

Health and Safety Policy Handbook



Our Goal

It is our role at City American School to take all possible measures to ensure the health, safety, and welfare of all students, staff, and visitors whilst on school premises and whilst engaged in school activities off-site.

Who is responsible for Health and Safety provision at City American School?

The School Principal has overall responsibility for Health and Safety matters across the school. She is supported by safety committee members who take responsibility for Health and Safety in specific departments and divisions of the school as follows:

1. School's transportation supervisor
2. School's extracurricular activities coordinator
3. Teachers of PE department
4. Maintenance supervisor
5. Clinic
6. Health & safety committee coordinator
7. Science coordinator
8. Head of sections

Supervision of students on-site is monitored and executed by:

1. Head of KG department and assistants
2. Head of Elementary department and assistants
3. Health and Safety committee

The School Principal

1. Ensures that there is an effective policy for the provision of Health and Safety throughout the school, and that it is implemented.
2. Oversees the annual policy review.
3. Arranges for inspections, maintenance, and improvements necessary to sustain a safe and healthy environment for staff, students and visitors.
4. Communicates Health and Safety issues to parents.
5. Arranges appropriate Health and Safety training for staff.

What are the responsibilities of City American School staff?

All staff members are expected to know the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In particular, members of staff must:

1. Be familiar with the Health and Safety Policy and all Health and Safety requirements.
2. Ensure that Health and Safety regulations, rules, routines and procedures are applied effectively, including evacuation procedures, first aid etc.
3. Ensure that students are effectively supervised.
4. Ensure that machinery and equipment in their departments are in a safe working order and guarded.
5. Use the correct equipment and tools for the job and use any protective equipment or safety devices that may be supplied.
6. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled.
7. Report any defects in the premises, school, equipment and facilities to the appropriate person.
8. Report any accidents to the Health and Safety committee member in charge of incident forms.
8. Be proactive in taking steps to prevent unhealthy or unsafe practices, including ensuring that students are aware of relevant Health and Safety considerations, for example e-safety issues.

What are the responsibilities of City American School students?

In accordance with their age and aptitude, students are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Follow standards of dress consistent with safety and/or hygiene.
3. Follow all the health and safety rules of the school and in particular the instructions to staff given in an emergency.

How do we deal with Health and Safety issues?

Reporting Accidents

All accidents to staff, students and visitors must be reported, in writing, using the accident report form. (The completed forms should be retained by the reporting staff member and a copy should be given to the Health and Safety committee coordinator.

Risk Assessment

Risk assessment is a careful examination of what could cause harm to people so that decisions can be made about what is reasonably practicable to reduce or prevent harm. Risk assessment should be carried out for any planned activity not covered by existing procedures. In addition, risk assessment is an ongoing process in specific areas of the school.

Risk Assessment Procedure

To assess risk specific steps should be followed:

1. Identify possible hazards. A hazard is anything that has the potential to cause harm.
2. Decide who might be harmed and how might they be harmed.
3. Specify the existing control measures we have in place.
4. Evaluate the risk level based on the currently existing controls. The risk level is evaluated using the risk matrix to identify whether the current control measures are suitable and sufficient in reducing the risk to the lowest possible level. It is necessary to determine how 'likely' it is that the harm will occur with the existing controls in place; and what the 'likely severity' will be.

Risk Assessment Form is filled whenever needed.

Risk assessments for the following areas are reviewed annually:

1. Evacuation procedures
2. Facilities and exits
3. Canteen
4. Buildings and Grounds maintenance
5. Electronic equipment
6. School transport
7. School visits
8. Science Labs
9. School Clinic
10. Sports areas

What measures are in place to control Health and Safety risks?

Fire Safety

1. Fire extinguishers, hose reels, and smoke control system are regularly tested and maintained; records are kept with the maintenance supervisor.
2. In case of fire, the school fire alarm is connected directly to a system that sends a signal to the Civil Defense Department
3. Assembly points are assigned in the school by the civil defense.

4. Evacuation routes and assembly points are clearly signposted.
5. A map showing the nearest exits is posted in each classroom, and office evacuation instructions are posted in every room.
6. Three fire drills are scheduled each year. The first is announced and serves as a reminder to staff and students of the procedures to be followed in the event of an evacuation. The second is an unannounced practice monitored by the Civil Defense Department. The third is an unannounced monitored by all the school leaders.

