

DUBAI HEIGHTS ACADEMY



Policy	Health & Safety Policy
Approved on	August 2023
Approved by	Principal
Review date	August 2024

POLICY STATEMENT

Dubai Heights Academy is committed to providing the highest standards of health and safety to its community. DHA not only complies with the standards of local legislation for safe practices but also, where possible, will endeavour to exceed these standards to ensure best international practice in health, safety and security are followed.

Day-to-day authority for compliance and implementation of all health and safety policies and procedures lies with the Health and Safety team. In addition the School will appoint and enter into agreement with specialised contractors in this field to ensure high standards of health and safety are maintained within the school community. The health and safety policy includes the following sections:

- Building & physical environment
- Medical emergencies, accidents and incidents
- Risk Assessments

AIMS

- To ensure the school Health & Safety policy is compliant with Government Health & Safety regulations.
- Establish and maintain effective working procedures that ensure a safe, secure and healthy environment can be maintained throughout the school.
- Ensure safety and absence of risks to health relating to the use, handling, storage and transport of articles and substances.
- Ensure all employees and students are given sufficient information, instruction and supervision to recognise and avoid hazards and be mindful at all times of their own health and safety.
- Ensure proper maintenance of all areas to provide an environment that is safe and without risk to health and well-being.
- Create and implement effective procedures for use in case of accident or unfortunate incident.
- Ensure students are aware of safety procedures and teach safety as part of a student's daily responsibilities.
- Provide and maintain adequate staff and student welfare facilities.
- Ensure regular risk assessments are carried out and potential hazards identified and addressed.

The Health & Safety Policy must be read in conjunction with the Fire Safety & Evacuation Policy, Behaviour Policy, Safeguarding Policy and Intimate Care Policy.

1. HEALTH & SAFETY TEAM

The health and safety team comprises of

- Principal
- Vice Principal
- Health and Safety Officer
- Facilities Manager
- School Nurse
- Head of Inclusion
- Designated Safeguarding Lead

2. RESPONSIBILITIES

Staff	Responsibility
Principal	<ul style="list-style-type: none"> ● Holds overall accountability for the school's adherence to the Health and Safety policy ● Ensure the Health & Safety Policy is reviewed regularly and communicated to the DHA community ● Exercise a duty of care to all staff and students and implement measures to promote health and safety. ● Ensure safe working practices and procedures are implemented and risks are controlled. ● Ensure regular risk assessments are done and any concerns noted are addressed or rectified. ● Ensure risk assessments are done according to the DHA matrix and any concerns reported and addressed. ● Identify the need for first aid responders and arrange for training.
Vice Principal	<ul style="list-style-type: none"> ● Ensure regular safety inspections of school premises, furniture and equipment are carried out by the facilities manager and reports submitted to HST for review and advice. ● Assist the Principal in implementing safe working practices and procedures. ● Designated point of contact in the absence of the Principal.

	<ul style="list-style-type: none"> Identify and ensure training needs of staff and students for specialised equipment are met.
Health and Safety Officer	<ul style="list-style-type: none"> Identify health and safety risks within the school and report to the Principal/Vice Principal. Ensure classrooms provide safe learning environments for staff and students. Ensure safe practices are followed during swimming lessons and sports classes. Review safe working practices for teachers and provide suggestions for improvement. Assist the Principal in ensuring the DHA community is aware of the school's Health & Safety Policy. Ensure the school's Health and Safety Policy is compliant with Government and other regulatory bodies regulations and requirements.
Facilities Manager	<ul style="list-style-type: none"> Responsible for the implementation, supervision and monitoring of safe operations within the school. Carry out regular checks and risk assessments regarding building and playground safety and report any concerns to the Principal/Vice Principal. Arrange for repair or replacement of faulty equipment and furniture (classroom & playground). Monitor the activities of external contractors and service providers to ensure they follow the Health & Safety policy of the school. Ensure safety guidelines from Government authorities and other regulatory authorities are incorporated into working practices at the school. Advise SLT & staff on any unsafe working practices and ensure classrooms and playgrounds provide a safe environment for staff and students. Carry out regular inspections of fire exits to ensure they provide free access at all times. Ensure proper maintenance logs are maintained of all fire fighting equipment, fire alarms as well as other equipment which are in use at the school. Ensure all fire safety systems are tested regularly, as Department of Civil Defence requirements and regular fire drills are carried out.
School Nurse	<ul style="list-style-type: none"> Providing students with appropriate medical care as per the regulations set. Providing students with medical conditions the care and attention they deserve while treating cases with confidentiality. Promoting and reinforcing awareness about healthy lifestyle habits, including choice of food and practice of exercise. Arrange for workshops/doctor talks regarding health topics of interest. Assist with well being activities within the school.
Head of Inclusion	<ul style="list-style-type: none"> Ensure proper pastoral care is given to all students, including students of determination. Ensure school facilities are accessible to students with inclusion needs. Support the school counsellor with designing and implementing well-being activities within the school, for both staff and students.
Designated Safeguarding Lead	<ul style="list-style-type: none"> Responsible for addressing all safeguarding concerns. Identify safeguarding risks and alert the Principal as appropriate. Organise safeguarding training for all staff.
Security	<ul style="list-style-type: none"> Ensure all parents, visitors and external providers are properly identified by lanyards. Ensure and enforce the 'No Smoking' rule within school premises. Monitor the gates and control access to the school at all times. Ensure outside access doors and perimeter gates are kept closed during the day, to eliminate flight risks. Ensure visitors do not bring any materials or equipment into the school that may pose a health risk to staff and students. Ensure outside contractors and external providers handle school equipment and furniture with care.
All Staff	<ul style="list-style-type: none"> Must follow safe working practices and be aware of the Health & Safety policy of the school.

