



# **H.H. Shaikh Rashid Al Maktoum Pakistani School Dubai**

## **Health and Safety Policy and Procedure**

*This procedure will be brought to the attention of staff at least once a year.*

**Approved by:**

Principal

Senior Leadership Team

Health & Safety Officer

Board of Governors

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## **Introduction**

H.H. Shaikh Rashid Al Maktoum Pakistani School Dubai, hereby referred to as ‘the School’, recognises and accepts its responsibility as an employer and provider of services to offer a safe, educational environment and a more significant duty of care towards its students. The Board of Governors, School Management, and Senior Leadership Team (SLT) are fully committed to ensuring the health and safety of all employees, students, parents, visitors and other relevant persons affected by the School’s activities.

### **1. Purpose and Scope**

The School aims to promote a positive health and safety culture demonstrated by open communication and a shared commitment to the importance of health, safety and welfare. The School seeks to ensure that its buildings, grounds and equipment meet appropriate health and safety standards.

This policy aims to establish a framework for the successful operation of the School to achieve a high level of awareness and caution through disseminating protocols, requirements and precautionary measures to achieve a safe, healthy learning environment.

#### ***1.2 Scope***

This policy's scope applies to school-wide operations, facilities (such as transportation) and external visits/trips, on-campus activities/events and to School employees, students, parents, visitors and other relevant persons.

Every staff member will get a copy of this policy and must understand their duties to the students, other staff members, the school community, and the school itself.

#### ***1.3 Policy Objectives***

- To provide a clearly stated Health and Safety Policy and Procedure.
- To identify and highlight the roles and responsibilities of the Health and Safety Team.

- To provide a safe and healthy environment for learning and working for the School Community, including students, employees, parents, visitors, and other relevant persons on campus.
- To provide health and safety information and training to ensure competence and awareness, enabling everyone to contribute effectively to their safety and that of others.
- To formulate effective procedures for use in case of fire and other emergencies where evacuating the school premises is required.
- To develop and communicate information on sensible risk assessments and safe working practices.
- To ensure quality risk assessments for school-wide operations, facilities management, safeguarding, external and internal events and activities, transportation, trips, and visits.
- To ensure that control measures are implemented and systems are continuously monitored and reviewed.

## **2. Outline**

This policy details all health and safety protocols and procedures within the School and the responsibility of each stakeholder to ensure compliance.

## **3. Relationship with Other Policies**

- School Medical Policy and Procedure
- Child Protection and Safeguarding Policy
- Emergency Patient Transfer and Referral Policy
- Emergency Evacuation Policy
- Cyber Security Policy and Procedure
- Fire and Risk Assessment
- Inclusion Policy

## **4. Roles and Responsibilities**

### ***4.1 Health and Safety Team***

The Health and Safety Team (HST) comprises multiple staff members:

- Health and Safety Officer

- School Clinic (Nurse and Doctor)
- Individuals responsible for different areas of the School (see detailed names and roles in Appendix A)

The responsibility of the HST is:

- to monitor and evaluate School's Health and Safety Policy and Procedure and update it annually.
- to maintain the School clinic and other equipment related to the health and safety of students, staff, teachers, visitors and other relevant persons present.
- to record and report all incidents to the Principal.
- to securely store all records and reports in the School's administration office.

**The Health and Safety Officer must:**

- investigate all accidents and dangerous occurrences in School.
- ensure that all required statutory notifications are correctly filed.

Accident causes will be determined to the extent possible, and necessary corrective action will be specified.

#### ***4.2 Principal***

The Principal will oversee overall safety and the implementation of safety procedures. The Principal will ensure that each staff has a copy of and is familiar with the Health and Safety Policy and procedures.

The responsibilities of the Principal are:

- to understand and follow the laws, expectations, and duties placed on schools by the civil authorities in Dubai and the UAE
- to provide guidance and counsel on all health and safety issues.
- to conduct regular and necessary reviews and audits of the school's safety protocols and operational processes to ensure that they remain updated.
- to ensure appropriate safety education and training coordination and implementation using both internal and external resources.
- to ensure the provision of suitable fire protection and preventive measures.

