

HEALTH AND SAFETY POLICY

Introduced: December 2015	Revised: March, 2019
Previous review : 2017	Next Review : March 2021
Implemented by: Principal	

DEFINITION:

The term **Health and Safety** refers to the requirement for the school to ensure that students and staff are kept safe and healthy in school and to practice the health and safety principles in their lives in future as well.

PURPOSE:

- ❑ 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 towards 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.

Dunes International School

Plot no 19; Shabiya 9; Mussafah; Abu Dhabi; P.O Box 5121
Tel.: 0097125527527
School code: 72689 | Affiliation number: 6630051



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هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧
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كود مدرسة: ٧٢٦٨٩ | رقم الانتساب: ٦٦٣٠٠٥١

POLICY:

The school regards the promotion of health and safety education as essential at all times. It also considers it as 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. The staff is considered responsible for informing the school's Principal or his/her delegated representative and the council and relevant authorities, within required timeframes, of any health and safety breaches at the school.

- The school is compliance with policies, procedures, programs 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 Defense 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 this 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 Defense 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's building, surveillance cameras, and the like, when needed. Surveillance cameras are installed so as to cover school campuses, buildings and facilities, and they must be categorized as sensitive sites to ensure the safety and security of students, employees, visitors and contractor.
- 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



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full compliance with the requirements and standards of HAAD. The school has the necessary valid licenses and maintains inspection records as required.

EMERGENCY SITUATIONS

Student's 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 organizes efficient emergency drills at least once a year, as these assist the school's leaders to assess the preparedness of their school for crises and address potential weaknesses or gaps.

FIRST AID PROCEDURE

- All First Aid is administered by the qualified HAAD approved nurse or Health Care Assistant in the licensed clinic.
- In the case of any serious injury the nurse should be called to the site of the injury to administer emergency first aid.
- Should the casualty be walking wounded they can head straight for the clinic where they will be treated.
- In the case of all serious injuries or medical emergencies the VP or Principal should be called to attend.
- They should decide with the nurse if an ambulance should be called in or not.
- Records of all vital signs and medication administered should be maintained and handed over to the paramedic, doctor or parent/next of kin on arrival.
- Reception should be informed to direct the paramedics.
- Parents should be called and informed that the ambulance has been called.
- A Nurse, family member or senior staff should travel with the injured party in the ambulance and stay with them until the parents or next of kin arrives.
- If an ambulance is not needed the nurse and another member of staff may drive with the injured person to the nearest hospital and stay with them until the parent arrives.
- All incidents are recorded in the clinic log.
- First Aid kits eye baths and chemical showers are available in science rooms and should only be used by qualified first aiders or the nurse.
- If treatment is not urgent the injured party should stay under observation in the clinic until a parent or next of kin arrives to take them home or to the doctor.



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FIRE SAFETY:

- Fire Prevention equipments are placed at various locations across the school and their condition is regularly monitored
- Evacuation Plans are displayed.
- Fire Drills are held twice a year to make students and staff aware of escape routes and procedures.
- 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 Defense 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.

FIRE DRILL PROCEDURES:

- Fire drills are conducted twice a year.
- The alarm rings in case of fire.
- The announcement is made for evacuation.
- The teachers present in respective classrooms move the students to open areas silently in a queue.
- All staff should move to the designated open area.
- A student list which is displayed on the board is carried by the teacher in order to call out the
- Attendance and check if any child is missing. Certain teachers are assigned duties and responsibilities to conduct checks in their designated school areas just to make sure nobody is left behind.
- Safety Supervision during break/ arrival/ dispersal.
- Teachers carryout the supervision of students during the recess and dispersal time.
- The admin officer and designated members of management and staff supervise the bus



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- arrival and dispersal area.
- School council members are assigned responsibilities to ensure students move in an

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- organized manner after the recess and dispersal time.
- Parents are allowed to enter the school premises through the main gate only.
 - Visitors register is maintained where the details of the visitor are noted.
 - Visitors are asked to wait at the reception and the receptionist informs the concerned person.
 - Safety and Health charts are displayed in classrooms with rules students need to follow to make them responsible for their safety and the safety of others.

Principal's Approval	
Revised Date	March, 2019



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