



ABUDHABI INDIAN SCHOOL

OCCUPATIONAL, HEALTH & SAFETY (OSH) POLICY

OCCUPATIONAL, HEALTH & SAFETY POLICY FOR ABUDHABI INDIAN SCHOOL, ABU DHABI

Name of Policy	:	Occupational Health & Safety Policy
Article No	:	69
Purpose of Policy	:	To implement Occupational, health and safety- requirements in the school
Approval for this Policy given by	:	Hon. Chairman, BOG
Responsibility for its update	:	Principal
Policy applies to	:	To all the members & visitors of Abu Dhabi Indian School, Abu Dhabi
Date of Approval	:	01-04-2019
Proposed Date of Review	:	01-04-2021

OCCUPATIONAL, HEALTH & SAFETY POLICY FOR ABUDHABI INDIAN SCHOOL, ABU DHABI

Statement of Intent:

Abu Dhabi Indian School, Abu Dhabi will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation to a minimum.

The School is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Board, and its employees, will make every effort to provide a safe, healthy work environment. The Board shall ensure that workers receive adequate orientation/training in their specific work tasks to protect their health and safety.

All employees must be dedicated to the continuing objective of reducing risk of injury. Responsibility for effective implementation of this Policy rests upon each individual employee who must personally conduct himself/herself in a fashion which will promote safe work conditions and complies with safe practices and procedures. All employees must work in compliance with the law and shall bring to the attention to their immediate superior any condition, machinery, equipment, procedure or practice that is unsafe and not in agreement with this policy.

This policy will be reviewed annually and posted as per the Health and Safety Act from OSHAD through ADEK

1. Providing a safe and healthy environment which is conducive to learning.
2. All staff having individual responsibility for health and safety.
3. All staff being informed of ; Understanding and Accepting their responsibility for eliminating or minimizing the potential for harm to people at their workplace, including contractors, other staff and visitors being informed of any results of our monitoring their work area.
4. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management.
5. Ensuring all employees and their representatives are consulted regarding health and safety management.
6. Ensuring schools have an effective method for identifying hazards. Significant hazards will then be controlled by:
 - Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people
 - Minimizing the effects of hazards, if they cannot be practicably eliminated or isolated, it could achieved by putting rules, procedures, signage or training in place to make the place safer.
7. Creating and maintaining a safe working environment which includes providing facilities for staff health and safety at work.
8. Having in place adequate welfare facilities for all foreseeable emergencies that may arise in the workplace as far as is reasonably practicable.
9. Providing appropriate orientation, training and supervision for all new and existing staff.

10. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
11. Board of Trustees commitment to continuous improvement and to comply with all relevant health and safety legislation.
12. Ongoing review monitoring and updating of our compliance with our health and safety program and this policy to ensure that they meet the required standards.
13. The Board of Trustees, all employees of the Institution and pupils will play their role effectively in accordance with the established procedures and safe work practices.

Name: _____ Signature: _____
(Chairman of the Board of Governors)

Name: _____ Signature: _____
(Principal of the School)

Date: ___/___/___



INTRODUCTION:

Board of trustees – The Governing Body:

The Board of Governors board has overall governance and responsibility for health and safety in the school and is responsible for providing resources to enable staff, students and others to carry out their health and safety duties and also to ensure that:

