



ST. MARY'S *Catholic High School, Dubai*

HEALTH & SAFETY POLICY

REVIEWED: SEP 2023

2023-2024

St. Mary's Catholic High School, Dubai



MISSION STATEMENT

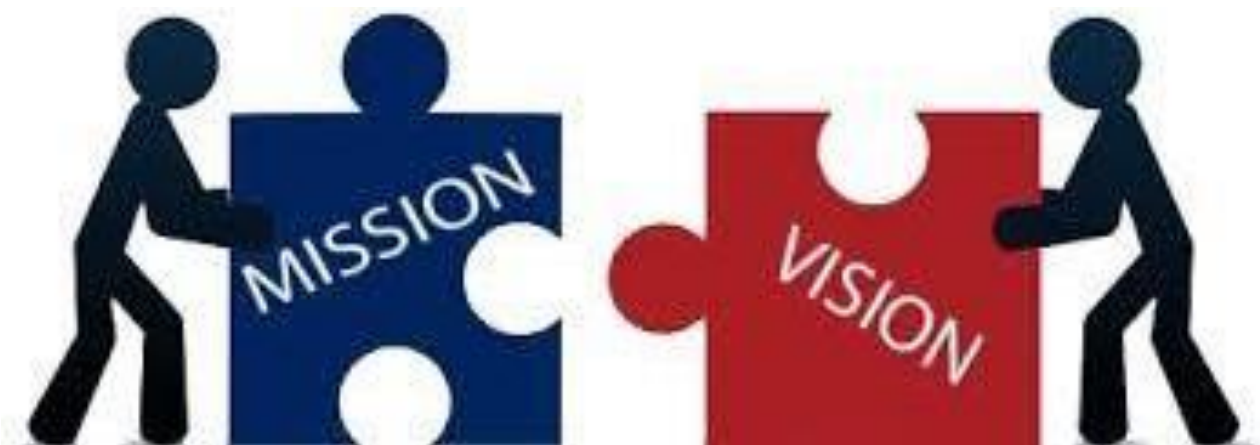
We serve with compassion to develop a deep sense of integrity, mutual respect and tolerance within the Marian family so that the uniqueness of each person is celebrated, allowing them to holistically develop as successful learners and responsible citizens.

VISION:

Within the next 5 years, we envision ourselves as a school community that consistently strives to develop highly independent learners who confidently showcase innovation through meaningful reflection and purposeful collaboration. We aim to achieve this by ensuring every teacher inspires students through effective questioning and feedback to reach their highest potential in a culturally diverse society.

Governors' Statement of intent.

The governing Body identifies health and safety as the primary objective of its activities. To this end, it will seek to create and maintain a positive health and safety culture that secures the standards of commitment and participation of all the employees and students in attaining the highest standards of Health and Safety in our school.



Aims and purpose of the policy:

1. To establish and maintain a safe and healthy environment throughout the school in keeping with the school's Mission and Vision Statements.
2. To establish and maintain safe working practices and procedures among staff and students.
3. To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety, and to ensure that they have appropriate health and safety training.
4. To make arrangements for ensuring safety and avoiding risk to health in connection with the use, handling, storage and transport of articles and substances hazardous to health.
5. To ensure the provision of sufficient information, instruction and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety at work. To ensure that they have access to relevant training and instruction as and when required.
6. To maintain a safe and healthy place of work and safe access and egress when evacuating school premises.
7. To lay down procedures to be followed in case of an accident
8. To provide and maintain adequate welfare facilities.



Organisation and responsibility

The Governing Body of Saint Mary's Catholic High School, Dubai

The Governing Body has overall and final responsibility for Health and Safety at St.Mary's Catholic High School, Dubai.

School Principal

The School Principal is responsible to the Governing Body for ensuring the implementation of the aims of the School's Health and Safety Policy.

School Representative for Health and Safety : Vice Principal & Doctor

Leads the Health and Safety Committee that checks current procedures and practices are followed and reviews them annually

Arrange for staff to be informed/Trained

Health and Safety Committee

A Health and Safety Committee made up of the Principal, Vice Principal , Senior Counselor, Head of Primary, Head of Secondary, Doctor and Nurses, IT Team Leader and Governing Body Link Governor.

School nurses and Doctor

Responsible for ensuring students with medical and/or other health related issues while at school are treated promptly and that parents are informed of any medical issue and/or emergency. Responsible for student medical check-ups and advising students on healthy eating habits and other day to day health and well being issues.

