



# **RAFFLES**

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**WORLD ACADEMY**

# **Health & Safety Policy**



# Raffles World Academy

## Health & Safety Policy



### Our Guiding Statements

#### Our Vision:

Providing world-class education

#### Our Mission:

To empower students with a holistic, rigorous and international education for success in an ever- changing world

#### Our Philosophy:

- To be recognized by the success of our students in achieving their personal goals
- To make student development the centre of all school decisions
- To aspire to the highest internationally recognized performance standards
- To build and celebrate a culture based on internationalism
- To enable the staff to become life-long learners through the development of their professional practice

#### Core Values:

Achievement | Collaboration | Integrity | Innovation | Respect | Responsibility |

#### Our Motto:

Towards Excellence

#### RWA Acronym

Rise Wonder Achieve

### Statement of Intent

This Health and Safety policy is a statement of the aims, objectives, principles and strategy for ensuring Health and Safety at Raffles World Academy.

### Aims

Keeping in line with our school's mission it is the intention of RWA to establish and maintain a safe and healthy environment for learning and working, for the whole school community including students, employees, parents and all other people who come onto the school premises.

To ensure that all members of the school community understand and are aware of their responsibilities in maintaining a healthy and safe environment.

The success of this policy and the establishment of a healthy and safe environment relies on the cooperation of all persons, strong management and vigilant supervision.

## **Roles & Responsibilities**

All members of the school community work towards the policy aims by:

- Fully familiarizing themselves with the school's health & safety policy and their responsibilities.
- Being familiar with and adhering to instructions and guidance of safety within the school.
- Using common sense at all times and to take responsibility and care for their own safety and that of others.
- Reporting unidentified potential hazards without delay.
- Ensuring that access and egress routes are clear, emergency equipment is not tampered with and that clear signage exists giving instruction in the event of an evacuation.
- Taking an active role in promoting a positive health and safety culture throughout the organization.
- Being vigilant and good role models.

## **School Board**

The governing body has overall and final responsibility for health and safety at Raffles World Academy as such they:

- Take reasonable steps to ensure that the school is following the health and safety policy and procedures through regular discussion at all meetings including Advisory Council meetings.
- Work in close partnership with the senior management to support approach to health and safety.

## **The CEO/ Director**

- Ensures compliance with the regulatory authorities.
- Ensures there is an effective health & safety policy in place and that staff are aware of their responsibilities and are adhering to them.
- Ensures that there are procedures in place to respond to any emergency situation, including accidents and incidents, and that these procedures are practiced on a regular basis.
- Undertakes regular inspections of the site to ensure a healthy and safe environment is maintained.

## **The School Principal**

The school principal is responsible to the Board and accountable to the CEO for ensuring the implementation of the aims of the school's health and safety policy. As such the principal:

- Takes responsibility for the day to day implementation of the Health and Safety policy.
- Ensures that assigned responsibilities are accepted and adhered to at all levels.
- Liaises with other teachers to ensure standardized procedures across all schools.
- Ensures that emergency procedures are in place, accessible and understood by all members of the school community.

## **Head of School**

- Communicates responsibilities to the assigned person and ensures these responsibilities are accepted, understood and adhered to at all level.
- Develops guidelines and procedures to allow day to day school activities to take place safely and that these procedures are communicated to the relevant persons.
- Undertakes routine inspections of classrooms and teaching environments

### **Health and Safety Officer**

- The administration manager is the health and safety officer for the school, with responsibility for chairing a committee that reviews current policy, procedure and practice. The admin manager will be responsible for:
- Developing written departmental guidelines on safe methods of working and teaching and ensuring that these guidelines are monitored and reviewed as required. Including but not limited to day to day routines, start and end of day safety checks of the working/teaching environment. Where departments are categorized as higher risk including KG, PE, Art, Drama, Music and Science these procedures should include precise instruction on protective equipment, risk assessments, specific emergency procedures and routine equipment inspection, including new installations and maintenance.
- Ensuring guidelines are current, accessible, accepted and understood by everyone within the department and communicated to other persons accessing or using the department facilities.
- Undertaking regular inspections of the department and raising health and safety awareness within the team.
- Ensuring that the guidelines and procedures in place for safeguarding children on school trips, residential trips and attending off-site events are communicated and adhered to.
- Developing a system to ensure that new staff are introduced into the department, made aware of emergency procedures and to health and safety guidelines also that their responsibilities are understood and accepted.
- Ensuring that supply staff have access to sufficient information pertaining to the students in their care and the teaching environment to operate in a safe manner.
- Holding regular departmental meetings with health and safety as a regular agenda item.
- Ensuring that, as far as reasonably practicable, the school environment is well maintained, clean, safe, secure and fit for purpose.
- Managing and monitoring of all contractors who access to the site and that they are familiar with all site rules including health and safety
- Undertaking routine inspections of furniture, equipment, toys, fixtures and fittings for signs of fatigue or failure.
- Evacuation and lockdown procedures and that contractual obligations are met and adhered to. Developing emergency evacuation and lockdown procedures and ensuring these are accessible to all persons on the site.
- Ensuring that the school fully complies with all regulatory authority requirements.
- Undertaking site inspections and risk assessments.

