



مدرسة وودلم بارك

Woodlem Park School

Al-Hamidiya, Ajman

# HEALTH AND SAFETY POLICY

<b>Policy Name</b>	<b>Health and safety Policy</b>	<b>Policy No.</b>	<b>WPSH_PLC_025</b>
<b>Effective Date</b>	<b>April 2025</b>	<b>Date of Last Review</b>	<b>25<sup>th</sup> March 2025</b>
<b>Date of Next Review</b>	<b>March 2026</b>	<b>Person in-charge</b>	

## Statement Policy

1. Woodlem Park Al Hamidiya Private School recognizes and accepts responsibility as an employer for providing so far as is reasonably practicable, a safe and healthy work environment for all its employees, students and visitors.
2. WPSH is committed to ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed.
3. Overall responsibility for safety within the School rests with the Director. The day-to-day management of safety is delegated to the School Principal. The School Governing Body will ensure, as far as is reasonably practical, that:
  - 3.1 The premises are maintained in a safe condition
  - 3.2 Safe access to and from the premises is maintained
  - 3.3 All equipment on the premises is safe to use
  - 3.4 Appropriate safe systems of work exist and are maintained, including those for off-site visits
  - 3.5 Sufficient information, instruction, training and supervision is available and provided
  - 3.6 Arrangements exist for the safe use, handling and storage of articles and substances at work
  - 3.7 A healthy working environment is maintained including adequate welfare facilities
4. The School Governing Body (SGB) also recognizes its obligations to non-employees. Where it is reasonably foreseeable that trainees, pupils, members of the public, contractors, volunteers etc. are or may be affected by the School's activities, the SGB will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.
5. The SGB will endeavor, within its allocated resources, to set aside adequate finance for this policy statement to be properly implemented.
6. All staff are required to comply as a condition of their employment. Employees are reminded of their duties:
  - 6.1 To take care of their own safety and that of others; and
  - 6.2 To cooperate with the Director, SGB, Principal and the Senior Leadership Team

7. All relevant regulations and codes of practice, adopted by the School as appropriate, will be complied with.
8. All pupils and students and visiting workers of the School are required to comply with the health and safety procedures of the School. This responsibility applies whenever these individuals are working on behalf of the School or remote from the School's premises.
9. All staff and students must be given adequate training, information and supervision in relation to the hazards present within WPSH School as a whole and those within their specific area of work.
10. The principle objective of all safety procedures is to control hazards and minimize risk. This is best achieved by preventing the hazard from arising. Risk assessments are carried out for all activities and where appropriate protective clothing, precautions and equipment must be used to control the hazard. In addition, appropriate information, instruction and training will be provided.
11. Each individual on WPSH School premises has a responsibility to ensure that the School remains a healthy and safe environment. However, the day to day responsibility for safety within WPSH School rests with the Admin manager and Principal who are required to carry out regular safety inspections at least once a term.
12. All members of staff and students have an individual responsibility for safety.
13. In April 2023, an internal Health & Safety Committee was established by the School Principal. The committee ensures that the School carries out activities, wherever they are undertaken, safely and with regard to the health and safety of all its students, staff, visitors and those who may be affected by its activities. It aims to ensure that the best health and safety practice is followed in all School activities, so far as is reasonably practicable.
14. Consultation with staff will be held as and when appropriate on all matters affecting the health and safety of staff.
15. A copy of this Statement of Policy will be provided to every member of staff within the Shared Network and on the Parent Portal.
16. This Statement of Policy will be reviewed at least annually and revised as and when necessary
17. This Statement of Policy, together with the organizational structure and the following arrangements and procedures, has been approved by the School Governing Body.

The Health and Safety committee

## 1. Terms of reference

Group / Team / Committee	Health and Safety
Original Formation	April 2023
Members Appointed by	Principal
Area of mandate	Student Services, Health & Safety
Reporting to	Principal
General aims	To ensure the safety and wellbeing of all students, visitors and staff at all times and minimize potential health & safety risks
Committee Tasks	<ul style="list-style-type: none"> <li>• To develop a risk matrix and mitigation measures for all identified health &amp; safety issues</li> <li>• To ensure all capital assets are in good order and the environment risk is minimized (fire hazards &amp; general maintenance)</li> <li>• To ensure all sections of departments of the school are aware of their area and responsibilities and employ good house-keeping measures</li> <li>• To develop an environment policy for Dewvale School, define an inspection team and inspections frequencies</li> <li>• Develop a standard policy and procedure, with simple reporting forms separating health &amp; safety issues from general maintenance</li> </ul>
Frequency of meetings	Per Term
Committee Members & responsibilities	<ul style="list-style-type: none"> <li>✓ Principal</li> <li>✓ Admin Manager</li> <li>✓ School Doctor</li> <li>✓ School Nurse</li> <li>✓ Health &amp; Safety Coordinator/Fire Warden</li> <li>✓ School PRO</li> <li>✓ Governor Representative</li> <li>✓ Supervisory/Teaching</li> <li>✓ Representative</li> </ul>
Renewal of mandate	

