



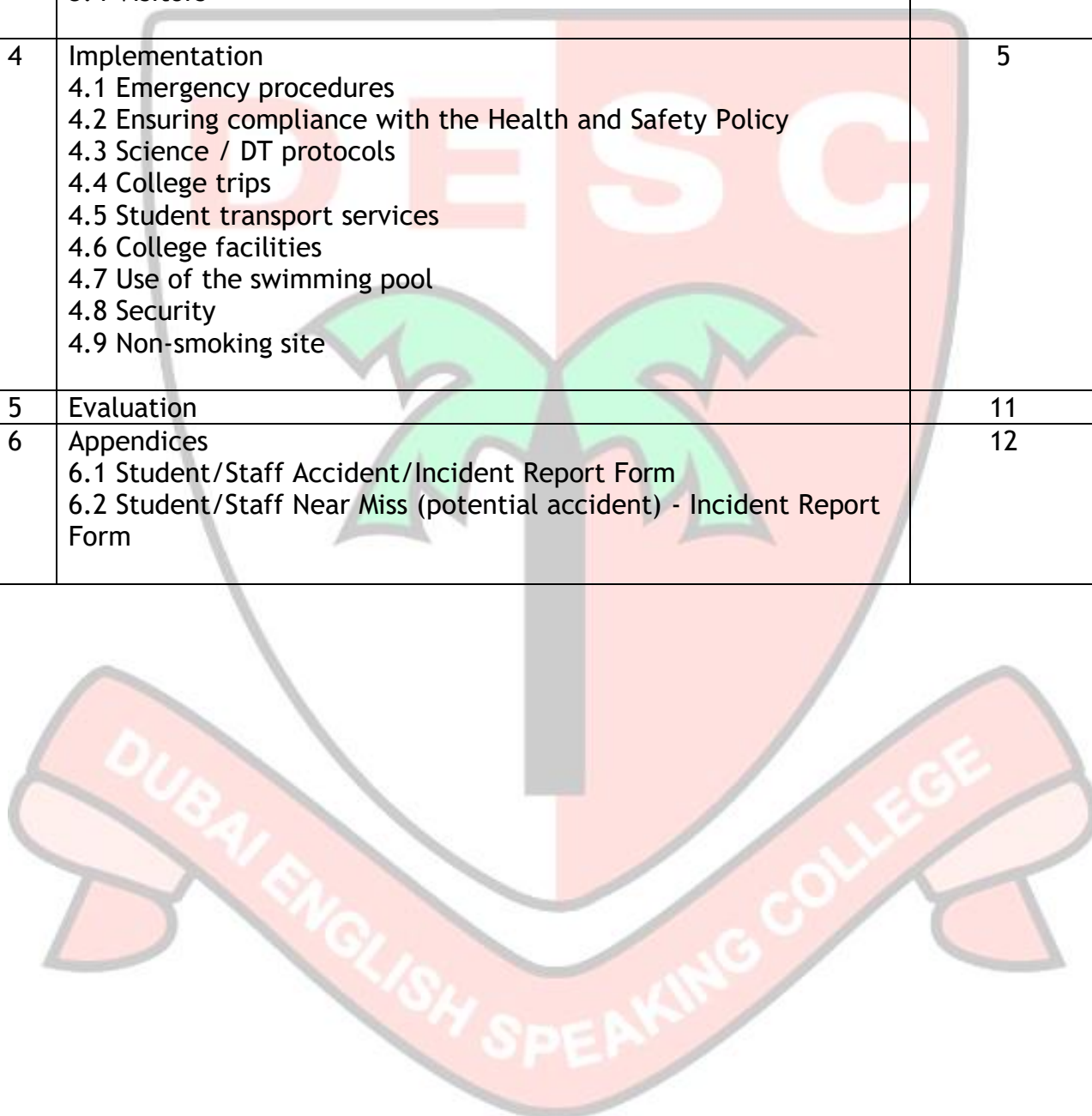
Dubai English Speaking College

Health and Safety Policy

2023-24

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DUBAI ENGLISH SPEAKING COLLEGE

HEALTH AND SAFETY POLICY

1. RATIONALE

Dubai English Speaking College (DESC) attaches great importance to the provision of a safe and healthy working environment for all staff, students and those who visit the College from time to time. It is essential that everyone adopts a positive attitude towards the provision of Health and Safety and uphold the correct manner and procedures at all times.

