

2017--2018

Policy: Health & Safety

Policy: Health, Safety and Environment

Corresponding to Policy (64) and Article (69) of the Organising Regulations

DEFINITION(s):

For the purposes of this policy, **the School** refers to Garden City British School.

For the purposes of this policy, the term **Health, Safety and Environment** refers to the requirement for the school to ensure that students and staff are kept safe and healthy in School and when out of School in situations for which the School has a responsibility.

PURPOSE(s):

- To safeguard all students and staff, by detailing the School's health and safety policy and procedures, based on good and up-to-date practices, and setting high standards for health, safety and environment to ensure that students and staff are not exposed to any danger or disease.

- To lay out how the School shall meet the Council’s clearly defined conditions regarding how the School shall meet the health, safety and environment requirements of the Council and all relevant government entities.
- To build a culture where everyone in the School’s operations and activities accepts responsibility and accountability toward protection of the environment and health and safety of all individuals and the community.
- To ensure that the School provides access to high quality School health services for all students through a School-based clinic, without any additional cost to students, while complying with all regulations and mandatory requirements set out by the Council and HAAD.

POLICY:

The School shall develop, implement and maintain an Environment, Health and Safety Management System (“EHSMS”) for their operations in full compliance with the “Abu Dhabi EHSMS Regulatory Framework” and the “Education Sector EHSMS Requirements” and any relevant policies set out by the Council and other government entities.

The Principal, Board of Governors, and the Owners share ultimate accountability when it comes to offering a safe and healthy environment. The School Principal, in consultation with the Board of Governors and the Owners, shall prepare, implement and regularly review the Health, Safety and Environment Policy (detailed herein) and Procedures (detailed in appendix 1) which must be aligned with the Council’s health and safety regulations, policies and requirements.

The staff specialised in health and safety based on the school site are:

Mr.	H&S Officer
Mr. Pratap	Facility Manager
Mr.	CCTV Officer

The attached health, safety and environment procedures (appendix1) set out the School’s commitments, responsibilities and procedures to ensure the following:

- The maintenance of a healthy, safe and risk-free environment throughout the School, and all of its external facilities, taking into account aspects of public health, and including the areas which students, staff and visitors use for arrival and dismissal.
- The provision of a safe, risk-free and healthy environment for students and staff during extra-curricular activities (excursions and field trips).
- The School’s compliance with policies, procedures, programmes and special instructions issued by the Council or any other governmental or regulatory entity regarding School buildings, facilities and equipment used, and their conformity with environmental, health and safety specifications contained therein.
- The award of the necessary valid licenses and permits from the Council, Department of Municipal Affairs, Civil Defence Directorate, HAAD, Abu Dhabi

Food Control Authority and any other concerned governmental entity, and maintaining the related inspection records carried out by these entities and the observations made in their regard.

- The School is equipped with integrated and effective systems, fixed and mobile, for fire protection and detection, including fire sensors and detectors, fire extinguishers, water systems, pumps, taps, hoses, nozzles and sprayers to extinguish fires provided that they fully meet the specifications laid down by the Civil Defence Directorate. The School will obtain the necessary valid licenses and maintain inspection records and notifications on these systems.
- The School is equipped with integrated and effective security and access systems, including procedures and records for entering School buildings, surveillance cameras, and the like, when needed. Surveillance cameras should be installed so as to cover School campuses, buildings and facilities, and they must be categorised as sensitive sites to ensure the safety and security of students, employees, visitors and contractors.
- A special clinic is provided for regular and emergency medical services within the School buildings. The clinic is equipped with qualified and licensed staff, such as a School nurse, as well as the resources and equipment needed to work full time during School working hours, and in full compliance with the requirements and standards of HAAD. The School shall obtain the necessary valid licenses and maintain inspection records as required.
- The promotion and integration of health, safety and environmental education within the curriculum and School extra-curricular activities.

The School shall regard the promotion of health and safety education as essential at all times. It shall be the responsibility of every staff member to ensure that correct health and safety procedures are followed at all times, in accordance with the requirements of the School's Health, Safety and Environment Policy and Procedures and all other policies and regulations applicable in the Emirate. They shall also be responsible for informing the School's Principal or her delegated representative and the Council and relevant authorities, within required timeframes, of any health and safety breaches at the School.

