

1. Introduction

The school health and safety policy is reviewed annually and presented to staff at the beginning of the academic year. New staff must be made aware of the policy as part of their induction. Visitors, those hiring the premises and children must be made aware of their responsibilities and the health and safety procedures that affect them. **Notices must be displayed indicating evacuation procedures.**

All employees have a duty to work in a safe and responsible manner, to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves and others and to submit suggestions for the improvement of standards in health and safety within the school to the heads.

The school's operations are conducted in such a manner as to ensure as far as reasonably practicable, the health, safety and welfare of all the school's employees and any other persons who may be affected by its acts or omissions, including children, contractors, visitors and members of the public.

Adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of equipment.

Suitable and sufficient training is given. Full use is made of any guidance and/or training available either in-house or through the trade associations, professional bodies, manufacturers and suppliers of equipment and others as appropriate.

Where and when necessary, appropriate protective clothing and equipment must be provided by the school and used by all employees and children.

Any member of staff who is found to be deliberately or consistently negligent in the performance of their duty with relation to the school's health and safety policy will be subject to disciplinary action.

2. Aims

- To provide and maintain a safe and healthy environment throughout the school site and safe means of access and egress from it.
- To establish and maintain safe working practice and procedures amongst staff, children, volunteers, those hiring the premises and all those on the school site.
- To ensure safe measures of using, handling, storing and transporting articles and substances.
- To provide safe systems for the control of noise, toxic and corrosive substances, dust and vapours under the school's control.
- To provide information and training to enable everyone to contribute positively to their own safety and that of others.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures in case of accidents and medical treatments.
- To provide guidance on the use of school and company vehicles.

3. Duties and Responsibilities

3.1 School Principal

- Bring the contents of this policy and associated documentation to the notice of all members of staff and decide for the regular review and monitoring of this policy and the arrangements and procedures contained herein. This includes regular audits, inspections, and safety tours to include the Head of Operations / Facilities Officer, and health and safety representative.
- Ensure that there is a school health and safety committee responsible for monitoring the H & S Policy, procedures, risk assessment and actions. Minutes of these meetings must be kept with actions recorded.
- Ensure that accidents and injuries are recorded in the accident book and Incident Reporting Module – (To be created one discussed with Principal)
- Carry a mobile phone and ensure that office staff know the whereabouts of the head / person in charge of the school at all times;

- Ensure suitable and sufficient risk assessments are carried out. These assessments must be recorded in writing and brought to the attention of all appropriate employees. A person must be trained to carry out the assessment to ensure that they are suitable and sufficient;
- Ensure that there is at least a termly fire drill and a record kept of the date, time and length of time taken to evacuate the building and account for all persons;
- Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the school;
- Appoint responsible persons to co-ordinate the actions of staff and children in case of fire;
- Ensure that there is an emergency plan and that suitable arrangements are in force and adequate equipment made available for dealing with emergencies. S/he will also ensure that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and children;
- Identify and decide for training all staff. This includes induction of new employees and where necessary, retraining of existing staff;
- Consult with safety representatives, members of staff and others, where necessary on matters of implementation and review of this policy and procedures contained herein.
- Investigate and report all accidents, injuries and near misses via the heads' to Head of Operations / School Principal
- Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users, and persons exposed to the hazard;
- Designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of this safety policy and the procedures contained herein.

3.2 Key Health and Safety Personnel

Head of Operations is a member of the school's health and safety committee, responsible for advising on health and safety, monitoring, and reviewing of procedures and suggesting revisions to the policy, as required. The Head of Operations / Facilities Officer is responsible for weekly and termly site inspections to address any health and safety issues including:

- display of statutory notices;
- accident reports and near misses;
- risk assessments;

- site tour report;
- training needs;
- reported health and safety maintenance needs;
- vehicle compliance;
- compliance with health and safety checks (water, fire, electricity, gas and pest control);
- site security;
- school visits and fixtures;
- performance and events;
- Fire drill and emergency procedures.

3.3 Staff

The school has a 'duty of care' to all children. This includes providing 'adequate supervision' during arrival and dispersal at the beginning and the end of the day. Staff must always have access to emergency contact details. Such details must be available in printed form as well as electronically in case of system failure. Clarity must be obtained with regard parental rights of access if there is any dispute.

The head is responsible for ensuring that duties are organised to ensure the safety and well-being of all children. The head is responsible for the duty timetable and rotas and for always ensuring the correct ratios of staff.

