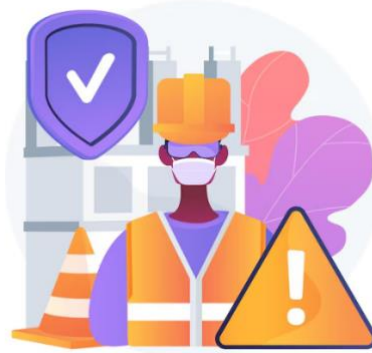


# Pakistan Islamia Higher Secondary School Sharjah



## Health and Safety Policy 2024-2025



### Health and Safety

**An investment for a rich Future**

## General Statement of Health and Safety

### PIHSS is committed to:

Consider the management of health and safety a key objective and ensure the safety of the students and the staff to avoid any injuries or ill health losses through reasonable but practical measures.

## Aims

### The policy aims:

- To comply with all applicable legislative and regulatory requirements
- To minimize the risks to the health and safety of all who use the premises
- 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 secure the active cooperation of all employees, students, parents, contractors, and visitors
- To provide information and training to enable everyone to contribute positively to their safety and that of others
- To take all reasonable steps to comply with health and safety legislation
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- To provide appropriate emergency arrangements, equipment, and facilities

## Arrangements for Health and Safety

The school has decided to put in place, monitor, and review the measures necessary to reach satisfactory health and safety standards. The school shall:

- ✓ Assist the health and safety officer in the implementation, monitoring, and development of the health and safety policy within the School
- ✓ Monitor general advice on safety matters given by relevant bodies and advise on its application to the School
- ✓ Audit the written documentation assessing the hazards and risks of all activities from the assessments carried out by members of staff
- ✓ Coordinate arrangements for the dissemination of information and the instruction of employees, pupils, and visitors on safety matters
- ✓ Investigate any specific health and safety problem identified within the School and take or recommend remedial action
- ✓ Assist in carrying out health and safety drills to provide awareness to students and employees

## Procedures for the Health and Safety

As health and safety are the primary objectives of the school, we shall adopt comprehensive measures and procedures to ensure and monitor the effectiveness of health and safety within the School. The procedures shall be:

Risks	Planning and Preparedness
Accidents	<ul style="list-style-type: none"> <li>• All Accidents must be recorded and reported to the Principal / Health and Safety Officer</li> <li>• Major injuries to employees, non-employees, and students are taken to hospital and dangerous occurrences must be reported</li> </ul>
Serious injury to a pupil or a staff member	<ul style="list-style-type: none"> <li>• 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)</li> <li>• 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</li> </ul>
Damage to property	<ul style="list-style-type: none"> <li>• installing security cameras on the property</li> <li>• shutting off the gas leakage in the science rooms of labs</li> <li>• Have a security wall around your premises to keep away vandals from accessing your property</li> </ul>
Severe weather	<ul style="list-style-type: none"> <li>• mapping out the shelter to secure</li> <li>• having a good and dependable source of weather information</li> </ul>
Allergies	<ul style="list-style-type: none"> <li>• Crustaceans (e.g. prawns, crabs, and lobsters).</li> <li>• Eggs.</li> <li>• Lupin</li> <li>• Tree nuts (e.g. almonds, cashews, hazelnuts, pecans, and walnuts).</li> <li>• Peanuts (these are not included under nuts because they are a legume)</li> <li>• Sesame seeds, Soybeans</li> </ul>

## Responsibilities of the Health and Safety Officer

Although, it is the responsibility of employees, students, visitors, and contractors to contribute to a high standard of health, safety, and welfare within PIHSS, however, the health and safety officer will ensure safety and health measures more than any other person. He will work for:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

**In the headteacher's absence, the school maintenance officer assumes the above day-to-day health and safety responsibilities**

## Responsibilities of the Staff

School staff have an equal responsibility to ensure all the arrangements for health and safety are in place and working for the welfare of students and the employees. The staff will ensure that:

- Their health and safety are not affected
- They work with the given instructions on health and safety by the school
- They comply with the rules and ensure students also follow the rules for their safety
- They prepare students to practice a safe and healthy lifestyle
- They make students aware of the emergency and evacuation plans and procedures of the school

## Food and Hygiene at PIHSS

The schools' hygiene guidelines emphasize that the food must be saved from becoming contaminated and causing food poisoning. The following steps will be taken.

- **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 the allergy section) are and must prevent allergens from cross-contamination at all times.
- **Temperatures** – The school café 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 labeling/dating of food items and temperature control.

- **Note**

- The school café does not involve preparing any type of food. Only packaged food items are available
- Café 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](#).

- 

## Electricity Usage Procedure

- 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

## Fire Hazard Safety

Emergency exits, assembly points, and assembly point instructions are identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Emergency evacuations are practiced at least once a term.

- The fire alarm is a loud continuous siren.
- Fire alarm testing will take place once a week.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- ✓ The alarm will be raised immediately by whoever discovers the fire and emergency services contacted.
- ✓ Evacuation procedures will also begin immediately Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- ✓ Staff and pupils will congregate at the assembly points.
- ✓ Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- ✓ The fire wardens will take a register of all staff
- ✓ Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- ✓ The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities

## **Emergency Evacuation Preparedness**

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

**Ambulance 998 Police: 999 Fire: 997 Classrooms**

Children must be supervised at all times while on 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 use.
- 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 happen frequently in all classes

**See (Emergency Operation Plan Policy)**

## **Safety from Hazardous Materials**

- To assess all hazardous materials concerning usage and risk.
- To assemble comprehensive hazard data information.
- To make proper use of personal protective equipment (PPE)
- To use Protective clothing and equipment, that conforms to the standards, must be issued and used whenever needed at work, and present a health hazard.

- All PPE will be regularly inspected and kept in good order.
- It is required to wear PPE correctly and report defects immediately
- It is a requirement to wear eye protection when an assessment shows a risk of injury.
- Staff and Students must wear eye protection when using or dispensing liquids that could cause injury
- Eye protectors must be readily available and well-maintained
- Suitable hand protection must be worn whenever the relevant risk assessment indicates e.g. rubber gloves must be worn when using certain cleaning agents

## Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## 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 Transport

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 Bus Travel:**

- 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.

### **Working at Heights**

We will ensure that work is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work. In addition:

- Pupils are prohibited from using ladders Contractors are expected to provide their own ladders for working at height Access to high levels, such as roofs, is only permitted by trained persons

### **Cleanliness of Toilets**

The cleanliness of the toilets will be ensured as:



- ✓ 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
- ✓ A checklist for the timings of cleaning must be documented.
- ✓ All cleaning materials and agents must be stored in 1 place with a lock

### **Authorities to be Informed:**

- Police
- School Management
- Parents

School will inform parents in case of any accident occur.

### **Link to other Policies**

- Child protection and safeguarding policy
- Emergency and Evacuation Policy
- Well Being Policy