

Pakistan Islamia Higher Secondary School Sharjah, UAE



Health & Safety Policy

AIMS

- To provide a healthy and safe environment for learning and working, for the whole school including students, employees, parents and visitors.
- To ensure that all members of the school understand and are aware of their responsibilities in maintaining a healthy and safe environment
- To provide information and training to enable everyone to contribute positively to their own safety and that of others.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.

Health, Safety and Emergency Procedures

Accidents

All Accidents must be recorded and reported to the Principal / Health and Safety Officer. Major injuries to employees, non-employees and students are taken to hospital and dangerous occurrences must be reported

These include:

- Fatalities
- major injuries – defined as fracture other than to fingers, thumbs or toes, amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent), chemical or hot metal burn to the eye or any penetrating injury to the eye, injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring admittance to hospital for more than 24 hours.
- Accidents and incidents that happen in relation to curriculum sports activities and result in children being taken to hospital for treatment

Allergies (Refer to School Medical Policy and Procedure)

Students **must NOT** bring any food or drink (food containing the below allergens) onto the school site unless there has been medical permission given e.g. in the case of diabetes. Aerosol cans must not be brought on site. The following are the different food allergens to be aware of ,

- Crustaceans (e.g. prawns, crabs and lobsters).
- Eggs.
- Lupin
- Tree nuts (e.g. almonds, cashews, hazelnuts, pecans and walnuts).
- Peanuts (these are not included under nuts because they are a legume).

- Sesame seeds, Soybeans

Food Handling

The primary aim of food hygiene guidelines in schools is to stop food from becoming contaminated and causing food poisoning.

Canteen at PIHSS does not involve preparing any type of food. Only packaged food items are available.

- **Personal hygiene** – Including illness procedures, appropriate protective clothing, and adherence to regular hand washing guidelines.
- **Cleaning procedures** – Meticulous cleaning of all canteen equipment and surfaces is essential.
- **Allergen awareness and control** – All canteen staff must be aware of what the different food allergens (mentioned in allergy section) are and must prevent allergens from cross-contamination at all times.
- **Temperatures** – School canteen must ensure that all food is stored at appropriate temperatures to prevent the risk of bacteria growth and contamination.
- **Safe storage of food** – This involves appropriate labelling/dating of food items, temperature control.
- **Canteen is checked for following all the protocols on daily basis .**

Any member of staff that work with food in a school canteen must hold [Food Safety and Hygiene certification](#).

Contractors

Contractors and trades people are involved in repair, maintenance or installation work which involves the building, grounds or other operations must provide written or other evidence of their competence to complete such work including relevant industry qualifications.

Electricity

- It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or students within the school. Any work of an electrical nature on any conductors or circuit must be carried out only by competent staff and qualified electricians.

- All installations and electrically operated tools and equipment must be maintained in good order and subject to regular inspection and testing as appropriate by a competent person.
- If any item of electrical equipment fails to function properly the user must immediately report the fact to the Maintenance in-charge. On no account must amateur fault- finding be attempted, even after switching off and disconnection from the power supply.
- The only time a copier machine can be opened is when clearing a paper jam on a photocopier or a printer. In such instances the power must be switched off, the machine unplugged and the manufacturer's instructions followed.

Emergency Procedures Plan

- See (Emergency Operation Plan Policy/ Emergency Response Policy)

In the case of an emergency, must contact the emergency numbers

Ambulance 998 Police: 999 Fire : 997 Classrooms

Children must be supervised at all times while in school property. Those in charge of children are responsible for ensuring that they behave sensibly and that activities are controlled and well managed.

- Sliding on the floors or climbing on any equipment/ furniture is not allowed.
- Tables, chairs others must be returned to their original position. they must be wiped and disinfected after used.
- Child's trays and personal belongings must not be touched by other Students nor items on or in the teacher's desk.
- Disinfection and Sanitization happens frequently in all classes.

Washroom

Maintained cleanliness and orderliness by the cleaner assigned on the area.

- Floor must be dry at all times and sanitized.
- All Cleaning and disinfecting materials used are approved by the Sharjah Municipality • Tissues, Liquid soap and sanitizer must always be available
- Checklist for the timings of cleaning must be documented.
- All cleaning materials and agents must be store in 1 place with locked.

