



## **Health & Safety POLICY**

**2023/2024**

## **Statement of Policy**

It is a priority of Rosary School to take all possible measures to ensure the health, safety, and welfare of all students, staff, and visitors while on school premises and while engaged in school activities off-site.

## **AIMS**

To ensure that all members of the school understand and are aware of their responsibilities in maintaining a healthy and safe environment. The success of this policy and the establishment of a healthy and safe environment rely on the cooperation of all persons, strong management, and vigilant supervision.

## **The responsible for Health and Safety provision at Rosary School**

The School Principal has overall responsibility for Health and Safety matters across the school. She is supported by members of staff who take responsibility for Health and Safety in specific departments and divisions of the school as follows:

- School's transportation supervisor
- School's activities coordinator
- Teachers of PE department
- Maintenance supervisor
- Clinic
- Health & Safety Officer
- Science coordinator HOD
- Foundation Stage Leader

### **Supervision of students on-site is monitored and executed by:**

- Foundation Stage Leader
- Foundation Stage Assistants
- Primary Supervisors
- Health and Safety Officer

### **The Responsibilities of the School Principal**

- Ensures that there is an effective and enforceable policy for the provision of Health and Safety throughout the school and that it is implemented.
- Oversees the annual policy review.
- Arranges for inspections, maintenance, and improvements necessary to sustain a safe and healthy environment for staff, students, and visitors.
- Communicates Health and Safety issues to parents.
- Oversees appropriate Health and Safety training for staff.

### **The Responsibilities of Rosary School Staff Members**

All staff members are expected to know the Health and Safety aspects of their work and avoid conduct that would put themselves or anyone else at risk.

#### **In particular, staff members must:**

Be familiar with the Health and Safety Policy and all Health and Safety requirements.

Ensure that Health and Safety regulations, rules, routines, and procedures are applied effectively, including evacuation procedures, first aid, etc.

- Ensure that students are effectively supervised.

- Ensure that machinery and equipment in their departments are in safe working order and adequately guarded and do not make or allow improper use of such school machinery and equipment.
- Use the correct equipment and tools for the job and use any protective equipment or safety devices that may be supplied.
- Ensure that toxic, hazardous, and highly flammable substances are correctly used, stored, and labeled.
- Report any defects in the premises, school, equipment, and facilities to the appropriate person.
- Report any accidents to the Health and Safety committee member in charge of incident forms.
- Be proactive in taking steps to prevent unhealthy or unsafe practices, including ensuring that students are aware of relevant Health and Safety considerations, for example e-safety issues.

### **The responsibilities of Rosary School students**

- In accordance with their age and aptitude, students are expected to:
- Exercise personal responsibility for the health and safety of themselves and others.
- Follow standards of dress consistent with safety and/or hygiene.
- Follow all the health and safety rules of the school and, in particular, the instructions to the teachers given in an emergency.

### **How do we deal with Health and Safety issues?**

#### **Reporting Accidents**

All accidents to staff, students, and visitors must be reported, in writing, using the accident report form (Appendix A). The completed forms should be retained by the reporting staff member, and a copy should be given to the Health and Safety committee chair.

## **Risk Assessment**

Risk assessment is a careful examination of what could cause harm to people so that decisions can be made about what is reasonably practicable to reduce or prevent harm. Risk assessment should be carried out for any planned activity not covered by existing procedures. In addition, risk assessment is an ongoing process in specific areas of the school.

## **Risk Assessment Procedure**

**To assess risk, specific steps should be followed:**

- Identify possible hazards. A hazard is anything that has the potential to cause harm.
- Decide who might be harmed and how they might be harmed.
- Specify the existing control measures we have in place.
- Evaluate the risk level based on the currently existing controls. It is necessary to determine how 'likely' it is that the harm will occur with the existing controls in place and what the 'likely severity' will be.

**Risk Assessment Form is filled whenever needed. Risk assessments for the following areas are reviewed annually:**

- Evacuation procedures
- Facilities and exits
- Canteen
- Buildings and Grounds maintenance
- Electronic equipment
- School transport
- School visits

- Science Labs
- School Clinic
- Sports areas

## **Health and Safety Arrangements**

### **Fire Safety:**

- Fire extinguishers, hose reels, and smoke control systems are regularly tested and maintained; records are kept with the maintenance supervisor.
- In the event of a fire, the school fire alarm is directly connected to a system that sends a signal to the Civil Defense Department.
- Four assembly points are designated in the school with evacuation routes and assembly points clearly signposted. A map showing the nearest exits is posted in each classroom and office.
- Two fire drills are scheduled each year. The first one is announced and serves as a reminder to staff and students of the procedures to be followed in the event of an evacuation. The second is an unannounced practice monitored by the Civil Defense Department.

