



مدرسة الرشيد الأمريكية الخاصة
Al Rashed American Private School



Health and Safety Policy



1. INTRODUCTION

Maintaining Health and Safety standards is on the top of priorities in Al Rushed American Private School. It is not only the responsibility of school staff, but it extends to all those who are connected to the school, especially students and visitors.

The school's responsibility is to:

- provide suitable resources needed to implement all health and safety policies and procedures.
- fully ensure the understanding of all health and safety policies as well as the continuous implementation of this policy at all levels.
- ensure the commitment of all staff toward these policies through their effective participation at all levels.

The Health and Safety Coordinator (HSC) is responsible for ensuring that health and safety policies are prepared and implemented at the school through:

- keeping a healthy and safe environment.
- taking all the necessary arrangements that ensure the safety of the employees and avoiding all the risks that come with using any materials or equipment when moving or processing it.
- making sure that all instructions that are needed to avoid risks are available for the staff and students.
- making sure that the school environment is safe and in case of emergency, there are safe places that can be used to get in or out.
- creating clear and effective procedures that can be followed in case of emergencies such as fire and evacuation.
- examining the efficiency of the health and safety policies, and healthy work practices, with a continuous revision and update of the plans.
- developing guidelines for emergency evacuation and organizing periodic evacuation drill practices (Once every semester if possible) and keeping training results in a special record.
- taking required steps to guide and communicate with the school staff and draw their attention toward health and safety policies and practices and to any safety information that might be released by the school.
- Communicating responsibilities to the relevant person and ensuring these responsibilities are accepted, understood, and adhered to at all levels.



- reducing the number of incidents and this will happen through carrying out constant risk assessment practice. This will allow the school to avoid possible incidents in the future.
- developing guidelines and procedures for safeguarding children during school trips, and offsite events and ensuring these are communicated to the relevant persons.
- develop guidelines and procedures to ensure that the staff and volunteers are fully aware of the school's health and safety policy and their role whilst they are on the premises.
- managing and monitoring First Aid trained personnel to ensure adequate coverage.
- undertaking routine inspections of classrooms and teaching environments

2. The responsibility of the school management and administration:

The responsibility of the school management and administration is to ensure that

- Ensuring that all the building entrances are safe to use.
- Fire exits must be clear and ready to use in case of emergency, especially when it is dim.
- Ensuring that all staff and students be aware of the telephones' locations, exits and the location of firefighting equipment.
- Making sure that all instructions and the emergency plan are clear and visible to everyone.
- Making sure of adding the procedures of emergencies and fire evacuation to the school's health and safety policy and displaying these procedures at the entrance.
- Updating these procedures when it is necessary.
- Keeping a special record to save all fire drill practice and their evaluations.
- Ensuring that firefighting equipment is maintained and follow-up with the condition of all the firefighting equipment, and that includes fire extinguishers and fire alarms.

3. Teachers' responsibilities toward their students and those who are within their authority:

- Effective supervision of their students and those who are under their responsibility.
- To be aware of safe working practices and how to implement and set them as a good example that should be followed.
- Defining all the possible risks that might occur, besides the procedures that can be applied to avoid them.
- Making sure that there are enough instructions and warning signs placed in appropriate areas for everyone to see.



- Making sure that safety cloths and suitable safety equipment are available, and that they are being used in areas that require high safety standards, such as school laboratories.
- Performing an immediate assessment and taking suitable measures once a negative safety comment is being forwarded to the school administration.
- Always allocating time to discuss relevant cases that are related to health and safety issues.
- Conducting investigations in incidents that result in injuries and damages and taking suitable measures to avoid such incidents in future.
- Cooperating with the school and other organizations to meet the legal requirements and avoiding misusing of things at school that might affect the safety of others.
- Updating their knowledge about the current health and safety rules, and in case some of these rules or procedures are not clear, they should immediately verify them with the responsible person.
- Making sure that all equipment and machines are effectively working and in case of damage they should inform the concerned person.