### **Teachers, Teaching Assistants & Classroom Assistants**

The safety of students in the classrooms, laboratories, gym and those engaged in games and extracurricular activities, is the immediate responsibility of teachers, teaching assistants or classroom assistants or teachers in charge of games and activities. As such they will:

- Ensure they follow and adhere to departmental guidelines at all times, including those for trips, in school and events.
- Undertake visual inspections of classrooms and teaching environments prior to use to ensure they are safe to be used for the purpose intended.
- Actively contribute to departmental meetings with regard to health & safety.
- Promote health & safety amongst pupils, ensuring they are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Ensure that storage of potentially dangerous equipment or materials is safe and secure.

- Work with colleagues who have a responsibility to develop guidelines and procedures with an impact on health and safety to ensure they comply with the schools aims.

### **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.

### **Facilities Team work**

- Undertake close supervision of maintenance contractors whilst they are on site.
- Undertake routine checks and maintenance of buildings and equipment
- Responds promptly to complaints and maintenance issues
- Ensures that the requirements requested to support the day to day running of the school are organized with safety as a priority
- Ensures that all maintenance is undertaken outside the normal school day except in an emergency, in this case the contractor would be accompanied by security at all times.

### **Contractors**

- Outside contractors are required to abide by all safe working practices and relevant health and safety legislation.

### **The Health Office/ School Clinic**

The school clinic or health office will be responsible for:

- Ensuring that all aspects of the health office comply with Dubai Health Authority (DHA) and Dubai Municipality (DM) regulations
- Ensuring that 'Medical Alerts' with information regarding children at a higher risk are communicated to all relevant staff and that the provision to deal with an emergency is available, known and understood
- Ensuring that there are stocked First Aid boxes at various locations around the school and these are checked on a regular basis
- Ensuring that all medicines are kept in a locked cabinet within the Health Office and administration of these medicines is controlled
- Ensuring that all accidents/incidents are reported and the appropriate documentation is completed and colleagues informed, including SMT
- Ensuring that parental permissions are received for all students on site
- Ensuring that the Health Office is inviting and welcoming for students and parents
- Liaising with parents regarding health issues
- Liaising with colleagues where students are identified as 'at risk'

### **Students**

All students are expected to exercise reasonable personal responsibility for their own safety and that of staff and other students. As part of lessons, a unit should be set aside to cover health and safety, and student well-being. Furthermore, as active members of the school community students will be responsible to:

- Develop a growing awareness of health and safety
- Be vigilant around the school

- Adhere to the school's procedures and follow instructions from staff members
- Take an active role in student councils where health and safety issues can be raised

### **Health and Safety Committee**

A Health and Safety Committee should be established at the beginning of academic year comprising of:

- Principal
- Vice principal
- Administration Manager
- School Doctor
- IT Manager
- A parent representative from PARWA
- A student representative
- A teacher from PS and a teacher for SS to represent the staff

### **Health & Safety Arrangements**

To ensure that a positive health and safety culture is established and healthy and safe environment is maintained. These are reviewed regularly through a variety of methods including discussions, staff meetings, inspections and site walks following which, appropriate actions are taken.

### **Fire Fighting**

The school buildings and facilities will be provided with sufficient emergency firefighting equipment and an alarm system to conform to local, national and international standards and requirements. Such equipment will be regularly maintained to ensure effective operation. There will be an annual maintenance check on firefighting equipment by an independent assessor. Emergency evacuation procedures will be prominently displayed in all rooms and corridors.