Heads of Department

Heads of academic and administrative departments are responsible for safety, as defined, within their areas of responsibility.

Teachers/Support Staff

The safety of students in the classrooms, laboratories, and those engaged in games and co-curricular activities, is the immediate responsibility of class teachers, subject teachers and teachers in charge of games and activities.

All Employees

It is the duty of every employee at work to take reasonable care for their own health and safety and for the safety of others that may be affected by acts or omissions in the performance of their duties. A part of annual staff training should be set aside to familiarize all employees with policy and practice.

Students

All students are expected to exercise reasonable personal responsibility for their own safety and that of staff and other students.

Contractors

Outside contractors are required to abide by all safe working practices and relevant Health and Safety legislation.

Detailed Description of Responsibilities:

Governors

1. Ensure a Health and Safety Management system is in place within the educational establishment and is detailed within the school Health and Safety Policy.
2. Promote and monitor the Execution and effectiveness of this policy, within the resources made available to them.
3. Ensure a review of the School's Health and Safety Policy and performance takes place annually and Action on the Reviews Findings, including Amending the School Policy, if necessary, takes Place.
4. Ensure that the Principal, School Health and Safety Representative and the school Clinic Staff are aware of their duties and responsibilities.
5. Ensure that all staff within the establishment for which they are responsible is given the opportunity to receive training on health and safety matters.
6. Specify who is responsible for undertaking risk assessments and implementing appropriate control measures ensuring concerns allocated the highest risk are given priority.

School Principal and Vice Principal

The day-to-day responsibility for all school health, safety and welfare organisation and activity rest with the Principal and Vice Principal who will:

1. Implement the Health and Safety Policy
2. Inform and assist the Governing body
3. Ensure that all members of the staff have sufficient information, Instruction and training to enable them to effectively carry out their duties and responsibilities are required by this policy.
4. Make clear any duties in respect of health and safety that are delegated to members of the Staff.
5. Put in place procedures to monitor the health and safety performance of the school
6. Arrange for Risk Assessment of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.

7. Receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all the employees under their direction
8. Ensure that contractors on site for which they are responsible are made aware of this policy.

Vice Principal (in addition)

1. To co-ordinate and manage the annual risk assessment process for the school.
2. To ensure the annual general workplace monitoring inspections are carried out along with the inspection and maintenance of work equipment.
3. To ensure Adequate records of the above processes are kept on the school premises.
4. To advise the principal on Situations or activities which are potentially hazardous to the health, Safety and welfare of staff, Pupils and visitors.
5. To ensure that health and safety advice and information received by the school is disseminated in such a way that all appropriate staff has access to such information.

The obligations of the teachers and support workers.

1. Exercise effective supervision of the pupils and know the emergency procedures in respect of fire, first aid and other emergencies and to carry them out.
2. Give clear oral and written instructions and warnings to pupils as often as necessary.
3. Follow safe working procedures personally.
4. Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
5. Report all medical concerns, accidents, defect and dangerous occurrences to the appropriate person. (school doctor; school nurse; Vice Principal or the Principal)
6. Keep up to date with all current safety requirements and/or safety advices that affects their particular area of work, and seek competent advice if required.
7. Comply with any control measures put in place as a result of risk assessments carried out within the school.
8. Act in the course of their employment with due care for health, safety and welfare of themselves, other employees and other persons.
9. Observe all instructions on health and safety issued by the school or any other person delegated to be responsible for relevant aspect of health and safety.
10. Take heed of any instruction and/or training received on the use of equipment,

machinery, dangerous substance or safety device.

11. Use and maintain correctly, in accordance with any instruction and/or training received, all equipment issued.
12. Report every accident, injury and, where appropriate, near miss using the agreed procedures .
13. Co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
14. Inform the school management of any shortcomings they consider to be in the school's health and safety arrangements.
15. Exercise good standards of housekeeping and cleanliness.
16. Know and apply the procedures in respect of fire, first aid and other emergencies.

Students

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

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. **MUST NEVER** use and willfully misuse, neglect or interfere with things provided for their health and safety.

The arrangements and procedures for Health and Safety within the school.



PROCEDURES

Information/Advice

Information and/or advice on matters relating to health and welfare of employees will be circulated via staff meetings unless it is of immediate importance to any individual employee or group of employees.