All staff are responsible for maintaining good health and safety practices. Heads of Department / coordinators are responsible for ensuring that there is a specific health and safety section in their departmental handbook / policy. They must ensure that staff within their teams and other adults working with them are properly trained, having regard to the hazards of the activities involved. They should also advise the head / Head of Operations / Facilities Officer, of any requirements for the health and safety of staff and children including the reporting of faulty equipment and training needs.

Staff must ensure that fire exits are unlocked and free from obstruction. All areas under their supervision or control must be kept in a clean and tidy manner and any articles or substances therein properly stored, clearly labelled, and used in a manner not likely to result in harm. They are responsible for reporting all accidents and near misses to the head ([Appendix 7](#) and [8](#)).

The Head of Operations / Facilities Officer is responsible for checking the site and ensuring that fire exits, and the alarm system are always operational.

All areas including storage areas must be kept tidy particularly ensuring that the aisles and exits are kept clear. The furniture must be arranged so that the need to move safely around is considered. Staff must position themselves so that they always have maximum vision of the children.

All materials and tools must be stored safely. The tops of cupboards must not be used for storage. At the end of each year all drawers and cupboards must be cleared / tidied, and equipment appropriately washed/cleaned.

Any spillages must be cleared up immediately. Toner cartridge spills must be cleaned up with a dustpan and brush as the particles can pass through a vacuum cleaner filter and in to the air.

Children must wear protective clothing and be taught how to safely use scissors and tools. Only low melt glue guns and non-toxic paint to be used.

3.4 Performances and Events

A risk assessment ([Appendix 14](#)) must be carried out and appropriate action taken for all performances and events. Any recommended limits for fire safety must be adhered to.

3.4.1 Visits Away from School Premises

The lead person must ensure that:

- adequate welfare and safeguarding procedures are in place; a file of all paperwork / contacts is stored [state place];
- a risk assessment has been completed and appropriate safety measures adopted and enacted.
- training needs have been assessed by a competent person and the needs of the staff and children have been considered.
- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- the group leader or another member of staff is suitably competent to instruct the activity and is familiar with the location where the activity will take place;
- non-staff supervisors on the visit are appropriate people to supervise children;
- group leaders are allowed sufficient time to organise visits properly;
- ratio of supervisors to children is appropriate including males and females for mixed parties;

- parents have signed consent forms;
- arrangements have been made for the medical needs and special educational needs of all the children;
- adequate first-aid provision will be available;
- the mode of travel is appropriate;
- travel times out and back are known including pick-up and drop-off points;
- there is adequate and relevant insurance cover;
- s/he has the address and phone number of the visit's venue and have a contact name;
- a school contact has been nominated (this may be the head) and the group leader has details;
- the group leader, group supervisors and nominated school contact have a copy of the agreed emergency procedure;
- the group leader, group supervisors and nominated school contact have the names of all adults and children travelling in the group, and the contact details of parents and the teachers' and other supervisors next of kin;
- there is a contingency plan for any delays including a late return home.

The group leader must:

- obtain the head's prior agreement before any off-site visit takes place; provide a file of all paperwork / contacts following the AMITY / school H&S policy;
- appoint a deputy;
- define clearly each supervisor's role and ensure all tasks have been assigned;
- be able to control and lead children of the relevant age-range;
- be competent to instruct children in an activity and be familiar with the location/centre where the activity will take place;
- be aware of child protection issues;
- nominate a person to be in charge of first aid;
- ensure that adequate first aid provision is available ([Appendix 8](#)) - the minimum requirement is a first aid box containing a leaflet giving advice on first aid, six individually wrapped sterile adhesive dressings, one large sterile unmediated wound dressing, two triangular bandages, two safety pins, individually wrapped moist cleansing wipes, one pair of disposable gloves;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents ([Appendix 2 Trip Organisers To-Do list](#));

- undertake and complete a comprehensive risk assessment ([Appendix 14](#)) to include an exploratory visit or if an exploratory visit is not possible specific information by letter from the venue, from other schools who have recently visited it and from local organisations such as tourist boards;
- review regularly undertaken visits/activities and advise the head where adjustments may be necessary ([Appendix 4](#));
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have information on the children proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ensure the ratio of supervisors to children is appropriate for the needs of the group;
- consider stopping the visit if the risk to the health and safety of the children is unacceptable and have a procedure in place for such an eventuality;
- ensure the group supervisors have details of the school and parent / carer contact;
- ensure that group supervisors and the school contact have a copy of the emergency procedures;
- ensure that the staff and other supervisors have the details of children' special educational or medical needs.

