



# المدرسة الهندية العالمية الخاصة INTERNATIONAL INDIAN SCHOOL


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## HEALTH AND SAFETY POLICY 2024-2025

**Ratified: August 2024**

**Next Review Date: August 2025**

### Policy Responsibilities and Review

<b>Policy Type</b>	<b>School</b>
<b>Reference</b>	<b>UAE regulations and CBSE guidelines</b>
<b>Related Policies</b>	<b>Child Protection Policy</b>
<b>Review Frequency</b>	<b>Annually</b>
<b>Committee Responsible</b>	<b>SLC</b>
<b>Chair Signature</b>	 <b>PRINCIPAL</b> <b>Ms. Qurat Ulfain</b>

### Purpose

The purpose of this Health and Safety Policy is to provide a safe and healthy environment for students, staff, and visitors at International Indian School Ajman. This policy aims to prevent accidents and injuries, promote well-being, and ensure compliance with UAE regulations and CBSE guidelines.

### Scope

This policy applies to all students, staff, visitors, and contractors on the school premises and during school-related activities.

### Objectives

1. To ensure the health and safety of all individuals within the school environment.
2. To prevent accidents and manage emergencies effectively.

3. To comply with UAE laws and CBSE regulations related to health and safety.
4. To promote a culture of safety and awareness among students and staff.

## Health and Safety Management

### I. Health and Safety Officer

- **Role:** Appoint a Health and Safety Officer responsible for overseeing and implementing health and safety measures. Mr. Mujeebu Rahman, AO is the health and safety officer of the academic year 2024-25.
- **Responsibilities:** Ensure compliance with health and safety regulations, conduct regular inspections, and manage incident reports.

#### Responsibility of School Administrative Officer

- The provision and maintenance of a safe and healthy working environment and adequate welfare facilities. This includes the health and hygienic aspects of the whole premises.
- To ensure that the school has adequate resources for health and safety programs, practices, and equipment.
- Arrangements for ensuring safety in connection with the use, handling, storage, transportation and disposal of articles and substances.
- Health and safety aspects of the school transportation services ie. Provision for necessary instruction, training and supervision to ensure the health and safety of our students and staff.
- Ensuring that workplaces, including laboratories, and equipment are safe and well maintained.
- Ensuring that staff & students in the school have been provided with appropriate safety training and information.

### 2. Emergency Procedures

- **Fire Safety:** Implement fire drills and ensure that fire alarms, extinguishers, and evacuation routes are in place and regularly tested.
- **First Aid:** Maintain a first aid kit in accessible locations, train staff in first aid procedures, and ensure that first aid trained personnel are available during school hours.
- **Emergency Contacts:** Maintain a list of emergency contacts, including local emergency services, and ensure that all staff are aware of emergency procedures.

### 3. Accident and Incident Reporting

- **Procedure:** Establish a procedure for reporting and recording accidents and incidents. Ensure that all incidents are documented, investigated, and reviewed to prevent recurrence.
  - **Reporting:** All accidents or near-misses should be reported to the Health and Safety Officer, and relevant documentation should be completed.
4. **Health and Hygiene**
- **Sanitation:** Maintain high standards of cleanliness and hygiene in all school facilities. Regularly clean and disinfect classrooms, restrooms, and common areas.
  - **Health Checks:** Conduct routine health checks and screenings as required. Ensure that students and staff are aware of and follow health guidelines.
  - **Illness:** Establish procedures for managing contagious illnesses and ensure that sick students and staff are appropriately cared for.
5. **Safe Environment**
- **Facilities:** Ensure that school facilities, including playgrounds, laboratories, and sports areas, are safe and well-maintained. Regularly inspect and repair any hazards.
  - **Equipment:** Ensure that all equipment is safe for use and properly maintained. Provide training for staff and students on the safe use of equipment.
  - **Security:** Implement security measures to protect students and staff, including controlled access to the school premises and monitoring of visitors.
6. **Training and Awareness**
- **Staff Training:** Provide regular health and safety training for all staff, including emergency procedures, first aid, and safety protocols.
  - **Student Education:** Educate students about health and safety practices, including emergency procedures and safe behavior.
7. **Health and Safety Committee**
- **Composition:** Form a Health and Safety Committee comprising representatives from staff, administration, and student bodies.
  - **Responsibilities:** Meet regularly to review health and safety policies, address concerns, and recommend improvements.
8. **Compliance and Review**
- **Regulations:** Ensure compliance with all relevant UAE health and safety regulations and CBSE guidelines.
  - **Policy Review:** Review and update this policy annually or as needed based on changes in regulations, school activities, or feedback.
9. **Responsibility of the Teaching and Non-Teaching Staff**

All teachers, nannies and the admin staff have a duty to take extra care to avoid injury to the students by their work activities. They are expected to:

- Monitor students effectively at all times.
- Identify risks and make recommendation /improvements.

