


HEALTH & SAFETY POLICY		 SUNMARKE SCHOOL Where Amazing Happens™	
Applicable to	<input checked="" type="checkbox"/> Schools <input type="checkbox"/> Nurseries		
Teams / Individuals	<input checked="" type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Administration Staff		
Publishing Channel	<input checked="" type="checkbox"/> Parents' VLE <input checked="" type="checkbox"/> Staff Dashboard <input checked="" type="checkbox"/> Website <input type="checkbox"/> Dept. Micro-site		
Linked Policies	Emergency Response Policy Crisis Management Policy Safeguarding & Child Protection Policy Positive Education & Well Being Policy E-Safety and BYOD Policy Transport Policy Inclusion Policy Complaints Policy Whistleblowing Policy Staff Dress Code Policy Student Attendance & Punctuality Policy Positive Relationship Policy Intimate & Personal Care Policy		
Linked Documents	Safeguarding Code of Conduct		
Updated By	Latest Publish Date	Monitoring Cycle	
Dr Neil Hopkin	August 25	Annual	
Version No.	Amendments		
1.0	Evacuation Map update		
1.1	Logo update		
1.2	Clarification on reportable injuries & site security		
1.3	Reporting Incidents & insurance, contents page		
1.4	General updates and removal of specific COVID19 sections		
1.5	Formatting		

PHILOSOPHY

Sunmarke School and Fortes Education place great importance on health and safety matters and undertake 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 will endeavour 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 practising 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.

RESPONSIBILITY FOR HEALTH & SAFETY

The individual responsible for health and safety at work in the school is the Principal, and he/she will delegate specific roles and responsibilities to a nominated Health & Safety Lead. Together they will ensure, so far as is reasonably practicable, that the school's policy on health and safety at work is effectively implemented. The Principal's health and safety responsibilities also cover the maintenance of safety records, accident investigations, assessments and inspections. The Principal will familiarise himself with all relevant health and safety legislation and take expert advice if required. In the absence of the Principal, the responsibilities for health and safety at work will be assumed by the nominated Health & Safety Officer.

MANAGEMENT AND SUPERVISION

All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.

Those with a management or supervisory role will:

- 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;
- Within their area of authority, 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;
- 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 for immediate repair before students return to school.

Health and Safety Lead

The school has formally appointed a Health and Safety Lead whose name is displayed at prominent places around campus.

All Staff

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the school on matters of health, safety, and welfare. They must familiarise themselves with, and conform to, the health and safety at work policy, School procedures and rules.

Staff are advised to **abstain** from bringing in personal Electrical appliances viz. Electric kettles, mini-Refrigerators, Coffee Makers, Microwave etc. They MUST use the appliances provided by the school management.

Safety Representative

The function of safety representatives is to represent employees on health, safety, and welfare matters. To this end, management will consult with representatives to enable them to be fully effective.

The safety representatives will:

- Investigate potential hazards and dangerous occurrences, examine the causes of accidents and investigate complaints from employees relating to health, safety and welfare and make representation to the school on these matters;
- Make representations to the school on general matters affecting health, safety and welfare;
- Carry out periodic inspections of the workplace, and follow up notifiable accidents, occurrences and diseases;
- Attend health and safety committee meetings;
- Be permitted reasonable time off with pay during working hours to perform the functions of a safety representative and to undergo training with regard to safety representative duties.

Health and Safety Committee

The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the organisation and employees.

The Health and Safety committee will:

- 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.

The membership of the committee will be:

- Individual responsible for health and safety (the Principal/Operations Manager)
- Senior Leader responsible for Health & Safety
- Faculty Leader of Physical Education & Games / Head of PE
- Operations Manager
- Head of House Keeping
- School Nurse
- Senior Facilities Manager
- FM Engineer
- Health & Safety SUNMAC subcommittee SLT facilitator
- Other specialists will be co-opted as necessary, and the committee will meet termly, and the minutes will be displayed on the staff room noticeboards.

Students and parents

Students and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Temporary Staff, External Providers, Contractors, and Visitors

SMS uses the software FACILIO that External Providers/Contractors/Annual Maintenance Contractors need to access for completing documentation required to gain a permit to access the school premises.

Contractors

Contractors are required to perform duties after school hours. Prior to the start of work, the company needs to access and complete the requirements (e.g., Vaccine Certificate/Valid VISAs/Risk Assessments etc.) on the school's Software FACILIO before a valid Permit is issued by the school security. Contractors who need to do the work during school hours will be required to be always accompanied by a member of the facilities team.

Temporary Staff

Staff employed by parents to work with students need to follow procedures with the HR. This includes police check etc.

Third Party Providers – After School Activities

All after-school providers are required to submit the required documentation prior to start of their activity. The Activities Manager checks and ensures that all documentation is updated.

Third Party Provider – Catering / Café

The school Person-In-Charge (PIC)-Operations Manager checks to ensure that all required documentation is in place and that the caterer follows the Dubai Municipality requirement for school caterer.

Parent Visitors

Parents are allowed to come to school during drop-off and pick-up times and whenever there are school events. Other times, parents are required to register their names with the security at the gate.

SITE SECURITY

The Facilities Team is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. With regards to emergencies or evacuations, the SLT, Medical Team, and Health & Safety Committee are all assigned with key roles and responsibilities to ensure the safety of occupants in exiting the building.

INFORMATION AND TRAINING

New Employees

On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them.

All Employees

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during working hours.