2. AIMS

The general aims of this policy are designed, so far as is reasonably practical, to enable DESC to:

- establish and maintain a safe and healthy environment throughout the College
- establish and maintain safe working procedures among staff and students
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- maintain all areas in the College in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
- formulate effective procedures for use in case of fire, lockdown and for evacuating the school premises
- lay down procedures to be followed in case of accident
- teach safety as part of students' duties where appropriate
- ensure that Health & Safety is regularly reviewed and discussed

3. RESPONSIBILITIES

3.1 DESC STAFF

3.11 RESPONSIBILITIES OF ALL STAFF

All staff are responsible for the health and safety arrangements in relation to staff, students and volunteers under their supervision. They will monitor their own work activities and take all reasonable steps to:

- take reasonable care for the health and safety of themselves and of any other person who might be affected by their acts or omissions at work
- cooperate with the Headteacher /Facilities Manager/ SLT designated member in meeting statutory requirements
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, when in doubt they must seek immediate clarification from the Headteacher/ designated SLT member / Facilities Manager;

- ensure that tools and equipment are in good condition and report any defects to the Headteacher/ SLT designated member / Facilities Manager;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, classrooms and general rooms are kept tidy;
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported and documented to the Nurse / Headteacher/ SLT Member/ Facilities Manager.
- wear their DESC Badges to identify them easily to the whole College community
- ensure that they have read key health and safety policies and asked for clarification if they are unsure of procedure. These policies are many but must include: this Health and safety Policy, the College Child Protection Policy, the College Trips Policy (if they are organising / going on a College trip).

Whenever an employee is aware of any possible deficiencies in health and safety arrangements, they must draw these to the attention of member of SLT.

Deliberately breaking Health and Safety rules or any non-cooperation or conformity will be regarded as a disciplinary offence.

Please note the following:

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention during their induction;
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards;
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

3.12 RESPONSIBILITIES OF STAFF TOWARDS STUDENTS AND OTHERS IN THEIR CARE

All staff are responsible for the health and safety arrangements in relation to staff, students and volunteers under their supervision. They will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible;
- be aware of and implement safe working practices and set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Ensure that appropriate clothing and safety equipment is available as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;

- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action (particularly on supervision duties at break and lunch times);
- Undertake adequate instruction, information and training in safe working methods as required.
- Staff will make students aware of their own responsibilities through direct instruction and notices.

When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to a member of SLT.

3.13 RESPONSIBILITY OF THE HEADTEACHER

The Headteacher (who may delegate to the Facilities Manager/ Member of SLT), is responsible for implementing this policy within the school. They will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for periodic evacuation drills (at least once per term) to take place and for the results of these to be recorded;
- make arrangements for informing staff and students of relevant safety procedures. Other users of the College should be appropriately informed;
- ensure that regular safety inspections are undertaken. (A Health and Safety team will inspect all College premises and property once a term);
- to develop and regularly review an emergency lock down procedure and to arrange periodic drills

3.14 RESPONSIBILITY OF THE FACILITIES MANAGER

- The Facilities Manager will assist the Headteacher in the implementation, monitoring and development of the safety policy within the College;
- The Facilities Manager will arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
- The Facilities Manager will report any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- The Facilities Manager / Headteacher will coordinate arrangements for the dissemination of information and for the instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- The Facilities Manager will monitor the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- The Facilities Manager will arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by staff / Financial Controller
- The Facilities Manager will monitor general advice on safety matters from relevant bodies and advise on its application to the College;
- The Facilities Manager will coordinate arrangements for the design and implementation of safe working practices within the College;
- The Facilities Manager will investigate any specific health and safety problems identified within the College and take or recommend (as appropriate) remedial action;

