

## VISION

To create an outstanding British international school which empowers all students to embrace learning, achieve their best, and promote their intellectual, emotional, social and physical wellbeing.



PEARLING SEASON INTERNATIONAL

## Health and Safety Policy

To create a community of learning within a safe, secure and happy environment where our children are motivated, challenged and supported in all they do. Our passion for learning and teaching will inspire our students, as will our warmth, humanity and transparency. Student achievement will be limitless, and they will leave with the confidence and capability that will equip them for every facet of adult life as a global citizen.

MISSION

Policy Date: January 2023  
 Revised: Mr. Amgad Ammar  
 Review Date: May 2023  
 Person Responsible: Dr. Albert Bamboukianou

## Document Revision Page

This page is used to record information about the changes (additions, modifications and deletions) that have been made to this document.

Revision Date	Section & Title	Page No.	Summary	Authors
June 2020	All	All	Redrafted the whole policy.	Mrs Rima Shalahat
September 2022	School Transport-Bus	8	.	Mr Amgad Ammar.
January 2023	The risk factors to consider include	10		Mr Amgad Ammar.
January 2023	Swimming Pool	10		Mr Amgad Ammar.
January 2023	Parking	10		Mr Amgad Ammar.



## Health and Safety Policy

### Introduction

**Pearling Season International School (PSI)** takes the safety and security of our children and staff very seriously. All associated with **Pearling Season International School (PSI)**, attach great importance to the provision of a safe and healthy working environment for the teaching staff, the non-teaching staff, the children and all those who visit the School from time to time. It is essential that all members of staff display a positive attitude towards the provision of Health and Safety.

### Aims

The general aims of this policy are designed, so far as is reasonably practical, to enable **PSI** to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among staff and children;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all employees and children to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- maintain all areas in the School in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the school premises;
- lay down procedures to be followed in case of accident;
- teach safety as part of children's' duties where appropriate.
- ensure that Health & Safety is regularly reviewed and discussed.

### Roles and Responsibilities

#### Responsibility of the CEO

The CEO (who may delegate to the Operations Manager/ Member of SLT), is overall responsible for implementing this policy within the school. In particular, she will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for periodic evacuation drills (at least once per term) to take place and for the results of these to be recorded;
- make arrangements for informing staff and children of relevant safety procedures. Other users of the School should be appropriately informed;
- ensure that regular safety inspections are undertaken. (a Health and Safety team will inspect all School premises and property once a term);

### **Responsibility of the CEO / Operations Manager**

- The Operations Manager will assist the CEO in the implementation, monitoring and development of the safety policy within the School;
- The Operations Manager will arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
- The Operations Manager will report any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- The Operations Manager / CEO will coordinate arrangements for the dissemination of information and for the instruction of employees, children and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- The Operations Manager will monitor the activities of contractors, hirers and other organisation's present on site, as far as is reasonably practicable;
- The Operations Manager will arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by staff;
- The Operations Manager will monitor general advice on safety matters from relevant bodies and advise on its application to the School;
- The Operations Manager will coordinate arrangements for the design and implementation of safe working practices within the School;
- The Operations Manager will investigate any specific health and safety problems identified within the School and take or recommend (as appropriate) remedial action;
- The Operations Manager will recommend that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the CEO;
- The Operations Manager will assist in, as far as expertise allows, the carrying out regular safety inspections of the School and its activities and make recommendations on methods of resolving any problems identified;

### **Responsibilities of Staff Towards Children and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, children and volunteers under their supervision. They will monitor their own work activities and take all

reasonable steps to:

- exercise effective supervision over all those for whom they are responsible;
- be aware of and implement safe working practices and set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- ensure that appropriate clothing and safety equipment is available as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on health and safety areas of concern;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action (particularly on supervision duties at break and lunch times);
- undertake adequate instruction, information and training in safe working methods as required.

When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the CEO/ designated SLT member/ Operations Manager.

### **Responsibilities of all Employees - Staff**

All employees of **PSI** have a responsibility to:

- take reasonable care for the health and safety of themselves and of any other person who might be affected by their acts or omissions at work;
- cooperate with the CEO /Operations Manager/ SLT designated member in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the CEO / designated SLT member / Operations Manager;
- ensure that tools and equipment are in good condition and report any defects to the CEO/ SLT designated member/ Operations Manger;
- ensure that offices, classrooms and general rooms are kept tidy;
- ensure that any accidents, whether an injury occurs, and potential hazards are reported and documented to the Nurse / CEO/ SLT Member/ Operations Manager.
- All Staff/ employees of the School are to wear their PSI lanyards to identify them easily to the whole School community

Whenever an employee is aware of any possible deficiencies in health and safety arrangements, she/he must draw these to the attention of the CEO / SLT designated member. Deliberately breaking Health and Safety rules or any non-cooperation or conformity will be regarded as a disciplinary offence.