Safety when arriving at and leaving School:

1. Students arriving at and leaving from the front of school are supervised by members of staff in addition to the security team, who help to regulate the flow of traffic.
2. Gates and doors school are closed at 7:25 to prevent students and parents walking in the way of buses leaving the school at 1:10
3. The gates and doors are not reopened until the last bus has left the school.
4. Staff are on duty at both gates to ensure the safety of students and parents when arriving at and leaving school.

School transportation safety:

1. Students are assigned to specific buses for travel to and from school.
2. Registers for each bus, including contact details for parents, are held by the driver and by Supervisors.
3. Students in KG are accompanied to the buses by teachers.
4. Staff are on duty to supervise students' boarding of buses for KG and all grades.
5. Students are supervised on school transportation by support staff
6. In the case of school visits, students are assigned to specific buses.
7. In the case of school visits, a register for each bus is held by the supervising staff member.
8. Copies of the registers are retained at school.
9. In the case of school visits, all students will be collected from school and returned to school, except where parents are given written notification of other arrangements as part of the organization of the trip.
10. Students will not be allowed to leave a school unsupervised, or to return home by any means other than school transport unless parents have requested this in writing in advance of the trip.

Safety during extracurricular and enrichment activities and visits:

1. The Activities Coordinator is responsible for ensuring that arrangements for extracurricular activities and visits comply with MOE regulations
2. The Activities Coordinator is responsible for ensuring that proposed venues and activities are safe and that facilities are adequate and appropriate for students

3. Visitors to school are accompanied by a member of school staff at all times when students are present
4. Parents are notified in advance of the details of extracurricular activities and visits through the school portal.

Cleanliness and Hygiene

1. The maintenance Supervisor is responsible for overseeing arrangements for sustaining cleanliness and hygiene across the school premises
2. A member of staff is assigned for each toilet in the school to maintain its cleanliness and to ensure adequate supplies of soap, paper towels, and toilet tissue.
3. Teachers ensure that their classrooms are neat and tidy before ending their lesson.
4. Classroom bins are emptied at regular intervals during the school day.
5. Homeroom teachers and supervisors are responsible for monitoring the cleanliness and tidiness of classrooms, and for putting measures in place where necessary to ensure that students keep their rooms clean and tidy

Food Safety and Hygiene

1. Any remaining unpreserved food is discarded at the end of the day. All food products that need refrigeration are kept in appropriate refrigerators.
2. With the exception of water, all food and drink must be consumed in the cafeteria or in the designated areas outside the school building.

Equipment

1. Protective clothing/gloves/masks/helmets are provided and used by staff when required. Staff and students are provided with and use protective glasses/eye shields in all workshops and laboratories.
2. Subjects and departments that have specialized equipment undergo regular checkups and maintenance. Examples of existing equipment are:
 - Fume cupboards
 - Electrical appliances.
3. When new equipment is purchased, it is the responsibility of the department to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

4. Water coolers provide drinking water for students. Filters are replaced on a weekly basis and all coolers are opened and cleaned every month. A specialized company cleans the water tanks every six months. Records are kept with the maintenance supervisor.

First aid

1. First Aid boxes are placed in all science labs, in both cafeterias, on each bus, in the science labs, supervisor's offices, and in the gym.
2. First Aid boxes are checked by the personnel in charge of each section every two months; a first aid checking form is then completed and signed.
3. Key personnel, including drivers and helpers, receive first aid training.
4. Two nurses, and a full time doctor are available in the school.

Medical Safety

1. Students with specific medical needs, such as allergies and special arrangements, are identified on the school system so that no confidential information is available to all teachers.
2. Symptoms, diagnosis, and treatment.
3. Students' medical history and vaccination records are held in the school clinic personnel follow the clinic safety rules when dealing with any student or staff (refer to medical records)
4. Prescribed medication required by students during the school day is held by the clinic for safekeeping.
5. Any medication, including that for topical/external application and painkillers, is held and distributed by the clinic.

Healthy Eating

It is the policy of the School to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end, the school works with the school cafeteria staff and any other relevant bodies in providing menu options that support these aims.

Who make recommendations for increasing the number and appeal of healthy options?

A "Healthy Choices" week is held each year. Students in all grades participate in curricular and extracurricular activities aimed at raising awareness and encouraging students to make healthy lifestyle choices.

