

WESGREEN POLICY ON HEALTH, SAFETY AND ENVIRONMENT (HSE)

Policy Title:	Policy on Health, Safety and Environment (HSE)
Policy Number:	W109A
Version:	2.0
Effective Date:	November 2020
Scheduled Review Date:	October 2022
Supersedes:	
Approved By:	SLT: 12 th November 2020

1. Purpose

The intent of this policy is to promote continuous efforts to provide a safe working environment, prevent ill health, injury and pollution as well as continual improvement of HSE performance.

2. Scope

This policy applies to all Wesgreen Staff and it covers the health and safety of all staff, students, the people the school comes into contact with, and protection of the environment.

3. Notation

3.1. This policy has made references to the UAE Federal Laws, Ministry of Education, Government regulatory authorities including Sharjah Municipality and Civil Defense, and Albatha Policy Standard on Health, Safety and Environment GMD/0019/11.

4. General Requirements

The role of the Health & Safety Committee (HSC) is to coordinate and support HSE's initiative including:

- 4.1.1. Establishing an active hazard recognition, assessment and control program (i.e. Risk Management)
- 4.1.2. Identifying relevant HSE training to meet employees' training needs that are cost effective and relevant for their job functions (with reference to Policy on Learning and Development)
- 4.1.3. Developing and maintaining emergency response plans that enable staff to respond promptly and effectively to foreseeable events (with reference to Policy on Business Continuity Planning)
- 4.1.4. Promoting good safety practices;
- 4.1.5. Establishing a reporting system for investigating accidents and preventing reoccurrence;
- 4.1.6. Encouraging staff participation through training, consultation and effective communication;
- 4.1.7. Promoting the use of materials, processes and products that are environmental friendly;
- 4.1.8. Promoting awareness of environmental protection at all sites;
- 4.1.9. Establishing proper waste management system and encouraging effective recycling strategies;
- 4.1.10. Promoting the use of natural resources and effective and efficient use of energy.
- 4.1.11. The HSC shall establish, implement and maintain a system to monitor and measure the occupational Health & Safety performance at regular intervals.
- 4.1.12. The HSC shall maintain records of root cause analysis of HSE related issues and preventive and corrective actions to support continual improvement of the HSE systems.
- 4.1.13. The HSC shall establish procedures for handling incidents and escalating to the Management when such incidents may have a negative impact towards the school's image, reputation and legal position.

5. Policy Documents

- 5.1. **Wesgreen Health and Safety Handbook**
- 5.2. **Wesgreen Health Care Policy (Policy No. W109B)**

HEALTH AND SAFETY POLICY



**WESGREEN INTERNATIONAL
SCHOOL**

VISION

Work Insures Success

MISSION

Distinguished by its emphasis on individual attention to student success, commitment to diversity, and responsiveness to the evolving needs of our community, Wesgreen International School provides a solid base leading up to the Cambridge University external examinations and a well-rounded co-curricular education.

VALUES

Wesgreen International School is committed to creating opportunities for intellectual and personal growth in an inclusive environment. We value excellence, curiosity, respect, responsibility, humility and integrity. We enhance leadership skills through hard work, and the confidence to face uncertainty in a global society.

“To embrace the cultural values and aspirations of the Emirates”

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SECTION 1

GENERAL POLICY

1.1 ALBATHA HOLDING (ABH) GENERAL REQUIREMENTS AND HEALTH POLICY

Wesgreen International School coordinates and supports ABH's Health and Safety Policy by adhering to the aforementioned General Requirements under WIS Policy - W109.

The Health and Safety Committee will meet regularly to monitor and measure the health and safety performance. The first Health and Safety Committee meeting will take place in November; second in March, and third in June. Through these meetings the Health and Safety Committee will maintain a record of all issues pertinent to health and safety.

The school will, as far as reasonably practicable:

- Provide adequate resources and system of work to maintain health and safety.
- Carry out risk assessments on a regular basis through departmental meetings and review them as necessary.
- Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the students or others that might be affected by their actions.
- Seek and act on specialist advice where necessary.
- Maintain all specialist equipment in a safe condition.

1.2 HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee members are responsible for:

- Taking overall responsibility for implementation of the Health and Safety Policy that details responsibilities and procedures for ensuring high standards of health and safety within the school;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Seeking specialist advice on health and safety matters which the school may not feel competent to deal with;
- Acting as a focal point on health and safety matters, giving advice or seeking sources of advice where necessary, and distributing information as appropriate;
- Receiving from staff reports any health and safety related matters, and ensuring that appropriate and necessary actions are taken promptly following correct organisational structure of WIS;
- Following the organisational structure, reporting to the Headmaster of any hazards, which require his attention and/or budgetary approval.

1.3 STAFF RESPONSIBILITY

All members of staff have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Cooperate with Management on all matters relating to health and safety;
- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interest for health, safety and welfare;
- Report any danger and shortcomings to their Line Manager and/or the H&S Committee;
- Ensure that they only use equipment that is fit for usage.

1.4 MAINTENANCE /HAZARD LOG and REQUEST FORM

A maintenance/hazard logbook ([Appendix-A](#)) will be kept in the reception. Any hazard or maintenance work is to be entered into the logbook along with the date, description of hazard, area of work and details of who reported the hazard. Emergency requests to be logged and reported to the Maintenance Supervisor immediately. Emergency maintenance shall be completed within 24 hours; other requests shall be completed as soon as possible depending on the availability of parts and/or contractors.

Heads of Schools will sign the logbook daily. The Maintenance Supervisor will visit each campus twice a week and check the logbook. For major renovations the Maintenance Supervisor will contact third parties as appropriate and submit proposals along with quotations for approval.

SECTION 2

OUTSIDE TRIPS, TRANSPORT PROCEDURE, AND CAR PARK SAFETY

2.1 OUTSIDE TRIPS PROCEDURE

Off-campus educational visits place a great deal of responsibility on staff and volunteers who may become involved.

When organising trips it is to be ensured that:

- External Visits Form (EVF) that is available on the Intranet is submitted along with a letter for parents' consent to the Management, and subsequent procedures followed as outlined on EVF.
- Parents are provided with suitable information so they can make a reasoned decision as to whether or not they will permit their child to take part in the visit.
- Emergency/First Aid arrangements are made and an emergency contact set up for each visit.
- Records are kept of individual visits including accidents and incidents.

