
  - What is the nature of the bomb?
  - When will the bomb explode?
  - At what time will the bomb explode?
  - Where is the bomb located?
  - What does it look like?
  - What kind of bomb is it?
  - What will set it off?
  - Why are you doing this?
  - Who are you?
- Even after the caller hangs up, keep the phone off the hook so the police can trace the call.

If evacuation requires follow the same Emergency evacuation procedure as in a case of fire but relocate to the other side of the wasteland behind the school outside the premises wall once you have assembled at the designated assembly point

### **Elevator malfunctioning procedure**

- The elevator is equipped with a safety device that will automatically bring it to the ground floor and open it in any power failure situation.

- No students are allowed to use the elevator unless with lift pass issued for medical reason and they should be accompanied by an adult.
- If trapped in the elevator, stay calm and press the alarm button to alert the security.
- If the elevator does not seem to be operating properly, inform the Safety Officer or Facility manager immediately.

### **Critical Incident: Planned Response Road Traffic Accident involving Students/Accident during School Trips**

#### **Immediate action:**

Remove students from danger if possible/appropriate contact emergency services. Bring students back to school as soon as possible Obtain accurate information and inform school (uncertainty breeds rumors which adds to distress)

#### **Action as soon as possible:**

The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office

If there is death or serious injury the police with the Principal will inform parents

A mobile/fax line will be used as an outgoing line to leave the main office line free if it is expected that many parents will be trying to contact the school

Give the same level of information to everyone, provision of a script is sensible, The Principal and Vice Principals will be responsible for drafting of a script

The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help

The Principal will inform staff and students. (If sending a letter home give details of the facts, do not apportion blame). Students will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.

School will contact the Chair of Governors. The Principal or Vice Principal following advice from ADEK will inform the press office. Press or media will not be allowed onto school premises

If there is need for an assembly point the school auditorium or library should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

### **Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)**

#### **Immediate action**

If this happens within the close proximity of the school it will be necessary to remove students from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Act as soon as possible. Inform students of the incident. This should be told simply and without fabrication.

Keep in coming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep students behind after school, students will stay with their class teacher and parents informed accordingly. Emergency services will advise,

Attempt to stick to normal school routines as soon as possible.

**Later action:**

Principal/ school admin to contact outside agencies where appropriate

Encourage students to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk students/staff

Monitor effects of all involved.

Organise treatment if necessary

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جدول تسلسل الإجراءات الخاصة بتقصي حالات الإصابة بفعل الرأس  
**Head Lice Detection Flow Chart**