- The principal / HR will coordinate with the operation manager to review emergency evacuation policy instructions with new employees the dissemination of information and the instruction matters.

**Please note the following:** It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention during their induction.

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments.

In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

### **Responsibilities of students**

All students are expected, within their ability, to;

- exercise personal responsibility for the safety of themselves and their fellow students;
- observe standards of dress consistent with safety and/or hygiene;
- observe all the safety rules of the School and in particular the instructions of the teaching staff in the event of an emergency;
- use and not willfully misuse, neglect or interfere with things provided for safety purposes.
- to follow the Transportation Policy if they use the School buses.

The CEO and teaching staff will help children (and where appropriate the parents) to be aware of these responsibilities through direct instruction and notices.

### **Visitors**

- Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably practicable, to observe the safety rules of the School.
- The Security staff check visitors sign in/out and issue visitors with a lanyard where necessary. Parent helpers/supply staff sign in/out book at the front Reception desk.
- The health and safety rules should be displayed in the reception to draw every one's

attention.

### **Fire and Emergency Evacuation Procedures (Refer for evacuation policy)**

- The Schools procedures for fire and emergency are detailed in the Emergency and Evacuation Policy. Maps showing location and route to evacuation point are posted in each area, in each classroom and in the front Reception area. These procedures will be updated as appropriate. There is a logbook for the recording and evaluation of practice and evacuation drills with the Operations Manager. The designated member of the SLT is to inform the Operations Manager of all events needed for the logbook.
- Fire Prevention Equipment Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system by specialist personnel.

### **The Process for carrying out and monitoring the Health and Safety Policy**

- The Operations Manager has responsibility for ensuring that the Schools safety policy is implemented and that they are at all-time aware of their duties in this respect.
- Members of staff who consider an activity, piece of equipment or building to be hazardous should report the matter immediately to the CEO / SLT designated member/ Operations Manager.
- Staff are to be aware of the necessity to remind children constantly of the need to be safety conscious.
- The Operations Manager is responsible for ensuring that fire exits and means of escape are inspected at frequent intervals to ensure that they are correctly marked and that they provide free access at all times.
- Fire drills should take place at least once per term and when there are a number of children new to the School. Records of fire drills are to be maintained by the Operations Manager.
- The Operations Manager will ensure that regular checks of all School buildings and alarm systems are undertaken. They will maintain a record of these inspections.
- Key personnel are to ensure that all machinery, plant and electrical equipment is inspected before being brought into use and inspected regularly thereafter to ensure that there are no obvious defects. Dangerous equipment is to be inspected regularly to ensure that all guards are in positions and that they are working effectively. Alarms and emergency cut-out mechanisms are also to be tested.
- Caretakers and Cleaning Supervisors are to ensure that they and all their staff have been instructed in the correct way to store and handle hazardous substances.

### **School Trips (Refer to field trip policy)**

All members of staff responsible for organising day trips and residential trips are to ensure that the health and safety aspects are examined before setting out and that the procedures (School Trips Policy) to be followed in case of any mishap are thoroughly understood by all those taking part. Staff responsible should complete all relevant forms and these must be approved by the Head of Teaching and Learning/ designated SLT member for trips. They should also remind children

constantly of the need to be safety conscious. Whilst there will be many matters on which to brief children before day trips or residential trips, the following must invariably be covered.

- The correct clothing and footwear to be taken.
- The equipment to be taken and the need to ensure that there is sufficient competence within the group trained in the use of the equipment.
- First aid Kit.
- Procedures for dealing with emergencies.
- All out of School trips are to be supported by a Risk Assessment which is to be signed by the Head of Teaching and Learning / SLT designated member for trips.
- All out of School activities are to be supported by a Risk Assessment which is to be signed by the Head of Teaching and Learning / SLT designated member for ECAs.

The School reserves the right to send home any children who, despite warnings, deliberately disobey a safety instruction and jeopardise their own safety or that of others. This will be at parents' expense and no refunds will be given. The trip leader will write a written report on the incident.

### **School Transport - Buses (Refer to transportation policy)**

The School operates a fleet of buses regularly inspected by the School Bus Coordinator and lead according to the Transportation Policy. All buses must have a driver and an attendant on board. The purpose of these procedures is to ensure the School's buses are operated at all times with maximum regard to health and safety and that all legal aspects relating to bus operation are complied with. The responsibility of the day-to-day management of this lies with the Bus Coordinator, line-managed by a designated member of the SLT. Student behavior is paramount, and students must adhere to the Buses Code of Conduct.

