

Gulf Model School Dubai

Policy No.: GMS /13 /2019

Introduced : April 2018
Revised : June 2019

Next Review : March 2020
Implemented by : Principal and Board Members

HEALTH AND SAFETY POLICY

1.0 Definition :

A healthy and safe school environment implies a positive and welcoming school climate for all students and ensuring a safe school premises for the staff and students.

2.0 Objectives :

2.1 To establish a safe and healthy environment in the school by identifying work place hazards

3.0 Steps :

3.1 First Aid and Accident Reporting Procedures :

- The injured person is taken to the clinic and the Doctor/ Nurse informs the concerned Class-Teacher / Supervisor / Principal.
- First Aid is administered based on the nature of injury.
- In case of serious injury parents are informed by the doctor / nurse.
- If there is serious injury and requires the injured get hospital aid, an ambulance is called and the injured is taken to the hospital. Parents are immediately informed about it.
- A student accident record is maintained.
- An investigation is carried out to find the cause and preventive action is taken to avoid similar accidents in the future.

3.2 Fire Safety:

- Fire Prevention Equipments are placed at various locations across the school and their condition is regularly monitored.
- Evacuation Plans are displayed.
- Fire Drills are held twice a year to make students and staff aware of escape routes and procedures.

3.3 Fire Drill Procedures:

- Fire drills are conducted twice a year.
- The alarm rings in case of fire.
- The announcement is made for evacuation.
- The teachers present in respective classrooms move the students to open areas in single file in silence.
- All staff move to the designated open area.
- A student list which is displayed on the board is carried by the teacher in order to call out the attendance and check if any child is missing. Certain teachers are assigned duties and responsibilities to conduct checks in their designated school areas just to make sure nobody is left behind.



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26 JUN 2019

3.4 Safety Supervision during break/ arrival/ dispersal.

- Teachers carryout the supervision of students during the recess and dispersal time.
- The admin officer and designated members of staff supervise the bus arrival and dispersal area.
- School council members are assigned responsibilities to ensure students move in an organized manner after the recess and dispersal time.
- Parents are allowed to enter the school premises through the main gate only.
- Visitors register is maintained where the details of the visitor are noted.
- Visitors are asked to wait at the reception and the receptionist informs the concerned person.
- Safety and Health charts are displayed in classrooms with rules students need to follow to make them responsible for their safety and the safety of others. Eating healthy food is focused on through classroom and assembly lessons.
- Students are encouraged to follow clean eating habits such as washing their hands before and after meals, using a napkin etc. Good table manners are stressed on.

4.0 Person Responsible :

Principal, Admin Officer, Supervisors, Academic Staff, Security and Clinic.

5.0 Forms Issued :

- Evacuation chart
- Bus arrival and dispersal form / Registers
- Accident reporting forms, Registers and Clinic Slip
- Visitors register
- Health and Safety charts
- Duty list of student council

Gulf Model School Dubai	
INFORMATION SLIP	
Student's Name: _____	Grade/Section: _____
Parent/Guardian: _____	Time: _____
Message: _____	

Contact No. _____	email: _____
Reception _____	Received by _____



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26 JUN 2019