



SHINING STAR INTERNATIONAL SCHOOL
HEALTH AND SAFETY POLICY & PROCEDURES
2023-2024

SSIS attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. We are committed to creating a safe and secure learning environment that promotes the well-being and optimal development of all members of our school community. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere. New staff must be made aware of the policy as part of their induction. Visitors, those entering the premises and children must be made aware of their responsibilities and the health and safety procedures that affect them. Notices must be displayed indicating evacuation procedures. Any member of staff who is found to be deliberately or consistently negligent in the performance of their duty with relation to the school's health and safety policy will be subject to disciplinary action.

This Health and Safety Policy outlines our comprehensive approach to managing serious or critical incidents, promoting student health and safety, and facilitating safety with regards to specialized materials and equipment.

The policy covers the following points:

- To manage and conduct school activities so as to ensure the safety, health and welfare of staff, students, clients and visitors. In the event of serious or critical incidents, our school follows a well-defined protocol to ensure swift and appropriate response.

SSIS has designated Health and Safety Officers and OSH team who are trained to handle emergencies effectively. All staff members are well trained in fire safety and first-aid and are also familiar with emergency procedures, evacuation routes, and the location of first aid kits and fire extinguishers.

In the event of an incident, our staff members are instructed to promptly report it to the designated heads and then the heads and OSH officer report to authorities, including the

Abu Dhabi Department of Education and Knowledge (ADEK) as per the seriousness of the incident as required by law.

Responsibilities of Key Health and Safety Personnel (OSH Officer)

The Principal is a member of the school's health and safety committee, responsible for advising on health and safety, monitoring and reviewing of procedures and suggesting revisions to the policy, as required. The OSH officer/manager is responsible for weekly, monthly and comprehensive site inspections to address any health and safety issues including:

- display of proper signage and notices
 - Incident/accident reports and near misses
 - risk assessments (general and individual event wise)
 - inspection reports
 - staff induction and training needs
 - reported health and safety repair and maintenance needs and requirements.
 - Student bus safety and vehicle compliance
 - compliance with health and safety checks (water tank cleaning, fire and safety systems, housekeeping material, waste management systems, electricity and pest control)
 - site security (MCC & security systems)
 - school visitor management systems and contractor's management.
 - performance and events management.
 - fire drill, lock down and emergency procedures.
 - Clinic reports
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- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises. Fire drills are conducted time to time in each term.(Refer to fire and safety policy)
 - To prevent improper conduct or behaviour likely to put students, staff and other's safety, health & welfare at risk. We are committed to promoting a culture of health and safety within our school community. Our school premises are regularly inspected and maintained to ensure they meet the highest standards of safety. We conduct regular risk assessments to identify potential hazards and take proactive measures to mitigate risks. Our staff members are trained to supervise students effectively and ensure their safety during school hours and during extra-curricular activities.
 - To safeguard the health of our students, we promote good hygiene practices and emphasize the importance of proper hand washing (Refer to Hand Wash Policy). We

maintain clean and sanitary restroom facilities, and our cleaning staff follows strict hygiene protocols to prevent the spread of illnesses.

