

GEMS JUMEIRAH PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

An ever-evolving experience for ever-evolving learners.

PRINCIPLE AIM

An ever-evolving experience for ever-evolving learners.

At GEMS Jumeirah Primary School, we recognize the uniqueness of each child through a programme of learning that promotes challenge and personalized education at all levels. Through this, we encourage creative and critical thinking alongside stimulating and meaningful experiences.

We continually aim to provide an inclusive, enabling environment which empowers all children to achieve.

Our curriculum celebrates the diversity within our school and equips our children with the skills and attributes required to become active citizens in our international community.

Our school strives to create a nurturing environment with strong, open and positive partnerships between adults, children and the wider community that ensures the wellbeing of all.

This document indicates the local organisation and arrangements for implementing the GEMS Health, Safety and Welfare Policy in GEMS Jumeirah Primary School.

STATEMENT OF INTENT

GEMS Jumeirah Primary School is committed to high standards of health, safety and welfare and takes all reasonable steps to ensure the Dubai Municipality legislation, as well as the GEMS Health & Safety policy, and other Health and Safety advice and guidance are implemented.

ORGANISATION AND ARRANGEMENTS

Responsibility for the implementation of the policy by the Principal, team leaders, supervisors, class teachers and all employees is as specified in the GEMS' Health and Safety Policy. The Senior Assistant Principals carry out the duties of the Principal in their absence, as nominated.

The Staff Health and Safety Co-ordinator is Emma Hurst. Regular Health and Safety checks are undertaken with the Manager of School Operations (MSO), Pradeep Pillai, and/or the Assistant Facilities Manager, Farooq Khan. These monitoring checks are aligned to termly reports by the school's MSO regarding the fit-for-purpose condition of the school.

ROLES & RESPONSIBILITIES

GEMS CORPORATE OFFICE

In all areas and activities under their control, GEMS Corporate Office have a duty to take steps to ensure that appropriate health and safety standards are complied with as far as is reasonably practicable. This duty includes ensuring that appropriate arrangements are made to comply with statutory requirements, its Health, Safety and Welfare Policy for schools and associated Dubai Municipality legislation and that these are taken into account in determining the allocation of resources.

GEMS Corporate Office ensures that annual internal monitoring is carried out in accordance with the GEMS Schools Operations procedures. When major building or maintenance/improvement works are being carried out, GEMS appoint a property consultant and external building contractor. Additionally, many minor building/maintenance projects require the services of a property consultant if statutory approval is required, for example for electrical works, and where the school does not have access to internal specialists/competent

persons. Funding for consultancy fees is included in the school's maintenance and/ or capex budgets for such projects.

GEMS Corporate Office ensures that any contractor appointed to undertake work on the school premises is competent to do so, acquiring appropriate certification at the tendering stage.

GEMS Corporate Office is also responsible for ensuring that the Principal has an appropriate workload, in support of a reasonable work/life balance, having regard to their health and welfare.

GEMS Corporate Office ensures that the policies and procedures for recruitment, induction, staff development, performance management and capability used by their school addresses the areas covered by GEMS policies and meets Dubai Municipality as well as international standards.

THE PRINCIPAL WILL ENSURE THAT:

- there is an appropriate organisation within the School for implementing the Health, Safety and Welfare Policy;
- the GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy are brought to the attention of all staff; copies are available electronically on the school network as well as via the School Improvement Plan;
- Risk assessments are carried out, recorded and control measures implemented. This will include risk assessments relating to hazards to which directly managed staff are exposed;
- health and safety monitoring is undertaken in the school through:
 - an annual internal monitoring checklist;
 - termly inspections of the premises (Principal must be involved in at least one of the inspections)
 - accident, near-miss and ill-health investigation;

The Principal will also ensure that:

- other health and safety information is communicated to relevant staff;
- relevant health and safety information is provided to visitors, temporary and agency staff, voluntary workers, contractors and those who may use the site;
- there is agreement and co-operation between other users/other employers of the school site to ensure hazard reporting and joint risk assessments are recorded;
- accidents are investigated and reported using the established procedures;
- opportunities are identified to improve health, safety and welfare within the school and that the health, safety and welfare responsibilities in relation to procurement and the management of contracts are carried out and recorded;
- there are arrangements for monitoring services such as gas and electrical systems and equipment;
- arrangements to enable staff to report hazards are in place;
- an Education Outside the Classroom (EOTC) leader is appointed within the school;
- procedures for identifying and acting upon failures by any employee to achieve adequate health and safety performance are in place;
- health and safety training needs are identified and met;
- fire precautions procedures are implemented (including fire drills);
- copies of the school local organisation and arrangements are completed, posted on staff notice boards in a prominent position and updated as appropriate (see Annex A);
- members of staff have an appropriate workload, in support of a reasonable work/life balance, having regard to their health and welfare.

THE ADMIN OFFICER IS RESPONSIBLE FOR:

- establishing arrangements for dealing with health and safety matters such as:
 - dissemination of health and safety information to all staff;
 - accident reporting;

- emergency evacuation procedures;
- ensuring accidents are investigated;
- ensuring health and safety matters raised by staff are dealt with;
- maintaining a central file of GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy;
- maintaining a central file of other relevant information;
- co-ordinating all aspects of health, safety and welfare policy and practice;
- liaising with safety representatives or other means of consulting with employees;
- ensuring that all contractors working on the school premises are aware, and comply, with the school's Health & Safety policy;
- ensuring the implementation of the safety policy is monitored;
- Ensuring 'reportable' accidents are reported to the Dubai Municipality as well as GEMS School Operations department.

HEADS OF YEAR/ HEADS OF DEPARTMENT

Heads of Year and Heads of Department who line manage teaching staff are responsible for implementing the school's Health & Safety Policy within their area of responsibility, which will vary according to the phase and organisation of the school.

In particular, Heads of Year/Heads of Department will ensure that:

- GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy appropriate to their area of responsibility are brought to the attention of all staff within the area and complied with;
- appropriate safety signs or notices are displayed;
- relevant health and safety information is communicated to staff;
- all accidents occurring in the area are reported; the causes are investigated; and an accident report form is completed;
- reasonable arrangements for allowing safety representatives to carry out their functions are complied with;
- health and safety training needs of staff within the area are identified and met, or reported to the Principal;
- staff are aware of the fire procedures;
- new employees receive appropriate health and safety information, instruction and training, including safety procedures within the area/school as appropriate;
- Assessments for all risks to health and safety are carried out and significant findings recorded, with appropriate preventative measures completed, in accordance with the GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy relevant to the area (including requirements of particular subject areas).
- ensuring there are procedures for identifying and acting upon failures by any employee (including managers) to implement the Health, Safety and Welfare Policy and procedures

CLASSROOM TEACHERS

The health, safety and welfare of pupils in classrooms are the responsibility of the classroom teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor, and to support staff, such as Learning Support assistants.

A classroom teacher is expected to:

- know the emergency procedures in respect of fire and first aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- be aware of, and follow, GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy and guidance;
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- give clear instructions and warnings as often as necessary;
- ensure that students' items such as coats, bags, cases are safely stowed away;

- integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- follow safe working procedures personally;
- ensure such precautions as protective clothing, guards and special safe working procedures are used when necessary;
- ensure 'No Child Alone.'
- Make recommendations on health, safety and welfare matters to the line manager.

SUPPORT STAFF

Other line managers in schools, such as the Assistant Facilities Manager and Manager of School Operations, are responsible for the implementation of the GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy in their area of control. This includes:

- ensuring, in their area of control, that risk assessments are carried out, recorded and the control measures implemented
- undertaking risk assessments relating to hazards to which directly managed staff are exposed
- ensuring that health and safety monitoring is undertaken in their area of control through:
 - annual internal monitoring;
 - inspections;
 - accident, near-miss and ill-health investigations;
 - identifying the training needs of staff to enable them to meet required competencies;
 - ensuring all new employees to the area receive a health and safety induction;
- ensuring all relevant health and safety information is communicated effectively to the correct staff;
- Ensuring procedures for identifying and acting upon failures by any employee to implement the GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy and procedures.