	<ul style="list-style-type: none"> • Must not bring any potentially dangerous materials or equipment into the school without prior permission of the Principal and facilities manager. • Must report any potential hazards to the facilities manager and to SLT, so these can be addressed as soon as possible.
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3. BUILDING & PHYSICAL ENVIRONMENT

3.1 Classroom safety

- Children must be encouraged to take responsibility for their own safety as well as that of their classmates.
- Teachers & TAs should ensure all tools and equipment used in the classroom are stored away safely after-use.
- Teachers must ensure any equipment or tools used are age appropriate and meet accepted safety standards.
- Appropriate clothing and safety training must be provided to students where necessary.
- Teachers must ensure discussions on health and safety are a part of safe classroom practices and students must be made aware of possible health hazards.
- Children must be supervised at all times, especially during lunch breaks and class transitions.
- Electrical equipment in the classroom must be handled with care.
- Classrooms must be cleaned and sanitised at the end of the day.
- Classroom spills must be cleaned promptly to avoid risk of slipping.

3.2 Science labs

- Children are not permitted to use the Science Lab without supervision.
- All chemicals should be stored safely within locked cabinets.
- First aid kits should be readily available.
- Appropriate clothing and or gloves must be worn when handling chemicals

3.3 Control of Substances Hazardous to Health Regulations (COSHH)

- Any substance marked as dangerous must be kept in locked cupboards.
- All staff and contractors handling chemicals and hazardous substances (cleaning materials, paints, solvents etc) are to be provided with training to ensure safe handling of these.
- Cleaning cupboards must be kept locked during the day.
- The facilities manager must undertake a COSHH risk assessment for substances brought into the school by contractors, e.g. for fumigation and pest control and adopt measures to minimise or eliminate the risks as effectively as possible.

3.4 Equipment safety

- All equipment, including outdoor play/sports equipment must be maintained in good working condition and must be stored away safely after use.
- Faulty equipment should be reported to the facilities manager who will arrange for the repair or replacement of the item.

3.5 Building and playground safety

- All glass in doors, windows and side panels must be certified safety glass.
- Glass sliding doors to be regularly inspected to ensure sensors are working properly.
- Access doors are controlled by staff ID cards.
- CCTV cameras are in place to monitor internal and external perimeters.
- "Wet floor" caution signs to be placed whenever a floor is cleaned or is slippery.
- Washrooms are segregated for adults and children, to minimise safeguarding risks.
- Playground equipment should be monitored for wear and tear and worn out equipment must be replaced.
- Children should be encouraged to follow proper waste disposal procedures and refrain from littering the playground.
- Pest control must be done regularly.
- Landscaping tools should be stored away safely.
- Leaning branches of trees must be held up with proper support to ensure they do not break or fall.
- DHA has a strict 'No smoking' policy. Smoking is not permitted within the school premises.

3.6 Electrical Safety

- All electrical equipment must be tested regularly to ensure safety.
- Particular care must be taken with extension leads to avoid trailing wires. These should be covered by proper conduits to avoid tripping.
- Electrical sockets must not be left exposed in areas with young children.

- No electrical equipment should be introduced into the school from home without prior permission from the Principal.
- Kettles and hot water dispensers are not permitted in the classroom.

3.7 Animal safety

- Small domestic animals may be kept in the school to support the curriculum.
- Animals must be kept in a confined area and children should be supervised when interacting with them.
- Proper vaccinations and veterinary care must be provided as and when necessary.
- Animal areas must be kept clean and regularly maintained.

