



Al Kamal American Private School

Al Ramtha – Sharjah

Health and Safety Policy

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
principal	
Date of Review	23/August/2023
Date of next review	23/August/2024

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PART ONE **STATEMENT OF POLICY**

1. **AKAPAS** 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. **AKAPAS** is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
3. Overall responsibility for safety with the school rests with **SPEA** Board. The day-to-day management of safety is delegated to the School Principal. The School Board will ensure, as far as is reasonably practical, that:
 - The premises are maintained in a safe condition
 - Safe access to and egress from the premises is maintained
 - All equipment on premises and the premises is safe to use
 - Appropriate safe systems of work exist and are maintained, including those for off-site visit
 - Sufficient information, instruction, training and supervision is available and provided
 - Arrangements exist for the safe use, handling and storage of articles and substances at work
 - A healthy working environment is maintained including adequate welfare facilities
4. **AKAPAS** Board 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 Board will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.
5. The Board 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:
 - to take care of their own safety and that of others; and
 - to cooperate with the Board and the Senior Leadership Team
7. All pupils and students and visiting workers of the **AKAPAS** are required to comply with the health and safety procedures of the **AKAPAS**. This responsibility applies whenever these individuals are working on behalf of the **AKAPAS** or remote from the **AKAPAS** 's premises.

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8. All staff and students must be given adequate training, information and supervision in relation to the hazards present within **AKAPAS** as a whole and those within their specific area of work. To this end all staff and students, upon signing in with security at the **AKAPAS**, will be given a leaflet describing the basic safety arrangements and contacts within the **AKAPAS**. In addition, detailed codes of practice for work with specific hazards are given in the School Safety Manual.
9. The principal 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.
10. Each individual on Dubai British School premises has a responsibility to ensure that the **AKAPAS** remains a healthy and safe environment. However, the day-to-day responsibility for safety within **AKAPAS** rests with all staff, who are required to carry out regular safety inspections at least once a term.
11. All members of staff and students have an individual responsibility for safety.
12. An internal Health & Safety Committee has been established by the **AKAPAS** Principal, who in turn will report to the **SPEA**. The committee ensures that the **AKAPAS** 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 **AKAPAS** activities, so far as is reasonably practicable.
13. A copy of this Statement of Policy will be provided to every member of staff within the Shared area and on E1. Copiers will also be posted on noticeboard in the staffroom.
14. This Statement of Policy will be reviewed at least annually and revised as and when necessary.
15. This Statement of Policy, together with the organizational structure and the following arrangements and procedures, has been approved by the **AKAPAS** Board.



The School Principal

PART Two THE HEALTH AND SAFETY COMMITTEE

Group / Team / Committee	Health and Safety	
Original Formation	August 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">▪ To develop a risk matrix and mitigation measures for all identified health & safety issues.▪ To ensure all capital assets are in good order and the environment risk is minimized, (fire hazards & general maintenance).▪ To ensure all sections of departments of the school are aware of their area and responsibilities and employ good housekeeping measures.▪ To develop an environment policy for AKAPAS, define an inspection team and inspections frequencies.▪ Develop a standard policy and procedure, with simple reporting forms separating health & safety issues from general maintenance.	
Frequency of meetings	Per Term	
Committee Members & responsibilities	AKAPAS Principal	
	AKAPAS vice Principal	Mrs. Ibtisam Salah
	Health & Safety in Charge	Mr. Amr Anwar
	AKAPAS Social Worker	Mrs. Mai Farouk
	AKAPAS psychological Worker	Mrs. Rasha
	KG Section in Charge	Mrs. Warda
	Junior Section in Charge	Mrs. Iman

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	Boys Section in Charge	Mr. Mahmoud
	Girls Section in Charge	Mrs. Mayada
	AKAPAS Buses Coordinator	Mrs. Heba
	The Students Affairs in Charge	Mrs. Nadia Saleh
	HR in Charge	Mr. Khalid Al Rajoob

PART THREE **ORGANISATION**

1. The Responsibilities of the Principal

- 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 **AKAPAS** section in charge, **AKAPAS** health & safety leader, teachers and others, as appropriate.
- 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:
 - ✓ Ensuring safe working conditions of the school premises and facilities
 - ✓ 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
 - ✓ Ensure safe working practices and procedures throughout the school so that all risks are controlled
 - ✓ Arrange systems of risk assessment to allow the prompt identification of potential hazards and where appropriate ensure that health and safety in charge is made aware of the findings
 - ✓ 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.
 - ✓ 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.
 - ✓ Collate accident and incident information and, when necessary, carry out accident, incident and near misses' investigations and implement any remedial action to prevent

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reoccurrence, monitor the standards of health and safety throughout the school, including all school-based activities.

- ✓ Monitor the management structure, in consultation with the Executive Board; consult with members of staff including members of the Safety Committee on health and safety issues.
- ✓ Encourage staff and others to promote health and safety.

2. The Responsibilities of Sections in Charge Staff

- 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.

- **As part of their day-to-day responsibilities, they will ensure that:**

safe methods of working exist and are implemented throughout their area of responsibility.