For new staff:

- As part of their orientation, they should be informed and trained on health and safety procedures and practices.
- Although the safety of employees is within the administration's responsibility, the new staff must be attentive to any risk or danger in their environment and always seek the advice of their colleagues who are familiar with dealing such risks.

Also, all students are expected to achieve the following general safety instructions according to their experience and ability:

- Being responsible for their safety and their peers. They should commit to the uniform code that must be within the health and safety standards. This includes avoidance of using inappropriate shoes and items that are hazardous.
- Being attentive to the safety instructions that are followed in the school in case of any emergency.

The School Principal and staff will work jointly with the parents to guide and direct students toward developing their sense of responsibility in safety issues through direct guidance and school guidebooks.

4. The school visitor's responsibility:

It is expected from all the people and the authorities that visit the school on a regular basis to follow all the health and safety procedures at the school and to register their names once they arrive.



5. General principles to follow in different areas (inside the School)

The following are general principles to follow in different areas at the school.

a. Safety in the school building:

The school is committed to providing a safe and supportive environment for both students and staff in order to:

- minimize the risk of harm and ensure all members of the school community feel safe and secure.
- support the physical, social, academic, spiritual, and emotional development of students. The school maintenance program is carried out by the administration to keep the school building, furniture, and equipment in the best form for normal use, and to ensure the use of the school building as a shelter in case of an emergency caused by natural hazard events.

b. Safety in the playground:

Physical well-being is an integral part of the curriculum. The school has the responsibility to promote safe play and sportsmen spirit in students.

The following are general health and safety policies followed by the school staff and assigned supervisor at the children playing area:

The assigned staff should watch, supervise and follow the steps given below:

- Move around and through the playground area and avoid staying outside or outskirts.
- Stay involved with the children on the playground and avoid using playground time for socializing with other adults or for doing paperwork.
- Observe all children and the "secret" places where they could hide.
- Realize a child can wander into a hazardous situation in less than a minute.
- Use direct eye contact with children to help prevent inappropriate behavior.
- Ensure the school has an adequate number of adults supervising the number of children.
- Ensure children are not moving to the playing area without supervision.
- Keep an eye out for any unsafe behavior such as climbing up a slide or sliding down a slide backward.
- Make sure children keep moving on equipment and keep their hands and feet on support at all times.

A quick assessment of the playground should be done by the assigned supervisor, while the kids are playing.

- The playground supervisor should also watch for hazards like loose or protruding bolts and broken parts.
- If they spot problems that they can fix themselves, such as picking up trash, they should try to correct the problem.
- If they observe other safety problems like broken equipment, contact the administrator and request that it be fixed, or taken out of service.



- Children's clothes should be inspected for safety. Remove any loose clothing, hoods or strings that might catch on playground equipment.
- Remind children that they are never to leave the playground area without permission from a supervising adult.
- Instruct children to keep their hands to themselves-no hitting, pushing, punching, kicking or biting.

The school staff and supervisors should be aware of inappropriate behavior at the school playground such as aggression (hitting, pushing, etc.) and reinforce good behavior.

- Reinforcing good behavior by praising good act.
- Warning children verbally about inappropriate behavior; intervening between fighting children immediately to prevent injury.
- Enforcing rules firmly and consistently; pushing, throwing objects, and hitting other children can lead to serious injury.
- Making sure that children and young adults do not carry pens or pencils on the playground.
- Not allowing students to climb on walls and fences.
- Kickball, soccer, and other ball games should be only played on the field.
- Ensuring that students speak respectfully to each other.
- Always emphasizing on the importance of taking care of their school properties.
- Reminding them that the playground is shared with.
- Students shouldn't speak with visitors on the playground.
- Being Prepared in case of unexpected events such as physical injuries.
- Always keeping a First Aid kit stocked and easily available in case an injury occurs.
- First Aid kits should be maintained by a nurse - and should include essential items to be used in case of emergency, such as gauze, bandages, latex gloves, etc.
- Keeping other children away from the area. Checking for injuries and securing proper medical assistance.
- Always protecting the head, the neck and the back and keeping the child immobilized until it is confirmed that those areas are not injured.
- Do not move the student if you have any doubts. However, if the injury is not of a serious nature, assist and escort the child to the school clinic.
- If the accident is due to defective equipment, ensure that the area around the damaged stays away. Also, make sure that there is a security or a staff in the area of the damaged machinery until it is secured or repaired.
- Notifying school management of the incident and the defective equipment to take quick action.



