

مدرسة الوحدة العربية

ARAB UNITY SCHOOL



Health and Safety Policy



Policy No.	AUS School Policy_Health & Safety_01
Date reviewed	September 2022
Next update	September 2023
Reviewed by	Mr. Leonard Murphy

VISION STATEMENT

Our vision is that Arab Unity School aims to provide a stimulating, inclusive learning environment that challenges our students to discover their potential and develop into respectful, reliable, resilient and purposeful leaders of the global community.

MISSION STATEMENT

Our mission is to provide an affordable education with a solid foundation of knowledge, technology and life skills enabling our students to be socially conscious and responsible individuals.

CORE VALUES

<p>Character Building</p> <p>Morally accountable Diligent Trustworthy Self-regulator Caring</p>	<p>Progressive Thinking</p> <p>Technologically competent Collaborative Adaptable Enquiring Creative</p>
<p>Global Commitment</p> <p>Environmentally conscious Persevering Tolerant Effective Participant</p>	<p>Leadership Skills</p> <p>Inspiring Motivating Decisive Consistent Team player Reflective Learner</p>

Arab Unity School (AUS) takes the safety and security of our students and staff very seriously. All associated with AUS, attach great importance to the provision of a safe and healthy working environment for the teaching staff, the non-teaching staff, the students and all those who visit the school from time to time. It is essential that all members of staff display a positive attitude towards the provision of Health and Safety.

AIMS

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

to:

- establish and maintain a safe and healthy environment throughout the school;
- 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 School 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 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.

Responsibility of the Principal / Head of Operations (HOO)

- The HOO will assist the Principal in the implementation, monitoring and development of the safety policy within the School;
- The HOO 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 HOO 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 HOO / Principal 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 HOO will monitor the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable; The HOO will arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by staff;
- The HOO will monitor general advice on safety matters from relevant bodies and advise on its application to the School;

- The HOO will coordinate arrangements for the design and implementation of safe working practices within the School;
- The HOO will investigate any specific health and safety problems identified within the School and take or recommend (as appropriate) remedial action;
- The HOO will recommend that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Principal;
- The HOO will ensure that Induction training session is conducted for the whole school staff.
- The HOO will ensure that all staff are aware that any accidents, whether or not an injury occurs, and potential hazards are reported and documented in the “Incident Forms”, on Edu-Nation.

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. In particular, 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.

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 the Principal/ designated Executive Leadership Team member/ Head of Operations.

Responsibilities of all Employees – Staff – All employees of AUS have a responsibility 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 Principal/ ELG/ HOO 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; where in doubt they must seek immediate clarification from the Principal/ designated ELG member / HOO;
- ensure that tools and equipment are in good condition and report any defects to the Principal/ designated ELG member / HOO; 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 School Clinic / Principal/ designated ELG member / HOO;

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.

Responsibilities of 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 School 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 School buses
- The school leaders and teaching staff will help students (and where appropriate the parents) to be aware of these responsibilities through direct instruction and notices.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably practicable, to observe the safety rules of the School. The Security staff check visitors sign in/out and issue visitors with a lanyard where necessary. Parent helpers/supply staff sign in/out book at the security entrance.

Fire and Emergency Evacuation Procedures

The Schools procedures for fire and emergency are in the Staff Handbook. Maps showing location and route to evacuation point are posted in each area, in each classroom and in the front Reception area. These procedures will be updated as appropriate. There is a log book for the recording and evaluation of practice and evacuation drills with the HOO. The designated member of the ELG is to inform the HOO of all events needed for the log book.

Fire Prevention Equipment

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.

The Process for carrying out and monitoring the Health and Safety Policy

Those members of the Staff who sit on the Health and Safety Team have a particular responsibility for ensuring that the Schools safety policy is implemented and that they are at all-time aware of their duties in this respect. Members of Staff who are not designated members of the team also

have a responsibility to be ever 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 Principal/ designated ELG member / HOO.

Staff are to be aware of the necessity to remind students constantly of the need to be safety conscious. The HOO 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 School. Records of fire drills are to be maintained by the HOO. The HOO will ensure that regular checks of all School buildings and alarm systems are undertaken. He is to maintain a record of these inspections. 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. 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.

Supervision of Students

Our first priority is to keep students' safe. Professional staff is expected to actively supervise students on the school campus at all times, whether or not they are currently on an assigned duty. The school campus is defined as all areas within the perimeter of the exterior walls of the school - including, but not limited to, the hallways, the cafeteria, the library, the playing fields, the playgrounds and the buildings.

Professional staff members are assigned to specific breaks and lunch supervisory duties. These duties are not optional and must be attended on time. Should a scheduling conflict arise, the teacher is responsible for making alternative arrangements to ensure continuity of supervision.

Professional staff are also expected to monitor student compliance to our uniform policy. Teachers should first attempt to 'solve the problem'. Administration/ELG will help when needed.

Responsibility is shared by all staff members for maintaining a safe, clean and positive learning environment. After school hours, students may not be left unattended to complete tasks, homework or activities. Therefore, for any club or event, a teacher must be present to supervise. Staff members are also asked to remind students to be polite and courteous at all times

Medical Emergencies and First Aid


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 in first aid equipment to be kept for areas where there is a risk peculiar to that area should be sought from the School Doctor, who will seek further advice if necessary. All accidents must be reported to the School Clinic and entered as an Incident Report. All accidents will be reviewed to establish trends or patterns. The Principal and the School Doctor will ensure that information on health and safety matters and any new requirements is disseminated as necessary.

No Smoking

AUS is a non-smoking site and therefore smoking is not permitted anywhere on the School's 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.

Signed by:

Date: 2022-10-03



Mr. Leonard Murphy
Principal