## 5. Safety Measures

To mitigate these risks, the following safety and precautionary measures must be observed:

- Access to and operation of equipment is strictly limited to qualified personnel whose responsibilities include operating, repairing, cleaning, or monitoring the equipment.
- Furthermore, all such equipment must be utilised in full conformity with the manufacturer's guidelines and recommendations.
- Where appropriate, employees have been instructed in the proper use of equipment.
- Every piece of mechanical and electrical equipment has suitable safety features.
- Safety-related cautionary notices are posted at the appropriate locations.
- Procedures for addressing risks in science classes and laboratories.
- The school grounds are watched by CCTV 24 hours a day, seven days a week, and safety panels are linked to Dubai Civil Defense and Dubai Police.
- Our service provider, Star Fire & Safety L.L.C., conducts periodic inspections.
- All doors are locked and can only be unlocked by authorised personnel.
- A Visitor Management system is in place at Gate 1, and each individual who enters our facility is issued a visitor's badge.
- All gates are securely locked to ensure the safety of students and faculty.
- Throughout the day, two security guards are on duty at various places and gates.
- The school is protected 24 hours a day, seven days a week, by one Security Officer on night duty.
- Daily cleaners patrol the school halls from 7:00 a.m. to 4:00 p.m., Monday through Thursday (see Appendix B),

Moreover:

- Students are not permitted to remain in science laboratories unless supervised by a teacher.
- Chemicals are properly labelled, stored, and disposed of when expired.
- Teachers and students must use the safety equipment provided (gloves, eye protection, etc.).
- Instructions on safe laboratory use are incorporated into the curriculum.

- After each class, the subject teacher verifies that each gas outlet has been turned off and the main gas supply valve to the laboratory.
- Students are only permitted to use gas appliances under supervision.
- Sufficient fire extinguishers and fire blankets are available in the laboratory, and science teachers are trained in their use.
- All chemicals are used under supervision.

## **6. Hazards**

The following hazards are identified as potential sources of danger and risk by the school and are brought to the knowledge of all parties involved.

- Main Fuse Board Room
- Power Distribution Board
- Computer Laboratory
- Canteen
- Biology and Chemistry Laboratories
- Photocopiers/Printers
- Multipurpose Sports Ground
- Jungle Gym
- Assembly Areas
- Virtual Display Units
- Vending machines

Risks include electrocution/falls, burns, chemical burns, cuts, etc.

## **7. Safety Awareness**

All staff will be:

- Instructed in lifting and handling methods.
- Informed of the protective and safety equipment available and the areas where they must be worn/used.
- Informed of the type and location of fire equipment and how to operate it properly.
- Notified of any modifications to safety procedures.



### ***7.1 First Aid***

The school nurse will administer first aid, and an additional first aid kit will be kept in the Clinic for minor injuries.

### ***7.2 Electrical Appliances***

All electrical appliances will be routinely inspected by a maintenance professional, the supplier, or his representative. Before operating any appliance, the staff must ensure that:

- All safety guards typical of the appliance are installed and in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Power supply cables/leads are not damaged in any way.
- Appropriate, undamaged fused plug tops are utilised, and the suitable fuse is installed.

### ***7.3 Chemicals, Solvents, Detergents, Copier Toner etc.***

Safety data sheets accompany all such substances. The personnel utilising these products should be familiar with the hazards connected with them and the actions to take in the event of spills, splashes, etc.

The staff must work together to maintain a high level of cleanliness in the washrooms.

Staff members are reminded that anyone under medical supervision or taking prescribed medication which has been deemed fit for work must notify the HSO, Principal and the School Doctor of any known side effects or temporary physical disabilities that could impair their work performance and pose a threat to themselves, their coworkers, or students. The Principal will prepare or assign suitable responsibilities for this individual to complete provisionally.