- To provide safe means of access and egress.
- To provide safe fixture, furniture and equipment.
- To provide safe system of work and to ensure safe measures of using, handling, storing and transporting articles and substances. Safety is a top priority when it comes to specialized materials and equipment used within the school premises. Our laboratories, swimming pools, gymnasiums, sports facilities, cleaning areas, and workshops are designed and maintained to meet safety regulations and guidelines.
- To prevent risk from any article or substance. In science laboratories, we strictly adhere to safety protocols and provide appropriate personal protective equipment (PPE) to students and staff. All laboratory equipment undergoes regular inspection and maintenance to ensure its safe operation. School labs and clinic are equipped with MSDS files of chemicals.
- To provide appropriate information, instruction, training and supervision.
- To provide appropriate personal protective equipment (PPE) and clothing where hazards can't be eliminated. (Refer to PPE policy)
- Our gymnasiums (Multi-Purpose sports hall) and sports facilities are maintained to prevent any potential hazards. We ensure proper equipment usage and provide necessary safety measures during physical activities. Students are always under adult supervision for all activities in the Sports hall.
- To provide clean, hygienic and safe systems for the control of noise, toxic and corrosive substances, dust and vapors under the school's control. Our cleaning staff is well-trained in handling cleaning agents safely. We use eco-friendly and child-safe cleaning products to maintain a healthy and hygienic environment. The cleaning chemicals are stored away in the storeroom under lock and key accessible only to the store in charge. There is strict supervision of store requisition protocols. (Refer to housekeeping policy)
- To prepare, review and revise emergency plan and health and safety related policies as per changing and prevailing laws and rules.
- To designate staff for emergency duties, bus duties, discipline duties, event duties, corridor duties etc.
- To provide and maintain welfare facilities. Workplace stress is recognized as a legitimate problem affecting staff and one which needs careful and sympathetic management. It is recognized and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to the efficiency of the organization as a whole. Whilst individual reactions to stress vary widely, the need to recognize and act upon potentially stressful situations is essential. Regular consultations with counseling department to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced. Members of staff are encouraged to seek advice from management regarding any situation they feel is causing them undue stress. Time to time well-being sessions to

be taken by the counseling departments and happiness coaches where team building activities are encouraged.

- Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors. All staff are obliged to adhere to, and support the implementation of the policy. Any concerns employees may have regarding smoking at work should be reported immediately to the head so that corrective action can be taken if necessary. Appropriate 'no-smoking' signs must be clearly displayed at the entrances to each school. All visitors, temporary staff, contractors and customers are expected to abide by the terms of the Smoking Policy and employees should tactfully remind visitors of the policy, if necessary.(Refer to No Smoking Policy)
- To appoint a competent person to advise and assist in securing the safety, health and welfare of students, staff and other visitors of the school.
- To ensure that driveways and parking are well maintained, safe and without risk to health. The Manger School transport and health and safety. is responsible for ensuring that all school vehicles are serviced, have all valid documents and certifications fulfil the regulatory requirements of the governing authorities. A full risk assessment is required prior to any journey using a school vehicle. Before driving school transport and at the end of the journey, the driver and bus supervisor must carry out a full vehicle check covering:

- seat belts
- mirrors
- condition of all windows
- door and window locks
- lights, side and main beam
- indicators
- hazard and brake lights
- screen wipers and washers
- horn and brake
- first aid kit
- fire extinguishers
- driving controls
- emergency exit operation and access
- Tyre pressures and Tyre condition including spare
- toolkit
- Air conditioning system

Any damage or faults should be recorded in writing as well as any incidents during the journey.

These should be reported to a named person responsible for ensuring that these are dealt with immediately.

In the event of a breakdown the driver should try to move the vehicle off the carriageway . If it is not possible to move the vehicle off the carriageway then it should be moved as far away from the traffic as possible. (Refer to transport incident reporting policy)

Students should be kept together in one group. Children should be kept calm and under constant supervision. The mobile phone should be used to inform the emergency services and the school transport supervisor.

- To have responsibility towards the environment and ensuring that our activities do not adversely affect it.
- To lay down procedures in case of accidents and medical treatments (refer to clinic policies)

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident-free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general well-being.

We at SSIS believes in continuous improvement and actively seek feedback from our school community to enhance our health and safety practices. Our Health and Safety Committee conducts regular meetings, reviews of policies and procedures, and we are committed to staying updated on the latest health and safety guidelines and regulations.

General Risk assessment for each and every activity, event conducted is a mandatory protocol of the school. (refer to risk assessment policy)

PLAN OF ACTION

- Identify potential hazards or threats to the school.
- Evaluate the current level of: ...
- Consider available resources for addressing hazards and threats.
- Decide how to prioritize which hazards or threats the Safety Plan will focus on.
- Training everyone about hazards and risks so everyone can work safely.

By adhering to this Health and Safety Policy, Shining Star International School strives to create a secure, nurturing, and supportive learning environment where students can thrive academically, emotionally, and physically. Our commitment to health and safety reflects our dedication to providing the best possible educational experience for all members of our school community.

Principal's Sign