- First Aid is available in each bus.
- Speed Limit for car 10 KPH inside school.

### **Maintenance work and Contractors**

- The Operations Manager is responsible for ensuring that safe systems and methods of work are adopted for all maintenance work connected with the School's fabric and the services.
- The Operations Manager is to ensure that all equipment used by the maintenance staff is cleaned, inspected and serviced regularly.
- They will ensure that the relevant protective clothing is provided and worn when necessary by staff, ensure that all equipment is secured at the end of the working day to prevent unauthorized access or use.
- During pre-contract meetings the Operations Manager is to ensure that all contractors who are engaged to carry out work in the School are aware of the School's safety policy. In addition, they are to ensure that contractors are made aware of the need to ensure that their site is fenced off. It is particularly important that contractors are briefed



carefully, and their activities monitored closely by the Operations Manager when the site is in an area in which children and staff are present.

- The Operations Manager is to ensure that contractors use their own tools and equipment and that these are locked away securely at the end of the working day and at all other times when the site is vacated.
- The Operations Manager is to pay particular attention to the electrical supply used by contractors to ensure that it is not overloaded.
- The maintenance are to ensure that they are aware of the correct methods of using all grounds equipment. They are to ensure that protective clothing is provided and worn on all occasions when hazardous work is being done. They are to ensure that all grounds equipment is secured at the end of each working day to prevent unauthorised access or use.

### **Medical Emergencies and First Aid**

- All key personnel are to ensure that first aid facilities are readily available to their departments and that these are checked and re-stocked when necessary. Advice in first aid equipment to be kept for areas where there is a risk peculiar to that area should be sought from the School Nurse, who will seek further advice if necessary.
- All accidents must be reported to the Nurse and entered as an Incident Report.
- All accidents will be reviewed to establish trends or patterns.
- The Operations Manager and the Nurse will ensure that information on health and safety matters and any new requirements is disseminated as necessary.
- All medical emergencies and first aid will be delivered according to the School Medical Policy.

### **Slips and Trips**

Slips and trips are a significant cause of accidents in school. These incidents can be controlled, provided sufficient attention is given to the environment of the school and to the behaviour of persons on site. Any significant slip and trip incidents should be investigated. All departments should consider such hazards as part of their risk assessment process. In order to effectively control slip and trip risks, the school must:

- identify the hazards;
- staff should regularly monitor their areas and report needs to the Operations Manager / member of SLT;
- decide who might be harmed and how;
- consider the risks and decide if precautions already in place are sufficient or if more are required;
- review the assessment periodically and revise if necessary.

### **The risk factors to consider include:**

- environmental (floor, steps, slopes, etc); / Anti-skid tape for stairs.
- contamination (water, food, litter);

- organisational (task, safety culture, etc);
- footwear;
- individual factors (e.g. information and training, supervision, pedestrian behaviour).

### **Swimming Pool (Refer to swimming pool policy)**

The school has Pool Safety Operating Procedures, detailing Normal Operating Procedures (NOP) and Emergency Operating procedures (EOP). These procedures are reviewed periodically or when required by the PE Coordinator and the Head of Teaching and Learning.

- Swimming Pool Maintenance Visit Sheet Report (PH / CHLORINE)

### **Parking**

All vehicles entering the school premises are required to be recorded, such as delivery drivers, and garbage collectors. And other authorized vehicles.(delivering books – water )

There are designated parking spaces for employees and people with special needs.

Under the parking policy. Students are only allowed to be dropped -off and picked – up in front of the main gate.

Entry permits are provided under special cases, given that approval has been provided by the CEO and school principal in such cases in divide (additional learning needs students)

The speed must not exceed 10 kilometers per hour.

### **Security**

All visitors to the site must identify themselves at the front gate and either display a **PSI** lanyard or sign in and leave formal identification to receive a visitor’s lanyard. During the normal school working day the gates are closed and visitors are directed from the front Reception desk – there are locked key-coded security doors before they can access the site. The gates are monitored by the Operations Manager and the security guards throughout the day.

### **No Smoking**

**PSI** is a non-smoking site and therefore smoking is not permitted anywhere on the School’s site. Smoking is also prohibited in any vehicle which is owned by the school or used for its business (privately owned vehicles are exempt). Buildings will display no-smoking signs at their entrances. This policy applies to all staff, students, visitors, temporary staff, contractors and clients.

## **COVID-19 Prevention Measures ( Refer to COVID-19 Protocol )**

### **Introduction**

PSI School follows a strict policy in regards of implementing the right procedure in terms of safety & security during Corona Virus pandemic when students are present in the school building.