Environment Consideration

Is defined as a school having an appropriate facility, well managed classrooms, and a clear fair disciplinary policy .

- Maintaining Cleaning and Disinfection.
- Develop a schedule for frequent cleaning and disinfection for touched surfaces (e.g. playground equipment, door handles, sink handles, drinking fountains) within the facility
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible and cleaned between uses
- Ensure safe, correct use and storage of cleaning and disinfection products approved by SM, including storing products securely away with locked.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible from students.

Equipment

- Equipment and electrical items must be checked at least once a year and recorded on section of the school inventory.
- Equipment and electrical items in the school must be maintained in good working order at all times, or otherwise clearly marked by provision of suitable fixed notices, to indicate when such equipment is unfit for use.
- It is the responsibility of staff when using equipment to check for obvious signs of damage and report any defects found.
- fire alarm & firefighting apparatus, CCTV, are to be tested and certified at least annually.
- Full and suitable assessments must be made of the hazards and risks involved in the use of all equipment and these must be recorded, along with arrangements for the scheduled service.

Materials and Hazardous Substances

The use of any material or substances within the school is subject to prior assessment. Named a person who is responsible for storage records of materials and hazardous substances.

Procedure:

- undertake assessment of all hazardous materials with respect to usage and risk.
- assemble comprehensive hazard data information.
- Proper use of personal protective equipment (PPE)

Personal Protective Equipment (PPE)

- Protective clothing and equipment, which conforms to the standards, must be issued and used whenever needed at work, present a health hazard.
- All PPE will be regularly inspected and kept in good order.
- It is required to wear PPE in a proper manner and reporting defects immediately.

Eye Protection It is a requirement to wear eye protection when an assessment shows that a risk of injury. Staff and Students must wear eye protection when using or dispensing liquids which could cause injury. Eye protectors must be readily available and well maintained

Hand Protection Suitable hand protection must be worn whenever the relevant risk assessment indicates e.g. rubber gloves must be worn when using certain cleaning agents.

Recreational Areas, Playgrounds and Safety Surfaces

- All equipment and Furnitures must be kept in good working condition.
- All equipment must be inspected on a monthly basis.
- A log of these inspections must be kept
- A risk assessment and supervision when using the equipment must be drawn up, the control procedures to be adhered at all times.
- Students must be reminded that while using the facility they should respect the needs of others.
- Students and Staffs must be alerted the need ,to recognize faulty equipment and report immediately.
- Safe surfaces, of the correct level of absorbency for the height of the equipment, must be installed below and around each item of equipment from which students could fall.

Risk Assessments

Is defined as a systematic method of analysing work activities; identifying: hazards, hazardous situations and hazardous events; estimating risks:

Definitions

Hazard : Something with the potential to cause harm/loss. The potential to cause harm including ill health and injury, damage to property, plant, products or the environment. **Risk** : The potential or the likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the likely numbers of people

The Health and Safety Officer is responsible for:

- Undertaking, coordinating and updating health and safety risk assessments, including ensuring that they are documented, and action plans developed and implemented;
- Ensuring that information obtained from the assessment such as control and safety procedures are communicated to those working in the area covered by the assessment;
- Maintaining a risk register of assessments carried out.
- Ensuring that the employees carry out suitable and sufficient risk assessments of all work areas including all lessons and activities;
- Ensuring the provision of adequate resources to implement necessary control measures identified in the completed assessments;

All heads of department / Cycle heads / are required to complete risk assessments for the area(s) they are responsible for.

Security

- All staff must be alert to the need for security including ensuring that the gates and boundaries are secure.
- Windows must be closed at the end of the day.
- Must had a log book for all visitors. The signing in book should have date; name of visitor; whom they are visiting; purpose.