RISK ASSESSMENT

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. Any significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

CODE OF SAFE CONDUCT

All staff must:

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures;
- Ensure that they understand and follow the safe operation of their duties; if in any doubt they should seek further explanation from their Line Manager;
- 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 cup
- 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
- Always disconnect electrical equipment before moving it
- Never attempt electrical repairs unless authorised
- 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.
- Make themselves aware of any specific hazards and precautions (e.g., COSHH, DSE) as appropriate. 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.

FIRST AID AND ACCIDENT REPORTING & RESPONSE

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud is a loud siren followed by an evacuation message in English and Arabic.

Fire alarm testing will take place **once a Term**.

New staff will be trained in fire safety and all staff and Students will be made aware of any new fire risks.

This document should be read in conjunction with the Emergency Response Policy which details a step-by-step procedure in case of a required evacuation.

COSHH (Control of Substances Hazardous to Health)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Team Leaders and circulated to all employees who work with hazardous substances (e.g., Cleaning Crew).

Science Lab

The science staff have easy access to <https://www.cleapss.org.uk> as a guide for all science specific health & safety needs.

Staff have access to protective equipment e.g., fume cupboards, gloves, and goggles, disposable aprons, eyewashes, chemical showers, first-aid kits.

The staff use and store hazardous products in accordance with instructions on the product label.

Hazardous chemicals are not kept in their original containers when in use, they are often decanted into smaller containers and clearly labelled with product information.

Two technicians are responsible for the disposal of any hazardous products in accordance with specific procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

Legionella

- A water tank cleaning is scheduled every quarter. The Facilities Manager is responsible for the same.
- Legionella is checked every 3 months when water tank cleaning is undertaken and in line with Dubai Municipality compliance.

EQUIPMENT

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any Student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Facilities Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Facilities Team via HelpDesk.

Display screen equipment

- All school-issued devices come with LED-Backlit HD Anti-Glare screen.

Specialist equipment

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- Oxygen cylinders are stored in a designated space, and selected staff are trained in the removal, storage, and replacement of oxygen cylinders.

LONE WORKING

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

WORKING AT HEIGHT

We will ensure that work is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work.

In addition:

- The Foremen retain ladders for working at height. They are stored in Storerooms.
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

MANUAL HANDLING

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and Students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out.

Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable

OFF-SITE VISITS

When taking Students off the school premises, we will always follow the trips policy and procedures which can be summarised as:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will ensure that they provide the school with a contact number, and that they take an appropriate portable first aid kit, information about the specific medical needs of Students, along with the parents' contact details.
- For trips and visits with Students in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

LETTINGS

This policy applies to lettings. Those who hire any aspect of the school site, or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

VIOLENCE AT WORK

We believe that staff should not be in any danger at work and we have a zero tolerance approach to violence or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Head of School immediately. This applies to violence from Students, visitors, or other staff.

SMOKING

Smoking is not permitted anywhere on the school premises.

INFECTION PREVENTION AND CONTROL

We follow DHA guidance protocol when responding to infection control issues. We will encourage staff and Students to follow this good hygiene practice, outlined below, where applicable.

HANDWASHING

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

COUGHING AND SNEEZING

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

PERSONAL PROTECTIVE EQUIPMENT

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

CLEANING OF THE ENVIRONMENT

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly

CLEANING OF BLOOD AND BODY FLUID SPILLAGES

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

LAUNDRY

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

CLINICAL WASTE

- Always segregate domestic and clinical waste, in accordance with local policy
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

ANIMALS

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from students
- Supervise Students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

INFECTIOUS DISEASE MANAGEMENT

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

We will encourage all staff and Students to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned daily.

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

STUDENTS VULNERABLE TO INFECTION

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles, or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly, and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

EXCLUSION PERIODS FOR INFECTIOUS DISEASES

The school will follow recommended exclusion periods outlined by the DHA guidance. In the event of an epidemic/pandemic, we will follow advice from the DHA and KHDA about the appropriate course of action

NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee or Student notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles are caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Each school has a working party which focuses upon staff wellbeing, through the identification of areas for development, and the organisation of events. Throughout the year opportunities are taken to schedule whole school activities to encourage mindfulness, bonding and team building to create a cohesive sense of camaraderie and collective spirit.

Senior leaders operate open door policies, and the Director of Education and HR Manager conduct retention interviews. These are 1-on-1 conversations with current employees about why they like

working at our company and what they would change about the business, team, or role if they could. These can be a powerful tool for helping us understand what our current team members need to feel confident about staying with our organisation for the long term, whether that is more compensation, different perks and benefits, a promotion, or something else.

The school has a Professional Development Review system, to facilitate a more supportive and employee-initiated approach to the improvement of standards and development of staff.

ACCIDENT REPORTING

Accident record book-Clinic Visit Report

All injuries must be reported to the Medical Team who will log it into the **Clinic Visit Report**. Any major injuries involving students are added into the CPOMS. Information about injuries is accessible through the **Clinic Visit Report** on Share point Digital Form. Records held in the Clinic Visit Report are retained in the school system for a minimum of 5 years and then securely disposed.

REPORTING TO THE HEALTH AND SAFETY EXECUTIVE

The Medical Team will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined by the DHA.

The Doctor/Nurse will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs, and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness

- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Notifying parents

The SLT or member of the Medical Team will inform parents of any accident or injury sustained by a Student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

TRAINING

Our staff are provided with health and safety training annually as part of their induction process. Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with Students with special educational needs (SEN), are given additional health and safety training. E.g., Comprehensive Induction, Identification of Needs Training, KHDA Guidance Training, Early Identification Training, The Graduated Response Training, Speech and Language Training, and Well-being and Supporting Students Training.

MONITORING

This policy will be reviewed and approved by the Principal and the Director of Education every year.