SECURITY VIDEO SURVEILLANCE CAMERAS (CCTV)

The School shall be equipped with integrated and fully functioning access and security systems, including access procedures and logs, security video surveillance cameras and other devices or procedures installed to cover all School buildings and facilities, and classifying these as sensitive locations, to ensure:

- The promotion of a safe learning environment.
- The safety and well-being of students, staff, visitors and contractors while protecting individual privacy at all times.
- The prevention and detection of crime, vandalism, unlawful behaviour and inappropriate conduct.
- The protection of School buildings and their assets.

The security video surveillance cameras (CCTV) comprise a number of fixed cameras located within and around the School buildings, which shall provide coverage of the following areas:

- All entrances and exits of School buildings and grounds.

- All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).
- Student pickup and drop-off areas (private vehicle and bus).
- Security areas and hazardous areas (control room).
- Exterior areas surrounding the School grounds.

Security video surveillance cameras (CCTV) will not be installed in classrooms, lavatories, changing rooms or any other of area where there is a reasonable expectation of privacy.

CCTV monitors shall be installed in a separate secure office in close proximity to the office of the School Principal. Monitors will not be visible to visitors or staff accessing the Principal. Other monitors will be installed as needed for access by security guards for the purpose of monitoring the facilities outside of school hours and overnight. Male security guards shall not have access to viewing CCTV footage of female students and female staff during the school day.

Parents/Guardians, School staff and visitors will be informed that security video surveillance cameras are present with signs in the School stating that the School is under camera surveillance.

The School will install security video surveillance cameras according to the specifications of the Council's "CCTV Guidelines for Private Schools".

ACCESS TO CCTV RECORDINGS

CCTV recordings are considered confidential. The School Principal and Vice Principal are the only School-based staff authorised to view and retrieve CCTV recordings at their School. CCTV recordings of female students and staff shall only be monitored by female School Principals and Vice Principals. All other School-based staff members are strictly prohibited from accessing recordings.

CCTV records must be retained for a period of 180 days. In the event that an incident captured in a CCTV recording requires clarification beyond the School level, the School Principal or Vice Principal must immediately notify the PSQA Sector, Licensing and Accreditation Division, in order to deal with the incident.

No copy of any recordings will be shared with any person or entity unless requested by a judicial order or by prior written approval from PSQA Sector's Executive Director.

NOTE: Copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in compliance with Federal Law No. (2) of 2006 on the prevention of information technology crimes.

SCHOOL CLINICS

The School will establish a School clinic on School premises and adhere to all mandatory requirements set by the Council and HAAD for the establishment and the management of School clinics and the provision of School-based health services.

The Owners, the Principal and the School nurse are responsible for fully understanding and strictly adhering to all of the Council and HAAD regulations, policies, and standards relating, directly or indirectly, to the establishment and management of the School clinic and the mandatory provision of School health services to all School students in the School.

The School must obtain and maintain a HAAD healthcare facility license for the School clinic at all times. A copy of the School clinic's valid HAAD healthcare facility license must be displayed at all times in the School clinic along with a copy of the School nurse's valid HAAD healthcare professional license of the category of registered School nurses, and these may never be removed or tampered with.

The School shall employ a full-time School nurse that holds a valid HAAD healthcare professional license for registered School nurses. The School nurse shall be available on School premises on a full-time basis, every school day, including exam days, according to the Council-approved School calendar. School nurses shall comply with professional qualifications requirements set for School nurses by HAAD, and meet the expectations for their performance criteria.

The Principal shall ensure that the School clinic is never used for any purposes other than the provision of School health services. The School clinic furniture and equipment shall not be transferred to another School, in accordance with the School clinic requirements set by HAAD.

The School clinic shall be designed to maintain the segregation between male and female students at all times. It is mandatory for all Schools to appoint a female School nurse in all-female student Schools and a male School nurse in all-male student Schools. In co-education School environments:

- A female School nurse shall attend to all male and female students in kindergarten (KG 1 and KG 2) or in Cycle 1 (from Grade 1 to Grade 5 (Year 6)).

ADMINISTRATION OF MEDICATION

The School nurse shall ensure that she fully understands and strictly adheres to all HAAD standards that regulate the administration of medications in Schools at all times. Medications shall only be administered by the School nurse as prescribed by a HAAD-licensed physician for acute or chronic conditions or as required in an emergency situation.

The School nurse must procure the consent of Parents/Guardians before administering medications (whether prescribed or in emergency situations). Consent must be renewed annually or every time there is a change in the medication administration requirements.