Wesgreen is committed to adhering to the law, culture and traditions of the UAE. Therefore, trips must be chosen wisely so as not to clash with this and to avoid rejection of the trip. No students are to be taken to beaches or swimming in mixed pools. No students are to be taken on trips to malls (as directed by the Ministry of Education) unless there is an educational site inside the mall for which approval must first be sought.

2.2 TRANSPORT PROCEDURE

The staff responsible for the efficient and safe transportation for students is the Transport Manager and his Team. The Transport Manager is responsible for ensuring that all vehicles in use are registered with the required authority, are roadworthy and in a suitable condition to transport travellers safely. He will also ensure that all bus drivers have valid UAE driver's license. Each Vehicle Owner will submit an affidavit that indicates that he has received approval for the purpose of transporting young children and that there are no impending charges being levied against him. An affidavit will also be acquired from the contracted company/person that indicates that they have satisfied themselves as to the suitability of the appointed. Transport Manager will acquaint the bus drivers and supervisors with rules and disciplinary measures to ensure students' safety.

BUS PROCEDURE

Safety and security of students at all times is of the utmost importance. To ensure this, the following procedures have been established:

- Supervisors, on all buses must, at all times, carry an up-to-date list of the students on the bus.
- Supervisors must check a student's name as they enter the bus.
- Once on the bus, no student is allowed to leave the bus until they arrive at their correct destination. This includes not leaving the bus at any other section of the school, at any fast food outlet, store etc. or at any other student's home.
- Supervisors must check the student's name again when they reach home.
- If there are changes to the list the Transport Manager must inform the supervisors.
- Students must be ready in the morning for the bus at the agreed time. The bus will NOT wait for any student who is late.
- At the end of the school day students must go directly to the bus parking area. If a student is missing, the bus will leave after it has been confirmed with the Transport Manager that the student will not be using the bus that day.
- Only those students on the list can travel on the bus; no other students are allowed at any time.
- Students should be seated at all times and the supervisors must do all that is possible to ensure this.
- Should a parent or guardian fail to collect his/her child from the drop-off point, the bus attendant will ask the student to remain on board and continue the journey. The parent or guardian must then collect the child from school after he/she is brought back to their respective campus.

- For safety reasons students are not allowed to eat on the bus. Drinking water is permitted.
- If a student misbehaves on the bus, he/she must be reported to the Transport Manager who will investigate and if necessary give a verbal warning to the student. This warning must be noted in the Incident Book.
- If a student continues to misbehave, after investigation a written warning will be issued.
- A second written warning will mean that a student will not be allowed to use the bus for one week and parents must drop and collect the student To/from School.
- Any subsequent incident will result in permanent expulsion from bus.

Bus Safety:

Safety whilst on the bus is paramount. The Transport Manager must address all parties, including owners, drivers and supervisors and stress the importance of the safety of all students and determine a procedure to be followed by the driver and supervisor. The procedure must be handed to each owner, driver and supervisor and they in turn must acknowledge receipt in a written format. It is preferable that the Transport Manager requests drivers and supervisors to undergo a basic first aid course.

Bus Emergency Procedure:

In the event of any emergency the driver and supervisor must take all necessary measures to ensure the health and safety of the students immediately. In the event of an emergency the driver or supervisor must contact the respective HoS and Transport Manager immediately and advise them of the situation. Incidents of a less serious nature should be reported to the Transport Manager who, in turn, will report to the HoS if necessary.

The Transport Manager must ensure the following and monitor on a regular basis:

- Tyres
- Seat Belts
- Adult monitors on buses
- Regular Servicing
- Drivers' Health Checks
- First Aid Kits
- Licensed and insured/approved vehicles and drivers

2.3 CAR PARK PROCEDURE

Safety during the use of the car park is pivotal, therefore, the following precautions **must** be ensured:

Early Years School - Al Qarain Campus

1. 2 attendees to supervise the parking during pick-up and drop-off areas.
2. Walking area to be designated in the front using cones and tape for pick up and drop off.
3. Different dismissal times: Nursery at 1:00pm; Kg1 at 1:20pm; Kg2 at 1:30pm, and Grade1 at 1:40pm, so as to reduce the number of cars that park in the front.

Primary School

1. Ensure routes/directions for vehicles are clearly signposted.
2. Ensure there is a designated safety crossing for students.
3. Staff on duty to encourage parents/drivers to follow procedures for a smooth flow of traffic.
4. Ensure teachers on duty are vigilant at the assigned areas. Teachers will be present at each gate from 2:30-2:45pm to stop students leaving unaccompanied.
5. No students may leave the Grade 2 playground unaccompanied.

Secondary Schools

1. Ensure routes/directions for vehicles are clearly signposted.
2. Ensure there is a designated safety crossing for students.

3. Staff on duty to encourage parents/drivers to follow procedures for a smooth flow of traffic.

Health and Safety Committee members and Security should regularly check for the following in the car park:

1. Unsupervised or dangerous loading/unloading of buses and cars
2. Dangerous circulation of vehicles on campus
3. Obstructions (e.g. poorly parked cars) which could prevent emergency vehicles properly accessing the school

SECTION 3

PLAYGROUND, GYM AND POOL SAFETY

3.1 PLAYGROUND SAFETY

The majority of injuries occurring at school are the result of a playground incident. There are four main areas of playground risks:

1. Suitability of Equipment: All equipment used in the playground by children should be assessed for its suitability for age and use, in particular the swings and slides.

2. Use of Space: The space available should be suitable for particular games such as basketball and cricket. There should be a space for sedentary games as well as a space for those playing chasing or running games.

3. Inadequate Supervision: Many playground injuries result from students falling down, tripping and running into objects (e.g. other students, objects) in the course of playing. Good supervision can prevent many injuries. If you are supervising playtimes ensure you are paying full attention to the students.

