

POLICY	<b>Owner</b>	Director of Administration
<b>HEALTH AND SAFETY</b>	<b>ID (Version)</b>	DU/5.1. (v2.0)
	<b>Published</b>	19/02/2019
	<b>Valid Until</b>	19/02/2020

## POLICY STATEMENT

At Arbor School we want our students to *be safe and feel safe*, and will make every reasonable effort possible to ensure the health and safety of all students – as well as staff, parents, visitors and external service providers – whilst on school grounds, when using school transport and school facilities, and during off-site trips and activities (both local and international) organized or sponsored by the school.

Our school is committed to:

- Ensuring that the school meets all legal and regulatory requirements and guidelines pertaining to health and safety in schools, including (but not limited to) *Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai*; the *UAE Fire and Life Safety Code of Practice*; the *UAE School Inspection Framework*; and all applicable Dubai Municipality guidelines;
- Providing and maintaining safe school premises, facilities, resources and equipment, and undertaking documented safety checks at required intervals to ensure they remain in safe, hygienic and excellent working condition; are suitable for use by all students, including those with determination; and are conducive to students' attainment of their learning and development goals;
- Conducting regular risk assessments of all activities undertaken by students, staff and others whilst in the school's care, to ensure that potential risks are identified and recorded; and any required mitigating action (including, potentially, the decision to cease or cancel planned activities) is taken;
- Adhering strictly to all applicable fire safety codes and adopting fire safety best practices, ensuring that sufficient fire detection, fire alarm and fire-fighting equipment is installed on school grounds, and is regularly checked and tested; fire exits are clearly marked and regularly checked to ensure they are unobstructed; and staff and external service providers are aware of how to effectively respond to fire-related incidents so as to protect students, parents, visitors and themselves;
- Establishing and regularly testing (through documented drills and simulations), effective critical incident procedures, defining clear roles and responsibilities and describing the manner in which the school will respond to critical incidents of all types, as well as communicate with parents, relevant emergency service providers, and other key stakeholders during and following incidents;
- Providing qualified, well-trained and timely medical and first-aid services to students, staff and others whilst in the school's care, ensuring that relevant medical information (including food allergies) on students is shared effectively with staff to ensure students' medical care at all times; accidents and emergencies are promptly and effectively dealt with, and their cause investigated with the aim of preventing their reoccurrence; medical incidents of all types are handled following clear protocols of professional care and maintaining close contact with parents as appropriate;
- Raising awareness (through effective communication and training) of all health and safety policies, procedures and practices applicable to students, staff, parents and external parties, ensuring that these are reviewed regularly to ensure their relevance; clearly outlining the school's expectations of students, staff, parents and external service providers regarding the actions and behaviours necessary to contribute to a safe school environment and ensure the effective application of the school's health and safety policies, procedures and practices; and fostering a culture throughout the school community that gives due attention and priority to issues of health and safety; and
- Promoting healthy living at every appropriate opportunity, providing students with sound, useful information and encouraging them to make healthy choices both inside and outside the school.

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## APPLICATION

### 1. HEALTH AND SAFETY GOVERNANCE

The school's Board of Governors ("the Board") and Principal will oversee and guide the implementation and ongoing development of the school's health and safety policies, procedures and practices by the school's Director of Administration.

The Board and Principal will support the Director of Administration by:

- Fostering a sense of shared responsibility for health and safety across the school;
- Ensuring that competent personnel, with adequate knowledge, experience and skills, are assigned to key positions within the school's health and safety framework; and that key individuals from across the school are made available to the Director of Administration to support them in defining and implementing various elements of health and safety; and
- Allocating sufficient financial and other resources to enable the school to effectively meet its obligations and objectives in relation to health and safety.

The Board will also regularly and independently assess the effectiveness of the school's health and safety policies, procedures and practices.

Being the driving force behind health and safety at the school, and assuming primary responsibility for the successful execution of the tasks and activities herein outlined, the Director of Administration will regularly brief Principal (who will, in turn, regularly brief the Board) on the comprehensiveness, readiness and effectiveness of the school's health and safety framework; its alignment to and adherence with all applicable legal and regulatory requirements and guidelines; as well as the outcomes or findings of any key exercises undertaken and any other important issues pertaining to health and safety.