The group leader is responsible for:

- the Operations / equipment the group will need to take on the visit;
- the Operations / equipment to be provided at the venue including disabled access, specialist equipment and emergency rations;
- staff training needs;
- first aid and medical treatments provision; the designation of someone to carry out first aid and medical treatments and to record the details of any accidents on the appropriate form ([Appendix 11](#)). Ill or sick children must never be left unaccompanied;
- transport arrangements - hiring from a reputable company; children using transport should arrive on time and wait in safe place, not rush towards the transport, wear seatbelts, never tamper with any of the vehicle's equipment or driving controls, keep the aisles free of baggage, never attempt to get off the moving transport, never lean out of or throw things from the window of the transport, never get off the vehicle held up by traffic lights or in traffic, never run about or pass someone on steps or stairs while transport is moving, never kneel or stand on seats, never distract or disturb the driver, stay clear of doors after boarding, after leaving the vehicle, always wait for it to move off before crossing the road, to use the Green Cross Code when crossing the road;
- insurance arrangements to be available during the visit;

- information to the provider;
- communication arrangements;
- supervision ratios, taking into account the sex, age and ability of children, nature of activities, experience of adults in off-site supervision and their competence, duration and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the children and first aid cover (a guideline for adult child ratios is 1adult to 2-3 children in Foundation Stage, 1 adult to 6 children in Years 1 and 2, 1 adult to 10 children in Years 3 and above.
- contingency measures for enforced change of plan or late return;
- information to parents including early written information about the costs of the visit;
- preparing children so that they understand the aims and objectives of the visit / activity, how to avoid specific dangers, what standard of behaviour is expected, who is responsible for the group, what not to bring back from abroad, what to do if approached by anyone from outside the group;
- emergency arrangements to include establishment of the nature and extent of the emergency, ensuring that all the group are safe and looked after, establishing the names of casualties and getting immediate attention for them, ensuring that all group members who need to know are aware of the incident and following the emergency procedures, ensuring that a member of staff accompanies casualties to hospital and that the rest of the group are adequately supervised and kept together, notifying the police as necessary;
- arrangements for sending children home early.

Staff must:

- follow the instructions of the group leader and help with control and discipline;
- take responsibility for stopping the visit or activity and notifying the group leader, if they think the risk to health or safety of the children in their charge is unacceptable.

Adult Volunteers must:

- not be left in sole charge of children except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;

- speak to the group leader or teacher supervisors if concerned about the health or safety of children at any time during the visit.

Children must:

- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensible and responsibly;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Any children whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

3.5 Parents

The group leader must ensure that parents are given sufficient information so that parents can make an informed decision about the suitability of the visit for their child.

Parents must be informed with regard to the dates of the visit; visit's objectives; times of departure and return; the location where the children will be collected and returned; mode(s) of travel including the name of any travel company; the size of the group and the level of supervision; details of accommodation with security and supervisory arrangements on site; details of provision for medical and special needs; procedures for children who become ill; name of leader and other staff; details of activities planned and of how the risks will be managed; standards of behaviour expected; what children should take / not take on the visit or bring back; details of insurance, clothing, money and equipment to be taken.

The group leader must tell parents how they can help prepare their child for the visit and the number to ring for information in the event of an incident during the visit or a late arrival home.

Parents must:

- Provide the group leader with emergency contact numbers.
- Complete and sign the consent form.

A parental consent form must be completed for each child in the group. If parents withhold consent, the child must not be taken on the visit, but the curriculum aims of the visit should be delivered to the child in some other way wherever possible.

4. Health and Safety and Emergency Procedures (Alphabetical Order)

4.1 Accidents, Near Misses and Dangerous Occurrences

All accidents and “near misses” to both staff and children / visitors / members of the public must be recorded and reported to the School Principal who will report to AMITY Head Office if required. ([Refer to Appendix 11, Accident, and Injury Reporting Form](#); [Appendix 12, Near Miss Reporting Form](#)).

Serious accidents and injuries must be reported directly to the Head of Operations, School Principal and Senior Officials.

Records of accidents must conform to the requirements of the Data Protection Act and be recorded in the accident book. The school nurse is responsible for managing the accident book.

In the case of adults, accident forms must be completed either by the injured person or someone acting on the injured person’s behalf.

Work experience trainees are classified as ‘employees’ under Health and Safety legislation.