According to HAAD standards, medications that can be administered by the School nurse in emergency cases are limited to the following:

- Epinephrine for acute allergic reactions.
- Metered-dose Inhalers.
- Paracetamol.
- Antihistamine cream.

All medication administered information and related activities and reactions shall be recorded in the student's medical record. All cases of suspected adverse reactions to medical products and medication errors shall be reported by the School nurse to HAAD, as required by the relevant HAAD policies. For more information, refer to HAAD standards for the administering of medication in Schools.

HEALTH SCREENING

HAAD requires "basic health screening" to be conducted every school year on all students of all grades (Grade 1 to Grade 12). HAAD also recommends "comprehensive health screening" for students in Grades 1, 5 and 9.

It is the responsibility of the School nurse to conduct mandatory health screening on students in accordance with HAAD standards for School health screening. All screening results shall be maintained in the students' health records.

When a case of head lice is detected among students in School and in cases of head lice outbreaks, Principals and School nurses shall adhere to the Council's "Head Lice Detection Flow Chart", for related procedures. As attached with head lice parent notification letters in appendix 2.

SCHOOL-BASED IMMUNISATION PROGRAMS

The immunisation program is mandated by the UAE's Ministry of Health at the national level and is regulated and managed in the Emirate by HAAD. The School-based Immunisation Program is fully funded by HAAD and is free to all eligible students, regardless of their nationality or health insurance coverage. HAAD appoints health providers to administer vaccinations to all eligible students in Schools. The School shall allow access to HAAD appointed health providers and will facilitate their task of conducting the School-based immunisation program to students and their Parents / Guardians.

The School shall provide the HAAD appointed health providers with complete and accurate data of students eligible for vaccination as per HAAD's standards, within a deadline set by the health provider, as required. The School shall ensure that complete vaccination records for all students are kept in the School clinic at all times and are made available to HAAD-appointed health providers, as required.

The School shall distribute the “Vaccination Consent Form” and “Pre-vaccination Checklist” provided to the School by the health provider to all eligible students and ensure that they collect the completed and signed forms from all Parents/Guardians within a deadline set by the health provider, as required. The School nurse is responsible for collecting the consent or non-consent forms and for ensuring that they are completed and signed by Parents/Guardians. The School shall regularly follow up on behalf of the HAAD-appointed health providers with students and their Parents/Guardians regarding the submission of required documentation and completed and signed consent forms.

The Principal or her representatives shall attend mandatory “School-based immunisation program” awareness workshops conducted by HAAD, the Council or HAAD-appointed health providers, as required.

For further information, refer to HAAD’s “Standard for Childhood and Young Adult Immunisation”.

GENERAL SAFETY MEASURES

Additionally, The School will ensure that:

- Procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g. laboratory chemicals and equipment, biological materials, cleaning substances, workshop tools and maintenance equipment) are followed scrupulously at all times.
- All equipment used by the School are regularly tested and maintained in safe working condition.
- Relevant staff bear responsibility for all health and safety matters in relation to facilities and have relevant licenses and approvals from relevant entities.
- The School carries out all regular safety assessments (e.g. fire safety) as required by the Council and all other applicable government entities, including emergency evacuation plans.

It is the joint responsibility of the Principal, the Board of Trustees and the Owner to ensure that School is equipped with fully functioning and effective fixed and portable protection systems for fire prevention and detection. The School must be fully compliant with the Abu Dhabi Civil Defence General Directorate policies and all other applicable regulations and policies in the Emirate. The School shall obtain appropriate and valid licenses and maintain records for inspections.

EMERGENCY SITUATIONS

Student safety is the primary concern in any emergency. The Principal has the responsibility for determining what circumstances amount to emergency situations and what action the School should take. Some of these actions include cancellation of School, early dismissal and evacuation of students and staff from the School. The Principal will organise efficient emergency drills at least once a year, as these assist the School’ leaders to assess the preparedness of their School for crises and address potential weaknesses or gaps.

CLEANING STAFF

The School shall ensure that all cleaning staff work on the following schedule:

School Stage	Gender
KG & Cycle 1 (Male / Female students)	Female cleaners only during official working hours
Grade 5 (Male students)	Male cleaners only during official working hours
Grade 5 (Female students)	Female cleaners only during official working hours

ROLES AND RESPONSIBILITIES:

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Principal Approval:	
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