Similarly, the school nurse must appropriately record any medicines administered to students at the School Clinic. Any known side effects of the medicine must be communicated to the teacher.

#### ***7.4 Fire Protection***

- Fire extinguishers (and hose reels) are provided and positioned properly
- All fire-fighting equipment is routinely inspected and maintained by specialised contractors: 20% of extinguishers will be discharged annually, and the appropriate personnel will be taught the proper use of the equipment.
- All fire exits and emergency escape routes will be marked with standard symbols.

#### ***7.5 Fire Prevention***

- Regular fire safety inspections and analyses of potential fire dangers are conducted.
- Liaison with relevant authorities occurs as required.

#### ***7.6 Evacuation***

Each employee will be given an evacuation procedure. At least twice a year, or more frequently if necessary, evacuation drills will be conducted. All employees and students are urged to acquaint themselves with the evacuation protocols so that the building can be evacuated quickly and efficiently in case of an emergency.

#### ***7.7 Risk Assessment and Safety Audits***

As part of a safety audit, the HSO, HST and the Operations Head are responsible for ensuring that frequent risk assessments are conducted and reviewed.

- Audits and Health & Safety tours will be conducted by the risk assessment review cycle and more regularly if there have been significant modifications to the building, machinery, equipment, work procedures, or personnel.
- The evaluation team will consist of multiple members, at least one of whom will be capable of evaluating the activities or processes involved.
- Ensure that risk assessments are generated for all on-campus and external visits and trips of staff and students.

The objective of the evaluation is to:

- Identify hazards
- Evaluate the nature and severity of the hazard and resulting risks

- Eliminate risks
- Manage any remaining threats
- Selection of control measures
- Maintenance and application of controls
- Monitoring and surveillance
- Supervision, instruction, and training

A record will be kept of the evaluation by the HSO.

### ***7.8 Machinery and Equipment***

- Electrical devices will be inspected at least once a year by a qualified electrical expert.
- All machinery and equipment at the School will always be kept in excellent working order or clearly marked with adequate and securely affixed notifications to indicate when they are unfit for use.
- When using and/or supplying equipment, the personnel must inspect for evident damage indicators and report any problems discovered.
- The hazards and risks associated with using any machinery will be assessed thoroughly and appropriately. These assessments will be documented, together with preparations for routine maintenance, lists of authorised users, and training records.
- Clear rules will be developed to acquire new equipment to ensure that it conforms with applicable laws and industry standards.
- Use, installation, and/or placement of this device shall be handled with care.

### ***7.9 Accident/Incident Reporting***

All occurrences involving workers, students, or members of the general public must be reported immediately to the HSO, School Clinic and the Principal, regardless of their severity. This is vital to monitor the progress of safety standards and guarantee that appropriate medical care is provided when necessary. All accidents will be recorded in the Accident Report File at the School Clinic.

In the case of an accident resulting in a minor or major injury on site:

- The first witness must inform of the injury the HSO and School clinic

- The School Doctor assesses and records incident in the First Aid Form
  - Only in cases where student is physically unwell, e.g. fever, the school doctor informs the parent(s)/guardian(s). Other minor cases are recorded in the student's medical file.
  - In cases where the teacher is physically unwell, e.g. fever, the doctor informs the concerned Section Coordinator.
- In cases of major injuries where the School Doctor suspects fractures or that which the clinic is not equipped to perform sufficient medical procedures, a Referral Form is given to the individual.
  - For students, parent(s)/guardian(s) are immediately informed by the School Doctor to pick up the child from school.
  - For teachers, staff and other adults, their Section Coordinators/line manager/next of kin is informed immediately to pick them up from the School.

## **8. Cleaning and General Maintenance**

- The School has hired housekeeping personnel to maintain the campus' cleanliness.
- It is the responsibility of the Operations Head to oversee and ensure the quality of cleaning.
- Before any cleaning or maintenance work is performed, a comprehensive risk assessment will be conducted, and suitable control measures will be implemented.
- Personal protection equipment (PPE) and clothes, if necessary, will be provided to all cleaning and maintenance employees. The staff will receive training on the proper usage of said PPE.
- All building occupants will be notified of any wet flooring, trailing wires, or other risky temporary arrangements.
- All cleaning and maintenance personnel shall ensure that enough emergency exits are available at all times.