- The Facilities Manager will recommend that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Headteacher;
- The Facilities Manager will assist in, as far as expertise allows, the carrying out regular safety inspections of the College and its activities and make recommendations on methods of resolving any problems identified;

3.2 DESC STUDENTS

All students are expected, within their ability, to:

- exercise personal responsibility for the safety of themselves and their fellow students;
- observe standards of dress consistent with safety and/or hygiene;
- observe all the safety rules of the College and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.
- to follow the Buses Code of Conduct if they use the College buses

3.3 DESC PARENTS

Parents are expected to:

- support the College in addressing the role of the students (as stated above)
- inform the College of any incidents outside of the College which may impact the safety of their child or other children whilst onsite
- update us immediately with any changes to their child's medical information
- ensure that the College has the most up to date personal information, most notably emergency contact details
- be available and respond to any College communication which involves their child
- keep abreast of College events and news which affects their child

3.4 VISITORS

Regular visitors and other users of the premises (e.g. contractors and delivery agents) are expected, as far as reasonably practicable, to observe the safety rules of the College. All visitors must sign into reception and wear lanyards supplied by the Receptionist.

4. IMPLEMENTATION

4.1 EMERGENCY PROCEDURES

All emergency procedures are detailed in the DESC Staff Handbook.

Staff will be reminded of all emergency procedures during INSED week at the start of term and regularly throughout the academic year.

Maps showing location and route to Muster Points are posted on each floor, in each classroom and in the reception areas.

These procedures will be updated as appropriate.

Regular drills will take place throughout the academic year.

Records of all drills are to be maintained by the Facilities Manager and/or SLT member in charge of Health and Safety.

All procedures are outlined in the following policies:

- FIRE EVACUATION
- LOCKDOWN
- ADVERSE WEATHER
- ACCIDENT AND MEDICAL EMERGENCY

4.11 FIRE AND EMERGENCY EVACUATION PROCEDURES

Please refer to the DESC Fire Evacuation Policy for the current evacuation procedure.

In compliance with Civil Defence regulations, 20% of our staff will be Fire Trained at any one time.

Staff will receive regular training in the use of Evacuation Chairs.

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system by specialist personnel.

4.12 LOCKDOWN PROCEDURES

Please refer to the DESC Lockdown Policy for the current lockdown procedure.

The Tannoy system, door bolts and any other important equipment required for a lockdown situation will be regularly tested and monitored by the Facilities Team.

4.13 ADVERSE WEATHER

Please refer to the DESC Adverse Weather Policy for the current procedure.

The Tannoy system and any other important equipment required for an adverse weather situation will be regularly tested and monitored by the Facilities Team.

4.14 ACCIDENT AND MEDICAL EMERGENCY

Please refer to the DESC Accident and Medical Emergency Policy for the current procedures.

There are three College Nurses on site throughout the College day and are available from 7:15am - 4:30pm Monday to Thursday and 7:15am - 2:00pm on Fridays. The Medical Clinics are located opposite Main Reception and in J Block. The First Aid Policy details what to do in medical emergencies. All key personnel are to ensure that first aid facilities are readily available to their Departments and that these are checked and re-stocked when necessary. Advice on the

use of first aid equipment specific to a particular area should be sought from the School Nurse, who will seek further advice if necessary.

4.141 ACCIDENT REPORTING

All accidents must be entered in the Student / Staff Accident and Incident Report Form - see Appendix 1 / Staff Handbook. A copy of this is to be logged on iSAMS. The Health & Safety Officer and College Nurses will review all accidents to establish patterns or trends and reports to the Health & Safety Committee. Near Miss reports must also be recorded and these forms are found in the same location mentioned above. See Appendix 2.

