



United Arab Emirates  
Ministry of Education  
Ajman Educational Zone  
First Academy School

دولة الإمارات العربية المتحدة  
وزارة التربية والتعليم  
منطقة عجمان التعليمية  
مدرسة الأكاديمية الأولى



## FAP 3.2 Health and safety policy

**Vision:** To be a center of educational excellence preparing students to be both lifelong learners as well as leaders of tomorrow.

**Mission:** To become a community of learners developing within our students active creative minds. We stress the total development of each child; spiritually, morally, intellectually, socially, emotionally, and physically. Therefore, we aim to provide a healthy, safe, caring and supportive environment.



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عام راشد  
Year Of Rashid

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## Health and safety for

### The first academy school

#### 1.1 Policy Statements.

The aim of the governing body is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy. This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable its employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health
- Machinery and equipment that is safe and without risk to health
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the Key Manager;
- Any other suitable protection, where appropriate, where staff might be at risk
- For the safety of visiting contractors, members of the public and authorised visitors
- For arrangements to involve all members of the school community including pupils in developing this health and safety policy.
- For our responsibility towards the environment and ensuring that our activities do not adversely affect it.

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## 2.1 Responsibilities.

These organisational arrangements for staff with health & safety responsibilities are represented for schools below.

### 2.1.1 Governing Body

The Governing Body has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school. We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities

### 2.1.2 The Head of establishment (Head teacher)

The Head teacher has primary responsibility for Health and Safety matters within the establishment. In the Head teachers absence the Deputy or whoever is nominated, will assume this responsibility. The School Business Manager has delegated responsibility for managing the arrangements for health and safety in the school and for liaising with the Health and Safety Manager coordinator from Islington Local Authority for advice and information on health and safety matters. The Premises Manager is line managed by the school business manager and has responsibility for implementing instruction and carrying out procedures as prescribed by the School Business Manager, as required and linked to job description.

### Responsibilities:

- Setting up arrangements to cover all health and safety legal requirements;
- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time
- Resolving health and safety problems

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- Bringing to the attention of a the Local Authority Health and Safety coordinator those instances where delegated local executive has proved to be inadequate to reduce the identified hazard and to take action to avoid danger pending rectification
- Noting all the guidance produced by the Local Authority, in line with legislation, and bringing any issues to the attention of relevant staff
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access
- Maintaining a list of Safety Representatives appointed to represent staff on site
- Being readily available to Safety Representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties
- Receiving written reports from Safety Representatives and responding to them within a reasonable time
- Establishing a school Health and Safety Committee in accordance with Council policies
- ensuring that all areas of the site are inspected termly by the Safety Representatives with the Senior Management on site
- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that fire fighting equipment is available and maintained;
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting the Local Authority, school staff, service providers and parents.
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In

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Particular to ensure that they are given a copy of this statement of local arrangements, and the opportunity to read it, before starting work.

- Ensuring that arrangements are made for suitable training for all aspects of their work.
- Ensuring that suitable records are kept of:
  - ✓ employee health and safety training
  - ✓ accidents
  - ✓ Resources committee
  - ✓ premises safety inspections – including by the governing body
  - ✓ fire equipment tests machinery and equipment safety tests and inspections
  - ✓ A full record is kept of statutory testing linked to health and safety requirements.

### 2.1.2 All employees are responsible for:

- Taking care of the health and safety of themselves and their colleagues and for any child under their charge
- Keeping up to date with current safety procedures
- Attending training as directed
- Following instructions issued by the employer on matters of Health and Safety
- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management.
- Not misusing any equipment provided for their safety.

### 2.1.3 Classroom teachers are responsible for:

- The safety of all children under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions

### 2.1.4 Technicians are responsible for:

- The safety of the preparation rooms, workshops and all other areas in which they work.

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### 2.1.5 The Premises Manager is responsible for:

- The safety and physical condition of all areas of the school including playgrounds and outbuildings.
- Arranging for the maintenance and servicing of fire fighting equipment and fire alarm systems, premises security systems
- Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
- Informing all contractors of any known hazards, which might affect them whilst at work.

### 2.1.6 Contractors:

Contractors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school office on arrival. The premises manager will be responsible for controlling the work of contractors to ensure the safety of pupil's staff and

visitors. In the interests of safety, major work should take place out of school hours and during school holidays.

- ✓ Where work carries significant hazards,
- ✓ Permits to work should be raised for contractors before they start work.

Examples of work which requires a permit to work are:

- ✓ Work on mains electrical wiring, mains incomers and distribution boards.
- ✓ Removal of asbestos or work where asbestos materials are known or suspected to be in place. Major excavations Access to roofs and roof voids
- ✓ Sterilising of water systems with chemicals
- ✓ Access by anyone to confined spaces such as voids sumps and drains

### 2.1.7 Catering:

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

#### **The Catering contractor is responsible for:**

- The safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises
- Ensuring that its employees are competent in working safety in the kitchens with particular regard to the following:

Hygiene. To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas

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Fire. To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.

Training providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen fire fighting equipment.

### 2.1.8 Visitors:

All visitors must report to Reception where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the Premises Manager. Visitors should wear a suitable visitors badge when on the premises.

### 2.1.9 Provision of first aid

See policy for provision of medicines and supporting pupils with illnesses. The schools designated first aiders are:

- ✓ School Nursery (boys – Girls)
- ✓ Section Supervisors

The designated persons responsible for checking and maintaining the contents of the first aid boxes are the section Supervisors.

#### Note:

If necessary a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training. If an ambulance is required the emergency 998 service should be used.

Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorize an ambulance to be called and this should take place without delay. It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis.

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### 3.1 Information, documentation and training:

Staff should either receive copies or have their attention drawn to relevant safety information contained in the School's health & safety manual. The Head teacher must ensure that the guidance or safety standards are current and adhered to at all time.

Health & Safety documents are held by the school office and identified staff; heads of department, etc. must ensure that their staff are familiar with all relevant documentation.

It is the responsibility of the school business manager to identify the health and safety training needs of staff, to keep a record of those who have attended training, and to record the type of training given.

### 4.1 Repairs and maintenance

All damage, signs of wear and defects in the premises must be reported to:

Name	Tel no.	Area of Responsibility
Ismaiel	+971 52 883 7829	Premises Manager

#### Note:

A record must be kept of all reported items on the Check list. This will be managed by the premises manager and action taken will be quality assured by the school business manager.

### 5.1 Cleaning arrangements:

The School's premises are cleaned by an externally contracted company. Specification for the cleaning regime is held by the school business manager. Any problem relating to the cleaning should be made primarily to the premises manager, and then to the school business manager. Cleaning contactors or the school should provide a specification of the cleaning arrangements and will include:

1. The health and safety policy of the contactor
2. Risk assessments of the arrangements for cleaning tasks.
3. Arrangements for supervision and control of their employees.

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4. Arrangements for training their employees in working safely and particularly the safe handling of hazardous substances.
5. Cosh assessments for the use and storage of cleaning materials.
6. Arrangements for maintaining testing and inspecting electrical equipment such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged. Use and storage of personal protective equipment Training in responding to emergencies such as fire and accidents particularly when they occur out of hours when they may be alone in the building.

Regular meetings should be arranged if using cleaning contractors to review the suitability of safety arrangements and records kept of the meetings.

### 6.1 Conclusion:

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general wellbeing.

Policy Details	Acceptable Internet Usage Policy
Issued	May 2020
Revised	
Approval	

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