### ***8.1 Waste Disposal***

- The School shall guarantee that all waste is transported to a licensed waste disposal place by a registered carrier in compliance with municipal requirements.

- All sharp instruments, broken glassware, and other sharp waste items must be placed in designated containers and appropriately labelled before disposal.
- Any trash that may include biological dangers will be stored separately from other waste and incinerated. There will be arrangements for communicating health and safety information to employees.

## **9. Bus Transport**

A full risk assessment will be conducted on the general use of school buses, considering specific supervision requirements. Only staff with appropriate training will be asked to drive a bus. Every driver must:

- Hold a valid driver's license.
- Have successfully completed an RTA-approved training course.
- Be medically fit.

There will be monthly inspections of all the buses, and the following items will be inspected:

- Is the automobile registered and insured?
- Does the driver hold a valid driver's licence?
- Has the driver finished an adequate training course successfully?
- Is the driver permitted to operate the motor vehicle?
- Is the vehicle street-legal?
- Has the vehicle performed routine maintenance per the manufacturer's recommendations?

There will also be a full vehicle check covering the following points:

- Driving controls
- Emergency exits, if applicable
- Fire Extinguisher
- First Aid kit
- Hazard, brake and fog lights
- Horn
- Indicators
- Lights, side and main beam

- Mirrors
- Screen wipers and washers
- Seat belts
- Tyre pressures

During any trip involving the use of transportation, the following rules apply:

- Students may not occupy any of the front seats
- Seat belts must be worn at all times
- Gangways must not be blocked with luggage
- No portable fuel tanks may be carried
- Two staff members should accompany students whenever possible.
- Drivers will take frequent breaks. No driver will be behind the wheel for more than 4 hours without a reasonable and sufficient break.
- Drivers who are to travel over 150 kilometres at the end of a school day will be given ample time to ensure they are well rested before beginning the journey.

## **10. Personal Protective Equipment (PPE)**

- Where processes and systems at work provide a hazard that other reasonably reasonable ways cannot adequately control, or protective apparel and equipment will be issued and employed when mandated by specific legislation.
- It is acknowledged that certain processes and the use of certain substances within the School activities will necessitate the use of personal protective equipment.
- Where statutory provisions or a detailed assessment of the task or substance indicates that such PPE will be required, the HSO and Principal will ensure that it is available.
- All PPE will be frequently examined and maintained in good condition. • All staff and students are responsible for wearing the required PPE, using it properly, and reporting any flaws immediately.

### ***10.1 Protective Clothing***

- Staff participating in tasks that could result in entanglement, hazardous liquid spills, or extreme temperatures, including naked flames, will wear protective clothing.

- During food-related tasks, aprons and overalls will be composed of synthetic, "wipe-clean" fabrics.
- Wet procedures necessitate aprons and overalls constructed of water-resistant materials (PVC).
- Aprons and overalls will be routinely cleaned.
- Some employees will be required to wear protective footwear when lifting and moving large objects.
- Disposable hairnets must be worn whilst handling and preparing food.

### ***10.2 Gloves***

- Whenever the applicable risk assessment suggests, appropriate hand protection, such as rubber gloves while washing objects in hot water or using particular cleaning products, must be used.
- Gloves must be worn whilst handling and preparing food.
- When there is a risk of injury from handling sharp or abrasive objects, ribbed or similar gloves will be worn.

### ***10.3 Eye Protection***

- When an evaluation reveals that a risk of injury that cannot be minimised by other means exists, eye protection must be used.

## **11. Recreational Areas, Playgrounds, Jungle Gym and Safety Surfaces**

All-access to and utilisation of the following sites, activities, and equipment shall be governed by risk assessments.