ALL EMPLOYEES

Although prime responsibility for health and safety in schools rests with the GEMS Corporate Office as the employer, the GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy can only be implemented in schools with the full co-operation of all members of staff. All employees therefore have the following responsibilities:

- to take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- to co-operate with the GEMS Corporate Office, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- to be aware of, and follow, GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy and guidelines;
 - (a) to use work equipment provided correctly, in accordance with instructions and training;
 - (b) to report to their line manager any hazards or work situations they identify and any inadequacies in health and safety;
 - (c) to report, using prescribed procedure, all accidents, reportable diseases, ill health, dangerous occurrences and near misses;
 - (d) To take part in any health and safety training identified as necessary by GEMS Corporate Office or the Principal.

Employees at all levels should note that if they fail to discharge the obligations placed on them by this GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy or any relevant statutory provision, they may be liable to disciplinary action according to the GEMS Corporate Office disciplinary rules and procedures or prosecution by Dubai Municipality.

PUPILS

Our whole school ethos is of caring for each other. Although prime responsibility for health and safety in schools rests with the GEMS Corporate Office as the employer, the GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy can only be implemented in schools with the full co-operation of all members of our school. All pupils are encouraged to have the following responsibilities:

- to take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- to co-operate with the school, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- to be aware of, and follow, health and safety codes of practice and guidelines;
 - (e) to use work equipment provided correctly, in accordance with instructions and training;
 - (f) to report to their class teacher any hazards or work situations they identify and any inadequacies in health and safety;
 - (g) to report, using prescribed procedure, all accidents, reportable diseases, ill health, dangerous occurrences and near misses;

HEALTH AND SAFETY MONITORING

Monitoring is carried out as specified in the GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy. The internal monitoring checklist is completed annually and is reported to the GEMS Corporate office. The Staff Health & Safety co-ordinator, the Admin Officer and Principal undertake termly Health & Safety checks of the premises, using an Asset Management termly reporting format.

Arrangements for monitoring of Health & Safety include:

- Termly inspections about the school by the school safety team;
- Termly Health & Safety reports to the School Leadership Team;
- Annual inspections about the school by GEMS Corporate Office;
- Inspections of establishments, sites and contractor operations by the Admin Officer, Appointed H&S member of staff and/ or Principal as identified in specific risk assessments.
- Routine checks on equipment and electrical, gas, mechanical and other services, including the monitoring of usage and maintenance records;
- Investigation of incidents, accidents and causes of ill-health by Admin Officer, Appointed H&S member of staff and/ or Principal in the first instance;
- Hazard reporting as described in GEMS Corporate Office Health & Safety policies and the GEMS JPS Health & Safety policy.

ROUTINE HEALTH & SAFETY PROCEDURES

There is a requirement for all risks to health and safety to be monitored, and for significant findings to be recorded, on a regular basis. The school has both internal and external monitoring provision in place to cover all significant risk requirements across the school, as outlined below.

Routine Health & Safety procedure	How often per year?
Whole school pest control	Quarterly
Whole school fire control	Termly
Water tank cleaning	Twice
Filter/ water cools changed	Twice
Air conditioning units service	Annually
Occupational Health review for support staff	Annually

RISK ASSESSMENTS

There is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded.

The school's risk assessments are completed by staff vulnerable to specific risks during the working day, be they on site or off site. The Principal and Admin Officer are responsible for ensuring specific risk assessments are undertaken (such as school trips or Manual Handling) and for undertaking risk assessments relating to hazards to which directly managed staff are exposed. All risk assessments are to be updated annually or as appropriate to any change in circumstances.