A copy of the form should be placed in the injured person's file (either child or staff) or to a separate file for non-employees.

The original form must be kept in the school’s central file in the main office and a copy given to the site manager.

Deaths, major injuries to employees and injuries where non-employees are taken to hospital and dangerous occurrences must be reported to the Health and Safety Executive (HSE) via the AMITY Corporate Security Advisor / Senior Officials. These include:

- Fatalities.

- Major injuries – defined as fracture other than to fingers, thumbs or toes, amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent), chemical or hot metal burn to the eye or any penetrating injury to the eye, injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring admittance to hospital for more than 24 hours.

Any other injury leading to hypothermia, heat related illness or to unconsciousness; requiring resuscitation or requiring admittance to hospital for more than 24 hours, unconsciousness caused by asphyxia or exposure to harmful substance or biological agent, acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin, acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Accidents and incidents that happen in relation to curriculum sports activities and result in children being killed or taken to hospital for treatment are reportable.

4.2 Dangerous Occurrences

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be deemed a dangerous occurrence. If an accident involved any of the following, then it may be defined as a dangerous occurrence.

If personal injury results in more than one day (not counting the day of the accident) incapacity from work or from normal duties but does not fall into the category of ‘major’, the written report alone is required. The enforcing authority is the Health and Safety Authority of The Local Authority.

4.3 Allergies (Refer to Medical Policies)

Children must NOT bring any food or drink (including Birthday cakes and treats) onto the school site unless there has been medical permission given e.g., in the case of diabetes.

Aerosol cans must not be brought on site. Adults must use ‘Roll On’ deodorants NOT aerosol deodorants.

5. Cleaning and General Maintenance

5.1 Cleaners guidelines

5.1.1 Know the difference between cleaning, disinfecting, and sanitizing.

- **Cleaning removes germs**, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting kills germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Should be done after school operational hours
- **Sanitizing lowers the number of germs** on surfaces or objects to a safe level, as judged by ADEK School health standards or requirements. This process **works by either cleaning or disinfecting** surfaces or objects to lower the risk of spreading infection.

5.1.2 Clean and disinfect surfaces and objects that are touched often.

- Follow school's standard procedures for routine cleaning and disinfecting. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys. We will also require daily disinfecting these items. Standard procedures often call for disinfecting specific areas of the school, like bathrooms
- Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

5.1.3 Simply do routine cleaning and disinfecting.

- It's important to match your cleaning and disinfecting activities to the types of germs you want to remove or kill. Most studies have shown that the flu virus can live and potentially infect a person for only 2 to 8 hours after being deposited on a surface. Therefore, it is not necessary to close

schools to clean or disinfect every surface in the building to slow the spread of flu. Also, if students and staff are dismissed because the school cannot function normally (e.g., high absenteeism during a flu outbreak), it is not necessary to do extra cleaning and disinfecting.

- Flu viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down walls and ceilings, frequently using room air deodorizers, and fumigating, are not necessary or recommended. These processes can irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects.

5.1.4 Clean and disinfect correctly.

- Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water, and follow with a disinfectant to kill germs.
- If a disinfectant is not available, use a fresh chlorine bleach solution. To make and use the solution:
 - Add 1 tablespoon of bleach to 1 quart (4 cups) of water. For a larger supply of disinfectant, add ¼ cup of bleach to 1 gallon (16 cups) of water.
 - Apply the solution to the surface with a cloth.
 - Let it stand for 3 to 5 minutes.
 - Rinse the surface with clean water.
- If a surface is not visibly dirty, you can clean it with a disinfectant that both cleans (removes germs) and disinfects (kills germs) instead. Be sure to read the label directions carefully, as there may be a separate procedure for using the product as a cleaner or as a disinfectant. Disinfection usually requires the product to remain on the surface for a certain period of time.
- Use disinfecting wipes on electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.
- Routinely wash eating utensils in a dishwasher or by hand with soap and water. Wash and dry bed sheets, towels, and other linens as you normally do with household laundry soap, according to the fabric labels. Eating utensils, dishes, and linens used by sick persons do not need to be cleaned separately, but they should not be shared unless they've been washed thoroughly. Wash your hands with soap and water after handling soiled dishes and laundry items.

5.1.5 Use products safely

- Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves should always be worn to protect your hands when working with bleach solutions.
- Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury.
- Custodial staff, teachers, and others who use cleaners and disinfectants read and understand all instruction labels and understand safe and appropriate use. This might require that instructional materials and training be provided in other languages.