Any 'control measures/procedures' emerging from these risk assessments will be incorporated into this policy and strictly adhered to.

### ***11.1 Playgrounds/Multipurpose Sports Ground***

- All equipment and installations will be maintained in good working order.
- Students will be reminded that while using the facilities, especially during PE lessons, they must respect the needs of others and provide them sufficient space, mainly when performing swinging movements. They should also be aware of the need to identify and report malfunctioning equipment instantly.

## ***11.2 Jungle Gym***

- Climbing structures will only be built by specialised firms.
- All equipment will be maintained in working order.
- Long, low frames are favoured over short, high frames.
- Work surfaces should provide good foot and hand traction (save in sliding and rolling regions)
- The diameter of any tube to be gripped should be appropriate.
- Frames must be set apart from other constructions

## ***11.3 Safe Surfaces***

- Impact-absorbent Safe Surfaces will be installed beneath and around all climbing structures, swings, slides, and other equipment from which students could fall.
- It is acknowledged that no available surface will prevent serious harm from falls exceeding 750 mm.

## ***11.4 Supervision***

- A minimum number of staff will be on duty. A member of the Senior Leadership Team will develop a weekly rota.
- Whenever students have access to climbing frames, playgrounds and sports grounds, they will be supervised by teachers or ancillary staff appointed for the purpose.
- New helpers will not be placed in sole charge.

## **12. School Canteen**

- The HSO must verify that the school's food supplier adheres to the appropriate nutritional criteria published by the relevant authorities to guarantee that students have access to nutritious foods.
- The cleanliness guidelines for the canteen must be followed as per Section 8.

## **13. Digital Devices**

- “Plan for purposeful and strategic integration of digital resources that support and enhance teaching and learning”.



- Create learning opportunities that incorporate and encourage active participation.
- Consider students' age, developmental level, and the significance of time constraints. It is recommended that younger students minimise their use of digital gadgets.
- Encourage students to be content creators and producers.
- Offer multiple learning environments (e.g. blended learning, collaborative grouping)
- Limit smartphone usage to 10 to 20 minutes each hour. Remind students to rest their eyes and stretch.
- Share and demonstrate correct posture with students. Encourage kids to maintain proper posture while using electronic gadgets.
- Students must sit upright at a desk, lap desk, or table with screens approximately 20 inches away from their eyes.
- Observe students as they utilise digital devices.
- Maintain consistent lighting throughout the space so that there is minimal contrast between the screen lighting of electronic devices and the classroom lighting.
- Remind and encourage students to take eye and stretching breaks
- Reward positive conduct with social or physical interactions.
- Provide students with additional means of completing homework and classroom responsibilities
- Provide learning assignments that include online and offline possibilities for collaboration.
- Teach students how to use technology as an educational and social tool appropriately

As advised by the Maryland State Department of Education (2019).

## Appendix A: Health and Safety Team

|  |   |
|--|---|
| Health and Safety Officer  | Ilyas Khan  |
| <b>Staff responsible for:</b>  |   |
| Chemicals, solvents, detergents, copier toner etc.<br>Cleaning and General Maintenance | Muhammad Sohail   |
| First Aid<br>PPE   | Dr Kanwal Maqbool<br>Marissa P. Martin (Nurse)                              |
| Accident/Incident Reporting<br>Visits away from school premises                        | Anam Tariq  |
| Risk Assessments and Safety Audits   | Khaula Rabia  |
| Waste Disposal<br>Bus Transport  | Abdullah Shah   |
| Recreational Areas, Playgrounds,<br>Jungle Gym and Safety Surfaces                     | Section Heads<br>Rabail Khalid (PE Teacher)<br>Shahzad Hussain (PE Teacher) |

## **Appendix B: Housekeeping Team**

Arshad Masih

Khateeb Ur Rehman

Mithin Petric Gomes

Suneetha Priyadarshani Perera

Nayomi Kaushalya

Dilu Pandey

Udeni Malkanthi Ranpati

Chamila Lakmini Herath