Health and Safety Policy Document

All staff will be informed of the contents of the health and safety policy document. Additions and alterations to the policy, which is a working document, will be passed on to staff via the daily briefing notes.

Annual health and Safety checklist

An annual check of the school premises by the principal, the school representative for health and safety and a nominated representative of the governing body takes place each year and a subsequent action plan related to the risks identified is produced. This serves as a monitoring tool used by the governors.

Risk assessment and Control Measures

A set of risk assessments are to be carried out over the forthcoming months. As each one is completed staff will be informed and expected to comply with any control measures to be undertaken.

Defect identification and reporting

Teachers can report defects by writing in the complaint book for maintenance or directly to the health and safety representative and the school's technician. The book is kept at the school's main and primary reception.

Class teachers also fill out a classroom Health and Safety Checklist for their classroom space so issues can be actioned to be done this year (soon!).

PROVISION OF HEALTH CARE AND CARE IN CASE OF ACCIDENTS

Accidents

Accidents involving students

When an accident involving student occurs the following procedure takes place.

- The school doctor/nurse or her nominated replacement is informed
- Assessment of the child- including a review of any relevant history.
- A diagnosis of the injury
- Appropriate treatment is administered
- The parents are informed as appropriate (for example with a head injury or eye injury)
- Follow up monitoring of the student
- Appropriate documentation is completed
- **In serious cases the parents are informed immediately and the Emergency medical services called- the school nurse accompanies the child in the ambulance to Rashid Hospital or close by private hospital on parent's request and parents are asked to meet directly at the hospital.**

Records of all accidents are kept in the First Aid Administration File which is kept in the school clinic. Statistics of all accidents are annually sent to the Dubai Health Authority.

The School Clinic: Medical issues and First Aid

The school employs a full time school doctor and 3 nurses to whom all medical issues are referred. The school clinic complies with all the details and health guidelines of the DHA.. All specific policies and procedures for the school clinic are kept up to date through regular training and are available on request from the school nurse at any time. All staff are aware of the location of these documents and refers to the school nurse for clarification on medical issues.



The list of procedures is available in the school clinic.

If the school doctor is absent from school, the nurses will take charge.

The staff is informed of all the relevant medical issues relating to the individual students by the parents through an email detailing the condition with relevant attachments.

First Aid Boxes:

Available in clinic and checked termly by school doctor and nurses.



Administration of Medicines:

All administration of medicines is carried out by the school doctor and nurses.

Record keeping

The school clinic will keep a record of any first-aid and medical treatment.

This will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person
- Details of the injury and what first aid/remedy was given.
- What happened to the person immediately afterwards(went home, resumed normal duties, went back to class, went to the hospital)
- Name and signature of the adult/adults dealing with the incident.

These records are kept in the school clinic.

Disease control

If a child is absent through illness, it is the responsibility of the parents to inform the school of the reasons of absence. If no contact is made within two days, the class teacher will contact the parents. Any ailments are then reported to the school.

If doubt is expressed regarding the child's health during school hours, parents are contacted and requested to take the child home. PARENTS ARE REQUIRED TO COLLECT THEIR CHILDREN WITHIN ONE HOUR OF BEING NOTIFIED OF AN ILLNESS. Until parents arrive, the child will be kept resting in the isolation room or clinic.

ISOLATION ROOM: The clinic makes use of an isolation room in the case of children with communicable diseases having been sent to school as a holding and resting place until parents reach the school to collect them.

If the condition of a child's health gives cause for concern, medical advice may be suggested and a request for that information to be relayed to the school as soon as possible.

Should there be a difficulty in obtaining parental contact & a condition is considered serious, the child is taken to the hospital & the parents will be contacted as soon as possible.

Parents should seek professional medical advice regarding the date a child can return to school without the fear of infecting other pupils. Further advice about the control of infectious diseases can be obtained from the school clinic.

Control of substances hazardous to health.

Hazardous substances that are necessary for the curriculum are stored in a locked cupboard. Staff and students are made aware of the risk associated with these substances and how to keep themselves safe as part of the programme of study.

Hazardous materials are discouraged in school and substitutes are obtained for any substance that displays a hazard warning symbol on its packaging wherever possible. Cleaning products are securely stored in a locked cupboard when not in use.



Safeguarding

A member of the Senior Leadership Team -TheVice Principal and Child Protection Officer and Head of Student Support Services& Inclusion Champion have been given responsibility for the care and guidance and support of the students.