## 2. Reporting Accidents and Incidents

The Departmental Safety Supervisors report to the Health & Safety Committee

### Organization

In order to achieve compliance with the School Governing Body's Statement of Policy various members of the School community will have additional responsibilities assigned to them as detailed in this part of the Policy.

*An organizational chart for Health and Safety Management is attached as Appendix 1*

### 1. The Responsibilities of the School Governing Body

1.1 In carrying out its responsibilities, the School Governing Body, in consultation with the Principal will:

- 1.1.1 Make itself familiar with the School's policy and all related advice and guidance
- 1.1.2 Ensure that there is an effective and enforceable policy for health and safety throughout the school
- 1.1.3 Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made
- 1.1.4 Identify and evaluate all risks relating to
  - The premises
  - School activities
  - Educational visits
  - School-sponsored events
- 1.1.5 Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, pupils and others
- 1.1.6 Create and monitor the management structure to enable the implementation of health and safety

1.2 In particular, the School Governing Body undertakes to provide:

- 1.2.1 A safe place for staff and pupils to work including safe means of entry and exit
- 1.2.2 Equipment and systems of work which are safe
- 1.2.3 Safe arrangements for the handling, storage and transportation of articles and substances
- 1.2.4 Safe and healthy working conditions which take into account all appropriate UAE Government requirements, school adopted codes of practice and guidance

- 1.2.5 Supervision, training and instruction so that all School Governing Body Members, staff, pupils and others can perform their school-related activities in a healthy and safe manner. All staff will be given training which is appropriate to their duties and responsibilities. Wherever training is required for the safety of staff, pupils and others, the School Governing Body will ensure that such training is provided. Pupils will receive information considered appropriate to the school-related activities they are carrying out. All training will be regularly updated
- 1.2.6 The required safety and protective equipment and clothing together with the information regarding its use
- 1.2.7 Adequate welfare facilities

1.3 So far as is reasonably practical, the School Governing Body, through the Principal, will make arrangements for staff, including temporary and volunteer helpers and those on fixed term contracts to receive comprehensive information on:

- 1.3.1 This policy
- 1.3.2 All other relevant health and safety matters
- 1.3.3 The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

## 2. The Responsibilities of the Principal

- 2.1 As well as the general duties of all members of staff, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practical steps to achieve this through Senior Leaders, teachers and others, as appropriate
- 2.2 The Principal is required to take all appropriate and necessary action to ensure that proper health and safety standards are maintained at all times. In particular, the principal will, on a day-to-day basis be responsible for:
  - 2.2.1 Ensuring safe working conditions of the school premises and facilities
  - 2.2.2 Ensuring at all times the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school sponsored activities
  - 2.2.3 Ensure safe working practices and procedures throughout the school so that all risks are controlled
  - 2.2.4 Arrange systems of risk assessment to allow the prompt identification of potential hazards and where appropriate ensure that the School Governing Body are made aware of the findings

- 2.2.5 Identify the training needs of the staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- 2.2.6 Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk
- 2.2.7 Collate accident and incident information and, when necessary, carry out accident, incident and near miss investigations and implement any remedial action to prevent reoccurrence, monitor the standards of health and safety throughout the school, including all school based activities
- 2.2.8 Monitor the management structure, in consultation with the School Governing Body; consult with members of staff including members of the Safety Committee on health and safety issues
- 2.2.9 Encourage staff and others to promote health and safety

### 3. The Responsibilities of Supervisory Staff

- 3.1. In addition to general duties which all members of staff have, supervisory staff will be directly responsible to the Principal or the member of staff nominated by the Principal, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 3.2. Supervisory staff includes Director, Principal, Vice Principal, Curriculum Coordinators, Faculty Leaders, Year Group Leaders, Facilities Manager, Office Manager, and Cleaning Supervisor.
- 3.3. As part of their day-to-day responsibilities they will ensure that,
  - 3.3.1. Safe methods of working exist and are implemented throughout their area of responsibility
  - 3.3.2. Health and safety regulations, procedures and codes of practice are being applied effectively
  - 3.3.3. Staff, pupils and others under their jurisdiction are instructed in safe working practices
  - 3.3.4. New employees working are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Principal as necessary Regular safety inspections are made of their area of responsibility as required by the Principal or as necessary
  - 3.3.5. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
  - 3.3.6. All machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorized persons only