- ☐ The health and safety Policy is strictly adhered to promote safety of teachers, students and other staffs
 - ☐ The principal and his Senior Management Team is aware of their responsibilities and take all practicable steps to ensure that no one in the school or vicinity is harmed by any hazard.
 - ☐ Facilities are provided as outlined in Health and Safety Legislation e.g., lighting, toilets, drinking water, cleanliness, first aid, and storage of chemicals.
 - ☐ A safe physical and emotional environment prevails for staff and students and comply with health and safety legislation
 - ☐ Sufficient funds are set aside with which to operate safe working practices
 - ☐ Health and safety performance is monitored, failures in health and safety policy or implementation recognized, and revised as deemed appropriate.
 - ☐ A designated Committee member liaises and monitors closely with the school's Senior Management Team and shall participate in bi-annual school inspections.
- The Principal, Governing Body and Senior Management Team, will implement the school's Health and Safety Policy by:
- ☐ Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy.
 - ☐ Planning, organizing and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
 - ☐ Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's Health and Safety Policy.
 - ☐ Ensuring that their responsible managers and employees are capable, through training or otherwise, to carry out their duties for health, safety and welfare.
 - ☐ Setting health and safety performance standards to ensure effective management within their areas of control.
 - ☐ Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
 - ☐ Ensuring that all employees are familiar with, and comply with, the requirements of the school's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and any school and departmental guidelines and instructions.
 - ☐ Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare.
 - ☐ Establishing systems for monitoring all arrangements to ensure that they are working effectively.
 - ☐ Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.
 - ☐ Reporting annually to the Governing Body on health and safety issues within the school.

The Health and Safety Coordinator is accountable to the principal for the day-to-day management of health and safety including:

- ☐ Preparing the annual Health and Safety Plan along with staff for board approval.
- ☐ Managing the implementation of the approved Health and Safety Plan.
- ☐ Maintaining and updating health and safety procedures and taking all necessary actions to ensure that procedures are correctly implemented throughout the school with prior consent of the Principal.
- ☐ Providing health and safety performance reports to the principal or Board of trustees.
- ☐ Arranging Health and Safety Committee meetings.
- ☐ Ensuring safety information is clearly displayed in all work areas.

Health and Safety Committee

The Health and Safety Committee is an operational committee (rather than a governance committee) whose primary function is to identify and mitigate risks to health and improve the safety of children and adults who are on the school premises. Committee members are encouraged to alert people to any concerns immediately and not to wait until the Committee meets. The meetings will only be a forum to enhance the safety and improve the Procedures around safeguarding pupils and staff in the event of any emergency.

The following persons are selected by the Principal to work in the OSH Committee:

- Principal (Chairperson)
- Vice Principals
- OSH Officer
- Head Master & Headmistress of Senior School
- Supervisors of Middle School & Primary School
- Supervisor of Pre Primary
- KG Administrator
- Administrative Manager/Facilities Manager
- Teaching Staff
- Support Staff

ADMINISTRATIVE MANAGER/FACILITIES MANAGER

- 1) The Administration Manager is responsible for:
 - ☐ Managing the site services team roles effectively to ensure that monitoring of the premises and associated services, systems and equipment, including fire safety tests, is carried out in a scheduled and structured manner.
 - ☐ The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.
 - ☐ Risk assessments of the premises and working practices are undertaken.
 - ☐ Safe systems of work are in place as identified from risk assessments.
 - ☐ Emergency procedures are in place.
 - ☐ Plant, machinery and equipment is inspected and tested to ensure it remains in a safe condition.
 - ☐ Establishing the competency of companies or individuals (contractors) to provide professional services meeting required health and safety standards, prior to engagement.

- ☐ The activities of contractors are adequately monitored and controlled.
- ☐ Appropriate information on significant risks is given to visitors and contractors

SPECIAL OBLIGATIONS OF TEACHERS

Teaching Staff of the Organization will ensure that:

- ☐ Any health and safety matters that they cannot deal with directly are brought to the attention of the Senior Management Team.
- ☐ Significant hazards within their department are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- ☐ Safety measures and controls identified by risk assessments are implemented.
- ☐ Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- ☐ Will implement a system to manage health and safety within their department, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- ☐ Equipment and substances are suitable for the purpose they are used.
- ☐ Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- ☐ Follow the health and safety procedures applicable to their area of work.
- ☐ Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- ☐ Ensure the use of personal protective equipment and guards where necessary.
- ☐ Make recommendations to their Heads of Department/Head of School on health and safety
- ☐ Equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- ☐ Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- ☐ Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorization.
- ☐ Regularly check their classrooms for potential hazards and report any observed to the Facilities Manager.
- ☐ Report all accidents, defects and dangerous occurrences to their Senior Leadership Team in the first instance

Employees

All employees are responsible for:

- ☐ Complying with the school's Health and Safety Policy.
- ☐ Taking reasonable care of their own health and safety and that of others affected by their acts or omissions. Co-operating with their management in complying with relevant statutory provisions.
- ☐ Using all work equipment and substances in accordance with the instruction and training received.
- ☐ Not intentionally misusing anything provided in the interests of health, safety and welfare.
- ☐ Following all prescribed safe working practices and not working while unfit to do so.
- ☐ Reporting to their supervisor or manager any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.
- ☐ Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- ☐ Observe all instructions on health and safety, issued by the Governing Body or any other person delegated to be responsible for a relevant aspect of health and safety.
- ☐ Act in accordance with any specific health and safety training received.
- ☐ Report all accidents, Incidents and near misses in accordance with current procedure.
- ☐ Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- ☐ Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- ☐ Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- ☐ Inform their Line Manager of any shortcomings they identify in the School's health and safety arrangements.
- ☐ Exercise good standards of housekeeping and cleanliness.
- ☐ Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of ADEC – Occupational, Health and Safety Section.

Pupils

All pupils will be responsible for

- ☐ Complying with school rules and procedures.
- ☐ Taking reasonable care of themselves and others.
- ☐ Co-operating with their teachers and other school staff.
- ☐ Using equipment and substances in the manner in which they are instructed.
- ☐ Not misusing anything provided for the purposes of health and safety.
- ☐ Reporting anything they believe to be hazardous or dangerous to their Teacher or to themselves.

Audit and Review

The Principal means used for reviewing the school's Health and Safety Policy will be:

- ☐ Audits of health and safety management in individual departments.

- ☐ Annual reports to the Governing Body covering the management of health and safety within the school.
- ☐ Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the Health and Safety Policy and that the Policy remains effective.
- ☐ Evaluation of health and safety management against performance indicators to ensure that objectives are met and that best value provision is obtained.

Standards affecting the whole school

The general arrangements and standards required to implement the school's Health and Safety Policy are set out within the Health and Safety Handbook for Schools. The contents are outlined below.

- Safety Management System.
- Accident reporting and Investigation.
- Building work contracts.
- Consultation with employees.
- Contractors.
- Display Screen Equipment.
- Educational Visits.
- Electrical appliances.
- Emergency evacuations & emergency planning.
- First-aid.
- Fire safety.
- Gas, electric and water services.
- Glazing.
- Jewellery and other personal effects.
- Liquefied Petroleum Gas and other temporary heating.
- Lifting equipment.
- Lone & isolated working.
- Manual Handling.
- Medication.
- Personal protective equipment.
- Play areas.
- Purchasing equipment.
- Pupils carrying out work activities in school.
- Risk Assessment.
- Safe use of ladders, step ladders and trestles.
- Safe practice in Physical Education.
- Security and personal safety.
- School premises safety.
- Stage Equipment.
- Stress at work.
- Swimming pool safety & water treatment.
- Training records.
- Work at height.
- Work equipment.
- Work experience and Young Persons' safety.
- Work related violence.
- Workplace Health, Safety And Welfare.
- Laboratories
- Art Room
- Class room

Arrangements

1) Accident reporting and Investigation :

Accidents should be recorded and reported in accordance with the procedure outlined in guidance documents .Accidents should be investigated as soon as possible after occurrence and should be investigated by management of the premises in which the accident happened. Investigation provides reactive monitoring data.

2) Building work contracts:

Serious injuries can occur where building work is undertaken. Schools need to ensure that building contractors do not place pupils or staff at risk from their activities. This requires management control of any building work undertaken.

3) Consultation with employees:

Employers have a legal duty to consult with all members of staff in respect to health and safety issues. Schools will need to establish mechanisms to ensure that all staff are consulted on any health and safety issue that affects them. This may be achieved by setting up a health and safety committee or by including health and safety as an agenda item on all staff team meetings.

4) Contractors:

Any contractor working on a school site has to be managed to ensure that they do not import any risks into school without ensuring that suitable precautions are in place and that staff and pupils are informed if they will be affected. Similarly schools must ensure that contractors are not placed at risk from any school activities.