4. Inadequate Maintenance: Playground surface, litter, fencing and general maintenance issues can all become a danger. The Health and Safety committee, as well as those in charge of maintenance should be very proactive in ensuring that high levels of maintenance are being carried out on a daily basis. If a problem arises concerning the maintenance or health and safety of the playgrounds (or any part of the buildings/grounds) the respective Head of School should be contacted immediately.

Safety Rules for Playground

- All games should be approved and played in appropriate areas.
- Areas in the playground should be designated for ball games such as football or cricket.
- All playground activities must be supervised.

Playground Supervision

- Students should understand playtime safety rules and these should be reviewed regularly to take account of any new playground equipment or facilities.
- Playtime supervisors should:
 - Stay attentive and vigilant
 - Move through the playground area and stay involved with all the students
 - Stay in good eye contact to help prevent inappropriate behaviour
 - Teach students the playground safety rules and enforce the same firmly and consistently

Health and Safety Committee members should regularly check for the following in all play areas:

- Broken fencing or walls
- Damaged or splintered surfaces on large play equipment
- Poor cushioning under large play equipment
- Slippery or uneven surfaces on paths and play areas
- Large pieces of equipment e.g. posts for basketball or volleyball, or climbing equipment which may topple over

3.2 GYM AND POOL SAFETY

A competent and formally trained swimming instructor must at all times be in to supervise students when they are using the pool.

Students must adhere to the following rules when they are using the pool:

- Students must shower before entering the pool.
- Swimsuits must be worn. No long pants or shirts will be allowed.
- Long hair should be tied back, or a swimming cap should be worn.
- Jewellery is not permitted.
- No eating or drinking in the pool area.
- Students with infections or open cuts are not to use the pool.
- Students must enter the pool only after they have been told to do so by the Teacher.

The following requirements must be adhered to when students are using the gym:

- The gym equipment and building must at all times be treated with respect.
- Food and drink is not allowed in the gym.
- Students may only use the gym and PE equipment when authorised by the PE Teacher.
- Students may only enter through the main gym door.
- Failure to respect the gym rules will result in immediate disciplinary action.

SECTION 4

CANTEEN AND FOOD SAFETY

4.1 GENERAL FOOD SAFETY

The following must be strictly adhered to bearing in mind the importance of food safety:

- The canteen should be within easy access for the students in a clean area, away from toilets and safely equipped.
- The ceiling should remain clean at all times.
- Food preparation stations should be cleaned frequently.
- All floors should be crack free and clean.
- The canteen should have good ventilation, adequate lighting, exhaust fans, air conditioners, insect repellent spray and fire extinguishers.
- Dustbins containing empty plastic garbage bags should be disposed off daily.
- All electrical devices and machines should be safely installed.
- Easy to clean tables should be available.
- Fridges should be well maintained and clean.
- Shelves for non- refrigerated food should be fixed at least 50cm above the ground.
- Fire Extinguishers must be easily accessible within the canteen.
- Microwaves must be cleaned frequently.
- Plastic and foil wrapping papers should be available.
- All appliances should be made out of stainless steel besides disposable spoons, forks, plates, and cups.
- All pesticides should be kept away from food storage.

Instructions for canteen/ancillary staff:

- The canteen must be cleaned thoroughly everyday.
- Sanitizers must be used.
- Hot Water should not be used immediately from the heater.
- Fruits and vegetables must be washed thoroughly.
- Canned food must not be sold after the expiry date.
- Food storage must be done as instructed by the manufacturing companies.

Types of food allowed in the school:

- Tetra pack milk (whole and low fat long life milk)
- Biscuits made from flour (salted and non-salted)
- Seedless packed dates
- Mixed nuts (small packets)
- Fresh fruits and vegetables
- Sandwiches and pastries
- Cheese, spinach, egg, and jam pastries

Beverages and Juices

- Fresh fruit juices
- Canned juice
- Bottled water priced as per market
- Soft drinks and candy must **not** be sold to students

Food Hygiene and Safety

- Sandwiches and pastries must be wrapped in plastic
- Food must be refrigerated

- Any remaining food must be removed at the end of the day

4.2 Health regulations for the canteen staff

Health Certificates

- All canteen staff must have a health certificate, which indicates that they are free from contagious diseases.

Contagious diseases

- **Contagious diseases:** If any canteen staff has a contagious disease he/she will be released from canteen duty until he/she has recovered.

All canteen staff must comply with the following:

All canteen staff must:

- Take good care of their personal hygiene
- Keep their nails trimmed, and head covered
- Wash their hands before, during and after food preparation
- Be presentable and in full uniform
- Wear disposable gloves and masks

SECTION 5

IT SAFETY

5.1 GENERAL SAFETY

Wesgreen International School has invested a great deal of money into creating and maintaining computer labs that allow all students to become literate in Information and Communications Technology (ICT). As with any classroom, there must be rules and practices to maintain student safety while at their workstation, as well as when they are connected to the online community.

Online Safety

While the Internet allows access to a gamut of educational opportunities for students, it also contains a wealth of inappropriate content. To keep students safe from accessing this information, there are many practices that the teachers can follow. Students should also be taught cyber "netiquette," and proper manners while interacting online. This will help ensure their safety once they leave the computer lab and are also when using technology in other sites.

Viruses

The Anti-virus program should be updated frequently and scans for dangerous content should be done daily. Additionally, firewalls should be in place to filter any content coming into any computer through the Internet. Students should be aware of the dangers and threats of viruses and discouraged from opening email attachments or documents from unknown users.

Student Ownership

Students can take ownership of the practices that keep them safe in a computer classroom by being part of the process of making the rules at the beginning of the year. These rules should be posted for all to see and referred to as often as necessary to ensure their safety, both physical and online.

In order to ensure a safe and healthful work environment, Wesgreen International School has established safe work practices and policies listed in this section. These practices and policies were developed after an assessment of the faculty, staff, student, and visitor exposures to worksite hazards. It is the responsibility of everyone to ensure the safety of themselves and others. It is essential that everyone is alert to the possible hazards and reports any concerns to the appropriate person. All new members of the lab will have the basic procedures explained to them by their Head of the Department as part of the standard induction when they arrive, or change job or task. It is impractical to cover all aspects in detail, so documents or references to documents will be provided. It is important that these are read and understood.