Every visitor is informed of the following:

- Leave the building by the nearest exit if the fire alarm sounds and go to the fire assembly point
- The school operates a ‘no smoking’ policy
- All accidents must be reported to the School Health and Safety Officer and an accident form completed
- That visitors are not permitted into classrooms or teaching areas unless a member of staff is present.
- That children will only be released to adults where authorization has been authenticated
- If an outsider is identified within the school premises any of the staff member has an authority to notify / alert the security to take appropriate action.
- Employees are required to wear name badges and to sign in and out of the main office. The visitor book and staff register must be checked to ensure that all staff and visitors are accounted for in cases of emergency evacuation.

Smoking

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This

includes company vehicles. This policy applies to all employees, consultants, contractors and visitors. All staff are obliged to adhere to, and support the implementation of the policy. Any concerns employees may have regarding smoking at work should be reported immediately to the head so that corrective action can be taken if necessary.

Appropriate ‘no-smoking’ signs must be clearly displayed at the entrances to each school. All visitors, temporary staff, contractors are expected to abide by the terms of the Smoking Policy and employees should tactfully remind visitors of the policy, if necessary. Local disciplinary procedures will be followed if a member of staff does not comply with this policy and, in the case of repeated offences, may be dismissed from the organization’s employ. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Transport Management for School

- Children must be separated from areas where vehicles move and park.
- Drivers must observe the speed limits and parking restrictions.

- Drivers employed or hired by the school must be over the age of 21, have held a valid full UAE License a minimum of two years. Before any person drives a school vehicle, they must supply an original copy of their driving license.
- Drivers must notify any changes to the status of their including all endorsements, bans and health defects within seven days of issue.
- Drivers must make their license available for verification as requested, but not less than quarterly.
- Drivers must not drive if they feel tired or unwell, or taking a course of treatment which advises against driving.

School Vehicles

The Transport in-charge is responsible for ensuring that all school vehicles are serviced, have all valid documents and certifications fulfil the regulatory requirements of the governing authorities. A full risk assessment is required prior to any journey using a school vehicle. Before driving school transport and at the end of the journey, the driver/designated person must carry out a full vehicle check covering:

- mirrors
- condition of all windows
- door locks
- lights, side and main beam
- indicators
- hazard and brake lights
- screen wipers and washers
- horn
- first aid kit
- fire extinguishers
- driving controls
- emergency exit operation and access
- tire pressures and tire condition including spare
- toolkit
- Tissue box, GPS, Safety Jacket / Vest.

Any damage or faults should be recorded in writing as well as any incidents during the journey. These should be reported to a Transport in-charge responsible for ensuring that these are dealt with immediately. In the event of

a breakdown the driver should try to move the vehicle off the carriageway (onto the hard, on the road). If it is not possible to move the vehicle off the carriageway then it should be moved as far away from the traffic as possible. Students should be kept calm and under constant supervision. The mobile phone should be used to inform the emergency services and the school.

During a journey:

- seat belts must be worn at all times
- gangway must not be blocked with luggage
- no passenger to enter or leave by the rear doors unless a member of staff is present
- no portable tank containing fuel must not be carried
- the ratio of adults to children must be appropriate to ensure adequate supervision and safety
- breaks must be taken by the driver at least every four hours
- mobile phones must not be used whilst driving
- Bus conductor ensures safety, security & supervision of students.

Accident, Theft or Damage

- The driver must notify the Principal / H & S Officer within of any accident theft or damage, not later than the following working day.
- The driver has full responsibility for ensuring that the vehicle is always parked in a safe place paying due consideration to other road users and whenever possible, garaged.

Waste Disposal

All waste produced must be disposed of to a licensed waste disposal site via a registered carrier.

Investigating an Accident

The following is a guide for investigating an accident or incident.

- Immediately restrict access to the place of the incident until the investigation has taken place. Inform School. Gather any witnesses and obtain contact details if not employees.
- Gather information about the incident including time, location of incident, witness statements, photographic evidence.

First Information Report -This must include activity being carried out, time, date, location.

Above all, the name of any injured person and the detail of the injury, specific to the part of the body. i.e. right hand third finger lower left back

Statements -From any witnesses, showing witnesses Name and Contact details. Full concise details need to be documented.

Photographs As evidence -Take photographic evidence, showing the area, equipment involved, if possible, show some form of scale or measurement.

Authorities to Be Informed:

- Police
- School Management
- Parents

School will inform parents in case of any accident occur.

The End