- 3.3.7. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- 3.3.8. Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimized
- 3.3.9. They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety
- 3.3.10. All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Principal

#### **4. The Responsibilities of Teachers & Teaching Assistants**

- 4.1. Class teachers are expected to:
  - 4.1.1. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
  - 4.1.2. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice and to ensure that they are applied
  - 4.1.3. Give clear oral and written instructions and warnings to pupils where necessary
  - 4.1.4. Follow safe working procedures personally
  - 4.1.5. Require the use of protective clothing and guards where necessary
- 4.1.6. Make recommendations to the Principal or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- 4.1.7. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with the National Curriculum requirements for safety education
- 4.1.8. Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization and
- 4.1.9. Report all accidents, defects and dangerous occurrences to the Principal or Head of Department

#### **5. The Responsibilities of all Employees, including Temporary Staff & Volunteers**

- 5.1. Apart from any specific responsibilities which may have been delegated to them, all employees must:
  - 5.1.1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons



- 5.1.2. Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety
- 5.1.3. Act in accordance with any health and safety training given
- 5.1.4. Report all accidents in accordance with the agreed procedure
- 5.1.5. Cooperate with other persons to enable them to carry out their health and safety responsibilities
- 5.1.6. Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- 5.1.7. Inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements
- 5.1.8. Exercise good standards of housekeeping and cleanliness
- 5.1.9. Know and apply the procedures in respect of fire, first aid and other emergencies
- 5.1.10. Cooperate with those staff delegated responsibilities for health and safety by the Principal

All employees who authorize work to be undertaken or authorize the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. The employee's immediate Line Manager must approve such reassignments.

## 6. The responsibilities of Pupils

- 6.1. Pupils in accordance with their age and aptitude are expected to:
  - 6.1.1. Exercise personal responsibility for the health and safety of themselves and others
  - 6.1.2. Observe standards of dress consistent with safety and/or hygiene
  - 6.1.3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency and
  - 6.1.4. Use and not willfully misuse, neglect or interfere with facilities or equipment provided for their health and safety

## 7. The responsibilities of Visitors, Members of the Public and Volunteers

- 7.1. Visitors and members of the public are requested to cooperate with the health and safety arrangements put in place by the school to protect them when using the school premises and grounds

## **8. The responsibilities of Parents**

- 8.1. Parents will work towards the school's aims by:
- 8.1.1. Ensuring that children attend school in good health
  - 8.1.2. Notifying the school immediately regarding the health of their child.
  - 8.1.3. Supporting the curriculum, in particular PE by allowing their child to participate fully in all activities offered
  - 8.1.4. Providing prompt information to the school about absences and illnesses
  - 8.1.5. Providing support of the behavior and discipline procedures within the school and the role of the teaching staff
  - 8.1.6. Support the school's well-being and healthy eating policy
  - 8.1.7. Ensuring the school has up to date contact information and that any changes to details are communicated to the school
  - 8.1.8. Ensuring early contact is made with the school to discuss major changes in family circumstances or other issues that affect the welfare of their child
  - 8.1.9. Following the instructions of staff members during an emergency situation
  - 8.1.10. Ensuring that appropriate equipment and clothing is provided, including recommended footwear and PE kits

### **GENERAL ARRANGEMENTS**

The following procedures and arrangements have been established within our School to minimize health and safety risks and maintain them at an acceptable level:

### **GENERAL ARRANGEMENTS**

1. Accident Reporting, Recording and Investigation
  - The school will report and investigate seriously all accidents & incidents. The School will adhere to the procedures adopted by the School for accident reporting and investigation. This will include any person on school premises and applies to subcontractors
  - In line with the procedure, all staff are encouraged to report accidents & incidents. Line Managers will investigate such incidents and identify and implement means to prevent any recurrence
  - All completed accident/incident/near miss form will be submitted to the Principal and Director

## 2. Bus Assistants

Bus Assistants will work towards the school's aim by:

- Undertaking close supervision of students in their care whilst travelling on school transport
- Ensuring compliance with RTA regulations
- Actively promoting a high level of safe practices and setting an example to students
- Effectively communicating with parents and school regarding the student's well-being

