



PROVIDENCE ENGLISH PRIVATE SCHOOL

Health & Safety Policy

2023 - 2024

CONTENT		
S.NO.	DESCRIPTION	PAGE
1	Aims & Objectives	3
2	What do we expect from our students & parents	4
3	Accidents and Incident Reporting	4
4	Medicine Administration & Medical Record	5
5	Educational Visits	5
6	Electrical Testing	5
7	Evacuation of the Building	6
8	First Aid Provision	6
9	Reporting Hazards	7
10	Movement Around School	8
11	PE Equipment & Play Ground	8
12	Transporting Pupils	9
13	School operation & Security	9
14	Monitoring & Evaluation	10

Aims & Objectives:

The aim of this policy is to maintain safe and healthy working conditions at Providence English Private School (PEPS) for all staff, pupils and visitors. In preparing this policy the Health and Safety Guidelines of the Sharjah Education Private Authority (SPEA) and Ministry of Health have been considered.

Procedures are updated regularly in line Government guidelines in relation to emergencies like Covid-19 Pandemic staffs were trained regularly and all our school community is always updated with any related issues.

Allocating duties and responsibilities for safety is very important. These responsibilities are outlined by management team and approved by the school governors.

All PEPS employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of School office and Management.

Health and Safety concerns and updates must always be discussed in meetings and communicated to parents and students with transparency.

Cross reference Policies:

- **Risk Assessment**
- **Accident Reporting Policy**
- **Safeguarding & Child Protection Policy**
- **First Aid Policy**
- **Field Trip Policy**
- **Bus Policy**
- **Lockdown Policy**
- **Fire drill**
- **Wellbeing Policy**
- **Security Guard Policy**

What do we expect from our students & parents?

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters and portal.
- Advise school with any Health & safety information that they have noticed or heard about.
- Direct their children to follow instructions.

Accidents and Incident Reporting

Any pupil complaining of illness or who has been injured is sent to the School Clinic for the qualified First Aiders to inspect and, where appropriate, treat.

- All incidents, ailments and treatment are reported in the accident book.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis.
- If any staff member is concerned about the welfare of a pupil they should contact the Section Supervisor, School Office or Clinic immediately. If an injury has been sustained, the pupil should not be moved.

- Staff should assure that the pupil is been addressed by professionals and inform school office.
- An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

- Our trained Nurse administers medicines for chronic or long-term conditions.
- Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.
- Parents give written consent to authorize First Aiders to administer medication.

Medical Record

Detailed medical record is kept in file at Clinic Office for each Student. Students with medical needs must have detailed records and logs.

Educational Visits

The Administrative Director is the Education Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's safety procedures when organizing a visit.

Any educational visit is previously researched and preliminary check when possible by staff member. All appropriate Risk Assessment Forms must be completed prior to the visit/trip. (Refer to Risk Assessment)

Parent's consents forms and SPEA approval must be obtained before the visit/trip.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked regularly. The maintenance supervisor must keep a track record of all inspections.

Evacuation of the Building

- Fire exits are clearly marked and free of any obstructions.
- Plans showing exit routes are displayed in all corridors.
- Fire bells and fire doors are tested on regular basis by our contracted company.
- A fire drill is practiced minimum once a term and reported by the Principal or Director to the Governing Body.
- Fire appliances are checked regularly.
- Fire Drill log must be filled and filed.
- Teachers and support staff are responsible checking classrooms, toilets and other facilities in the school.
- Fire system is connected with the Fire Department and check regularly.
- Check student count in gathering assembly to assure all students and staff are evacuated.

First Aid Provision

- The School Head Nurse is responsible for ensuring that there is an adequate number of qualified First Aiders. Their names must be registered with school office.
- First Aiders get appropriate and certified training.
- Portable First Aid kits are taken on educational visits and are available from the Clinic.
- A qualified First Aider will go on any educational visit.
- The Nurse will ensure the maintenance of the contents of the first aid boxes and other supplies.

(Refer to Fire Drill & First Aid Policy)

Head Injuries

- Parents are informed of a head injury by detailed letter and or Email. The content outlines the injury and symptoms to look out for.
- Nurses contact parents by phone if they have concerns about the injury.

Hygiene

It is the responsibility of school management to assure the monitoring of the building and handle all concerns in regards.

All staff are responsible for encouraging good hygiene habits within the school. The school provides posters and hygiene presentations as regular awareness.

Head Lice

- Regular checks will be applied by school Nurses and First Aiders.
- If eggs are noticed in a pupil's hair a letter or SMS is sent home informing the pupil's parents.
- A general letter and SMS is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her immediately.

Reporting Hazards

- All staff are responsible for reporting hazards.
- It is then the management responsibility/school office to follow up.
- The Director or Principal decides the actions taken to remedy hazards. (refer to Risk Assessment)

Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school.

Movement Around School

- Students should walk around school in single line and stand in line when waiting.
- No Students should remain unsupervised in classrooms or play areas.

Manual Handling

Students, staff and any other supervising adults should only lift equipment and furniture within their own individual capability. Students must always be assisted by staff member when handling or moving any oversize object or material.

On Site Vehicle Movements

Beginning of the year the school shares school map with parent's showing the dedicated parking and entry and exit gates.

- Car parking is separate to the school play grounds.
- Contractors come into the premises when loading/unloading equipment assisted by security member and usually before after students' timings.

PE Equipment

All sports equipment's are responsibility of the PE Head. They are checked regularly to assure that they always in good condition and safe to be used.

Playground

- There are several playgrounds which are zoned for different activities – basketball, football, volley ball, multi activity halls and dedicated youth field. Pupils have to stay in the zoned areas supervised.
- Staff actively encourages pupils to play safely and discourage fighting or other risky games.
- Members of staff supervise the playgrounds during breaks.
- We have at least 4 Supervisors on duty at any time.

Slips, Trips and Falls

It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Principal, Director or Site Officer.

Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No pupil should be left unsupervised.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervises pupil's afternoon home leave.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organize cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, the emergency procedure displayed on the School Office notice board should be followed.

Transporting Pupils

Students can either use the School Bus or private transport organized by their parents. All busses are supervised and monitored by at least one of our staff.

Bus supervisor makes sure that bus has completely stopped before door is open for drop off or pick up. On drop off the bus supervisor makes sure that one of the guardians or authorized people waiting to collect their child. (refer to Bus Policy)

Students that use private transport will remain in school supervised till the authorized guardian or person comes to pick them up.

Smoking

The school has applied a no smoking policy all over school premises.

Working after school operating hours

Staff sometimes stay late at school. During these times the Site Officer is on site and supervises the school entrance. Staff should alert the Site Officer that they are staying late (after school hours) so that he can ensure all safety requirements are applied.

Security

All staff and pupils are informed to be aware of any strangers on the premises. All visitors must be checked at security gate and then registered in the Reception Log, and visiting badge is given to wear around their neck.

All school is monitored by live CCTV systems and recording are saved for a full year and backed up in our security servers.

Monitoring and Evaluation

A review of the policy will be undertaken annually by health, Safety and Security Sub-Committee. Any amendments or updates will be reported to the full Governing Body. Any new legislation or directives will be incorporated into the policy as necessary.

APPENDIX /ANNEXURES LIST

- 1. Risk Assessment**
- 2. Incident Reporting**
- 3. Awareness Education**

Policy Reviewed By	HSE Officer, Safety & Security Team
Policy Reviewed Date	November 2023
Policy Approved By	School Principal