- Participating in safety training programs as required by MOH/MOE and their supervisors and instructors.
- Adhering to health and safety practices in their workplace, classroom, laboratory , playground, etc. Reporting to supervisors, instructors about any unsafe practices or serious hazards in the workplace, classroom or laboratory

### **Visitors Tracking**

All visitors must report to the School Security where a signing-in system is implemented via tablets. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Visitors will wear a suitable visitors badge when on the premises.

### **Fire & Emergency Evacuation Procedures**

It is the duty of the School Emergency Response Team [SERT] team to be aware of the fire and emergency evacuation procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment. A formal check of the premises fire arrangements will be made by the caretaker/securities as often as is required. This will include fire doors, fire signage and alarm systems and will assess their suitability and any repairs or improvements required. Records of the inspection will be kept and addressed by the Administrative Officer.

### **Fire Prevention Equipment**

All fire prevention equipment is annually inspected and serviced by a Civil Defense Ministry registered and approved Company. It is the responsibility of the Administrative Officer to ensure that fire prevention equipment is serviced annually and an inventory of all equipment is maintained.

### **Medical Records**

Medical records for each student are updated on a termly basis and MOE/ MOH prescribed files are maintained.

### **School Transport**

The school has its own transport fleet which lies across all important areas within the catchment area of the school and its extensions. The school provides for general insurance and due precautions are always taken for smooth running of the school fleet. The school buses are RFID (Radio Frequency Identification) enabled. It is used to give notification to the parents via mobile application of the school regarding the pick up and dropping of the child.

### **School Trips**

- All members of staff responsible for organizing the study tour, excursions and international trips to ensure that the health and safety aspects are examined before setting out and that the procedures to be followed in case of any mishap are thoroughly understood by all those taking part.
- Staff responsible will complete all relevant forms and these must be approved by the Principal, Supervisor and designated Class Teacher.
- They will also remind children constantly of the need to be safety conscious.

### **Maintenance Work and Contractor**

- All maintenance work and contractors must report to the main reception and sign the visitors form on arrival and when departing before commencing work.
- All contractors working for the company are required to comply with the school health and safety policy.
- Any vendor hired for maintenance or repair work needs to report to security and fill in the “Permit to Work” form. Submission of Emirates ID is mandatory while working on school premises.

### **No Smoking**

The school is a non-smoking site and therefore smoking is not permitted anywhere on the school’s premises. Smoking is also prohibited in any vehicle which is owned by the school. Buildings will display no-smoking signs at their entrances. This policy applies to all staff and pupils, visitors, temporary staff, contractors and clients.

### **CCTV Enabled Campus Closed Circuit Television (CCTV)**

- Cameras are used to undertake surveillance to support and improve security procedures and to support behaviour management outside of classrooms.
- Habitat Schools is a place of work, where security and safety are reasonable expectations for all users of the building and CCTV can play a part in meeting those proper expectations.
- We believe that the use of surveillance CCTV supports the safety of our staff, students and visitors whilst on school premises but acknowledge that we will always consider proportionality in its deployment and use.

### **School Canteen**

- Food safety and hygiene is maintained in the school canteen along with the availability of trained staff.

### **Management of Provider Access Requests**

- **Procedure:** External contractors and service providers wishing to access the school premises must adhere to the school’s health and safety guidelines.
- **Contact:** Providers should contact the Health and Safety Officer to ensure compliance with safety protocols before their visit.

For access requests or safety concerns, please contact:

- **Ms. Qurat Ul- Ain, Child Protection Officer, Principal, [principal@iisajman.org](mailto:principal@iisajman.org)**
- **Mr. Mujeebu Rahman, Health and Safety Officer, AO : [ao@iisajman.org](mailto:ao@iisajman.org)**

### **Safeguarding**

- All health and safety measures adhere to the school's safeguarding policies to ensure the protection of students.