## 3. Classroom Safety

- The school recognizes that programs of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety
- Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use. Teachers must be familiar with and follow all guidance adopted by the School
- All non-teaching staff must be informed of the safety procedures and practices related to any of the activities that they support
- Schemes of work will be reviewed to assess the risk in all activities in order to determine:
  - a. Where close supervision is required
  - b. Suitable group size
  - c. Suitability for whole class participation
  - d. Where particular skills need to be taught
  - e. Personal protective equipment (PPE)

## 4. Domestic Water Tanks

- Water Tank Cleaning takes place bi-annually and water analysis by an independent Dubai Municipality (DM) approved contractor takes place quarterly on all water storage tanks. A full report is submitted after cleaning which contains before and after photographs. Full water analysis reports are also submitted
- In line with Dubai Municipality regulations the contract includes full microbiology tests by an independent third-party company after each clean for Legionella, Streptococci, E-Coli, Heterotrophic plants and Pseudomonas aeruginosa.
- All reports are subject to regular Dubai Municipality (DM) inspection and the company is DM approved

## 5. Drugs, Medications, Diseases and Medical Conditions

- Parents have the prime responsibility for their child's health and MUST provide the School with information about their child's medical condition on admission. The admission process cannot be completed without the completed medical consent/history forms. Parents should obtain details from their child's doctor, if needed
- The School recognizes that children with medical needs have the same rights of admission to school as other children
- The School follows the Dubai Health Authority guidelines for Private Schools in Dubai

### 6. Equipment

- Various pieces of equipment within the schools are under preventative maintenance contract with the contract company to ensure minimal risk through fault.

### 7. Evacuation, Lockdown and Off-Site Evacuation

- Evacuation Procedure has been developed and adopted
- Off-site evacuation to be developed and approved
- Lockdown and Critical Incident policy has been developed

### 8. Fire Precautions and Procedures

8.1. The designated Fire Warden has responsibility for the implementation of the Fire Management Plan by:

- a. Detailing any significant findings from the fire risk assessment and practice drills and recording any action taken
- b. Fire drill and evacuation training of all relevant people which is in-line with the Fire Evacuation Procedure Policy
- c. Planning, organizing, policy and implementation, monitoring, audit and review
- d. The arrangements for a coordinated emergency plan of action in the case of a fire

8.2. The Facilities Manager has responsibility for:

- a. Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
- b. Testing of fire warning systems, including weekly alarm tests and periodic maintenance by a competent person
- c. Recording of false alarms and fire drills carried out
- d. Testing and maintenance of emergency lighting systems
- e. Testing and maintenance of extinguishers, hose reels, fire blankets, emergency torches etc.
- f. Testing and maintenance of other any other safety equipment such as fire suppression and smoke control systems

- g. Maintenance and audit of any systems that are provided to help the fire and rescue service
- h. All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors

### 8.3. Fire Safety

- 8.3.1. A Fire Risk Assessment that will be reviewed at regular intervals and after any significant change. The school will also maintain a Fire Logbook that will record fire procedures such as drills and training and include a copy of the Fire Emergency Evacuation Plan.

### 8.4. Fire Instructions

- 8.4.1. Fire instructions are posted in every room
- 8.4.2. Where appropriate, the names of fire wardens should be known by staff
- 8.4.3. Emergency Exits, Assembly Point Instructions are clearly identified by safety signs and notices

### 8.5. Fire Alarms

- 8.5.1. Instructions to employees are posted in every room incorporated in the Fire Instructions
- 8.5.2. Detailed arrangements on how to raise the alarm are incorporated in the Site Specific Fire Emergency Evacuation Plan. A copy can be found in the Fire Logbook
- 8.5.3. Regular testing of fire alarms will occur weekly. Records are detailed in the Fire Logbook
- 8.5.4. The Fire Logbook will be kept by the Site Manager
- 8.5.5. The result of each test will be properly recorded in the Fire Logbook and be available for a visiting Fire Officer

### 8.6. Fire Drills

- 8.6.1. Fire drills will be carried out at least three times a year
- 8.6.2. A record of the drill must be kept in the Fire Logbook

### 8.7. Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire

### 8.8. Fire Hazards

- 8.8.1. Storage of flammables and chemicals

Control of Substances Hazardous to Health Regulations identifies the need

for assessment for substances that are hazardous to health and/or whose risks need to be controlled,

### 8.9. Maintenance of Fire Precautions

The Site Manager and Fire Warden will ensure regular maintenance of:

- 8.9.1. Emergency lighting and other emergency equipment
- 8.9.2. Fire extinguishers
- 8.9.3. Fire alarms
- 8.9.4. Fire doors
- 8.9.5. Fire Safety Signs and identification of escape routes
- 8.9.6. Sprinkler systems (if appropriate)

### 9. First Aid

- 9.1 The School follows the Dubai Health Authority for Private Schools in Dubai
- 9.2 The School will follow the above guidance and provide sufficient and appropriately qualified first aid staff
- 9.3 The School clinic has developed the First Aid Policy and Procedures manual as per the Dubai Health Authority Guidelines for Private Schools in Dubai

### 10. Glass & Glazing

All glass in doors and side panels shall be certified safety glass. All replacement glass must be of the same safety standard. Through continual assessment of the premises any glass found to be below this safety standard will be covered with safety film until such time as it can be replaced by glass of the required standard

### 11. Hazardous Substances

11.1. The School has adopted the Control of Substances Hazardous to Health (COSHH) in respect of managing hazardous substances. Where hazardous substances are used, Line Managers themselves, or a designated employee, will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate risk first and foremost

11.2. The Admin Manager will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment for all cleaning materials and substances brought onto the premises by contractors e.g. for fumigation and pest control and adopt a hierarchy of control measures seeking to eliminate risk first and foremost

### 12. Health & Safety Advice

- 12.1. The School will seek to obtain the best advice from government departments, relevant authorities and professional bodies in the UAE and overseas and adopt policy and guidance as appropriate
- 12.2. All policies to do with health and safety will be ratified by the School Governing Body for adoption by the School

### 13. Handling & Lifting

- 13.1. Any activities that involve significant manual handling tasks will be risk assessed and where appropriate, training provided for the staff
- 13.2. Line managers are responsible for assessing the appropriate approach to handling and may seek advice from the School Nurse

### 14. Inclusion

- 14.1. For more complex needs the school has adopted UK standard practices

### 15. Lone Working

- 15.1. Line Managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, in- out boards and other means of monitoring staff whereabouts
- 15.2. Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety
- 15.3. The Facilities Manager will be responsible for ensuring that lone- working contractors working on site safely at all times

### 16. LPG (Low Pressure Gas)

- 16.1. LPG bottles are contained in outside housing which is locked at all times and clearly signed.
- 16.2. Quarterly tests include testing for leaks and pressure fluctuations. Gas sensors are located in all relevant classrooms and there is 24-hour call out in the contract in the event of a gas detector sounding.
- 16.3. The LPG supply is interfaced with the fire alarm system and automatic gas cut off would activate should the alarm sound.

### 17. Maintenance/Inspection of Equipment

- 17.1. The School has yet to adopt guidance on servicing, testing and inspection issued by an identified, competent/certified person at least annually – e.g. Civil Defense/Dubai Municipality

### 18. Personal Protective Equipment (PPE)

- 18.1. Line Managers will assess the need for PPE
- 18.2. Where it is assessed that PPE is required it shall be appropriately selected and provided
- 18.3. A record of PPE issue will be made which will include details of any expiry dates so that



equipment can be replaced as and when necessary

### 19. Pest Control

- 19.1. The pest control of the school is carried out by Dubai Municipality (DM) approved contractor
- 19.2. Frequent pest control treatments of internal areas take place as per the DM guidelines
- 19.3. Additional external treatments, including drains takes place monthly
- 19.4. Materials used are DM approved

### 20. Risk Assessments

- 20.1. The School has adopted a Risk Assessment Procedure which should be followed as guidance to the risk assessment process
- 20.2. Risk assessment is the responsibility of the School's managers at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken, recorded and filed for significant activities
- 20.3. Risks should be assessed in a manner that ranks them by severity/probability for prioritization and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on the records of the department. Risk assessments should be reviewed at least annually or where there is a change in circumstances

### 21. Safeguarding Pupils & Students

- 21.1. See WPSH School Child Protection and Safeguarding Policy

### 22. School Canteen

WPSH School currently have 2 school canteen

The Admin Manager is responsible for the safe operations of the school canteen. The canteen staff must:

- 22.1 Be familiar with the School Health and Safety Policy
- 22.2 Prepare risk assessments for all catering activities
- 22.3 Ensure that all kitchen staff are instructed and informed to work in accordance with these documents
- 22.4 Inform the Operations Manager or Principal of any potential hazards or defects
- 22.5 Be familiar with the current Food Safety legislation.