- ✓ Health and safety regulations, procedures and codes of practice are being applied effectively
- ✓ Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- ✓ 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
- ✓ Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- ✓ All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorized persons only
- ✓ Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- ✓ Hazardous and highly flammable substances in the department in which they work are correctly stored and labeled, and exposure is minimized.
- ✓ 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.
- ✓ All health and safety information are communicated to the relevant persons and they report any health and safety concerns to the principal.

3. The Responsibilities of AKAPAS Health & Safety in Charge.

The School Health and Safety in Charge has the following responsibilities:

- TO coordinate and manage the annual risk assessment process for the school.
- To coordinate the annual general workplace monitoring inspections and performance monitoring process
- To make provision for the inspection and maintenance of work equipment throughout the school.

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- To manage the keeping of records of all health and safety activities with the nurses.
- To advise the principal of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school.
- To carry out any other functions devolved by the Principal or the Executive Board.

4. The Responsibilities of Teachers.

Class teachers are expected to

- 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.
- Follow the particular health and safety measures to be adopted in their own teaching areas.
- Give clear oral and written instructions and warnings to pupils where necessary.
- Follow safe working procedures personally.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to the Principal or Head of Department of health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 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
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization and.
- Report all accidents, defects and dangerous occurrences to the Principal or Head of Department.

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

- **Apart from any specific responsibilities which may have been delegated to them, all employees must**
 - ✓ Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
 - ✓ 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.
 - ✓ Act in accordance with any health and safety training given.
 - ✓ Report all accidents in accordance with the agreed procedure.
 - ✓ Cooperate with other persons to enable them to carry out their health and safety responsibilities.
 - ✓ Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.



- ✓ Inform their Line Manager of any shortcomings they consider to be in the school's health and safety arrangements.
- ✓ Exercise good standards of housekeeping and cleanliness.
- ✓ Know and apply the procedures in respect of fire, first aid and other emergencies.
- ✓ 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 Health & Safety in Charge must approve such reassignments.**

6. The responsibilities of Pupils

Pupils in accordance with their age and aptitude are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- 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

- 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

Part four **GENERAL ARRANGEMENTS**

Health, Safety and Welfare:

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

Accident Reporting, Recording and Investigation

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- The school will report and investigate seriously all accidents & incidents. **AKAPAS** will adhere to the procedures adopted by **AKAPAS** for accident reporting and investigation.
- 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 electronically to The School Safety Officer using the School's official Incident Report Form.

Drugs, Medications, Diseases and Medical Conditions:

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

Electrical Equipment (fixed and portable)

- Fixed and portable electrical checks will be carried out annually.

Evacuation, Lockdown and Off-Site Evacuation

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

Fire Precautions and Procedures

- **AKAPAS** has been covered with fire extinguisher in all places.
- **AKAPAS** has contracted with "**Amaan**" **Government of Sharjah Prevention and Safety Security**.

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- **AKAPAS has contracted with AI GHAYA FOR INTALLATION OF PROTECTIVE EQUIPMENT AND FIRE FIGHTING.**

Health and Safety Team has responsibility for:

- testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
- testing of fire warning systems, including weekly? alarm tests and periodic maintenance by a competent person.
- recording of false alarms and fire drills carried out.
- testing and maintenance of emergency lighting systems.
- testing and maintenance of extinguishers, hose reels, fire blankets, emergency torches etc.
- testing and maintenance of other any other safety equipment such as fire suppression and smoke control systems.
- maintenance and audit of any systems that are provided to help the fire and rescue service.
- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

First Aid

- **AKAPAS** follows **SPEA** Guidelines for Private Schools in Sharjah.
- **AKAPAS** will follow the above guidance and provide sufficient and appropriately qualified first aid staff.
- **AKAPAS** clinic has developed the First Aid Policy and Procedures manual as per SPEA Guidelines for Private Schools in Sharjah and with the School Doctor’s guidance.

Safeguarding Pupils & Students

- See **AKAPAS** Child Protection Policy.

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School Trips & Off-site Activities

- **AKAPAS** follows **SPEA**'s guidance in regard to all school trips and off-site activities.

School Transport

- See **AKAPAS** School Bus Policy.

Smoking, Animals and other Prohibited Items

- **AKAPAS** has a no smoking policy. Nobody may smoke on school premises.
- Animals or birds may not be brought onto school premises without permission of the principal.
- Where workplace stress arises, managers will deal with the situation in a sensitive and constructive manner using all available means.

Vehicles on Site, Dropping and Picking Students

AKAPAS will endeavor to

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

Working at Height

- Health and Safety Team will ensure that working at height is risk assessed in accordance with **“Amaan” Government of Sharjah Prevention and Safety Security**.
- 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.

Disabled Access

- A designated disabled parking space is provided at the front of the Main Entrance to the school.

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Ramtha
American Curriculum
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- Ramps are provided at all curbs to allow access to wheelchairs and other disabilities.
- A disabled toilet is situated on the Ground Floor and is for use by males and females.

School Principal

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