All major accidents (including fatalities) are to be reported to the Headteacher and Principal as soon as possible. The College Nurses must complete an Accident and Incident Form following the event.

The Headteacher and the Nurse will ensure that information on health & safety matters and any new requirements is disseminated as necessary.

Slips and trips can be a significant cause of accidents in schools. These incidents can be controlled, provided sufficient attention is given to the environment of the College and to the behaviour of persons on site. Any significant slip and trip incidents should be investigated. All departments should consider such hazards as part of their risk assessment process.

In order to effectively control slip and trip risks, the College must:

- identify the hazards; staff should regularly monitor their areas and report needs to the facilities manager / member of SLT
- decide who might be harmed and how;
- consider the risks and decide if precautions already in place are sufficient or if more are required;
- review the assessment periodically and revise if necessary.

The risk factors to consider include:

- environmental (floor, steps, slopes, etc);
- contamination (water, food, litter);
- organisational (task, safety culture, etc);
- footwear;
- individual factors (e.g. information and training, supervision, pedestrian behaviour, etc).

Where changes or modifications to premises are to be made, consideration must be given to eliminating slip and trip risks during the design stage, e.g. installation of slip-resistant floor. Many slip incidents occur in kitchens and food serving areas. Kitchen equipment and work surfaces should be suitable and adequately maintained to avoid contamination of the floor surface. The floor surface should be appropriate for use in kitchens.

4.2 ENSURING COMPLIANCE WITH THE HEALTH AND SAFETY POLICY

The Health and Safety Committee have a particular responsibility for ensuring that the College's safety policy is implemented and that they are always aware of their duties in this respect. Members of staff who are not designated members of the committee also have a responsibility to be conscious of the need to ensure that all activities with which they are involved are conducted safely.

Members of staff who consider an activity, piece of equipment or building to be hazardous should report the matter immediately to the Headteacher / SLT designated member/ Facilities Manager. Staff are to be aware of the necessity to remind students constantly of the need to be safety conscious.

The Facilities Manager is responsible for ensuring that fire exits and means of escape are inspected at frequent intervals to ensure that they are correctly marked and that they provide free access at all times. Fire drills should take place at least once per term and in particular when there are a number of students new to the College. Records of all Fire Drills and Alarms are to be maintained by the Facilities Manager and/or SLT member in charge of Health and Safety. The Facilities Manager will ensure that regular checks of all College buildings and alarm systems are undertaken. A record of these inspections will also be stored.

Key personnel are to ensure that all machinery, plant and electrical equipment is inspected before being brought into use and inspected regularly thereafter to ensure that there are no obvious defects. Dangerous equipment is to be inspected regularly to ensure that all guards are in positions and that they are working effectively. Alarms and emergency cut-out mechanisms are also to be tested.

4.3 SCIENCE / DT PROTOCOLS

The Science and DT departments are members of CLEAPSS (Consortium of Local Education Authorities for the provision of Science Services). This is a support service for practical science and technology. CLEAPSS advice and documentation is recognized by the Health and Safety Executive and the Department of Education in the UK.

The Director of Science with the Facilities Manager ensures that a visual check of all fume cupboards is made before use to ensure that there are no obvious faults. The Director of Science is also to ensure that staff are cognisant with the safe use of the new gas system.

Using the GAS:

1. Check all Taps are in the OFF position on the students desks.
2. Release the stop button under the teacher's desk to make the system active.
3. Turn the dial in the regulator box on the wall to build up the pressure to use system and then leave it in the on position. (Lab technicians can demonstrate this)
4. System in that classroom is now ready to use.
5. When finished experiments with gas, please make sure all taps are turned off.
6. Teacher hits the stop button under the teacher's table to cut off system in that class until next usage, (follow procedures 1-5 again)

In the event of an alarm trigger the following will happen:

1. The sensor on the individual tables, near the base of the table, will trigger alarm and shut down that system in the classroom sounding the gas alarm.
2. The fire alarm will then be triggered as a precaution, so evacuation of buildings will happen.
3. The sensor under the table that triggered the alarm must be identified by locating the one with a flashing red light, or full red light on it. Push the reset button.
4. Make a note of which sensor is red and inform the Site Manager.