- The school nurse should document the incident, by filling up the report of the accident/ incident and submitting the report to the school management.

c. The school clinic:

The health and safety of students is the top priority of the school clinic. The clinic is well-staffed with a full-time medical doctor, and two full-time nurses registered and licensed by the Ministry of Health (MOH). The school has two well-equipped clinics that are responsible for any health-related issue that might affect the students, staff, and school visitors, during school hours and school activities to thin the school premises.

Following are the general health and safety policies followed by the school clinic:

- Ensuring that first aid equipment and necessary preparations are available and accessible by everyone at the school.
- Adding to that the school clinic should train regularly students and staff on essential knowledge and practices of providing first aid when required.
- First Aid equipment should maintain using first aid inventory check list and with clear expiry dates.
- The school should record all the incidents that occurred in the school and keep them in a record that is accessible all time.
- Providing periodic medical examination to students.

School clinic should be a part of the school regular health and safety awareness campaigns.

d. The school canteen:

Canteens are usually classified into two main categories:

- I. Canteens that distribute or sell food but are not involved in preparation.
- II. Canteens that prepare and sell foods.

The school has the facility of a canteen that sells food but is not involved in preparation. The food would be provided by an external supplier who has the license to operate a food business in Sharjah with special permission to distribute the food to schools.

The school canteens follow the following rules:

- Prepackaged food items should be obtained from establishments approved by the Food Control Department of Sharjah Municipality.

e. Safety in the school buses:

The school is following the safety procedures of Sharjah Traffic and Civil Defense for school buses.

The school transport supervisor and drivers ensure to follow the steps given below:



- The maximum speed of the school bus shall not exceed 80 km/h, with a speed control device installed.
- All buses must have a first aid kit proportionate to the number of seats.
- The bus must be fitted with a manual fire extinguisher; the extinguisher must be suitable for all kinds of fires and placed in a selected place near the driver's seat, with a sign indicating that place.
- All bus ages must be documented, and the lifespan of a school bus must not exceed 15 years from the date of manufacturing.
- There must be no sharp edges on the interior & exterior sides of the bus.
- Safety and security instructions should be available on each bus.
- Safety equipment must be available on the school bus at all times when in service and be in a fit and functioning condition.
- Reflective emergency warning triangle must be available in case of a breakdown or another incident.
- Orange double flasher at bottom and red double flasher on top is provided in each bus.
- Windows opening from top must not be more than 10cm.
- Fire extinguisher in the cabin must be suitable for the size of school bus.
- First aid kit must be suitable for the number of passengers to be carried and clearly labeled.
- There must be an automatic fire detection and suppression system for the engine.
- There must be an audible school bus reversing alarm.
- Stop arm to warn other road users when the school bus is stopping, and students are crossing the road.
- Mirrors must be located on both sides of the bus at the front in such that the bus driver can clearly see the sides of the bus and adjacent traffic from his seat.

Along with the bus driver, Transportation Supervisor should check the following:

- The safety of the bus area in school.
- The safety inside the buses.
- The safety when getting on and off the buses.
- All students must know and follow the rules of transportation.
- Parents must know the rules of transportation and procedures of safety in and outside the school.
- The bus drivers and assistants should know the rules of safety and security regarding the buses.
- Transportation safety and security training courses for the students, drivers and



assistants are conducted regularly.

- All the buses are safe, and they work properly.
- The buses area and the buses are supplied with extinguishers.
- Annual training for bus drivers of bus safety policies, guidelines and best practices should be conducted and it should be a part of their performance appraisal.

Students must be instructed on safe school bus riding practices. Below are a few recommended instructions to be reinforced regularly:

Follow the directions of the school bus driver and the bus supervisor.