Key Roles of Health & Safety Committee

The goals of the health & safety committee are summarized in the following points:

- 1- Maintain a Healthy and safe environment for the school's students and staff.
- 2- Make sure that the facilities are adequately inspected and maintained.
- 3- Encourage students and staff to follow a healthy lifestyle.
- 4- Effectively involve with the local community regarding health & safety issues.
- 5- Promote and encourage parents' involvement in the health & safety procedures, activities, awareness campaigns, and suggestions.
- 6- Increase the students' involvement in monitoring health & safety standards and procedures.
- 7- Coordinate with the Science coordinator and teachers to include health education on selected topics during their regular classes.
- 8- Work with the section heads on a mechanism to eliminate littering during breaks.
- 9- Arrange regular checks to air conditioners inside classes to avoid any damage or work disruptions.
- 10- Work with the nurse to lay more emphasis on the promotion and display of healthier food choices.
- 11- Enhance health and safety awareness through educational sessions and workshops.

A suggestion to increase healthy food items in the school cafeteria will be discussed with the nurse and safety committee.

One of the goals of the committee is to maintain a healthy and clean environment Inside classrooms. To achieve this goal, the committee suggests to have prefects in each class. The class committee will encompass 3- 5 students and will be responsible for:

1. Following up class cleanliness and prevent littering.
2. Make sure doors and windows are kept closed when the AC is turned on.
3. Make sure to turn off the lights during break time.
4. Report students who participate in class littering and ruining school property inside the classroom. The misbehaving students are to be reported to the section heads.

In coordination with the extracurricular activities coordinator, the committee will follow the year round outside school activities related to health & safety issues. The committee will also make contacts with the local community corporations and organizations that promote health and safety programs and coordinate with them regarding in-school activities. Mainly the committee will be in touch with

1. The UAE red crescent
2. Road and transportation authority

3. UAE environmental group
4. Civil Defense
5. Ajman Police
6. Autism Center (if available in Ajman)

The Science department

The HS coordinator will coordinate with Science Head on how to incorporate general health issues into the teachers' yearly plans. The aim is to reinforce the idea of a healthy lifestyle by Science teachers on a regular basis, and to allow students to share their ideas and experiences regarding healthy actions. The committee will suggest incorporating one idea or two every month with duration of 20-30 minutes during a selected period.

Suggested topics and ideas to be addressed are:

- Importance of drinking adequate amounts of water.
- Importance of adequate intake of fruit and vegetable
- How to increase the body's immunity against diseases.
- Importance of exercises and sports.
- Healthy foods.
- Body hygiene.
- Sleeping and eating habits.
- Other suggested topics from the science department.

The PE department

The HS coordinator will coordinate with PE coordinator to keep records for the different sports activities executed by the department inside and outside the school. The committee in collaboration with PE department will keep a track record of the running, walking durations for selected participating students. The committee will also encourage the PE teachers to address students with issues related to the importance of sports to our health, and encourage students to keep their own records of any exercises they do.

The ICT department

The health and safety committee chair will coordinate with the ICT coordinator to alert and educate students about the E- safety measures. The committee and the department will make sure to hang.

E- Safety policy posters and signs in every computer lab The committee will collaborate with the department to choose senior students to spread cyber awareness amongst middle and elementary school students.

Sections heads and Supervisors

The committee and with the help of the section heads and supervisors will arrange a plan to maintain the cleanliness of the canteens during the breaks.

Arrangements will include assigning selected students to monitor and oversee the behavior of students and to communicate discipline rules and regulations to students during break times. Charts for misbehaving and littering students will be prepared by monitoring students and then delivered to supervisors to take proper action.

The committee will conduct three fire drills for the whole school. The first one will be announced in order to determine the degree of preparedness and to determine any further needs. The drills will take place at the beginning of the first term.

A separate fire drill will be arranged for the KG section students.

The committee members will make sure that all the rooms in the school have the following notices hanged inside each room:

- **Emergency evacuation plan**
- **Fire drill guidelines and procedures**
- **Updated school map**
- **Evacuation**

The health and safety committee will make sure of the following procedures

1. PE teachers need to have the clinic Dr.'s mobile number.
2. A special survey for the class environment is needed to be aware of the needs, dangers, hazards, etc., of the classroom.
3. Ensure Science labs are well stocked with lab safety equipment (Goggles, gloves, lab coats) and are regularly checked.
4. Health and safety poster according to MOE specification is displayed at entrance to school.
5. Health and safety rules are displayed in all buses.
6. School and bathroom are made accessible to wheelchair users.

The committee will continue refining the plan during the academic year of 2020-2021

Principal Signature.....

approved.....

Date to be reviewed.....