### **Safety during Arrival and Departure:**

- Students arriving at and leaving from the front of the school are supervised by staff members, in addition to the security team.
- Gates and doors at the back of the school are closed at 2:00 pm to prevent students and parents from walking in the way of buses leaving the school at 2:30 pm.
- The gates and doors are not reopened until the last bus has left the school.
- Staff is on duty at all gates to ensure the safety of students and parents during arrival and departure.

### **School Transportation Safety:**

- Students are assigned to specific buses for travel to and from school.
- Registers for each bus, including contact details for parents, are maintained by the driver and supervisors.
- Students in Phase 1 and below are accompanied to the buses by Assistant teachers.
- Staff is on duty to supervise students' boarding of buses for FS 2–Year 7 students.
- Students from FS 2 to Year 7 are supervised on school transportation by support staff.
- In the case of school visits, students are assigned to specific buses.
- A register for each bus is maintained by the supervising staff member.
- Copies of the registers are retained at the school.
- In the case of school visits, all students will be collected from and returned to the school unless parents are given written notification of other arrangements as part of the trip's organization.
- Students will not be allowed to leave a school visit unsupervised or return home by any means other than school transport unless parents have requested this in writing in advance.

### **Safety during Extracurricular and Enrichment Activities and Visits:**

- The Activities Coordinator is responsible for ensuring that arrangements for extracurricular activities and visits comply with SPEA regulations.
- The Activities Coordinator ensures that proposed venues and activities are safe and that facilities are adequate and appropriate for students.
- Visitors to the school are accompanied by a school staff member at all times when students are present.

- Parents are notified in advance of the details of extracurricular activities and visits through the school portal.
- When using school transportation, students are assigned to specific buses, and a register is maintained by the supervising staff member.
- In the case of school visits, all students will be collected from and returned to the school, except where parents are given written notification of other arrangements.
- Students will not be allowed to leave a school visit unsupervised or return home by any means other than school transport unless parents have requested this in writing.

#### **Cleanliness and Hygiene:**

- The Health & Safety Officer and Maintenance Supervisor oversee arrangements for maintaining cleanliness and hygiene across the school premises.
- A cleaner is assigned to each toilet in the school to maintain cleanliness and ensure adequate supplies of soap, paper towels, and toilet tissue.
- Teachers ensure that their classrooms are neat and tidy before ending their lessons.
- Classroom bins are emptied at regular intervals during the school day.
- Health & Safety Officer and Supervisors are responsible for monitoring the cleanliness and tidiness of classrooms, implementing measures as necessary to ensure that students keep their rooms clean and tidy.

#### **Equipment:**

- Protective clothing, gloves, masks, and helmets are provided and used by staff when required. Staff and students are provided with and use protective glasses and eye shields in all laboratories.



- Subjects and departments with specialized equipment undergo regular checkups and maintenance, such as fume cupboards and electrical appliances.
- When new equipment is purchased, the department is responsible for ensuring that it meets appropriate educational standards and that its installation and use conform to Health and Safety requirements.
- Water coolers providing drinking water for students are cleaned daily.

**First Aid:**

- First Aid boxes are placed in all science labs, both cafeterias, on each bus, and in each supervisor's office.
- First Aid boxes are checked by the personnel in charge of each section every two months, with a first aid checking form completed and signed.
- Key personnel, including drivers, receive first aid training.
- Two nurses and a full-time doctor are available in the school.

**Medical Safety:**

- Students with specific medical needs, such as allergies and special arrangements, are identified in the school system to ensure that no confidential information is available to all teachers.
- Students' medical history and vaccination records are held in the school clinic, and personnel follow the clinic safety rules when dealing with any student or staff.
- Prescribed medication required by students during the school day is held by the clinic for safekeeping.
- Any medication, including that for topical/external application and painkillers, is held and distributed by the clinic.

### **Healthy Eating:**

- The school encourages students to adopt eating habits conducive to a healthy lifestyle. The school works with the school cafeteria staff and other relevant bodies to provide menu options that support these aims.
- A "Healthy Choices" week is held each year, with students in all years participating in curricular and extracurricular activities aimed at raising awareness and encouraging healthy lifestyle choices.