This includes the child protection and safeguarding of the students. All staff with concerns of a safe guarding nature must inform her or the Child Protection Officer who will investigate the concern and communicate with the student's parents as appropriate. A Child Protection Policy is in place and all members of the staff are aware of their responsibilities in this area.

Manual handling

Staffs are made aware of the risks involved with the everyday lifting, carrying and moving of objects.

They are encouraged to have a knowledge and understanding of:

- A) The body and how it works(in relation to manual handling)
- B) Correct lifting techniques.

Staff must carry out an individual risk assessment before attempting any strenuous manual handling.

Fire Safety Precautions & Emergency Evacuation Procedures

Procedures

The designated person (Mr. Warren- Secondary School Section Head) will call the emergency services when there is any event of Fire in the school campus..

Evacuation of classes-

On hearing the alarm bell, students should remain calm. When told by the teacher in charge, they should leave the class in a single file. Classes should then proceed in an orderly fashion to the place of assembly, the teacher following at the rear closing the door of the class room. Any student not in the classroom should go straight to their assembly position.

Place of assembly-

A place of assembly is pre-determined. This will be a certain spot in the playground for each class. Each class should take up the pre-determined position and stand in a line.

Frequency of the Fire Drill:

Will be at least thrice each term. Practises should take place at different times during the school day including assembly, playtime and home time at the end of the day.

Escape routes-

These are clearly marked.



Emergency plan/drill-

Each classroom has a written fire drill and a plan that shows escape routes.

Alarm checks-

The alarm is tested weekly and the record is held in the fire logbook in the office. The fire alarm system, is inspected regularly by "Guardians Safety and Security.

Extinguisher checks-

The maintenance team visually checks the extinguishers monthly for obvious signs of use, damage or tampering and records are kept in the fire log book but Guardian Safety and Security inspects these and inspection due dates are logged on all extinguishers.

Discharged/faulty extinguishers-

These are to be reported, immediately to the Health and Safety Representative through the Defects Report Book.

Maintenance of Buildings, Facilities & Grounds

It is essential to provide an environment in which danger and risk of accident and illness are minimized. Essential utility services (water, gas, electricity) must be provided and maintained in order to conform to local, national and international standards. All licenses must be fully up-to-date. Annual risk assessments are compiled in order to assess the condition of the building, facilities and grounds and identification may be made as to work required to reduce the risk of illness and injury.

Serious Emergencies:

In the event of serious emergencies, e.g. fire, flood or major disruption to services, outside of the normal working day, the Principal and Vice Principal should always be informed.

In the event of heavy rain and inclement weather that has begun during the school day, the school will not send children home before the regular end of day at 1:40 pm due to other safety issues like parents not being at home etc. Parents, however may come to school on such days to collect their children before 1:40 pm if they wish to do so. Parents must contact the Principal's secretary for an exit slip for their child in such cases.

Off-site Activities:

Any off-site activity (e.g. educational trip, sports fixtures, field trips etc) must conform to school policies and procedures. It is the responsibility of the lead organizer of such activities to ensure knowledge of and adherence to these policies and procedures by all involved in the activity. Any such activity first requires Parental Consent and students are accompanied by teachers and relevant staff from the school.

School Canteen:

The school Canteen must adhere to all the norms and regulations set out by the Municipality. Licenses must be up-to-date and appropriate labour cards for canteen staff must be available to relevant authorities at any time of the school day. Food samples are kept daily in the refrigerator of the school clinic in the event of any food related illnesses. The canteen is subjected to rigorous Municipality inspections and complies with all guidelines laid down by the Municipality and related authorities.

Site Security:

The school will provide as secure a site as possible. There will be a security guard present at all times. The guard will control access to and egress from the site. Staff and students will adhere to the entrance and exit procedures at all times. Visitors and parents will be required to hand in their Emirates ID's in return for a visitor or parent lanyard.

General housekeeping

1. All floors must be kept tidy.
2. Doorways, passageways and stairs must be kept free from obstructions.
3. All spillages must be cleaned up immediately to remove the risk of slipping.
4. If any required item cannot be reached from the ground, then only equipment purpose built for climbing should be used.
5. All machinery and equipment should be checked before use for obvious defects and any defects should be reported to the appropriate manager.
6. Defective equipment must not be used.
7. Photocopiers should never be used with the lid raised.