The computers are often in a computer network, and are sometimes shared by multiple users. Computers at Wesgreen have security software installed, which may limit, trace, or block certain activities, or may quickly restore computers back to their original configurations.

5.2 GUIDELINES

The following guidelines should be observed to ensure a safe computer environment:

Electrical Hazards

In a computer lab setting, electrical cords, CAT 5 cables and power surges are a must. It is imperative that the floor and common areas of the lab be free of any cords or cables to prevent falls, injury or electrical shock. Any cords that must run from the wall to the tables should be covered with plastic or rubber cord covers, so that chances of tripping are eliminated.

- Allow adequate space for ventilation surrounding computers and monitors
- Take care when working with printers. If you have to open the machine for maintenance, repair or troubleshooting, remember that some parts may be hot
- To reduce the risk of shock in the case of flooding no electrical equipment should be stored on the floor
- Computer CPUs should be kept off the floor on a shelf or on brackets mounted under the desk
- Students should not attempt to repair, open, tamper or interfere with any of the computer, printing, cabling, air conditioning or other equipment in the laboratory

Physical Safety

Some important practices for students to employ are as follows:

- Keep hands and fingers away from the wiring connected to the computer
- Keep the work area, as well as the surrounding floor area, free of any obstacles, such as backpacks and notebooks
- Refrain from bringing in any food or drinks inside the computer lab.
- Students are not permitted to work alone and unsupervised in the laboratory at any time
- Work surfaces, including computer areas, should incorporate ergonomic features, such as adjustability, appropriate lighting and equipment layout
- Bench work areas should have knee space to allow room for chairs near fixed instruments, equipment or for procedures requiring prolonged operation
- Students should be aware of the correct posture when using computers

Posture: A good working posture is one that can be sustained with the minimum of static muscular effort.

- The upper body is most comfortable when the:
 - Back is supported.
 - Head is up.
 - Upper arms are relaxed.
- Hands and wrists are most comfortable when:
 - Forearms are nearly at a right angle to the upper arms.
 - Wrists are in a straight line with hands and forearms.

In order to improve the posture, chair should be adjusted so that the:

- Lower back is supported
- Knees are in level with hips
- Feet are flat on the floor
- Eye level is just above the top of the screen
- Screen is directly in front of the user - not at an angle

Repetitive Strain Injury – RSI: To prevent the symptoms of RSI, posture should be watched while the work is done at a steady rate with regular breaks from the screen. Short, frequent breaks are more beneficial than occasional, longer breaks.

SECTION 6

SCIENCE LAB SAFETY

6.1 STUDENT LABORATORY SAFETY RULES

Students must:

- Not enter a laboratory unless instructed to do so by a teacher
- Not do anything with equipment or materials unless told to do so by a teacher
- Wear eye protection when instructed to do so and keep it on, until asked to take it off
- Never taste anything or put anything in mouth when in the laboratory. This includes sweets, fingers and pencils, which might have picked up poisonous chemicals from the bench
- Put waste solids in the correct bin, and never in the sink
- Report any accident to the teacher. This includes chemicals in the mouth, the eyes or on the skin, and any burns or cuts
- Keep their bench clean and tidy with bags pushed out of the way underneath
- Wipe up any small splashes with a damp cloth and report bigger ones to the teacher
- Make sure that hair, scarves, ties etc. are tied back or tucked in to keep them well away from the flame when instructed to use a Bunsen burner
- Always stand up - never sit - when working with liquids. Students can move out of the way quickly if there is a spill.
- Wash off any chemicals, animal or vegetable matter from hands or other parts of the body quickly.

6.2 STAFF LABORATORY SAFETY RULES

Staff must:

- Use Laboratories only if they are subject specialists
- Think very carefully before conducting any practical operation in the laboratory when alone
- Set a good example to students and be consistent with Student Laboratory Safety Rules
- Keep abreast of the emergency procedures that include: the escape route; fire-fighting equipment; nearest first aid box; emergency eyewash; main gas cock and main electricity switch. All lab exits should be unlocked whilst lab is occupied
- Make special arrangements for equipment which has to be left running overnight and any hazardous equipment that needs to be left out
- Ensure chemicals are flushed out of traps to eliminate mixing with cleaning products
- Ensure that eating, drinking and smoking should not take place in laboratories or preparation rooms
- Ensure any glass waste products are collected and disposed off by use of separate glass waste boxes and not in the general waste
- Ensure that laboratories are locked when leaving e.g. at lunchtimes and before/after school
- Ensure to leave the Laboratories safe with:
 - All gas taps completely turned off
 - All mains-operated apparatus switched off
 - Electricity switched off from the main switch, if possible
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CLASS MANAGEMENT

Class Supervision/Behaviour

The school rules for students attending Science should be displayed in a prominent place in each laboratory. At the beginning of each academic year and at suitable intervals afterwards, as appropriate, teachers must make sure that children are aware of the rules.

Students must not be left unsupervised in a laboratory. Staff wanting to leave a class briefly must assess whether this is safe. They must arrange temporary supervision before they leave. The use of laboratories as general teaching areas or for registration by non-specialist teachers should be discouraged. Where it cannot be avoided it is essential that the Head of Science Department is consulted; and an assessment of risks is undertaken, and any additional precautions are implemented before the laboratory is used. It may, for example, be necessary to draw up guidelines. Particular attention needs to be paid to access to chemicals, equipment and gas taps (unless isolated).

Class Sizes

To ensure that appropriate standards of health and safety are achieved for practical lessons the risk assessment (see later) should take into account the number of children in class and the accommodation available. There are two aspects to be considered in the risk assessment:

- **Overcrowding:** Children working close to each other may pose a hazard. The assessment should take into account the number of children, room size, bench space and the nature of the activity.
- **Supervision:** The size of group will affect the teacher's ability to provide adequate supervision. The assessment should take account of age, ability and behaviour of children, together with the skill and experience of the teacher. Room layout may also have an effect.

If, in a teacher's professional judgment, the class is too large to attempt a particular practical, alternative approaches must be considered, e.g. child assisted teacher demonstrations, only part of the class doing the practical work at any one time, or not carrying out a particular practical. If these alternative approaches do not provide a satisfactory solution, or if practical work has to be significantly limited to the extent that the curriculum is restricted, the Head of Department should raise the matter with the Management.

