



# HEALTH AND SAFETY POLICY

## (2024 – 2025)

### POLICY INFORMATION

<b>Policy Name:</b>	Health and Safety
<b>Policy Code:</b>	HS-01-V2-2025
<b>Department:</b>	Wellbeing- Safeguarding
<b>Approved By:</b>	Principal
<b>Issued for:</b>	School Community
<b>Publishing Date:</b>	April, 2025
<b>Next Review Date:</b>	January, 2026
<b>Related Policies:</b>	<ul style="list-style-type: none"><li>-Child Protection Policy</li><li>-Safeguarding Policy</li><li>-Well Being Policy E</li><li>- Transport Policy Inclusion Policy</li><li>- Complaints Policy</li><li>-Staff Dress Code Policy</li><li>-Attendance &amp; Punctuality Policy</li></ul>

#### Approved by:

Ahmad Yahya  
Principal

## Table of Contents

<b>Introduction</b>	<hr/> 3
<b>Purpose of the policy</b>	<hr/> 3
<b>Our Commitment</b>	<hr/> 3
<b>Our Strategy</b>	<hr/> 4
<b>Health and safety Committee</b>	<hr/> 4
<b>Code of Conduct</b>	<hr/> 5
<b>Accident Reporting</b>	<hr/> 5
<b>First Aid Responses</b>	<hr/> 5
<b>References</b>	<hr/> 6

# Introduction

Al Yahar Private School places greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its students, employees, visitors, and the general public. To this end, the school endeavors to create and develop a working environment in which there is an awareness of the vital importance of health and safety and that encourages all employees to participate in developing and practicing safe working methods and to have regard for the welfare of themselves and others. The school is confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Board of Directors in matters of health, safety, and welfare.

## Purpose of the policy

The Health and Safety Policy is crafted to ensure a secure and healthy environment for learning and working, encompassing the entire school community, including students, staff, parents, and visitors to the premises. At YPS, we prioritize raising awareness among all members about their roles and responsibilities in upholding a safe and healthy environment. The effectiveness of this policy and the creation of a safe atmosphere depend on collective cooperation and careful oversight.

In this policy YPS safeguarding team is focusing on:

- Providing a safe and healthy environment throughout the school site and safe means of access and egress from it.
- Establishing safe working practice and procedures amongst staff, children, volunteers and all those on the school site.
- Ensuring safe measures of using, handling, storing and transporting substances.
- Providing safe systems for the control of noise, toxic and corrosive substances, dust and vapours under the school's control.
- Providing information and training to enable everyone to contribute positively to their own safety and that of others.
- Formulating effective procedures to be followed in case of fire and other emergencies and for evacuating the school premises.
- Laying down procedures in case of accidents and medical treatments.
- Providing guidance on the use of school transportation.

## Our Commitment

YPS is dedicated to upholding the highest standards of health and safety for its entire community. The Health and Safety team is responsible for overseeing daily operations, ensuring compliance, and implementing all health and safety policies and procedures. Additionally, the school has designated a Health and Safety Officer (HSO) to ensure these standards are consistently maintained across the school. At YPS, we are committed to adhering to these principles to create a safe and secure environment for everyone:

- 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 good role models.

## Our Strategy

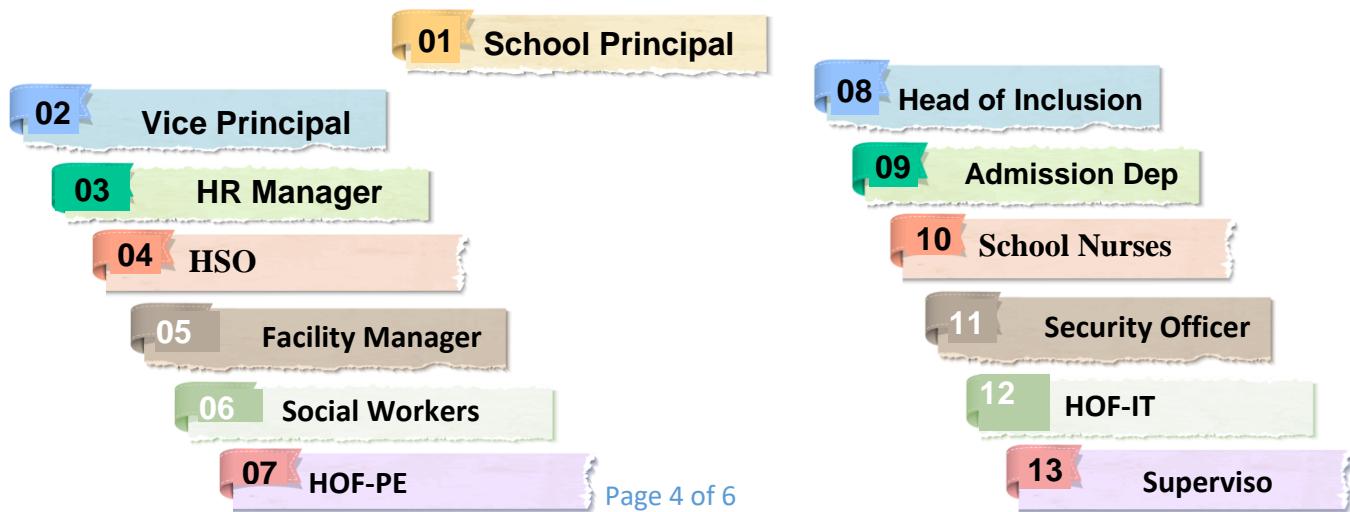
At Al Yahar Private School, our health and safety strategy aims to promote positive attitudes towards health and safety. We ensure that all school operations are carried out with the utmost regard for the health and safety of all school community. Each school member plays an essential role in preventing injuries, protecting themselves and others, and actively collaborating on health, safety, and welfare initiatives. The main health and safety procedures at our school includes but not limited to :

- Regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances.
- Ensure that on joining the school all new employees are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes.
- Provide adequate information, instruction, training and supervision to ensure the health and safety of employees and students.
- Ensure that all staff are familiar with the school's health and safety at work policy.
- Co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections.
- Ensure the maintenance of good housekeeping standards.
- Review the safe operation of all work equipment.
- Carry out Risk Assessments within their departments and maintain a record of their findings.
- Complete an annual room Health and Safety check in August and record any issues to immediate repair before students return to school.