All departments will ensure that students wear eye protection/goggles as necessitated by the specific activity. The Science Department should assess all experiments for risk as part of their planning.

Lab technicians, Caretakers and Cleaning Supervisors are to ensure that they and all their staff have been instructed in the correct way to store and handle hazardous substances. They are to ensure that protective clothing is provided and worn on all occasions when hazardous work is being done.

4.4. COLLEGE TRIPS

Please refer to the DESC Trips Policy for our procedures.

All members of staff responsible for organising expeditions, field trips and residential trips are 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 should complete all relevant forms and these must be approved by the designated SLT member for trips. They should also remind students constantly of the need to be safety conscious.

Whilst there will be many matters on which to brief students before field trips or expeditions the following must invariably be covered:

1. The correct clothing and footwear to be taken.
2. The equipment to be taken and the need to ensure that there is sufficient competence within the group trained in the use of the equipment.
3. First aid cover.
4. Procedures for dealing with emergencies.

All College Trips are to be supported by a Risk Assessment which is to be signed by the Trip Leader and sent to the SLT designated member for trips.

All 'Out of College activities' are to be supported by a Risk Assessment which is to be signed by the Headteacher / SLT designated member for ECAs.

The College reserves the right to send home any student who, despite warnings, deliberately disobeys a safety instruction and jeopardizes their own safety or that of others. This will be at parents' expense and no refunds will be given. The party leader will write a written report on the incident.

4.5 STUDENT TRANSPORT SERVICES

Please refer to the DESC Student Transport Policy for our procedures.

The College operates a fleet of buses that are regulated and regularly inspected by the RTA (Road and traffic Authority). The fleet is run by an outside agency (STS) who must complete the relevant child protection safety checks before an individual can start employment. All buses must have a driver and a carer on board. The purpose of these procedures is to ensure that the College buses are operated at all times with maximum regard to health and safety, and that all legal aspects relating to bus operation are complied with. The responsibility for the day-to-day management of this lies with the Bus Coordinators, line managed by a designated member of the SLT. Student behaviour is paramount and students must adhere to the Bus Users Code of Conduct. In the event of an emergency the bus carer / drivers must follow the Bus Emergency Procedure Plan.

4.6 COLLEGE FACILITIES

The Facilities Manager is responsible for ensuring that safe systems and methods of work are adopted for all maintenance work connected with the College's fabric and the services. The Facilities Manager is to ensure that all equipment used by the maintenance staff is cleaned, inspected and serviced regularly. They must ensure that the relevant protective clothing is provided and worn when necessary by staff. They must also ensure that all equipment is secured at the end of the working day to prevent unauthorised access or use.

During pre-contract meetings the Facilities Manager is to ensure that all contractors who are engaged to carry out work in the College are aware of the College's safety policy. In addition, they are to ensure that contractors are made aware of the need to ensure that their site is fenced off. It is particularly important that contractors are briefed carefully, and their activities monitored closely by the Facilities Manager when the site is in an area in which students and staff are present. The Facilities Manager is to ensure that contractors use their own tools and equipment and that these are locked away securely at the end of the working day and at all other times when the site is vacated. The Facilities Manager is to pay particular attention to the electrical supply used by contractors to ensure that it is not overloaded.

Site staff are to ensure that they are aware of the correct methods of using all grounds equipment. They are to ensure that protective clothing is provided and worn on all occasions when hazardous work is being done. They are to ensure that all grounds equipment is secured at the end of each working day to prevent unauthorised access or use.

