

## **HEALTH & SAFETY POLICY**

### **Safety Performance**

Each individual is expected to perform all work safely. Principal and Administrative Officer will establish and maintain a system of positive reinforcement and escalated discipline to support good health and safety practices. Safety performance shall be a part of every individual's role and responsibility as well as performance expectation and evaluation.

### **Responsibility of 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.

### **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 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 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 is updated on termly basis and MOE/ MOH prescribed files are maintained.

### **School Transport**

The school has its own transport fleet which plies 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**

Habitat 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.

## **Related Documents(as required)**

1. Visitors Tracking record.
2. Fire Manual
3. Transport Policy
4. Study tours, Excursions & International Trip Policy
5. Permit to Work Record.