SECTION 7

WASHROOMS AND ELECTRICAL ROOMS

7.1 WASHROOMS

The following requirements must be adhered to regarding the supervision and maintenance of washrooms:

- Adequate bathroom supplies (antibacterial soap, bathroom paper etc.) must be available in all washrooms at all times.
- Washrooms must be regularly cleaned throughout the day.
- Washrooms must be continuously supervised.
- A maintenance log must be kept and developed throughout the year.
- Each student washroom must contain instructions for effective hand washing/drying.

7.2 ELECTRICAL AND STORAGE ROOMS

According to the UAE Ministry regulations the electrical rooms must never be used as a storage area and should always be left empty.

STORAGE ROOMS

- Never stand on tables, chairs or lockers to reach heights
- Never pick up heavy items – use your legs not your back
- Ensure items are packed securely and safely
- Any potentially dangerous items (cleaning fluids, pesticides etc.) must be stored safely
- Ensure there is good ventilation in the Storage Room

SECTION 8

EVACUATION PROCEDURES

8.1 GENERAL FIRE SAFETY

- A fire risk assessment must be carried out in each campus and any remedial measures identified are to be implemented
- The assessment must be reviewed annually or when there are significant changes
- A fire emergency evacuation procedure must be established in each campus
- Regular fire evacuation drills must be carried out in each campus
- Staff must be trained in the evacuation procedure
- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers must be checked and maintained regularly
- Regular checks of fire escape routes must be undertaken in order to ensure that they remain free of obstruction
- Emergency contact numbers should be widely displayed throughout the premises
- The fire alarm must be audible in the main building, gym, playgrounds, conference hall and car park

8.2 EVACUATION FOR AL QARAIN

In order to ensure the safety of all our children and staff please follow these procedures accurately.

Evacuation of School: Assembly Point: Bus Area

- Teachers are responsible for the children in their care. Teachers who are not with their class are to meet up with the group once outside.
- Classes are to evacuate the building according to the designated evacuation route for the room they are situated in when the alarm sounds. Each room has a posted evacuation map.
- Children should walk quickly and quietly.
- Once outside the class should line up in their designated area.
- Attendance registers and slips to be collected from our receptionists, attendance taken and record slip completed.
- Record slips are to be completed and given to the Reception staff for a final tally. Heads of Year are to ensure this is completed in a timely fashion.
- Head of School, or designate, to complete a full school head check including students, staff, admin, auxiliary and visitors.
- Teachers and Children do not re-enter the building until they are told that all is clear.

EVACUATION PROCEDURES AND MAPS ARE POSTED IN EACH ROOM

Additional Duties of Responsibility

- Administration staffs to bring out the registers if already submitted, if not the teachers must bring from class.
- School receptionist takes out the class lists' folder containing all the parents' contact numbers and the visitor list.
- Designated auxiliary staffs ensure that the building is empty and report to Head of School or in her absence the designate staff.
- The Clinic Nurses and Nursery Nurse should take out a first aid kit to their respective designated areas.
- Bathroom maids escort children in the washrooms to their classes lined up outside.
- Accountant will exit the building and ensure that no one re-enters through the front doors until the all clear is given.
- School Supervisor, or designate, to ensure all auxiliary staff are accounted for and present in the bus parking lot.
- Receptionist to ensure that any visitors at the time of the evacuation are accounted for and present in the bus parking lot.
- Two evacuation times are recorded, one when the school has been fully cleared and again once all classes have reported.
- All clear will be given by the Head of School or in her absence the designate.

Evacuation drills will be performed, both announced and unannounced, throughout the year. Teachers will be walked through the procedure at the beginning of the year and are to be familiar with each evacuation route.

Fire / Fire practice are any students to be left unsupervised. All staff and students must act with calm discipline.

[Assembly Point Al Qarain](#)

8.3 EVACUATION FOR PRIMARY

Assembly Point: FOOTBALL PITCH

Fire Routine:

Teacher-led Evacuation Procedure

Assembly Points:

Grade 2, 3 and 4: Staff Car Park

Directions: See the fire escape map on the classroom walls when alarm sounds.

When Alarm Sounds: -

Student Procedures

1. Students must walk in SILENCE.
2. Assemble in the class line at the designated area.
3. Await dismissal from the Head of School.
4. Security to unlock gates at the Grade 2 Playground.

Staff Procedures

1. Security to unlock gates at the Grade 2 Playground.
2. Proceed immediately to the car park through your designated exit.
3. Class teachers to take the roll and confirm it with the Head of Year.
4. Turn off the lights and close the classroom door on your way out.
5. Do not stop to look for your belongings.
6. Do not allow students to run; walk quietly in a line to the nearest exit.
7. If a class is split, they should regroup at the car park.
8. Class teacher must go directly to the car park.

Designated Areas

1. All Grade 2 classes should leave through the door at the end of the Grade 2 corridor and walk across the Grade 2 playground through the gates and to the staff car park.
2. In the grade 2 corridor, classes attending IT and the library should leave through the front doors and proceed to the appropriate assembly point for each grade.
3. Science, Art, Grade 2/3/4 reading classes and any students and nurses in the clinic should leave through the front door and proceed to the appropriate assembly point for each grade.
4. Music and Drama classes should leave the room and proceed to the appropriate assembly point for the grade.
5. Grade 3 classes should use the doors for the Grade 4 playground and walk to the designated area.
6. In the Grade 3 corridor, Grade 4H 4A 4O 4N and the mosque classes leave through the door of the grade 4 playground and walk to the designated area.
7. Grade 4B 4C 4N 4I 4S 4A 4L 4W 4G 4R should leave through the door at the end of the Grade 4 corridor to the car park.
8. Students in the gym and conference hall are to proceed to the appropriate assembly point for each Grade.
9. Staff in the staff room should leave from the nearest exit to their designated area.
10. Administration staff, Arabic staff, specialist staff and workers should leave through the nearest exit and assemble at the front of the school beside the car park.
11. Helpers to assemble at the front of the building.

