

School of Knowledge, Sharjah Safety Policy

Policy Statement

The overall aim of the policy is to ensure that all reasonably practical steps are taken to secure the safety and welfare of all persons using the premises:

- 1
 - a) to establish and maintain a safe and healthy environment throughout the school
 - b) to establish and maintain safe working procedures among staff and pupils
 - c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
 - d) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety at work and to ensure that they have access to health and safety training as and when provided
 - e) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
 - f) to lay down procedures to be followed in case of an accident
 - g) to provide and maintain adequate welfare facilities

2 Responsibilities and Duties in matters concerned with safety

2.1 The Administrative Officer

The ultimate responsibility for all school safety organization and activity rests with the Administrative Officer, (in coordination with the Principal), who shall

- a) be the focal point for day to day references on safety and give advice or indicate sources of advice
- b) co-ordinate the implementation of the approved safety procedures in the school
- c) maintain contact with outside agencies able to offer expert advice
- d) ensure ongoing risk assessments are carried out regularly for all areas of the school premises and for all activities in which staff, pupils and visitors to the school may be involved
- e) report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery etc. she considers to be unsafe until satisfied as to their safety
- f) make recommendations to the appropriate authority for additions or improvements to plant, tools, equipment, machinery etc which are dangerous or potentially so, or where conditions change
- g) make or arrange investigation of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazard situations

- h) provide employees with the results of any risk assessments
- i) review regularly
the provision of first aid in the school
the emergency regulations and make recommendations for improving the procedures laid down
- j) review regularly the dissemination of safety information concerning the school
- k) recommend necessary changes and improvements in welfare facilities
- l) inform the governors regularly of the Health and Safety arrangements of the school

2.2 All employees are expected:

- a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- b) to follow instructions related to health and safety procedures
- c) to observe standards of dress consistent with safety and/or hygiene
- d) to ensure good standards of cleanliness is maintained
- e) to know and apply the emergency procedures in respect of fire and first aid
- f) to use and not willfully misuse, neglect or interfere with things provided for her own safety and/or the safety of others
- g) to inform the health and safety committee of any potential hazards
- h) to co-operate with other employees in promoting improved safety measures in their school
- i) Science teachers to ensure safety in the lab.
- j) to carry out regular safety inspection of the activities for which they are responsible and where necessary, submit a report to the Principal

2.3 Special obligations of class teachers/ teachers

The safety of pupils in classrooms is the responsibility of teachers. Teachers are:

- a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire scare and first aid and to carry them out
- b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- c) to give clear instructions and warning as often as necessary
- d) to follow safe working procedures personally
- e) to call for protective clothing, special safe working procedures etc where necessary

- f) to make recommendations to the Admin. Officer, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
- g) follow Child Protection and Safeguarding procedures

2.4 The pupil

All staff shall work with pupils to establish, at whatever level is appropriate, an ability

- a) to exercise personal responsibility for the safety of self and classmates
- b) to observe standards of dress consistent with safety and/or hygiene
- c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- d) to use and not willfully misuse, neglect or interfere with things provided for his/her safety

2.5 Supervision of pupils

The school day hours are as follows:

Kindergarten

7.30 am – 12.00 noon

Grades 1 to 6

7.30a.m. to 1.40 p.m.

3 Visitors and Volunteers

All visitors will collect a tag from the security officer at the gate and report to the reception. Regular visitors and other users of the premises (e.g. delivery men from specific companies) should be required to observe the safety rules of the school.

We maintain a safe environment by

- Keeping up good maintenance; and promoting a clean, well-cared-for school
- Keeping facilities in working order to promote positive activities

The Salient features of our security system includes:

1. Having a single access point of entry for visitors.
2. Requiring visitors to sign in or show proper identification
3. Locking unmonitored doors at all times to prevent unauthorized persons or items from entering the building unnoticed
4. Monitor students entering and exiting the school property
5. Secure all windows
6. Add lighting to dark places around the building

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that working life of everyone is accident free

Accident Reporting

It is our aim at School of Knowledge to minimize accidents. We do this by:

- Reminding children of the school rules at the assembly
- Reminding them of the constant need for self-discipline to minimize the harming of themselves and their peers.