- Go directly to an available or assigned seat when entering the bus.
- Remain seated.
- Keep the aisle and exit clear.
- Respect the rights and safety of others.
- Don't destroy properties.
- Remain quiet and don't distract the driver.
- Avoid eating, drinking, and using chewing gum on the bus.
- Don't throw objects inside the bus or from the window.
- Avoid extending your head, arms or objects out of the bus.

Parents should also be a part of maintaining their children's safety on the school bus. They are:

- responsible for the safety of the child while crossing the road to reach the bus stop/home.
- liable for the damage caused by their children to the property of others, including the school bus.
- responsible for getting their children ready to board the bus ten (10) minutes before the scheduled arrival time of the bus.
- advised NOT to call the driver while he is on duty, which may distract his attention from driving.
- advised to send a letter to the transportation coordinator in case of emergency/ in case of changing residence/ route on a temporary basis.

f. Safety in science labs:

The school follows clear guidelines to ensure safety at science labs as given below:

- Teachers should ensure safety and a healthy environment during the course of practical studies in labs as these are the places where students deal with hazardous materials like chemicals, burners and electric units.
- Educate students on the location and use of all safety and emergency equipment prior to lab activity.



- Identify safety procedures to follow in the event of an emergency/accident.
- Provide students with verbal and written safety procedures to follow in the event of an emergency/ accident.
- Know the location of and how to use the cut-off switches and valves for the water, gas, and electricity in the lab.
- Know the location of and how to use all safety and emergency equipment (i.e., safety shower, eyewash, first-aid kit, fire blanket, and fire extinguishers.
- Keep a list of emergency phone numbers near the phone.
- Conduct appropriate safety and evacuation drills on a regular basis.

Explain in detail to students the consequences of violating safety rules and procedures.

6. Health and safety policy for external (outside) school trips.

The school trips policy important steps are given below:

- Allow a period of at least 4 weeks to inform parents in writing of visit details.
- Parental approval of trips involving a higher level of contribution such as residential trips should be sought two terms before the trip takes place.
- Parental consent should be obtained two weeks before the trip. The parental consent form should include the following:
 - any medication the student is taking.
 - any recent illness student is suffering.
 - any special medical or dietary requirements.
 - if the student suffers from travel sickness.
 - any other information the parent deems relevant.
 - the parent's/ guardian's mobile and home phone numbers and address.
 - an alternative contact phone number and address.
 - any special requirements relating to students with disabilities or special needs as related to the trip.
- Ensure all accompanying adults and leading teachers have undergone the appropriate level of health and safety policy, first aid training and other necessary training for the trip.



- Special medical requirements of the children should be known and catered for.
- Check that the First Aid provision is ready and available. First Aid equipment, 'sick buckets', etc. will need to be available.
- Children are never allowed to go to the toilet unaccompanied. One adult should be inside the toilets and one outside. However, when small groups break up with a leader, like at museums or galleries, common sense has to be used if a child wishes to use the toilet.

Children must walk along the pavement, towards the inside, with adults on the outside keeping the children away from traffic. There must also be one adult leading at the front, and another following at the rear. For trips that require sleeping over inappropriate accommodations two members of staff, gender appropriate may carry out an inspection of rooms or personal property (bags, suitcases, etc.) with the student present. This will only be done when based on reasonable grounds, i.e., concern for physical safety, suspected possession or use of a banned substance or other concerns. Students and parents will be made aware of this prior to application to participate in a trip.

- The possession or use of tobacco, alcohol or drugs is forbidden. In the event of a serious breach of the school's code of behavior the staff in charge must contact the school management immediately.
- In case of an accident, expert medical attention will be sought should it be deemed necessary.
- On return from, or during any trip, staff may advise a parent/guardian to seek medical advice.
- Where a serious accident occurs, staff will seek medical assistance as a first priority and contact the school to inform the school management of events. Parents will be contacted by the school.

Policy Review

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معلوم نافعة وأخلاق راقية