### 23. School Trips & Off-site Activities

- 23.1. See the School's Policy on Educational Visits

23.2. The school follows the UAE Ministry of Education's guidance in regard to all school trips and off-site activities

### 24. School Transport

24.1. The Principal is responsible for, in conjunction with the driver; ensuring that vehicles kept or hired by the school are operated in accordance with the law

24.2. See the School's Policy on School Transport

24.3. Staff must not use their private vehicles for transporting students

### 25. School Security (including Violence to Staff, Theft & Losses)

25.1. Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the Principal

25.2. Managers are responsible for assessing the risks of violence towards staff

25.3. Where violence is identified as a significant risk, Line managers will ensure that appropriate control measures are put in place

25.4. Staff must report incidents of violence and aggression in the same way as accidents

25.5. All thefts and losses must be reported to the Principal. Any stranger in a department should be challenged as to his/her business, without personal risk, and if no satisfactory answer is received administration/security should be contacted

### 26. Staff Consultation

26.1. The School Governing Body, through the Principal, will make arrangements for full and proper consultation with employees on health and safety matters

### 27. Staff Health & Safety Training and Development

27.1. Line Managers within the school will undertake a training needs analysis to identify competency requirements of specific job roles in terms of health and safety and will ensure that the appropriate training is delivered and training records kept.

27.2. Where training expertise is required from outside the School, the Line Manager will arrange this. Staff must be trained on Health and Safety policies and procedures during orientation week at the beginning of each school year where new jobs or tasks appear or when there are changes in health and safety requirements and training, these will be a CPD priority

### 28. Smoking, Dogs and other Prohibited Items

28.1. WPSH School has a no smoking policy. Nobody may smoke on school premises.

28.2. Dogs may not be brought onto school premises without permission of the Principal

28.3. Neither alcohol nor pork products may be brought onto school premises at any time

28.4. The School has adopted a "No Nuts" policy due to the ever-increasing number of students with severe nut allergies. This is a school wide policy including, staff, students and visitors

### 29. Staff Well-being/Stress

29.1. Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, job security etc. and implement appropriate control measures, so far as is

practicable

29.2. Where workplace stress arises, managers will deal with the situation in a sensitive and constructive manner using all available means including the School's Counsellor

29.3. Staff may choose to self-refer to the School Counsellor if they wish

### 30. Vehicles on Site

The Principal will endeavor to:

- 30.1 Segregate access for vehicular and vulnerable (pedestrians and cyclists) traffic
- 30.2 Design an access and on-site traffic flow system that separates vehicular and vulnerable traffic
- 30.3 Avoid same-access for all wherever possible

### 31. Extreme Weather Conditions

Outdoor heat monitoring policy is in place where the school doctor sends weekly weather forecast to PE teachers and all staff during the summer months with awareness be taken to prevent hyperthermia. No vigorous play and students are to remain in shaded areas at all times. All students are to remain indoors throughout breaks and lunchtime.

### 32. Visitors

Visitors are expected to:

- 32.1. Sign in and out at the school security office
- 32.2. Wear visitor badge/label for identification while on school premises

32.3. On entering the premises, the following is required by all parents/visitors:

- Provide most recent contact details and Emirates ID
- Wear a face mask
- To sanitize hands
- Maintain social distancing
- Follow the safety markings

### 33. Working at Height

Line Managers will ensure that working at height is risk assessed in accordance with the UK Health & Safety Executive Guidance and that appropriate control measures are put in place to mitigate these risks  
Staff have a responsibility to ensure their own health and safety and assist in the operation of any

systems designed to provide for their safety

## 34. Workplace Inspections and Premises Risks

Line managers are responsible for undertaking workplace inspections every half-term

### Incident/Accident Report Form

Details			
Name of Injured person			
Class		Gender	
Date of incident/ Accident		Date and time the incident/ Accident was reported	
Time of incident/Accident		Name of the person who reported the incident/ Accident	

Location Details	
Location	
Address	

Investigation team		
Member		Position /Title
Member		
Member		
Member		
Have been informed, parents? (Yes/No)		
Name of the person informed (If yes)		
Time and Date		

Medical/First Aid information		
Please indicate the severity of the injury (Please tick)	Minor	
	Major	
	Fatal	
Was first aid given		Name of the first aid medic:
<b>Treatment given by first aid medic (Be specific)</b>		



Was the injured person sent to the hospital /Doctor? (Yes/No)	
Name of the hospital	
Address	
<b>The specific location of the incident /Accident (be specific)</b>	
<b>Details description of incident/ accident (be specific)</b>	