Toilets

1. Student toilets in grade 2/3/4 to be checked by the helper for each grade. Staff toilets and the staff room will be checked by the Assistant Head of School.

Mosque

1. The mosque will be checked by the Assistant Head of School.

Checklists

1. Reception staff will collect the registers from reception and distribute them to the Head of Year and handover to the teachers, who will check that all students are accounted for once they have lined up in their designated areas.
2. Class teachers take register to confirm all present to the Head of Year.
3. Classroom Assistants check in with their Head of Year.
4. Arabic and Islamic Staff, check in with Arabic/Islamic Coordinator.
5. Head of Year for grade 3 and 4 confirm attendance of classes and teachers to Assistant Head of School.
6. Assistant Head of School to confirm grade 3 and 4 attendance to Head of School.
7. Head of Year for grade 2 to confirm attendance to Head of School.
8. PE Coordinator to confirm attendance of all specialist staff, Administration staff and workers to the Head of School

Administration Staff

1. Ancillary staff, checks in with the Assistant Head of School.
2. No one is released until all people concerned have checked in.

At no time during a fire drill or in the case of a real fire, are any students to be left unsupervised. All staff and students must act with calm discipline.

[Assembly Point Primary](#)

8.4 EVACUATION FOR GIRLS' SCHOOL

Assembly Point: Bus Parking Area behind Gymnasium.

Directions: See map on the classroom doors

When Alarm Sounds: -

1. The Security personnel to ensure that the main gate is open to the BUS PARKING Area.
2. Classes on the **Ground floor** line up and move briskly to the nearest EXIT DOOR.
3. Classes on the **First floor** line up and move down the nearest staircase to the nearest EXIT DOOR, leading to the main field and eventually out to the gates of the bus parking area. *Please refer to the map behind the door in each room.*
4. Classes assemble at the Bus Parking Area behind the Big Gymnasium in Form groups and in the register order as morning line up. Form teacher is to take the attendance.
5. Students should familiarise themselves with the nearest fire exit. *(Refer to Map to see where your nearest exits are).*

Pupil Procedure

1. Students are not to carry their bags along.
2. Students must walk briskly but NO RUNNING and walk in silence. Teachers to walk along with their class group rather than in groups.
3. All teachers and form tutors must instil in their students the seriousness of the drill, as some students tend to take it very lightly and they walk in groups in the courtyard area busy chatting while heading towards the BUS AREA.
4. Assemble in the designated area according to form groups.
5. As complete evacuation time should be kept to minimum, students must walk briskly towards the designated area.
6. Form teachers to take the attendance and confirm it with the respective HOY who then, will inform the HOS.
7. Await dismissal from the HOS.

Staff Procedure

1. Teachers implement the above routine.
2. The teacher must be the last person out of the classroom and follow the group to the designated area having checked their classrooms thoroughly.
3. Unaccompanied teachers are to be vigilant and check toilets on their floor before exiting the building.
4. **Receptionist 1** to take out all registers and distribute to form teachers.
5. Form teachers must take mark the attendance for that day in the register. Once completed indicate that all students are present by holding up the **Green Flag**.
6. If any student is absent indicate this by holding up your **red flag**. This will notify the HoY to locate the missing student/s.
7. Nurse checks staff attendance.
8. **Receptionist 2** to ensure Reception, small staffroom, staff toilets and canteen in Block A are clear.
9. The teacher in Room 226 – Block C to check the Library; e-library and the toilets.
10. The Librarian to check the Block C roof top.
11. PE teachers to clear Gymnasium's 1 and 2, changing rooms, PE office and Mosque.
12. Teacher in Room# 107 - Block A to make a thorough check on the *ground* floor student toilets.
13. Teacher in Room #207 - Block A to make a thorough check on the *upper* floor student toilets and roof end of stairs.
14. Teacher in Room #113 in Block B to ensure that *staff room, Grade 12 room, senior canteen and toilets* are clear.
15. Teacher in Room# 118 Block C to make a thorough check on the ground floor toilets and the media room
16. Teacher in Room# 215 in Block B upper floor to make a thorough check in Block B (1st floor) and roof end of stairs.
17. Designated HOY's to make a thorough check on the roof and the Gymnasium of their respective blocks.

Directions:

- See EXIT map on the classroom doors ;
- At no time during Fire / Fire practice are any pupils to be left unsupervised ;
- All staff and pupils must act with calm discipline

At no time during Fire / Fire practice are any students to be left unsupervised. All staff and students must act with calm discipline.

[Assembly Point Girls](#)

8.5 EVACUATION FOR BOYS' SCHOOL

Assembly Point: Bus Parking Area behind Gymnasium.

Directions: See map on the classroom doors

When Alarm Sounds: -

1. Supervisor (Mr. Basit) and Security Guard (Mr. Frank) to ensure that the gate to the Bus Parking Area is open (Third key-holder Mr. McColl).
2. Classes on the Ground Floor line up and move briskly to the nearest EXIT DOOR leading to the main field and eventually out the gates of the bus parking area. Please refer to the map behind the door in each room.
3. Classes on the First Floor line up and move down the nearest stairs to the nearest EXIT DOOR leading to the main field and eventually out the gates of the bus parking area. Please refer to the map behind the door in each room.
4. Classes assemble at the Bus Parking Area behind the Gymnasium in Form Groups and in the register order as morning line up. Form teacher takes the roll. First check numbers are as the class register. If there are anomalies, identify each student by name.

Procedure for Students

1. No running. Students must walk IN SILENCE.
2. Assemble in the designated area in Form Groups in the correct register order.
3. Form Teachers to monitor students in their respective forms and take the attendance and confirm / report absences to the Heads of Years. Heads of Years to report information to Receptionist 2 (Mr. Nour).
4. Await dismissal from the Head of School.

