 **Ministry of Education, UAE**

**The Elite American Private School**

**Health and Safety Policy**

**Working together to keep the school safe and healthy place for our kids to ensure that the school is protected and safe place for teaching and learning—and free of crime and violence—is a priority for us.**

**Introduction**:

 The aim of this manual is to ensure the provision of a safe and healthy environment for all our students and employees. Arrangements has to be planned, prioritized and implemented through the policy manual and associated guidance as required. The progress achieved and the effectiveness of controls will be monitored through measurement of performance and regular reviews.

It is the duty of the school management to publish and implement a safety policy which deals with the organizational structure and arrangements for ensuring the adequate safety standards.

This manual contains the health and the safety policy and the supporting arrangements for The Elite American Private School, Umm Al Quwain, U.A.E. It is a school requirement that the safety policy is brought to the attention of every employee within the school.

***Principal’s Program Features:***

**Duties of the school management**:-

* The provision and maintenance of building and supporting systems of work which are safe.
* Arrangements for ensuring safety in connection with the use, handling, storage, transportation and disposal of articles and substances.
* Health and safety aspects of the school transportation services ie. Provision for necessary instruction, training and supervision to ensure the health and safety of our students and staff.
* The provision and maintenance of a safe and healthy working environment and adequate welfare facilities. This includes the health and hygienic aspects of the whole premises.

**Duties of the Employees**:-

All school members have a duty to take extra care to avoid injury to themselves and to the students by their work activities. They are expected to:

* Exercise effective supervision of the students.
* Ensure that they have addressed any potential emergencies, where necessary familiarizing pupils of the procedures.
* Give clear instructions and warnings as often as may be necessary.
* Set an example by using safe working methods and abiding by any safety rules.
* Make recommendations for additions or improvements where problems or risks are identified.

**Various Segments of Health and Safety Policy**

1. **Organization and Line of Responsibility**:-

The overall health and safety responsibilities of all within the school rest with the School Management and headed by its Principal. The Principal delegates this responsibility to head of the safety and security committee for the purpose of the day to day running of the school with the direct assistance of individual supervisors and other key people.

* The school management will ensure through the designated head and committee that all employees receive adequate awareness with regard to health and safety measures adopted in the school and enable them to undertake their work in a safe manner.
* The supervisor will ensure that all equipment and the school transportation services are suitable for their intended purposes and are maintained in a safe condition at all times.
* The supervisor will ensure that all employees are adequately notified of the fire escape routes and the measures to be taken in case of any casualty or emergency.
* The risk assessments along with all other safety documentations are to be reported to the head and the principal on a regular basis.
* Individual member of staff who have any concern regarding their own safety or of their students are responsible for reporting the matter to their supervisor without delay.

1. **Fire and Safety**:-

The school has provided the necessary firefighting equipment in accordance with the requirements of the local fire authority. All employees are required to familiarize themselves with the fire drill before commencing work. Fire exercise will be arranged at regular intervals. Existing firefighting equipment will be inspected by a supervisor appointed by the head in regular basis. Fire alarms will be tested regularly. Firefighting equipment will be inspected by the Civil Defense Department on annual basis and certificate will be issued.

Evacuation exits must be kept clear at all times. No fire door to or from an occupied room may be locked. Smoking is not at all permitted inside the premises. All employees should know which extinguishers are available in your immediate place of work. Employees should ensure that combustible materials do not accumulate around your place of work. In the event of fire, the premises should be evacuated immediately following the information provided on the fire notices.

1. **Electrical Safety**:-

Ensure that all electrical equipment is used in proper way. Do not use any electrical equipment that does not appear to be in good order but report it to your supervisor without delay.

General Safety Requirements for Electrical System:-

* Switch off all electrical equipment after use.
* Do not over load sockets.
* Do not allow wires to project in to the walkway where they present a tripping hazard.
* Use a residual circuit breaker when operating a port hand tool.
* Only competent persons who have been trained properly should do the repair and maintenance works.

1. **First Aid**:-

The school doctor and nurse are responsible for the administration of first aid, recording treatment given and maintaining supplies. The school doctor and nurse are also responsible for carrying out weekly checks on the contents of first aid boxes and for replenishing stocks.

1. **Medical Records**:-

Medical records should be kept in the clinic, in the charge of the school nurse.

1. **Cleanliness**:-

Marinating clean environment in all areas is an essential feature of health and safety and for prevention of accidents. All employees must ensure that materials, substances or items are disposed of in a safe manner for health and safety and to avoid environment pollution.

Ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times.

1. **Visitors and Contractors**:-

All visitors must report to the main reception and sign the visitors book on arrival and when departing. Visitors are to be given the Visitors ID. All contractors working for the school are required to comply with the school health and safety policy.

1. **School Transportation**:-

The Transportation supervisor should ensure that all buses are running in good condition. Periodic checking has to be undertaken to make sure that the bus is maintained properly with regard to hygienic and safety equipment. It is the collective responsibility of the drivers, nannies, security, and supervisor are in charge to make sure the smooth and safe pick up and drop off of the students. Drivers and nannies have to be reminded and updated the safety measures to be followed periodically. The drivers and nannies should ensure that the bus is empty after dropping the children at the school and back and the Bus Empty board should be displayed during those times.

**The following activities are to help and reinforce the students' knowledge on bus safety. Tell the students to:**

* **Be at the bus stop early.** The bus driver may not see you if you are late and running to the bus, you could get hurt.
* **Wait for the bus far away from the road.** If you are too close to the road you could get hit by a car, or even the bus.
* **When entering the bus sit down quickly.** As soon as you enter the bus sit down. If you take too long the cars waiting for the bus may go around the bus, which can in turn cause an accident.
* **Stay seated at all times.** Do not get up, stand up, or walk around. This is for your own safety.
* **Listen to the bus driver and bus aid.** Make to listen to all directions from the bus driver and the bus aid. They are always looking out for your safety.
* **Exit the bus carefully.** The bus stairs are very steep, be careful to ensure your safe exit.
* **Wait for the bus driver's signal before crossing the street.** Wait for the signal, and then look both ways before crossing the road.

1. **Play Ground Supervision**:-

The P.E. teacher and the supervision team are responsible for the safety of the students in the play area. They have to ensure that the number of users is restricted to avoid overcrowding. Any damage or problems found with the play equipment should be reported to the head with immediate effect.

1. **Partnerships**:-

Our school is continuing its work with the Civil Defense Department in Umm Al Quwain to help ensure that the school remains among the safest places in our communities and to provide students the supports they need to succeed.

1. **Duties of security guards:-**

The security guards job is to maintain the safety and security of all students, school staff and the facility. Check the identity of all the visitors and their vehicles, traffic of the vehicles when coming/leaving the campus, facilitating guidance for parents and visitors.

**Conclusion**:-

All the staff at our school is involved in the promotion of safety as well as prevention of accidents and ill health at our school. By valuing our own safety and that of our students and colleagues, we will each be able to participate fully in assisting in our commitment to safe guarding the health, safety and welfare of our students and employees and other service users.