3.8 Extreme weather conditions & sun safety

- Nurse to inform teachers regarding weather conditions for outdoor play activities and whether the temperature is safe for children to be outdoors.
- Sunscreen and hats are advised to be used when playing in the sun and children should be encouraged to stay hydrated when playing outdoors.
- Children with sensitive skin or seasonal allergies are reminded to stay indoors.

3.9 Food safety

- DHA is a 'no nuts' school and foods containing nuts are not permitted onto the premises or into classrooms.
- Only individually wrapped cakes or goodies are permitted to be distributed in the classroom as part of birthday celebrations.
- School cafe provider must comply with all government regulations regarding the safe storage, handling and distribution of food in the cafe.

3.10 Swimming pool

- Swimming pool areas should be monitored at all times by the lifeguard on duty.
- Swimming pool maintenance must be done regularly to ensure good water quality.
- Children must wear proper swimsuits, swim caps and goggles while swimming and must be supervised by their swim coach at all times.
- Swimming pool perimeter doors must be kept locked at all times.

3.11 Traffic management

- The school follows an access and on site traffic flow systems where separate pathways are laid out for pedestrians and vehicles.
- During pickups and drop-offs, security manage the traffic flow through the entry and exit gates, ensuring pedestrians and children are effectively cordoned off from free flowing vehicular traffic.

3.12 School buses

- All school buses are equipped with with 3 point seatbelts
- CCTV cameras installed in buses
- All buses have first aid boxes
- Buses are tracked with live GPS tracking systems.

3.13 External providers/Contractors/Premise Lettings

- All external providers/contractors and those renting school facilities are expected to follow the DHA Health & Safety Policy while working at the school.
- In addition to the above, they must also adhere to their company Health & Safety Policy which should include safe working practices, such as:
 - Erect proper scaffoldings for major construction works.
 - Ensure accurate signage is in place to identify construction areas.
 - Barricades must be in place, where necessary.
 - Hard hats, safety gloves, safety shoes to be used for personal safety during construction works.
 - All equipment used must be stored away safely after use.

4. MEDICAL EMERGENCIES, ACCIDENTS & INCIDENTS

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent as many as possible. We classify an accident as what we have witnessed and an incident as something we did not see.

The school has a duty to investigate and record all accidents and incidents affecting students, staff and visitors. All accidents and incidents must be reported for monitoring and investigation, to ensure that procedures are in place to prevent, as far as possible, similar accidents happening.

Preventive measures :

- **The school nurse** will ensure that any special notices will be posted to advise on emergency procedures, the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.
- **The Principal** will ensure that every accident/incident, whether involving injury or not, is recorded and that all accidents/incidents are investigated and reviewed and preventive measures put in place to avoid repetitions.
- **Class teachers** are responsible for supervising children in classes and around the school to prevent accidents. Teachers on break/lunch supervision duty are directly responsible for the monitoring of students in order to prevent accidents and injury

4.1 Reporting an accident or incident

All major accidents to students or staff should be recorded on an accident or incident form, which is available in the school clinic. Behaviour incidents and physical interventions are recorded in conjunction with the Behaviour policy.

4.2 Accidents to students

If a student has a minor injury, i.e. minor cuts, grazes, bruises:

- Sent to the clinic along with another student/staff member to explain the problem.
- School Nurse or first aider may administer first aid.
- Details of the injury and treatment are recorded in the treatment log book.
- Student remains with the nurse in the clinic until deemed ready to return to class.
- Parents are informed by the nurse and supported by the class teacher with further details.
- Nurse returns the student to the class and informs the class teacher/form tutor.

If a student has a head injury:

- School nurse/first aider administers first aid in the classroom/playground.
- Details are recorded on the student accident form by the nurse/first aider.
- Parents are informed and a 'bumped head letter' is sent to parents.
- Any head injury must be observed for 24 hours.
- In case of a serious head injury, arrangements must be made for the student to be taken to hospital by ambulance (see below for additional reporting of serious injuries).
- Class teacher/form tutor is informed.

If the injury is more serious:

- Students must be sent to hospital immediately by ambulance in these cases:
 - Head injuries and wounds needing stitches.
 - All suspected fractures.
 - Seizure (first time or lasting longer than 5 minutes and unable to arouse between episodes).
 - Unconsciousness, even for a few seconds.
- The supervising teacher should send another staff member or student to notify the school nurse. The student should not be moved until the nurse assesses the injury.
- School nurse/first aider administers first aid in the classroom/playground
- Other available staff will ensure that students remain in their classroom or away from the proximity of the accident.
- The SLT are informed of the situation.
- An ambulance should be called by the school nurse or a member of the SLT.
- The student will be accompanied to hospital by a member of staff. The student's personal health file should be taken to the hospital.
- Parents must be contacted and arrangements made to meet them at the hospital.
- Class teacher/form tutor must be informed.
- Details should be recorded on the student accident form and a copy kept in the child's medical file at the clinic.
- Nurse must call the parent later in the day/evening to enquire about the child's well-being and report back to SLT.

