



RADIANT INDIAN SCHOOL SHARJAH-  
2024-2025

HEALTH AND SAFETY POLICY:

INTRODUCTION:

Radiant school the aim of this policy is to ensure, so far as is reasonably practicable, the provision of a safe and healthy environment for all our students and employees. Arrangements has to be planned, prioritized and implemented through the policy manual and associated guidance as required. The progress achieved and the effectiveness of controls will be monitored through measurement of performance and regular reviews. As it is the duty of the school management to publish a safety policy which deals the organizational structure and arrangements for ensuring the adequate safety standards are maintained.

PRINCIPLE FEATURES:

- The provision and maintenance of building and supporting systems of work which are safe.
- Health and safety aspects of the school transportation services ie. Provision for necessary instruction, training and supervision to ensure the health and safety of our students and staff.
- The provision and maintenance of a safe and healthy working environment and adequate welfare facilities. This includes the health and hygienic aspects of the whole premises.

Health and safety committee:

Group / team /committee	Health and safety committee
Members	Principal/ Senior Leaders School Nurse Health and Safety officer Non-teaching staff and supporting staff
General aim	To ensure the safety and well being of all students, visitors and staff at all times and minimise potential health & safety risks.
Committee Tasks	-To develop a risk matrix and mitigation measures for all identified health & safety issues. – To ensure all capital assets are in good order and the environment risk is minimized, (fire hazards & general maintenance) -To ensure all sections of departments of the school are aware of their area and responsibilities and employ good housekeeping measures. -To develop an environment policy for Radiant school, define an inspection team and inspections frequencies. -Develop a standard policy and procedure, with simple reporting forms separating health & safety issues from general maintenance.

**DUTIES OF THE BOARD MEMBERS: -**

- **RESPONSIBILITY OF THE PRINCIPAL:**
- As well as the general duties of all members of staff, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff,

pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practical steps to achieve this through Senior leaders, teachers and others, as appropriate.

- ensuring safe working conditions of the school premises and facilities.
- ensuring at all times the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- ensure safe working practices and procedures throughout the school so that all risks are controlled. arrange systems of risk assessment to allow the prompt identification of potential hazards and where appropriate ensure that the Executive Board are made aware of the findings.

#### ROLES AND RESPONSIBILITIES OF EMPLOYEES:

- All teachers, nannies and the admin staff have a duty to take extra care to avoid injury to themselves and to the students by their work activities. They are expected to:
- Exercise effective supervision of the pupils.
- Ensure that they have addressed any potential emergencies, where necessary familiarizing pupils of the procedures.
- Give clear instructions and warnings as often as may be necessary.
- Set an example by using safe working methods and abiding by any safety rules.
- Make recommendations for additions or improvements where problems or risks are identified.
- Fully familiarizing themselves with the school's Health and 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 responsible 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 Adhering to all authority protocols.
- All members of staff and students have an individual responsibility for safety.
- Consultation with staff and/or their representatives will be held as and when appropriate on all matters affecting the health and safety of staff.

### **THE RESPONSIBILITIES OF TEACHERS:**

- First aid and other emergencies, and to carry them out Teachers follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice
- Teachers give clear oral and written instructions and warnings to pupils where necessary.
- Teachers follow safe working procedures personally.
- Teachers integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with the National Curriculum requirements for safety education.
- Teachers avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization.
- Teachers report all accidents, defects and dangerous occurrences to the Principal or Head of Department.

### **THE RESPONSIBILITIES OF THE SCHOOL HEALTH & SAFETY OFFICER:**

- School health & Safety officer make provision for the inspection and maintenance of work equipment throughout the school.

- School health & Safety officer to manage the keeping of records of all health and safety activities with the nurses to advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- School health & Safety officer to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the School generally.
- School health & Safety officer carry out any other functions devolved by the Principal.

### **THE RESPONSIBILITIES OF PUPILS:**

- Pupils in accordance with their age and aptitude are expected to:
- Pupils exercise personal responsibility for the health and safety of themselves and others.
- Pupils observe standards of dress consistent with safety and/or hygiene.
- Pupils observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Pupils use and not willfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

### **CLASSROOM SAFETY:**

The school recognizes that programmes of study require that children should be taught how to identify and reduce risks in the way that they work.

Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use.

Teachers must be familiar with and follow all guidance adopted by the School.

All non-teaching staff must be informed of the safety procedures and practices related to any of the activities that they support where close supervision is required

Electrical Equipment (fixed and portable) Fixed and portable electrical checks will be carried out annually.

### **FIRE PRECAUTIONS AND PROCEDURES:**

Health and safety officer has responsibility for the implementation of the Fire Management Plan by: detailing any significant findings from the fire risk assessment and practice drills and recording any action taken

Fire drill and evacuation training of all relevant people.

Planning, organizing, policy and implementation, monitoring, audit and review.

The arrangements for a coordinated emergency plan of action in the case of a fire. The health and safety officer has the responsibility of testing and checking of escape routes.

Testing of fire warning systems, including weekly? alarm tests and periodic maintenance by a competent person

Recording of false alarms and fire drills carried out.

Testing and maintenance of extinguishers and hose reels.