It is an aspect of school life that accidents will happen, and when these do they are immediately taken care of by our medical staff.

Building Maintenance

The school uses Approved Contractors to ensure that everything is in its place.

Cleaning

The cleaning for the school currently operates under the control of the Administrative Officer.

Communicable Diseases

These are detected as soon as possible, with the children being isolated. (Full details of all communicable diseases are available with the school nurse). The procedure includes....

- The parents are called.
- Parents are asked to take the child to the doctor.
- The child/ student should not return to school until the incubation period is complete.
- If symptoms re-appear all staff inform the Principal / Nurse immediately.

Contractors on Site

All contractors on site will report to the administrative Officer. They must sign in the muster kept for them. A member of staff supervises them as they work. If a member of staff is not available the contractor will need to return when the children have gone home.

Washing detergent is stored out of children's reach.

All deliveries are locked away immediately by the site manager.

No staff are allowed to store any chemical that is not used by the school. The site manager and cleaning staff are the only staff permitted to use cleaning chemicals.

Electrical Safety

All staff are aware that any electrical equipment which is considered unsafe is to be reported immediately to the Principal and recorded in the Administrative officer's 'Jobs file'.

The equipment should not be used until it has been repaired.

Recognized contractors are used for repairs e.g. for computers.

It is the school policy not to buy second hand electrical equipment.

Staff are not permitted to bring any electrical equipment into the school without the prior permission of the Principal

Fire Safety

Fire Drills are organized termly. These are recorded in the Safety and Health file

- All fire extinguishers are checked annually
- All walk ways and fire doors should not be obstructed.
- Visibility panels on fire doors are always kept clear, display on these is prohibited.
- Fire doors should not be wedged open.
- All fire exits are clearly labeled.

The Principal has drawn up fire drill procedures and escape routes .

First Aid

First aid boxes are located in prime areas such as the Reception, the staff rooms, and in the medical rooms.

Most teachers have attended a workshop for First Aid conducted by the Ministry of Health

The Administrative Officer inspects the site daily for potential risks. If professional services are required the AO will do the needful.

- Once a term the Principal and Administrative officer conduct an inspection of the site
- The Building and Site committee conduct a termly risk assessment and site security inspection of the school site.
- All findings are recorded in the Risk assessment Log book kept with the H&S file in the Principal's office.
- It is the responsibility of all staff, teaching and non-teaching , to report potential hazards and risks to the A.O/ Principal.

Maintenance of Equipment

Electrical:

All electrical appliances and equipment are tested on an annual cycle.
The A.O does weekly tests on the alarm system.

Playground safety

Members of staff are on duty at break times and cover the playgrounds.
All play fighting activities are prohibited. Children are reminded regularly about this.

The A.O conducts a daily check of the playgrounds and apparatus within it before school begins. He is on duty during the break time as well

Road Safety Education

Children are constantly reminded of road safety issues through the curriculum and in assemblies.
Parents are asked to park considerately when dropping off and collecting children at the end of the school day.

Safety representatives

All members of staff discuss health and safety issues at staff meetings, team meetings and admin. Meetings.

School Security

All visitors should report to the school office on arrival.

- Exterior doors are be kept closed
- The main gates are closed during the dispersal time.

Swimming

Parents are informed through the diary that their child will be attending swimming lessons.

What children bring:

- Swimming costume
- Swimming cap
- Towel
- Suitable bag
- No jewellery
- Medical considerations (asthma, eczema, diabetes etc.) are noted and medicinal requirements are compiled by the school nurse.
- If a child fails to provide the necessary medication they will not be allowed to attend swimming that day.
- The changing rooms are supervised by a member of staff
- Children will be supervised by swimming pool instructors during their lessons. Staff will stay at the pool side in case of an emergency
- Staff will check each changing room as the coach / children leave to ensure no clothing/equipment is left behind.
- Children go to the washroom in pairs and a member of staff ensures their presence by calling and verbally checking on the children at regular intervals.
- At all times, pupil safety must not be compromised.