Protection from heat/temperature

At all times, exposure to direct heat of the sun is minimal. Appropriate shading exists on the school playground and a separate risk assessment has been prepared to raise awareness of the dangers connected with over exposure.

Any fault in air conditioning units must be reported immediately to the Health and Safety representative.

Transportation Procedures.

The students are supervised on entry to the school by the bus guardians and the security guards. On moving to the bus at the end of the day, the bus guardians accompany younger students to their respective buses which are parked within the playground area. All buses are fitted with CCTV cameras .



Promoting healthy lifestyle.

Hygiene

All students must be aware of the practice of proper hygiene. Students must also be encouraged to participate in proper hygiene campaign launched by the Dubai Government. Students take part in hand washing campaigns. The clinic is involved with regularly disseminating information to students about healthy hygiene habits. Good hygiene is also stressed in PSHE, Class Teacher's sessions, Science and Moral Education lessons.

Physical Fitness

All students will attend one period or two periods of sport and one or two periods of activity per week. They are encouraged to participate in sports competition within and outside school. The sports teams undertake physical fitness and training after school thrice a week. Students are also involved in the 'Catch them young programme' whereby younger children have Saturday training for basketball and football.

Healthy Eating:

Canteen staffs are required to attend training required by the Dubai government. The school canteen provides fruits and snacks only approved by the Dubai government. Students will also be encouraged to bring healthy food from home. All students have a daily snack break. We strongly advise ALL PARENTS to send a healthy and nutritious snack to school each day for the break period. It is our wish that ALL PARENTS will co- operate and work together with us to encourage our children to adopt a healthier lifestyle by choosing healthy meal options and avoiding sugary foods , drinks and fast food.

We strongly advise parents not to send to school any items that require refrigeration or heating.

Parents are strongly requested to avoid sending lollypops, candies, chocolates, potato crisps, donuts or any other food and drink high in sugar, as these kinds of foods, apart from being bad for the child's health can adversely affect their concentration and behaviour and cause them to be hyperactive and distracted in class.

CHEWING GUM IS STRICTLY NOT PERMITTED ON THE SCHOOL CAMPUS.

Although we have a **school canteen** that is approved by the Dubai Municipality, we strongly advise parents from year one to four to carry their own snack from home so that parents may ensure it is sufficiently balanced and nutritious enough for a growing child's needs. Children purchasing their own snacks might not make the wisest choices and it also creates problems for the loss of money.

SAFETY IN THE SCIENCE LABORATORIES:

- All students are OBLIGED to wear a lab coat when inside the Science laboratories.
- All laboratories are equipped with necessary fire extinguishers
- All chemicals are safely stored and NO student has any access to any of these chemicals.
- The storage of chemicals conforms to approved regulations.
- Students are NEVER left unsupervised in the laboratories.
- The Chemistry laboratory has an eye washing mechanism in the event of an accident.
- Students wear goggles and/or any other protective equipment while performing experiments.
- There is visible safety signage prominently displayed in the laboratories.
- All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose. Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations.
- The science laboratories are always locked when classes are not going on and NO student can access the laboratory without being accompanied by the designated Science teacher.

Safety on the school playground

SPORTS LESSONS and OUTDOOR SPORTS ACTIVITY LESSONS (For Year 5 upwards)

Students are supervised at all times during sports lessons and during sports activity lessons. Students who are unable to play due to medical reasons are allowed to sit out the lesson but in the presence of the teacher. Teachers are alert and students are monitored and encouraged to use the correct techniques while engaged in sport to minimize injury. In the event of any sports related injury prompt action is taken by the school clinic.

BREAK-TIME

Years One through Three will be in their classrooms & class teachers will be with them on an alternate basis. All classes will be in their classrooms for break on a Friday and the teacher of the fourth lesson will be with the students. This applicable to A-Level students as well.

Please be regular and please be on time for your break duty. It is imperative for all staff members to be proactive, as fights, accidents and other incidents do take place, so, immediate intervention is necessary. Please MOVE AROUND YOUR AREA. Please check the break duty lists regularly for changes that perhaps will be necessitated by any timetable changes. If you are unable to go on a particular day due to a meeting or any health issue please swap with a colleague for that week, but **NO POSITION SHOULD BE LEFT UNATTENDED.** Please inform the supervisor the name of THE TEACHER who will be replacing you on that day. PLEASE EXPECT CHANGES!!

Playground/ Break duty

THE KEY FOR ALL ON BREAKDUTY - MOVE AROUND AND BE VIGILANT.