## Health and Safety committee

Health and Safety Committee is responsible for coordinating the implementation of the health and safety and keeping under review measures taken to ensure the health and safety of school community with the objective of promoting co-operation among all stakeholders. Health and Safety committee adheres to:

- Review statistics with a view to recommending corrective action
- Examine safety audits, inspections and assessments
- Consider legislation, reports and information in order to determine necessary action
- Keep a watch on the effectiveness of rules, systems of work, training, and communication.



# Code of Conduct

Consistent and structured inspections, along with risk assessments of hazardous substances and work-related activities, are conducted under the supervision of the health and safety officer, ensuring compliance with relevant regulations and best practices. These assessments occur periodically, with significant findings documented and appropriate preventive or protective measures implemented as needed.

**At Al Yahar Private School, we maintain that all staff must:**

- Conform to the health and safety policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Be aware of and follow the safe operation of their duties. If in any doubt they should seek further explanation from their leaders.
- Report all accidents, near misses, potential hazards and damage immediately.
- Wear any personal protective equipment or clothing that is provided, and ensure that it is properly looked after.
- Not interfere with or misuse anything provided for the health and safety of employees.
- Not act in a way that could endanger themselves or others and not play practical jokes which may introduce risk.
- Not run, especially on stairs or steps.
- Not carry hot liquids around the site unless in a safety containers.
- Use handrails.
- Never read while walking.
- Keep their work area tidy and clear of obstructions and not leave things lying around.
- Clean up any spilt liquids, tracked in rain, etc. immediately.
- Adopt safe lifting methods if required to handle bulky or heavy objects, only lift or move what can easily be managed and always bend the knees and keep the back straight. If in any doubt, assistance must be obtained.
- Not overreach or climb on anything not meant for the purpose. Use a ladder, ensuring that it is good condition. Ensure electrical equipment is used safely, never touch electrical equipment with wet hands or always disconnect electrical equipment before moving it or never attempt electrical repairs unless authorized.
- Always keep electrical supply cables and wires away from wet areas or from areas where they could be walked over, etc.
- Always switch off equipment if not in use.
- Disconnect from the mains outside normal working hours unless instructed otherwise.
- Training in dealing with hazards will be conducted as required.
- Follow the staff dress code to ensure footwear is suitable and appropriate for the role.

# Accident Reporting

All injuries must be reported to the school nurses who report any incidents in the school clinic visits log and communicate the involved parts. School clinic team keeps a record of any accident that results in a reportable injury or dangerous occurrence as defined by the Ministry of Health. School nurses report these to the Health and Safety officer as soon as is reasonably practicable and inform parents of any accident or injury sustained by a Student and any first aid treatment given, on the same day of the incident.

# First Aid and Responses

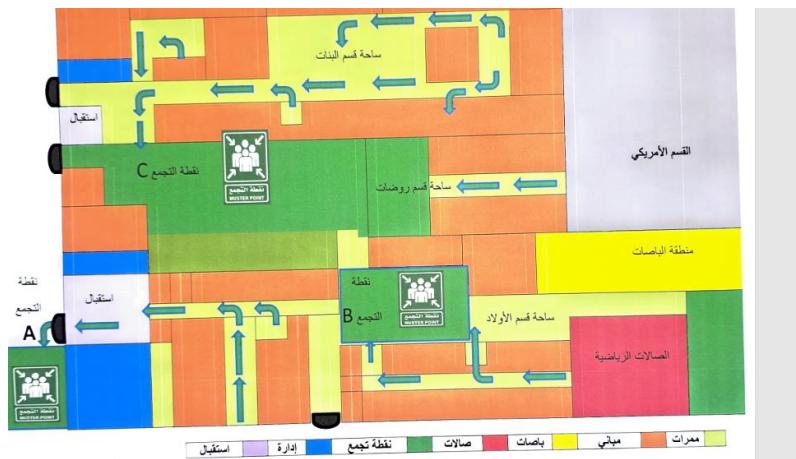
Fire Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. We review fire risk assessment of the premises regularly. Emergency evacuations are practiced at least

once a term. The fire alarm is a loud with a loud siren followed by an evacuation message in English and Arabic. Fire alarm testing takes place once a Term. New staff are trained in fire safety and all staff and Students are made aware of any new fire risks. In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk

Staff and Students will congregate at the assembly points.



- Teachers take a register of Students, which will then be checked against the attendance register of that day
- Staff members have been nominated to do the attendance register of staff present in school during the Fire Drill to ensure that every staff is accounted for.
- Staff and Students remain outside the building until the emergency services say it is safe to re-enter.
- Evacuation procedures and areas are allocated for POD.

## References:

- *ADEK School Policy on Student Behavior.*
- *ADEK Child Protection Policy and Safeguarding*
- *Al Hajeri, O. M. (2020). The Comprehensive School Screening Program in Abu Dhabi Schools 2015-2018: The Challenges and Opportunities.*
- *American Chiropractic Association (n.d.).*
- *Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema)*
- *Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments.*
- *MedlinePlus (n.d.). Allergic Reactions.*
- *Monitoring and Control Center (MCC). (2023). Manual of Standards for Surveillance Devices (Version 2.0).*