5.1.6 Handle waste properly.

- Follow the standard procedures for handling waste, which may include wearing gloves. Place no-touch waste baskets where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use. Avoid touching used tissues and other waste when emptying waste baskets. Wash your hands with soap and water after emptying waste baskets and touching used tissues and similar waste.

5.2 Cleaners' Assignment

5.2.1 Male Cleaners

Male cleaners should never be / to go near student located areas (Block B & C or any other areas assigned for students) such as Classrooms, playrooms, toilets etc. during school operational hours.

Male cleaners to only scheduled to clean Block A – reception area, visitor's toilet and all outdoor areas.

Male cleaners can start deep cleaning and assisting Female cleaners on cleaning Block B and C only after School operational hours 3:15pm

5.2.2 Female Cleaners & Nannies

Female cleaners and Nannies are responsible for all Block B & C classrooms, corridor, and play area during operational hours 7:45am to 3:15pm

Female cleaning staff are also responsible to check on day to day consumables such as hand soap, hand sanitizer, tissues etc. in student toilets.

5.3 Cleaning tools and substances

Cleaning tools and substances must be safe, used and stored correctly.

Before any cleaning or maintenance work is undertaken a full risk assessment must be carried out and appropriate control measures put into operation ([Appendix 14](#) and Daily Risk Assessments).

Records of risk assessments must be kept in a cleaning and maintenance log.

All cleaning and maintenance staff must be provided with personal protective equipment (PPE) and clothing. Staff must be fully trained in the correct use of PPE.

All users of the building must be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements by appropriate signage being used during the operations. These signs must be removed once the operation has ceased.

All cleaning and maintenance staff must ensure that, always, adequate exits are available in the case of an emergency.

6. Contractors and Trades People

Contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other Operations must provide written or other evidence of their competence to complete such work including relevant industry qualifications (Gas Safe Register etc).

Contractors / trade people visiting the site to quote for work must be accompanied onsite by the Head of Operations / Facilities Officer.

Once a contract has been agreed the contractor must ensure that:

- employees have been made aware of the school's health and safety policy and that work can proceed safely without risk to health ([Appendix 10](#)).
- employees comply with the visitors' section of this policy.

- employees and external contractors are not exposed to hazardous conditions.
- employees do not cause hazardous conditions for others.
- compliance with legal requirements.

HSE to be notified:

- before any specialist work commences on site e.g., asbestos removal;
- if construction work will last longer than thirty days.
- if work involves more than 500 person days of construction work.

Prior notice is required if a contractor is likely to disrupt the school's emergency plan or the teaching of children. A letter must also be written to parents explaining the nature and benefits of the work and measures taken to ensure that the safety and education of the children.

7. Electricity (Mains)

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or child within the school.

Any work of an electrical nature on any conductors or circuit must be carried out only by competent staff and qualified electricians.

All installations and electrically operated tools and equipment must be maintained in good order and subject to regular inspection and testing as appropriate by a competent person. A record of such testing must be kept by the Head of Operations / Facilities Officer.

If any item of electrical equipment fails to function properly the user must immediately report the fact to the Head of Operations. On no account must amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

The only time a machine can be opened is when clearing a paper jam on a photocopier or a printer. In such instances the power must be switched off, the machine unplugged, and the manufacturer's instructions followed.

8. Emergency Procedures and Disaster Recovery

The head or designated person is responsible for declaring an emergency and leading the emergency operation. S/he must ensure good communications and the activation of the disaster recovery plan.

An emergency is defined as an incident which causes or threatens death, injury or serious disruption to the normal working of the school and may require the assistance of outside agencies to ensure that the organisation returns to normal.

Emergency situations might include:

- adverse media publicity.
- outbreak of food poisoning / communicable disease.
- a child goes missing.
- death of a child or member of staff.
- serious road traffic accident.
- serious injuries / death on a trip.
- terrorist or criminal activity.
- major arson attack.
- severe illness of staff or children.
- industrial incidents.
- fire, flood, burglary, criminal damage.

8.1 Disaster Recovery Plan

The disaster recovery plan must be updated annually and activated immediately by the Head or designated person when there is an emergency. The aim of the disaster recovery plan is to ensure that in the event of a fire or other emergency, everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that:

- the school can be safely evacuated, or children assembled in the school.
- all relevant information is made available to the emergency services.
- notices detailing the action to be taken in the event of an emergency are posted.
- those persons with specific duties are identified.
- those persons with specific needs or disabilities are catered for.