If the student is ill and needs to go home:

- A parent/carer must be contacted and asked to collect the student as soon as possible.
- The student must be signed out by the parent in the 'early sign out' log kept at reception.

4.3 Accidents to adults (including visitors)

If an adult has a minor injury, i.e. minor cuts, grazes, bruises:

- First aid administered by the school nurse or a qualified first aider
- Details recorded on the adult accident form

If an adult has a more serious injury:

- First aid administered by the school nurse or a qualified first aider.
- An ambulance should be called by the school nurse or a member of the SLT. The adult will be accompanied to hospital by a member of staff.
- Contact the adult's next of kin or other appropriate person and arrange to meet them at the hospital.
- Record details on the adult accident form.
- A copy of this form should also be kept within the school records.

4.4 Behavioural incidents

DHA has a very effective behaviour management policy however behavioural incidents do occur which need to be managed and reported. The behaviour management policy defines the practice and procedures to be followed when a behavioural incident occurs. Reference should be made to this policy and the procedures followed. All student behavioural incidents are logged and recorded on iSAMS.

4.5 Record management

All incident/accident reports are confidential and access to these must be restricted.

The retention period for accident reports for staff is the date of incident +5 years. The accident form is held in the individual's personnel file.

The retention period for accident reports for students is the date of birth of the student +10 years. The accident form, behaviour monitoring sheet or physical intervention information and recording sheet is held in the individual's student file.

5. RISK ASSESSMENT

DHA takes a proactive approach to managing risks, thereby reducing the likelihood that staff and students will be harmed through negligence or failure to identify potential hazards. Risk assessment enables the school to meet its duty of care to pupils and staff by creating a framework for staff to identify and reduce the risks of all school business operations, as far as possible. Risk assessments must therefore be suitable and sufficient, so that the welfare of students is safeguarded by ensuring that appropriate action is taken to reduce any risks identified. The range of risk assessments used across the school will create a risk profile that will cover the nature and level of risks faced and the likelihood of adverse effects

5.1 Risk assessment form

A risk assessment form will be completed whenever a risk is identified either as an actual risk or a possible/potential risk. Risk assessment may be carried out in the following cases:

- As part of regular building and grounds inspections by the facilities manager.
- As part of event management for external and internal events at DHA.
- As part of documentation for school trips.
- As part of building maintenance works involving major structural works.

The risk is assessed based on the frequency of its occurrence and on the severity of its consequence as determined by the tables given below.

Likelihood of Risk	
Often	Extreme possibility of risk happening (occurred several times a year)
Possible	High possibility of risk happening (has occurred more than once)
Unlikely	Medium possibility of risk happening (has occurred)
Rare	Low possibility of risk happening (never occurred)
Severity of Consequence	
Major	Major ongoing long term health effects likely to surrounding communities. Single fatality. Major consequences of the incident.
Moderate	Ongoing complaints from the community. Serious injuries requiring off site treatment by medical practitioner or immediate evacuation to hospital. Potential long term or permanent disabling effect.
Minor	Minor complaints. Injuries requiring on site treatment by a medical

	practitioner. Injured person unable to perform normal duties.			
Insignificant	Insignificant impact on surrounding communities. Minor injuries which may require first aid. Injured person can continue to perform duties.			
Risk Assessment Matrix				
Likelihood	Severity of Consequences			
	Insignificant	Minor	Moderate	Major
Often	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High
Unlikely	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium
Actions				
Extreme	Alternative activities must be considered. Significant control measures will need to be implemented to ensure safety			
High	Controls will need to be put in place before the activity is undertaken			
Medium	Additional controls may be needed			
Low	Undertake the activity with existing controls in place			

4.2 Access by students to risky areas

Risk assessments of all areas of the school must be done with the intention of ensuring that students do not have unsupervised access to potentially hazardous areas, such as cleaner's cupboards or electric rooms. Access to swimming pools, science laboratories, Design and Technology classrooms, school clinic, rooftops and outside exit doors should be monitored and students must not be allowed to use these facilities without adult supervision.

4.3 External providers and contractors

Contractors and external providers are responsible for undertaking their own risk assessments in order to ensure the safety and wellbeing of their staff. Wherever possible, external works should only be undertaken outside school operational hours to minimise the risk to staff and students. These include major building construction or maintenance works.