### **Emergency Evacuation Procedures**

All students and staff will be instructed on Emergency Evacuation Procedures. There will be an Emergency Evacuation practice each term. After each evacuation a report should be completed by the designated person, the Administration Manager.

### **Serious Emergencies**

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

### **As a precaution against fire and for smooth evacuation**

- Civil Defense approved contractors who are appointed to maintain the firefighting equipment and the fire alarm system. Compliance is monitored internally by Admin / security and externally by Civil Defense.
- Firefighting equipment including hose reels, extinguishers and fire blankets are positioned at recommended locations around the school premises. This is inspected annually by Civil Defense and issued with a fire safety certificate to confirm compliance
- The school is linked to 24/7 response, which is a direct link to the emergency services in the event of an alarm.

- Fire procedures are displayed at various locations around the site, together with fire action posters advising the location and evacuation route with a 'you are here'.
- Fire training courses are being run as part of a rolling programme to staff.

**To secure the site and protect students, employees and visitors the school will provide:**

- 24/7 security by an external appointed company approved and licensed by Dubai Police and all reasonable steps have been implemented to prevent unauthorized entry.
- A comprehensive network of CCTV's monitored by the security guards.
- A combination of outside and inside parking is available.
- Routine patrols of the internal areas of the school and the perimeter of the site. These are undertaken continuously by guards, with feedback to the Admin. This is monitored via CCTV.
- All visitors outside of the normal drop off and pick up times are requested to enter via the main gate and sign in with security who will issue a visitor's badge.
- A life guard present at the swimming pool during operational hours. The guard works alongside the teaching staff and sole responsibility is 'eyes on the pool / swimmers'

**To keep students safe as they arrive and leave school the school will ensure:**

- Parking restrictions operate around the perimeter of the school, this information is communicated to parents and they are urged to comply.
- Designated drop off zones.
- Pedestrian crossings at each gate which are patrolled by security and senior teaching staff at peak times
- RWA school buses conform to all RTA regulations and are strictly monitored.

**Off-Site Activities**

Any off-site activity (e.g. educational trips and visits, sports fixtures, school events, field trips etc.) must conform to school policies and procedures. It is the responsibility of the lead organizer of such an activity to ensure knowledge of and adherence to these policies and procedures by all involved in the activity. No trips should leave the school premises without first parental permission and subsequently permission from the head of section and also the school principal.

**To ensure the school is clean the school will have:**

- Outsource the service to an external company this takes place throughout the day with a more intensive cleaning after school hours and includes all areas of the school.
- A detailed scope of work is documented and monitoring is done in conjunction with the operations manager, the cleaning supervisor and the cleaning company account manager.
- The cleaning company operate in teams cleaning the school location by location, thus saving on electricity and keeping the site more secure.
- During school hours the cleaning company supply male and female cleaners whose specific duties are regular cleaning of the toilets on a rotational basis and other social areas such as staff and student work / classrooms.
- Any accidents involving body fluids are cleaned immediately by the cleaners using specific products.

**First Aid**

For the provision of first aid for staff and students we have:

- A fully equipped health office which is staffed according to Dubai Health Authority (DHA) regulations.
- Medical declaration forms and parental permissions are completed and submitted by parents.
- Suitable and sufficient locked storage for medicines, clearly signed. The administration of medicines is controlled and documented
- Recognized First Aiders in the school to support day to day school life, events and activities
- First Aid boxes are available in various locations throughout the school. These are checked and stocked regularly.
- Each student has an individual health record.
- Health Education is provided to students throughout the school year.
- Medical waste and sharps are removed from site by an approved contractor on a regular basis and according to the DHA regulations.

### **Staff Facilities**

The school will provide adequate facilities for staff to meet (both professionally and socially); to enjoy periods of relaxation during the day; to mark and prepare work; and to prepare food and drinks.

### **Equipment, machinery, tools, electrical and gas appliances, laboratory, sports, art and music equipment**

All such items will be tested annually and regularly maintained in order to ensure safe and effective operation.

### **Catering Facilities and Equipment**

All facilities will be cleaned and maintained in order to maintain the highest standards of health & safety and minimize danger. An annual audit will take place in order to confirm that such standards are being met.