A copy of the disaster plan / resources must be kept by the (the Head of Operations / Facilities Officer)

It includes:

- copy of the health and safety policy (emergency procedures and disaster recovery);
- names of the disaster recovery team.
- drawings of the school detailing:
 - essential structural features including work and open spaces, escape routes, doorways, walls, corridors, stairways etc.;
 - location of any flammable materials / stores;
 - location and type of firefighting equipment;
 - location of manually operated alarm call points and the control equipment for the alarm;
 - location of main electrical, gas, oil and water valves and control systems;
 - location of water hydrants;
 - location of the assembly points.
- inventory of resources and equipment;
- details of the backup of school ICT systems / stored data so that emergency access can be set up;
- employee contact details and emergency contact tree

The **'Emergency Telephone Tree'** must detail a lead person to start the chain of calls with an official message. Each person calls the next person to give the agreed message. The last person calls the first person to confirm the chain is complete. In large schools several chains may be activated at the same time.

8.2 Evacuation

In the event of a fire or other emergency the alarm will sound. Those in charge of children should instruct them to:

- stop working and line up in silence;
- walk straight to the assembly point in silence via the nearest fire exit;
- staff must not delay evacuation in order to close windows and doors or fight fires;
- staff must take out the register and call the register ensuring that each child answers his / her name individually.

The Receptionist is responsible for taking out any registers and signing in books from and conducting a register of visitors.

The Head of Operations / Facilities Officer is responsible for phoning the emergency services and reporting to the senior member of staff co-ordinating the emergency.

Facilities Officer is responsible for conducting a staff register.

Contractors are responsible for checking the presence of their employees and reporting to the named person in charge of staff.

8.2.1 Assembly of Children inside the Building for External Emergencies

The incident or emergency may be outside of the building e.g. poisonous gas cloud.

A group text is sent if the emergency requires children and staff to be secure inside.

8.3 Managing an Emergency and Activating the Disaster Recovery Plan

The designated persons responsible for co-ordinating an emergency are head / deputy

The designated person is responsible for directing the situation including managing the media and contacting HSE, in liaison with AMITY key personnel.

The Site Manager is responsible for bringing the disaster recovery plan / resources to the designated person. The ICT Engineer is responsible for back-up of the ICT system.

A designated person must open a log of events / actions detailing what happen and where, date and times of action and by whom which includes the following as appropriate:

- emergency evacuation or assembly inside the building including disabled persons on school premises.
- 999 call to the emergency services and any other authorities involved in the incident: call out of relevant specialist personnel (internal and / or external) to provide assistance;
- inform AMITY Head Office of the emergency.
- organise treatment of casualties.

- direction of emergency services to relevant areas / individuals;
- information to all staff on site and off site referring to the 'Emergency Tree' and staff signing in and out register;
- commissioning an investigation / enquiry if appropriate

8.3.1 Establishing effective communications and control measures.

The designated person must:

- prepare a statement of incident (in liaison with Amity);
- Ensure maintenance of effective communications – by mobile phones, available landline and website, temporary access to ICT systems if these are impacted by the emergency.
- Ensure designated staff are fully briefed and have contact numbers in their possession;
- brief all staff and inform parents as to status of disaster and subsequent recovery;
- inform children appropriately and sensitively;
- control escape of inappropriate / inaccurate information;
- Maintain communication with AMITY as to status of emergency.

8.3.2 Make arrangements to reunite children and adults with families.

The designated person must arrange for:

- designated staff to contact all parents using prepared statement;
- establish and offer useful contact numbers (for information or support);
- consider requesting help from police if unable to contact;
- arrange an appropriate location for parental collection of children;
- Identify any absent staff and children and arrange for them to be briefed.

8.3.3 Determine when disaster can be considered as over acute phase.

The designated person must arrange for:

- liaison with emergency services to determine safe return to area / buildings;
- brief staff on next steps;
- Issue printed statement to parents (in liaison with Amity Head Office).

8.4 Recovery Plan

The designated person must:

Set up arrangements to deal with enquiries:

- Contact AMITY for advice re issue of press statements;
- give known facts, initial actions being taken and expressions of sympathy (names **NOT** to be released until police and families have given permission);
- caution staff not to talk to the media;
- continue log.

Organise restoration of building and Operations:

- supervise the restoration of all Operations and services to a level essential for the core activities or the provision of suitable alternative accommodation;
- liaise with insurance companies and assessors preparatory to organising insurance claims.