5) Display Screen Equipment:

Wherever a member of staff uses a computer workstation an assessment must be carried out to ensure that the person is not likely to be placed at risk from using the equipment.

6) Educational Visits:

Visits must be planned and well managed; staff leading visits must be competent to lead the visit.

7) Electrical appliances:

Schools must manage the use and testing of electrical appliances. Frequency of testing will depend upon the type and use of equipment, varying from every year to every four years.

8) Emergency Evacuation and Planning:

Systems should be implemented to ensure that all occupants of the premises can be evacuated in an emergency. Different systems may be required depending upon the cause of the evacuation – e.g. fire and bomb evacuations. Schools should also plan for emergencies. The type of emergency may be loss due to fire, events occurring during an educational visit, loss of electricity, major road traffic accident outside the school gates etc. Arrangements should also be in place to enable normal operation to continue alongside the management of an emergency.

9) First-aid: school must ensure that first- aid is provided to all staff. Provision of first-aid to pupils is part of the common law.

10) Fire Safety: School must carry out a fire risk assessment; procedures should also be in place to ensure that alarm systems, firefighting equipment, lighting etc, is regularly tested and maintained in a good condition.

11) Gas Electric and Water services: Schools should ensure that gas, electricity and water services are maintained in a safe condition. Gas services and appliances should be regularly inspected and tested by a registered gas engineer; mains electricity should be inspected and tested at least once every five years; water services must be maintained in a condition that does not give rise to risk.

12) Glazing:

Assessments should be undertaken to ensure that any glass that is likely to cause injury if it is broken is either replaced or made safe.

13) Jewellery and other Personal Effects:

Schools should ensure that they have specific rules relating to the range and type of jewellery and other personal effects that pupils can wear whilst at school as certain items can place children at risk of injury.

14) Liquefied Petroleum Gas and other temporary heating: Wherever schools require temporary heating specific criteria need to be addressed prior to introducing supplementary LPG or electric heating.

15) Lifting Equipment

Any equipment used for lifting objects or people must be maintained in a good condition. The frequency for inspection and testing will be in accordance with legal requirements outlined in the Lifting Operations and Lifting Equipment Regulations (LOLER)

16) Lone & Isolated Working:

Systems should be implemented in workplaces where staff will either work by themselves or in isolated parts of the building to help reduce the likelihood of injuries being caused and to enable assistance to be obtained if required.

17) Manual Handling:

Activities involving manual handling that may cause injury must be assessed to determine the most effective way to reduce the likelihood that injury will occur and to identify any equipment or change in procedures that should be implemented to reduce risk.

18) Medication:

Wherever possible arrangements should be made to prevent the need for any medication to be given to any pupil at school, however there will be instances where this is difficult to achieve. Whenever this is likely to occur school need to ensure that clear procedures are followed to reduce the likelihood that incorrect dosage and incorrect medication will be given.

19) Personal Protective Equipment

The use of Personal Protective Equipment (PPE) must only be considered as a last resort after every other possibility to reduce risk has been examined, as a temporary measure until further improvements can be made, and where it is not possible to provide any other means to reduce risk – e.g. for some cleaning tasks. PPE has to be carefully selected, with consultation on the type to be used being undertaken with the people who will be required to use it. It must be suitable for the task and be maintained in a safe condition.

20) Play Areas:

Any play area, and the equipment installed within the area, provided for pupil use must be designed, installed and monitored in accordance with national standards.

21) Purchase of equipment:

Equipment must be purchased from reputable suppliers and should conform to any relevant national standards and, where applicable, meet minimum health and safety requirements.

22) Pupils carrying out work activities in school

Measures should be in place to ensure that whenever any pupils are requested to undertake any work activity on behalf of the school suitable and sufficient precautions are taken to prevent them being placed at significant risk of injury.

23) Risk Assessment:

Any work related activity that may place any person that may be affected by it at risk of injury or ill health should be assessed. The risk assessment should identify the likelihood that harm will occur and the most likely severity of that harm. Measures to reduce the risk can then be identified and put in place. Specific legislation outlines assessments that need to be made for particular types of activity – such as manual handling, use of display screen equipment, noise and hazardous substances. A general risk assessment will identify where such other assessments are required. Once suitable means for reducing risk have been identified those measures need to be implemented. Assessments should be reviewed on a regular basis and at least every year or whenever there is a significant change to the activity or people likely to affect by it.