What is playground/ Break duty?

“Playground duty. A set period of time when a teacher or non-teacher is assigned to supervise students outside class time. 'Playground duty' may include supervision of students on the playground. This is seen in both Primary and Secondary schools.”

Playground supervision is of paramount importance and MUST be taken seriously. This is due to the largest number of accidents at school happening during break time.

The role is to support children during their free time and is a healthy and safety requirement of schools, fitting within the safeguarding and wellbeing element of our provision; and sets a ‘tone’ for the ethos of the school.

Here are some essentials for staff to keep in mind:

1. Ensure all areas of the playground are visible and covered by those on duty
2. Ensure pupils are monitored at all times
3. Encourage sharing and playing together across the playground
4. Deal with any incidents on the playground fairly and report serious incidents to Lise-Ann.
5. Send a responsible student to call for a nurse if there is an accident or injury. You stay with the child.

- Ensure there is some form of physical distancing
- Monitor and streamline canteen lines to avoid crowding and maintain distance
- Ensure there is no pushing or shoving in canteen lines
- ENSURE THAT NO LITTER IS LEFT. This must be throughout the break, keep reminding them to throw litter in the designated bins- GREEN & BLACK
- Monitor language used on the playground and quadrangles
- 3 minutes before, begin rounding them up and move them back,
- Ensure masks are worn before they enter the school building
- Ensure that movement back to the rooms is orderly – corridors in charge to monitor and facilitate orderly return to classes.
- ROUTES AND ENTRANCES WILL BE EXPLAINED IN THE STAFF UPDATE.
- Report to duties punctually
- Avoid becoming absorbed in watching children's games or talking to other members of staff
- Prevent inappropriate behaviour
- Encourage sensible behaviour
- Report any seemingly problematic behaviour
- Be proactive to mediate in any disruptive behaviour

WET WEATHER /EXCEPTIONAL CIRCUMSTANCES

In cases of wet weather or any other exceptional circumstances, students are not sent outside but instead will remain in their classrooms during the break and class teachers will be present with them during this time.

SUN AND HEAT EXTREME TEMPERATURE POLICY

Policy – to be used in May, June, September and October OR during any other periods when the temperature goes above the mid 30 degrees C OR at times when the students are outside for a long period of time e.g. Sports Day, etc.

- Students are not sent outside during the break during the peak summer months .
- In cases where students spend breaks outside in warmer weather, break times are cut short and students are constantly reminded to drink water frequently.
- Students are reminded throughout the day to drink water frequently and to stay hydrated.

- Children are reminded to use a cap or an umbrella and parents are intimated about these precautions via circulars.
- Morning assemblies during these months are also cut short and during the period of Mid-May to End of June, children are sent directly to their classrooms for the morning registration.
- The football pitch is not used during these months as it is not shaded
- Most open areas of the school are shaded.

EVACUATION/CONTINGENCY PLANS FOR PERSONS OF DETERMINATION

The school follows an effective plan for safe evacuation of students of determination in the case of emergencies. The aim of this plan is to mitigate loss/injury to life for all those who are in the school at any given point in time.

A pre-identified list of students with difficulties relating to the following areas is prepared and retained by key school personnel including the fire team, school clinic, head of student support services, vice-principal and principal:

- Those having physical disabilities
- Those have sensory impairment
- Those who exhibit anxiety related behavior under unusual circumstances.
- Those who are unable to react quickly/safely in the event of an emergency.



The list also includes specifically assigned school personnel to ensure the students on the Risk register are safely escorted/moved to the designated safe area.

In the event of any emergency, the alarm sounds warning to all the school personnel and the evacuation plan is followed. A fire drill is regularly practiced to enable the quickest and safest possible response to an emergency situation. All staff are thus trained on emergency evacuation procedures on a regular basis.

The assembly points and evacuation plans are clearly placed at key points all across the school in clear view of everyone.

The school has two designated places of shelter including the church compound and the basement of the main hall in the event of an emergency evacuation of the school building.

The plan is reviewed regularly to accommodate changes as they take place.

REVIEWED :SEPTEMBER 2022

NEXT REVIEW: JUNE 2023 (Ongoing Risk Assessments carried out through the year)

To be read in conjunction with :

- Anti-Bullying Policy
- Cyber-Bullying Policy
- Inclusion Policy
- Safeguarding and Child Protection Policy