Make arrangements to support children and adults:

- identify children, staff and adults who are most likely to need support;
- arrange for school staff / support agencies;
- ensure that children, staff and adults are aware of support available and how to access it;
- make available area for children unable to cope with normal lessons;
- give permission individually or collectively for children to discuss events and reactions;
- support staff so that they can cope with children's questions.

Make arrangements for personal effects register and rotas:

- in consultation with parents / families decide how to deal with personal effects;
- discuss with peers as to what to do with work belonging to child(s) who may have died;
- adjust registers, rotas and lists accordingly.

Make arrangements for expressions of sympathy and / or acknowledgements:

- make arrangements to express support/sympathy to families, children and adults.

- support plans for a memorial;
- plan for attendance at funerals with support if needed;
- make arrangements for someone from school to visit hospital or bereaved home;
- consider sending cards / messages from children and staff;
- in consultation with the family, consider special assemblies/services to collectively acknowledge what has happened and how to come to terms.

Plan for return to school for those involved in the incident

- arrange home visit to discuss arrangements for return;
- plan support for emotional needs;
- arrange home visit from school friends;
- organise work to be sent home prior to return.

Return to 'normal', planned memorials and commemorations;

People will 'move on' at different times and in different ways after a disaster which may include injury and / or loss of life. (Refer to 7.23 Coping with Death and Bereavement). The head and senior staff must plan how to manage sensitively a return to 'normal functioning' where the emergency or disaster is not the main focal point. An appropriate memorial decided in conjunction with the bereaved and / or marking the anniversary are ways of marking the importance of those involved.

9. Fire Procedures (Refer to [Appendix 16](#))

The head has overall responsibility for ensuring that fire precautions and procedures are adhered to; that an emergency plan is in place; termly Health and Safety / Fire inspections and report to AMITY Head Office. The fire alarm is automatically linked to the Fire Service so that there is an immediate response to the fire alarm unless a pre-arranged fire drill has been arranged by the Head of Operations, Facilities Officer and OSH Coordinator

The Head of Operations / Facilities Officer is responsible for:

- liaison with the fire service and the school insurers; formal certification; checking the adequacy of fire-fighting equipment and regular maintenance; risk assessments.

- managing the school to minimise the incidence of fire; fire escape routes and fire exit doors / passageways are kept unobstructed and operate correctly; fire detection and protection systems are maintained and tested and proper records kept; fire notices in place;
- half termly fire drills; safe evacuation of the school ensuring those persons with specific needs or disabilities are catered for;
- staff training so that staff are aware of the action to be taken on hearing a fire alarm; the action to be taken on discovering a fire; how to raise the alarm and location of alarm points; the location and appropriate use of firefighting equipment; escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises; the importance of keeping fire doors closed

9.1 Fire Instructions

50% of staff is required to complete the fire safety training. It is the duty of all members of staff to do all in their power to prevent injury and loss of life in the event of a fire. Salvage of the building and equipment is of secondary importance.

All staff must make certain that they are fully conversant with:

- the routes of escape in the case of fire, and location of the assembly area [state place];
- the method of sounding the alarm.
- the location and operation of the various firefighting appliances.
- the procedures and responsibilities set out in this policy.

9.2 Fighting a fire

No member of staff or visitor should attempt to fight a fire unless trained to do so. It is the policy of the school that firefighting is best left to the professionals. Attempts to fight a fire should not be carried out if:

- is larger than a wastepaper bin.
- it cannot be put out with one extinguisher.
- smoke is affecting breathing.
- the way out cannot be seen (the exit must always be visible and should
- be behind the person to enable a hasty retreat if necessary).

- gas cylinders or chemicals are involved.
- The efforts are not reducing the size of the fire.





9.2.1 Types of extinguishers

The following are the main types of fire extinguisher.

- Water
- Foam
- CO2
- Dry Powder

The extinguishers will conform to one of two colour coding systems. They will be red with coloured handles or a coloured 'shoulder' or band on the cylinder.

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

9.3 Firework Display Guidelines

Permission from the head is required for firework displays. The Fireworks Safety Code must be followed and all specific instructions given by the manufacturer of the fireworks should be complied with in full.

The police and fire brigade authorities must be consulted at least 7 days before the event and their recommendations complied with in full.

All fireworks must be provided by a reputable manufacturer and not be modified by the policyholder.