### 2. MAINTENANCE AND SAFETY CHECKS

With the aim of providing and maintaining safe school premises, facilities, resources and equipment suitable for use by all students, as well as staff, parents, visitors and external service providers, the school, under the supervision and guidance of its Director of Administration, will ensure that:

- Documented maintenance and safety checks of all school premises, facilities, resources and equipment are undertaken by qualified and trained staff at required intervals to ensure that they remain in safe, hygienic and excellent working condition; and
- Maintenance and safety issues are promptly identified (by staff or external service providers, as applicable), appropriately escalated (including, as and when required, to the attention of the school's Principal and Board) and adequately resolved.

Further information and guidelines on Arbor's approach to maintenance and safety checks are available to staff in the school's internal *Maintenance and Safety Checks Procedure*.

### 3. RISK AND CONTROL ASSESSMENTS

Arbor is committed to making every reasonable effort possible to ensure the safety of all activities and tasks undertaken by students, staff, parents, visitors and external service providers whilst in the school's care. To that end, under the supervision and guidance of its Director of Administration, the school will manage a comprehensive risk and control assessment ("RCA") program aimed at

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identifying and controlling hazards that could potentially give rise to risks to health and safety; from accidental slips, trips and falls to more serious instances of harm or illness.

In managing its RCA program, the school will ensure the following:

- Every existing activity (as reasonably defined) undertaken whilst in the school’s care will be subject to a RCA at least once per year.
- Every new activity (as reasonably defined) to be undertaken whilst in the school’s care will undergo a RCA prior to its initiation. In the event that this is not feasible or practical, a waiver to this requirement must be provided by the school’s Principal prior to the activity’s initiation, and a RCA must follow suit as soon as possible.
- Every RCA will encompass the impact and likelihood of potential hazards associated with each activity under review, and the nature and effectiveness of any controls in place.
- All potential hazards will be considered when conducting RCAs, including, but not limited to, hazards related to premises, facilities, resources, equipment, people, and processes / practices. Any potential hazards identified related to premises, facilities, resources and equipment must form part of the school’s regular maintenance and safety checks.
- In addition to RCAs, potential hazards may be identified by reviewing relevant records maintained by the school (e.g. complaints; accident and emergency registers). Any hazards identified in this manner must be incorporated into the relevant RCAs.
- The school will make every effort possible to manage identified risks by eliminating them completely. In the event that this is not feasible or practical, suitable controls to reduce the impact or likelihood of the risk materialising (e.g. hazard isolation; use of protective gear) will be put in place.

All RCAs will be documented in an organised and current Risk Register to be maintained under the supervision of the school’s Director of Administration and shared at least once per quarter with the school’s Principal and Board for their review.

Further information and guidelines on Arbor’s approach to RCAs are available to staff in the school’s internal *Risk and Control Assessment Procedure*.

#### 4. FIRE SAFETY

Protecting students – as well as staff, parents, visitors and external service providers – from the risk of fire whilst in the school’s care is of paramount importance to us at Arbor. The school is committed to adhering strictly to all applicable fire safety codes and adopting fire safety best practices so as to put itself in the best possible position to effectively prevent, promptly detect, and calmly respond to, fire incidents in any form. This will include ensuring that sufficient fire detection, fire alarm and fire-fighting equipment is installed on school grounds, and is regularly checked and tested; and that fire exits are clearly marked and regularly checked to ensure they are unobstructed. Importantly, this will also include ensuring that all staff and external service providers are aware (through regular training, awareness, drills and exercises) of how to effectively respond to fire-related incidents so as to protect students, parents, visitors and themselves.

Further information and guidelines on Arbor’s approach to Fire Safety are available in the school’s *Fire Safety Policy*.

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## 5. CRITICAL INCIDENT MANAGEMENT

In the event of a critical incident – including, but not limited to, fire, flooding, earthquakes, severe weather events, bomb threats, explosions, violent intrusions, abductions, chemical or biological contamination, pandemics and epidemics – the school will make every reasonable effort possible to ensure the safety of all students, staff, parents, visitors and external service providers whilst in the school’s care. This will include ensuring that all staff and external service providers are aware (through regular training, awareness, drills and exercises) of how to effectively respond to critical incidents so as to protect students, parents, visitors and themselves.

Further information and guidelines on Arbor’s approach to critical incident management are available in the school’s *Critical Incident Management Policy*.