### **Key Roles of Health & Safety Committee:**

The key focus points for the work of the health and safety committee for the academic year 2023-2024 at Rosary School include:

- Maintaining a healthy and safe environment for the school's students and staff.
- Ensuring that the facilities are adequately inspected and maintained.
- Encouraging students and staff to follow a healthy lifestyle.
- Effective involvement with the local community regarding health and safety issues.
- Promoting and encouraging parents/guardians' involvement in health and safety procedures, activities, programs, awareness campaigns, and suggestions.
- Increasing students' involvement in monitoring health and safety standards and procedures.
- Coordinating with the Science coordinator and teachers to include health education on selected topics during their regular classes.
- Working with section heads on a mechanism to eliminate littering during breaks.

- Arranging regular checks to air conditioners inside classes to avoid any damage or work disruptions.
- Working with the nurse to emphasize the promotion and display of more healthy food choices.

The health & safety committee chair, the maintenance supervisor, and assigned members of the committee will conduct a thorough inspection of the different school facilities, including toilets, classrooms, playgrounds, pathways, and fences, at the beginning of the academic year. A facilities inspection checklist form will be used for this purpose, and the results will be communicated to the school principal and the maintenance supervisor.

One of the goals of the committee is to maintain a healthy and clean environment inside classrooms. To achieve this goal, the committee suggests having monitors in each class. The class committee will encompass 3-5 students and will be responsible for:

- Following up on class cleanliness and preventing littering.
- Ensuring doors and windows
- Ensuring lights are turned off during break time.
- Reporting students who participate in class littering and ruining school property inside the classroom. Misbehaving students are to be reported to the section heads.

In coordination with the extracurricular activities coordinator, the committee will follow the year-round outside school activities related to health & safety issues.

The committee will also make contacts with the local community corporations and organizations that promote health and safety programs and coordinate with them regarding in-school activities, primarily with the

- UAE Red Crescent,

- Road and Transportation Authority,
- UAE Environmental Group,
- Civil Defense, and Sharjah Police.

#### **A. The Science Department:**

The committee chair will coordinate with the Science coordinator to incorporate general health issues into the teachers' yearly plans.

The aim is to reinforce the idea of a healthy lifestyle by Science teachers regularly and allow students to share their ideas and experiences regarding healthy actions. Suggested topics include the importance of drinking adequate amounts of water, adequate intake of fruits and vegetables, increasing the body's immunity against diseases, importance of exercises and sports, healthy foods, body hygiene, sleeping and eating habits, and other topics from the science department.

#### **B. The PE Department:**

The committee chair will coordinate with the PE coordinator to keep records for the different sports activities executed by the department inside the school. The committee will encourage the PE teachers to address students with issues related to the importance of sports to health, self-discipline at school, and the importance of physical fitness and exercise.

#### **C. The ICT Department:**

The health and safety committee chair will coordinate with the ICT coordinator to alert and educate students about E-safety measures. The committee and the department will ensure that E-safety policy posters and signs are displayed in every computer lab to raise awareness and prevent cyberbullying through programs and activities.

#### **D. Section Heads and Supervisors:**

The committee, with the help of the section heads and supervisors, will arrange a plan to maintain the cleanliness of the canteens during breaks. Arrangements will include assigning selected students to monitor and oversee the behavior of students, communicate discipline rules and regulations to students during break times, and prepare charts for misbehaving and littering students.

#### **Fire Drills:**

The committee will conduct two fire drills for the whole school. The first one will be announced to determine the degree of preparedness and any further needs, and the drills will take place at the beginning of the second term. A separate fire drill will be arranged for FS section students. The committee will ensure that all rooms in the school have the following notices hung inside each room, including fire drill guidelines and procedures, an updated school map, and an emergency folder containing important information.

#### **Maintenance and Other Recommendations:**

The committee made the following maintenance and other recommendations for the academic year 2023-2024:

- PE teachers should have the clinic doctor's mobile number.
- A special survey for the class environment is needed to be aware of the needs, dangers, hazards, etc., in the classroom.
- Ensure Science labs are well stocked with lab safety equipment (goggles, gloves, lab coats) and regularly checked.

- Health and safety posters according to SPEA specifications should be displayed at the entrance to the school.
- Health and safety rules should be displayed in all buses.

**Awareness and Training Sessions for Staff:**

The committee will arrange the following awareness and training sessions for staff:

- Road and bus safety awareness.
- First aid training sessions.
- Child protection and child abuse sessions.
- Health and safety school policy awareness.
- Fire drill and evacuation procedures.

The committee will review and refine the plan during the AY of 2024-2025.

<b>Review Date:</b>	October 2023
<b>Next Review Date:</b>	October 2024

<b>Principal</b>		<b>Date:</b>	
<b>VP</b>		<b>Date:</b>	