Health & Safety annexes	Title of Annex
ANNEX A	Establishment Health & Safety Organisation and Arrangements
ANNEX B	Swimming Pools and associated equipment
ANNEX C	Fire risk assessment and procedures
ANNEX D	Child Protection Policy
ANNEX E	Termly Health & Safety proforma
ANNEX F	Educational Trips Risk assessments
ANNEX G	GEMS Head Office Health, Safety and Welfare policy
ANNEX H	School Clinic policy (incl. handling of medicines)
ANNEX I	Clampdown procedures policy
ANNEX J	Accidents and Incidents
ANNEX K	School Transport Services (STS) Safety procedures

Discussed and Reviewed by:

Signed: Emma Hurst
 Senior Assistant Principal & HS Committee Lead
 School Nurses

Signed: Rachel Higgins
 Principal

Date: October 2016

ANNEX A

ESTABLISHMENT HEALTH AND SAFETY ORGANISATION AND ARRANGEMENTS

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| 1. | Name of Establishment: | GEMS Jumeirah Primary School |
| 2. | Head of Establishment: | Rachel Higgins |
| 3. | Name of Senior Member of Staff with responsibility for Co-ordinating Health and Safety: | Emma Hurst |
| 4. | Safety Committee: | Rachel Higgins (Principal), Emma Hurst (Senior Assistant Principal), Pradeep Pillai (MSO), Andrena Christie (PRE), Ruth Brown (Head of Swimming), Yona Tumusiime (Security), Cindy Sagaoinit (Nurse) |
| 5. | Location of central file of JPS Health & Safety policy: | P Drive/ Policies |
| 6. | Location of Fire Register: | Manager of School Operation's Office |
| 7. | Procedure for accident reporting: | Complete accident log and submit to Admin |
| | Name of member of staff to report Accident to: | Mr. Pradeep Pillai (MSO)/Cindy Sagaoinit (School Nurse) |
| | Who should complete accident form: | Member of staff involved with accident
Mr. Pradeep Pillai, if required. |
| | Who should telephone GEMS Head Office and/ or Dubai Municipality (if appropriate): | Principal and/or MSO |
| 8. | Name(s) of establishment's Safety Representatives: | Rachel Higgins (Principal), Emma Hurst (Senior Assistant Principal), Pradeep Pillai (MSO), Andrena Christie (PRE), Ruth Brown (Head of Swimming), Yona Tumusiime (Security), Cindy Sagaoinit (Nurse) |
| 9. | Names of Designated Child Protection Officers : | Rachel Higgins
Nadine De Mascarel
Natalie Sinclair (deputy)
Emma Hurst (deputy) |
| 10. | First Aid Arrangements:
Designated First Aider(s)
Appointed Person(s):
Mrs. Cindy Sagaoinit
Ms. Niña Ramos | Location of First Aid Boxes:
Nurses' clinic
All Year group corridors
FS2 area
Main Hall
Astro turf |
| 11. | Fire assembly point: | FS2 Playground, Year1/2 Playground, Astro Turf |
| 12. | Nearest Hospital with casualty Unit: | Medcare Hospital, Al Safa 1
Tel: 04 4079 100 / 101 (Switchboard)
04 4079 111 (Emergency) |

ANNEX B

SWIMMING POOLS AND ASSOCIATED EQUIPMENT

Local site information

1. Name of Establishment: GEMS JUMEIRAH PRIMARY School
2. Head of Establishment: Mrs. Rachel Higgins
3. Name of Senior Member of Staff with Responsibility for safe pool management: Mr. Pradeep Pillai
4. Name of Senior Member of Staff Co-ordinating pool use: Ms. Ruth Brown
5. Location of Emergency procedure corridor: Next to doors in swimming pool
6. Location of Rules for the Use of the Pool corridor: Next to doors in swimming pool
7. Location of:
 - (i) Life Saving Apparatus Pool
 - (ii) First Aid Box: Side of Swimming Pool
8. Large Pool information

length	:	25m
depth	:	0.85m shallow end 1.7m deep end
width	:	10m
temperature	:	27 - 30°C
pH level	:	7 – 7.5
Chlorine	:	1.0 – 2.0
9. Small Pool information

length	:	6m
depth	:	0.85m
width	:	6m
temperature	:	27 - 30°C
pH level	:	7 – 7.5
Chlorine	:	1.0 – 2.0
10. Nearest Hospital with casualty Unit: Medcare Hospital
 Al Safa 1
 Tel: 04 4079 100 / 101 (Main switchboard)
 04 4079 111 (Emergency)