## 6. MEDICAL AND FIRST-AID

The school is committed to providing qualified, well-trained and timely medical and first-aid services to students, staff and others whilst in the school’s care through the management of a clinic on school grounds operated by a part-time School Doctor and full-time School Nurse; the provision of certified first-aid training to teachers and other relevant staff; and by ensuring the wide availability of adequately-stocked and regularly-maintained first-aid kits and emergency response equipment for use by trained staff. Importantly, the school will ensure that all staff and external service providers are aware of students’ overall and individual medical needs (as disclosed by parents or identified by the School Doctor and / or School Nurse), and are proficient (through regular training, awareness, drills and exercises) in how to promptly and effectively deal with medical and first-aid related incidents and emergencies, maintaining parents informed at all times.

Further information and guidelines on Arbor’s approach to medical and first-aid are available in the school’s *Medical and First-Aid Policy*.

## 7. TRAINING AND AWARENESS

As an integral part of the school’s health and safety framework, staff and external service providers will receive frequent and relevant training and awareness on health and safety matters, best practices and any specific roles and responsibilities assigned to them (as applicable) starting from their induction to the school. The school’s *Code of Conduct* and relevant policies and procedures will serve as useful references to staff and external service providers to assist them in meeting their obligations related to health and safety, covering the following as a minimum:

- How to ensure that all work under their control is undertaken in a safe manner;
- How to take reasonable care of their own and other’s health and safety;
- Workplace (including classrooms and play areas) tidiness, hygiene and safety guidelines;
- Instructions for the safe use of resources and equipment; and
- Guidelines for supervising and assisting students whilst undertaking activities.

Under the supervision and guidance of the school’s Director of Administration, specific staff members’ health and safety training needs will be identified and addressed on an ongoing basis as part of the school’s staff performance management process, as well as through the school’s RCA program.

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Students will also be expected to play a key role in promoting a strong health and safety culture at the school. The school's *Behaviour for Learning Policy* and relevant instructions will serve as useful references to students to guide them in meeting their obligations related to health and safety.

## 8. PROMOTION OF HEALTHY LIVING

Arbor supports the emphasis placed by the relevant authorities in Dubai on the importance of promoting healthy living amongst children and society at large. To that end, the school is committed to providing students – as well as staff, parents, visitors and external service providers – with a healthy environment in which:

- Smoking and the consumption of alcohol and / or drugs is strictly banned and monitored;
- Food made available to students and staff adheres to all prescribed health standards;
- Staff consistently role model healthy behaviours to students; and
- Students are routinely provided with sound, useful information and are encouraged to make healthy choices both inside and outside the school.

Further information and guidelines on Arbor's approach to promoting healthy living are available in the school's *Promotion of Healthy Living Policy*.

## REFERENCE DOCUMENTS

Document Title	Document Ref. No.
Fire Safety Policy	DU/5.2. (v2.0)
Critical Incident Management Policy	DU/5.3. (v2.0)
Maintenance and Safety Checks Procedure	DU/4.0.1. (v1.0)
Medical and First-Aid Policy	DU/5.4. (v2.0)
Promotion of Healthy Living Policy	DU/5.5. (v1.0)
Risk and Control Assessment Procedure	DU/5.1.1. (v2.0)
Behaviour for Learning Policy	DU/9.6. (v2.0)
Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai	<i>External</i>
Dubai Municipality Emergency Preparedness Guidelines	<i>External</i>
Dubai Municipality Guidelines for Examination and Certification of Cranes, Hoists, Lifts and other Lifting Appliances	<i>External</i>
Dubai Municipality Guidelines for First-Aid Requirement	<i>External</i>
Dubai Municipality Guidelines for Health and Safety in Kitchens and Food Preparation Areas	<i>External</i>
UAE Fire and Life Safety Code of Practice (2018 Edition)	<i>External</i>
UAE School Inspection Framework	<i>External</i>

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## ABBREVIATIONS

Abbreviation	Description
Board	(The Arbor School) Board of Governors
RCA	Risk and Control Assessment
UAE	United Arab Emirates

## AUTHORIZATION HISTORY

Authority	Status	Date
Director of Administration	Recommended	22/12/2018
Policy and Procedures Officer	Cleared	27/12/2018
Principal	Approved	07/01/2019
Board of Governors	Approved	09/01/2019