### **For promoting personal hygiene, the school will provide:**

- A full comprehensive PSHE programme to promote high standards of personal hygiene including the importance of flushing toilets and washing hands
- Provision that promotes good washroom hygiene which includes, regular cleaning of toilets throughout the school day, fragrant air misters in all washrooms, good quality and easy to use tissue/towel dispensers.
- Sanitary bins for girls in cubicles in toilets. Emptying & sanitizing is contracted to an approved contractor.
- Sanitary products are available through vending machines at various locations in girl's toilets around the school and from the Health office.
- Hand sanitizers are available at various locations around the school.

### **To promote 'Healthy Living' the school will ensure:**

- A clear 'no nuts' policy that is communicated to parents through a variety of methods.
- Water dispenser machines that have been through a regular sanitizing schedule.

### **List of Outsourced Areas Relating To H&S:**

#### **MEP (Mechanical, Electrical and Plumbing)**



- Includes analysis of the chilled water in the air conditioning system and a monthly and quarterly maintenance and cleaning schedule.
- DM approved specialist companies undertake sanitization of the AC ducts, sewerage and storm water drains on a continuous basis.

#### **Pest Control:**

- Pest Control of the campus including drains and external areas takes place monthly with an 'on call' services as well. Reports are submitted and are subject to Dubai Municipality (DM) inspection and company are DM approved.

#### **Water Tank Cleaning:**

- Water tank cleaning takes place quarterly with regular water analysis by an independent DM approved contractor. A full report is submitted after cleaning which contains before and after photographs. Full water analysis reports are also submitted. In line with Dubai Municipality regulations the contract includes full microbiology tests by an independent third-party company.

#### **Swimming Pools:**

- Swimming Pools are cleaned 6 days a week with more detailed cleaning undertaken during school holidays.
- The contractor undertakes daily water analysis for temperature, PH levels, chlorine which is checked against Dubai Municipality acceptable parameters. In addition, a full water analysis is undertaken and submitted to Dubai Municipality for compliance.

#### **Landscaping and Grounds**

- A full-time gardener is assigned 6 days a week; he is supported by a full team of gardeners and irrigation specialists on a weekly basis.
- Grounds and plant growth are monitored to ensure that pathways and signs do not become obstructed.

#### **Waste Disposal**

- Waste collection takes place 7 days a week.
- Waste is segregated to support the recycling programme.
- Medical waste is collected on a weekly basis with an 'on call' service.
- Any waste identified as hazardous is disposed of in line with Dubai Municipality regulations.

#### **Reporting Procedure:**

Whenever an employee becomes aware of a potential health and safety risk that he or she is unable to resolve, the matter should be reported, in the first instance, to their head of department. Heads of department should, in turn, refer the problem to the Health and Safety Officer as necessary.

#### **Accident Reports:**

All accidents of a serious nature require an incident report form to be filled in within a period of no more than seven days. Normally the form will be filled in by the school nurse. A copy should also be sent to the health and safety officer. The Health and Safety committee will review each report at the next available meeting which is held every term, making any recommendations to the school principal.

#### **Insurance**

All employees are covered workman compensation provided by the school during school working hours. All students are covered by 3<sup>rd</sup> Party Insurance policy for any school-related activity. Associated Areas Refer also to

- Policies and Procedures relating to the organization of school trips & visits
- Clinic Policy
- Child Protection Policy
- Code of Conduct Policy
- Anti – Bullying Policy

**Policy Review**

This policy is to be reviewed annually, though; any deficiencies or weaknesses in Health and Safety Policy will be remedied without delay.

*Last review June 2024*

## Incident Report Form

Student's Name: ..... Grade: ..... Section:.....

Name of the Teacher: ..... Date: ..... Time: .....

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Refusing to do work       | <input type="checkbox"/> Destroying property | <input type="checkbox"/> Throwing items      |
| <input type="checkbox"/> Using physical aggression | <input type="checkbox"/> Teasing classmates  | <input type="checkbox"/> Incessant talking   |
| <input type="checkbox"/> Disrupting with noises    | <input type="checkbox"/> Sleeping            | <input type="checkbox"/> Using foul language |
| <input type="checkbox"/> Leaving the assigned area | <input type="checkbox"/> Refusing directions | <input type="checkbox"/> Chronic absence     |
| <input type="checkbox"/> Making gestures           | <input type="checkbox"/> Bullying            | <input type="checkbox"/> Lying               |

Other: (please specify) .....

Parents notified: Yes  No

If no, please explain:

.....

Supporting details:

.....

.....

Actions taken:

.....

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