Testing and maintenance of other any other safety equipment such as fire-suppression and smoke control systems.

Maintenance and audit of any systems that are provided to help the fire and rescue service.

As a precaution against fire and for smooth evacuation we have:- • Civil Defence approved contractors who are appointed to maintain the firefighting equipment and the fire alarm system.

Firefighting equipment including hose reels, extinguishers and fire blankets are positioned at recommended locations around the school premises. Both sites are inspected annually by Civil Defence and issued with a fire safety certificate to confirm compliance.

Evacuation maps are in place in stairwell landings and all lifts are interfaced with the fire alarm. In the event of the alarm sounding they will return to ground floor and doors remain open.

Fire Procedures are displayed at various locations around the site. Evacuation procedures are practised termly.

**FIRST AID:**

The School follows the UAE Ministry of Health Guidelines for Private Schools in the U.AE.

The School will follow the above guidance and provide sufficient and appropriately qualified first aid staff. School nurse and one more teacher should take first Aid course.

The School clinic has developed the First Aid Policy and Procedures manual as per the UAE Ministry of Health Guidelines for Private Schools and with the School Doctor's guidance.

Students are instructed to bring their own water.

All water dispensers will be checked daily.

“Stay at home if you are unwell policy” to ensure the Health and Safety of everybody in the school, we are implementing a stay at home if you are unwell policy. Please also note that anyone with a temperature over 37.5 degrees will not be allowed into the school. All other normal sick leave policies will remain in place.

Hand washing policy for children (after use of toilet and before eating.

Disinfection policy with classroom rotation (by teachers) Sanitation of tables and chairs is to take place.

Toilet usage To prevent overcrowding in toilets, only two pupils at a time to go to the washing rooms.

Lunch locations for classes Lunch will take place in the classrooms.

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Entry for RADIANT INDIAN SCHOOL will be on the front side of the school.

### **USING THE SCHOOL BUS:**

- ❖ Undertaking close supervision of students in their care whilst travelling on schooltransport.
  - ❖ Ensuring compliance with RTA regulations.
  - ❖ Actively promoting a high level of safe practises and setting an example to students.
  - ❖ All school buses access the site from a specific entrance and younger children are escorted by bus assistants direct to their classrooms.
  - ❖ School buses are available for all for school visits and trips.
  - ❖ All school buses are outsourced to an RTA approved contractor and conform to all RTA regulations.
- **Effectively communicating** with parents and school regarding the students well-being. To ensure that a positive health and safety culture is established, and a healthy and safe environment is maintained the following arrangements are in place. These are reviewed regularly through a variety of methods including discussions, staff meetings, inspections and site walks.

### **ENTRY OF VISITIORS TO SCHOOL:**

All visitors are requested to enter via the main gate No 2, their ID is checked, and they are issued with a visitor identifier.

### **GENERAL CLEANING**

- Outsourced all cleaning to an external company this takes place after the school hours and includes all areas of the school. A detailed scope of work is documented, and monitored.

- The cleaning company operate in teams cleaning the school location by location and making sure thorough cleaning take place in school.

Cleaning company staff are not allowed during the school hours.



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• In the primary schools each year group has access to disinfectant and wipes for cleaning tables before and after snack time. They also have general cleaning equipment such as brush and pan to enable them to maintain a clean environment throughout the day. To provide a healthy and safe environment whilst on the school premises and during all school related activities we have:-

- Close supervision of students at all times.
- Breaks and playtimes are monitored and supervised at all times by staff. •

SCHOOL TRIPS: Guidelines and procedures are in place to ensure safety of students during school trips, Residential trips, events and activities.

SCHOOL CLINIC:

- Sanitization programme compliant with the regulatory authorities. For the provision of first aid for staff and students we have: -
- A fully equipped clinic which is staffed according to Health Authority(MOH) regulations.
- Medical declaration forms and parental permissions are completed and submitted by parents and held by the clinic facility.
- Suitable and sufficient locked storage for medicines, clearly signed. The administration of medicines is controlled and documented.
- First Aid boxes are available in various locations throughout the school. These are checked and stocked regularly.
- Each student has an individual health record kept in a secure area within the clinic facility.

- Medical inspections are carried out in accordance to MOH regulations.
- Health Education is provided to students throughout the school year.
- Medical alerts are issued to teacher's/teaching assistants about students with specific medical conditions including appropriate action to be taken.
- Medical waste and sharps are removed from site by an approved contractor on a regular basis and according to the MOH regulations.
- A fully equipped isolation room compliant with the MOH. • Health Fact Sheets available to support students and parents. For the provision of wellbeing for staff and students we have:-
- Frequent staff surveys in place with follow up and support. For promoting personal hygiene, we have:
  - • A full comprehensive programme to promote high standards of personal hygiene including the importance of flushing toilets and washing hands.
  - Provision that promotes good wash room 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 accessed by girls in Year 5 upwards.

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## **OTHER POLICY:**

HEALTH SAFETY POLICY IS LINKED TO CHILD PROTECTION POLICY  
WELL BEING POLICY, STAY HOME NOT WELL POLICY.

## **MONITORING AND REVIEW:**

This policy has been discussed and agreed by the teaching staff and leadership teams, health safety officer and school nurse for implementation.



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