4.7 USE OF THE SWIMMING POOL

The College has Pool Safety Operating Procedures, detailing Normal Operating Procedures (NOP) and Emergency Operating procedures (EOP). These procedures are reviewed periodically or when required by the Director of Sport. All users and/or hirers of the College's facilities, including bathers and spectators must observe these procedures. Persons who are unsure of their responsibilities or obligations under these regulations must contact the Health & Safety Officer.

4.8 SECURITY

All visitors to the site must identify themselves at the front gate and either display a DESC lanyard or sign in to receive one after producing a formal ID card. Parents are given lanyards when their child starts at the College. During the normal College day, the gates are closed and visitors are directed through Reception to sign in before they can access the site. CCTV is in operation at the front and rear gates. The gates are monitored by security guards throughout the day. There are also several CCTV cameras in various locations across campus.

4.9 NON-SMOKING SITE

DESC is a non-smoking site and therefore smoking is not permitted anywhere on the College site. Smoking is also prohibited in any vehicle which is owned by the school or used for its business (privately owned vehicles are exempt). Buildings will display no-smoking signs at their entrances. This policy applies to all staff and students, visitors, temporary staff, contractors and clients. Staff who breach the smoking restrictions will be dealt with by the College's disciplinary procedures. Visitors who do not comply with the smoking restrictions will be asked to stop smoking or to leave the premises.

5. EVALUATION

The Health and Safety Committee will meet termly. A record of the meetings will be maintained with notes of action required and remedial measures to be taken. Copies of the record of meetings will be circulated to the Headteacher and all key personnel. The Committee will review all health and safety requirements and the need for the staff training and will ensure that these are disseminated to the appropriate areas.

Visits by specialist officials (e.g. Fire Department) will take place periodically. All visitors of this nature will report in the first instance to Reception before starting their tour of inspection and will be accompanied by a member of the Administration staff. All staff are to co-operate fully with specialist consultants who may visit their area of responsibility. These arrangements for carrying out and monitoring the College's safety policy will be reviewed periodically.

Selected staff will receive basic fire training in line with Dubai Government regulations.

This policy is reviewed annually by the College Health and Safety Committee (see below) and any recommendations to be submitted to the Facilities Subcommittee of the Board of Trustees.

6. APPENDICES

6.1 Student/Staff Accident/Incident Report Form

Name:

Date:

Tutor Group:

Room/Area in which incident/accident occurred:

Date and time incident/accident happened:

Responsible adult at time of accident/incident:

Other witnesses: 1).

2).

Description of incident/accident: Please describe below how incident/accident happened. What was the student doing? Include any playground equipment, classroom equipment or object involved.

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Nature of injury:

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First aid administered: Include any action that was taken prior to nurse attending.

Name of person administering first aid: 1).

Position:

2).

Position:

Observations and follow-up action:

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Follow up report: Include where applicable diagnosis and treatment and/or if appropriate action that may be taken to prevent further accident/incident of similar nature.

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School Nurse:

Date:

Headteacher/Deputy Headteacher:

Date:

One copy to be kept in student's medical file/staff file and one copy in administration.

6.2 Student/Staff Near Miss (potential accident) - Incident Report Form

(Please complete and hand to SLT)

Name:

Date:

Tutor Group:

Room/Area in which near miss occurred:

Date and time near miss happened:

Responsible adult at time of near miss:

Other witnesses: 1).

2).

Description of near miss: Please describe below how the near miss happened. What was the student/ member of staff doing? Include any playground equipment, classroom equipment or object involved.

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Nature of potential injury:

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Observations and follow-up action:

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Observations and Follow up ideas: Include if possible any appropriate action that may be taken to prevent further near miss / accident/incident of similar nature.

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Staff name:

Date

Headteacher/Dep. Headteacher:

Date:

One copy to be kept in student's/ member of staffs file medical file/staff file and one copy in administration.