24) Safe use of Ladders:

Injuries received from the incorrect use of ladders can be severe. There are measures that should be taken whenever such equipment is used to reduce the likelihood of injury occurring.

25) Safe Practice in Physical Education:

Specific procedures should be implemented within Physical Education departments to reduce risks from equipment and activities to a minimum.

26) Security and Personal Safety:

The safety and well-being of staff and pupils within schools can be affected by security and personal safety issues. Schools today need to ensure that appropriate measures are implemented according to their location and the likelihood that they may be affected by intruders, vandals and arsonists.

27) School Premises safety:

Linking with monitoring processes, a proactive measure that can be taken to reduce the likelihood of accidents occurring is to undertake regular inspections of the premises. Inspections can be carried out using a checklist pro forma, although the person undertaking the inspection will need to be aware of the safety issues to be checked. These guidance documents provide a pro forma and outline common workplace safety issues that may be found within schools.

28) Stage Equipment:

Specific requirements need to be addressed to ensure that equipment used on and around a school stage is maintained in a safe condition.

29) Stress:

An increasing issue within all workplaces is the subject of stress. Stress can affect different people in different ways. The causes of stress can vary greatly. Staff need to be able to identify signs of stress and to take early preventive action to deal with the things causing them stress and to enable them to cope with whatever issues are affecting them. Managers need to be able to identify possible causes and to take action to reduce the likelihood that staff will become stressed. Suitable measures must also be in place to enable anyone suffering from stress related symptoms to receive appropriate help and assistance.

30) Swimming Pool Safety:

A swimming pool can be a hazardous environment if not suitably managed. Guidance from the Health and Safety Executive outlines minimum standards that should be met within all swimming pools. A school swimming pool used only by the school does not need to meet every strict requirement imposed on public swimming pools, however there does need to be a suitable operating and emergency plan and staff supervising swimming lessons need to be trained in appropriate rescue and resuscitation skills. The management of pool safety includes the methods used to disinfect and further treat swimming pool water.

31) Training Records:

Schools should maintain records of all training staff have received. A training needs analysis should be carried out for each member of staff and each staff group. Risk assessments should be used to help identify training needs.

32) Work at Heights:

Any work undertaken over 2 meters must have suitable risk control measures in place. Work at height will include working with ladders & step ladders as well as using mobile tower scaffolds and erecting edge protection to the sides of buildings.

33) Work Equipment:

Any equipment used at work must be suitable for the purpose for which it will be used and only used for the purpose for which it has been designed. Equipment should be maintained in a safe condition and taken out of use if it becomes defective. People using equipment should be provided with training that is commensurate with the equipment being used.

34) Work Related Violence:

Studies have shown that school staff can be subject to incidents of violence from members of the public as well as colleagues. An incident will be violent if the victim perceives it to have been, and can range from verbal insults and

verbal abuse to threats with a weapon and physical assault. In addition to the measures that can form part of a school's security and personal safety assessment measures are available to help reduce continued acts of a violent nature.

35) Workplace Health, Safety & Welfare:

Regulations outline the minimum standards that all workplaces should comply with to ensure the health, safety and welfare of staff. Schools are subject to additional Schools Premises Regulations that go further than the Regulations that affect other workplaces for certain issues, such as indoor temperature. Some parts of the Health, Safety and Welfare Regulations are also not applicable to school classrooms, such as the requirements for minimum working space. The majority of the Regulations do, however, apply, and are concerned with health issues such as having suitable and sufficient lighting, waste removal and adequate ventilation; safety issues such as prevention of falls from height, management of traffic in and around the premises, provision of adequate flooring and safety of doors and gates; welfare issues such as the provision of a rest area for pregnant women and nursing mothers, suitable facilities for changing clothing if required, provision of suitable drinking water and provision of suitable toilet facilities.