Staff Procedure

1. Teachers implement the above routine.
2. The teacher must be the last person leaving the classroom and follow the group to the designated area having switched off lights, closed doors and windows.
3. Receptionist 2 (Mr. Nour) takes all registers out and distributes to Form Teachers.
4. All other staff to assemble with Head of Years behind the Gymnasium. Staff attendance to be checked by Mr. Adnan.
5. Nurses (Mr. Francis and/or Mr. Raphael) to be present with the First Aid Box.
6. Receptionist 1 (Mr. Shoaib) to ensure Reception, offices in the Boys' admin area and toilets for staff/parents are clear.
7. HoY Grade 11/12 (Mr Cronin- *Mr Louis in case of absence*) to make a thorough check on the ground floor toilets, Canteen B, Common Room and Staffroom at corner of Block A & B.
8. HoY Grade 9/10 (Mr. McColl-*Mr. Adeel in case of absence*) to make a thorough check on the first floor student toilets in Block A.
9. HoD Art (Mr. Cheung) to ensure that Canteen A is clear.
10. HoY Grade5/6 (Mr. Pottow- *Mr Jethiji in case of absence*) in B Corridor 1st floor to make a thorough check of Block B 1st floor, including Staffroom and toilets.
11. HoY Grade 7/8 (Mr. Orlando- *Mr Prinsloo in case of absence*) to make a thorough check on the ground floor toilets and the Multimedia room in Block C.
12. Librarian (Mr. Adnan-*Mr Asad in case of absence*) to clear and check the Library, the library toilets and Block C (1st Floor) and roof end of stairs.
13. PE teachers to clear the Gymnasium building, including Mosque, toilets and the football field if applicable.
14. Mr. Suleman to clear the main administration building including visitors (Ground Floor) and take staff attendance for the administration wing only.
15. Mr. Vijay will perform a final thorough check of the building and report to HoS on clear out time.
16. Cause of fire alarm (if not a scheduled drill) will be investigated by Mr. Babar.

At no time during Fire / Fire drill are any students to be left unsupervised. All staff and students must act with calm discipline.

Assembly Point Boys

CLINICS AND HEALTH PROCEDURE

Please refer to 'Wesgreen Policy on Health Care'.

Policy No. W109B

SECTION 10
PRELIMINARY STAFF TRAINING

Following staff will be provided with First Aid Training to perform in particular situations:

- Position Holders
- Heads of Years and Heads of Schools
- Lab Technicians
- Receptionists
- ICT Teachers
- Any other members of staff identified by Heads of Schools

SECTION 11

GENERAL CLASSROOM AND CORRIDOR SAFETY

Teaching staff must adhere to the following bearing in mind the importance of staff and student safety:

Staff must ensure that:

- Students are not left unsupervised in the classroom
- Students are not left in charge of classes at any time
- Students are not running in the classrooms or corridors
- Students walk on the right hand side during lesson switch over
- Students are not using trolley bags throughout the school
- If students are being escorted up or down the stairs they move up on the right hand side and move down on the left hand side
- Tables, chairs or lockers are not used to reach heights
- When hanging large items using a ladder, adequate assistance is available
- They do not carry hot beverages or liquids in corridors or classrooms
- Appropriate temperature is set in the classroom. The maintenance staff should be informed immediately if air conditioners in the classroom need servicing particularly if they are leaking
- Potentially harmful items, that differ as per age groups, such as scissors, chemicals, hot liquids etc. are stored away safely.
- They are on the lookout for any dangerous sharp edges or corners that could cause injury
- Cleaning staff are informed immediately of any spillages that have occurred
- All doorways of classrooms are kept entirely clear. There must be a clear space at each door and all seats that interfere with free and rapid movement must be removed

SECTION 12
WEATHER PRECAUTIONARY MEASURES

In case of poor weather conditions (dust, storm/ extremely foggy weather):

- Morning Line-up should be cancelled
- The students should be asked to proceed to their form classes
- The Quran Recitation, National Anthem and any announcements should be made through the PA system installed in HoS's Office.

Hazards/Maintenance Logbook

Date	Description of Hazard/Maintenance	Location	Reported by	Signed by HoS	Maintenance Coordinator	Maintenance Supervisor
D: M: Y:				Signature: Date:	Signature: Date:	Signature: Date:
D: M: Y:				Signature: Date:	Signature: Date:	Signature: Date:
D: M: Y:				Signature: Date:	Signature: Date:	Signature: Date:

Y:

Assembly Qarain

Bus Parking

WESGRNITHOLQ GR1

WALL

Nursery
KG2 W,
S, C, Q

GATE

Covered Playground

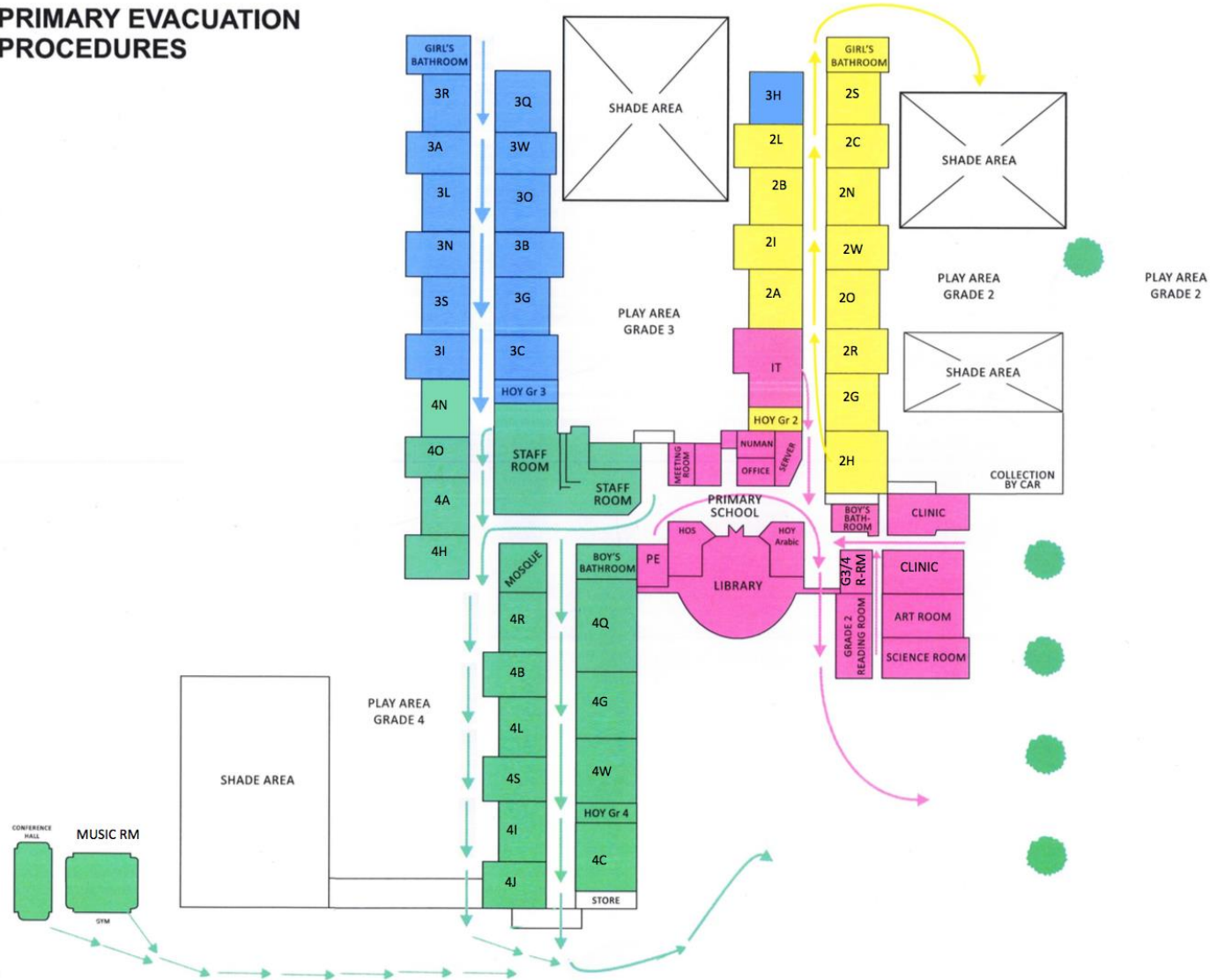
*maintained
Receptionist)*

Point	Al
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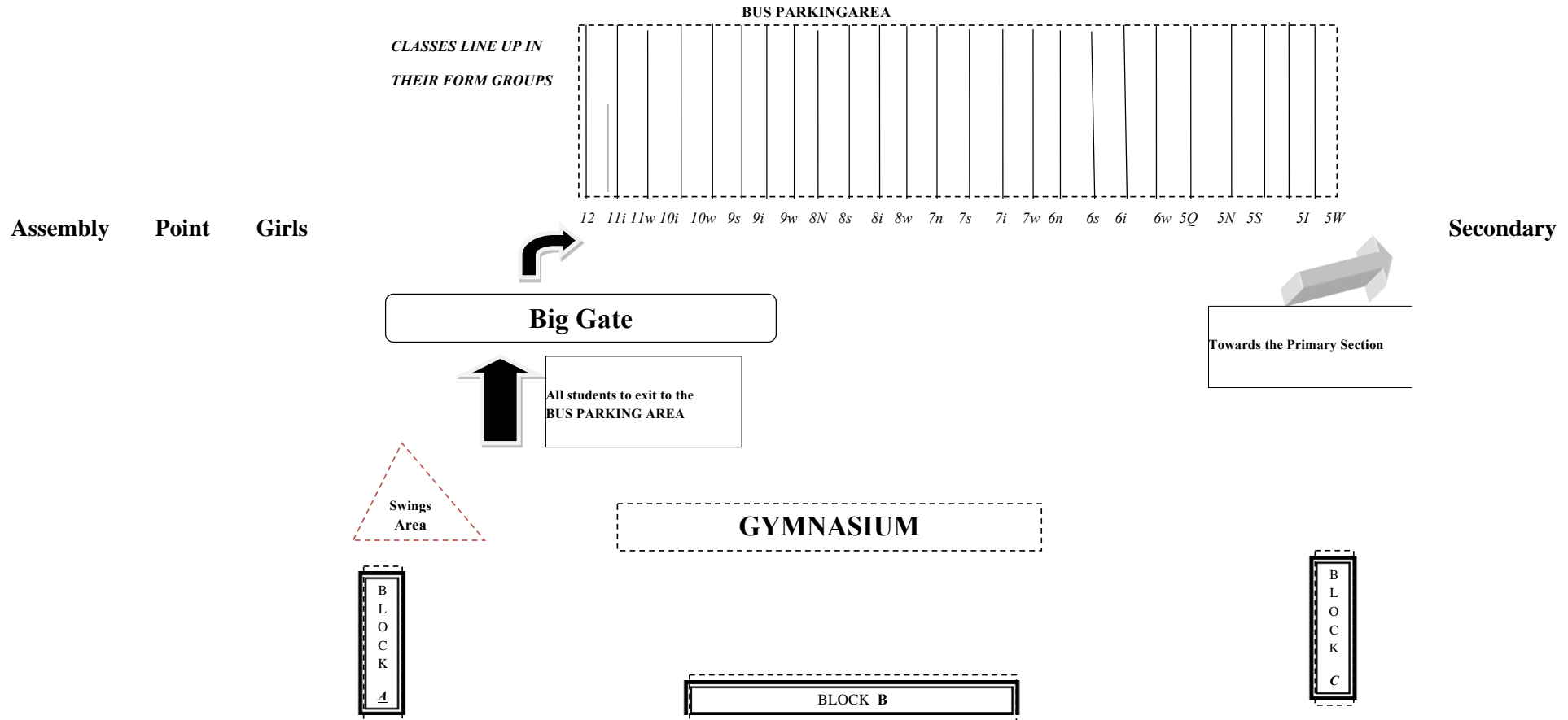
PRIMARY EVACUATION PROCEDURES

Assembly Point

Primary



GIRLS SECTION EVACUATION MAP- FIRE DRILL



Boys Section Evacuation Map Fire Drill

12BW
11BS
11BI
11BW
10BS
10BI
10BW
9BS
9BI
9BW
8BN
8BS
8BI
8BW
7BN
7BS
7BI
7BW
6BQ
6BN
6BS
6BI
6BW
5BQ
5BN
5BS
5BI
5BW

Assembly Point Boys Secondary