The fireworks display and bonfires must be situated at least 100 metres from any third-party buildings or vehicles with no roads, railways, overhead cables, woodland, bracken or similar combustible materials in the immediate vicinity.

Spectators must be kept at least 25 metres from the bonfire/fireworks display and the display area roped off. Only adults should enter the roped off area to tend the bonfire or ignite the fireworks.

No petrol or paraffin must be used for the purpose of lighting any bonfire.

“Shooting” fireworks such as rockets, or roman candles must be placed inside a metal sided box of sufficient size to contain the device should it topple over.

There must be at least one steward in attendance for every 250 spectators and a minimum of two stewards.

One member of the committee or other body organising the display must be in direct charge of safety matters and not engaged in any duties or activities which would prevent him from exercising general supervision.

Qualified first aid personnel must be in attendance and means of summoning emergency assistance should be available.

When on own premises a full inspection of the site must be carried out 30 minutes after the end of the display.

Light must be provided wherever possible for paths used by spectators.

Spectators should not be allowed to bring fireworks (not even sparklers) to the display.

There must be adequate room (called the drop zone) for the fall out of rockets and debris downwind of spectators (at least 50 metres).

There should be dedicated access at the site for the emergency services.

Smoking must not be allowed anywhere near the fireworks.

Any person firing fireworks must retire to a safe distance immediately once the fuse is lit.

Any person firing fireworks must never return to fireworks which do not light first time (at least 30 minutes should be allowed to elapse before approaching and carefully dousing with water).

Any bonfire must be completely extinguished before leaving the site at the end of the display.

The site must be inspected the next day in daylight to ensure that no fireworks or debris have been left.

The Head of Operations / Admin Officer is responsible for the storage of risk assessments.

10. First Aid and Medication (refer to School Clinic policy)

The school Doctor / Nurse is responsible for co-ordinating the administration of first aid and the administration of medication.

11. Food Handling

Staffs handling food are responsible for complying with legislation and must have knowledge of:

- storage of food and the ways and conditions that bacteria grow and multiply.
- the ways of preventing food poisoning and contamination.
- cleaning materials.
- pest control.
- food handlers' legal requirements

Staff must be aware of and provide for any children or employees with allergies / medical conditions and or special dietary requirements.

12. Healthy Eating Guidelines

12.1 Overview

At AIS we believe that healthy eating alongside regular physical education helps our students to maintain good health.

At AIS we like to encourage the children to develop healthy eating habits. By providing a delicious and nutritious snack and packed lunch for your child, you will be helping to ensure that they experience a balanced school day.

Please note:

- **AIS is a nut free and pork free school**
- **Chocolate products and fizzy drinks are not acceptable at school. Please save these treat foods for home time.**

Please feel free to come and see us if you would like some help with your child's snack box.

Out of consideration for those children who are allergic to them, we do not allow nuts on the premises.

12.2 Aims

- To provide opportunities for each child to access knowledge, understanding and skills related to healthy eating so that they may make informed choices.
- To raise awareness of the concepts of 'healthy eating' and 'balanced diet' and their importance in maintaining good health.
- To develop a positive attitude towards their eating habits.
- To provide opportunities within school to pursue a healthy diet, making healthier choices, easier choices.
- To help the children understand that some foods should be eaten in moderation.

- To work in partnership to achieve a pleasant and sociable dining experience which enhances the social development of each pupil.
- Involve pupils and parents in decision making regarding healthy food policy and practice, wherever possible.

12.3 Curriculum Organisation and Delivery

In Foundation Stage, KS1 and KS2, healthy eating is addressed through:

- Cross-curricular links, e.g. Year 4 Science on Teeth
- Discussion and assemblies
- Class projects
- Mr Flap visiting FS to check lunch boxes
- 'Healthy Me' Ambassadors

12.4 Break times and Packed Lunches

We ask that children do not bring in as sweets, crisps, cakes, pastries, nuts, chocolate, iced or chocolate biscuits and fizzy drinks.

Where possible effort should be made to ensure your child's, packed lunches are:

- Reduced in fat, sugar and salt
- High in fiber
- Full of a wide range of freshly prepared salads and vegetables
- Include tinned fruit in natural juices or fresh fruit
- Include healthier options such as yoghurts

12.5 Drinking Water

Water is available throughout the day. All children must bring in a fresh, filled water bottle to school daily: these are stored in their classrooms and are always easily accessible.

Water fountains are temporarily unavailable due to COVID restrictions

We do not encourage sweets or chocolate in school. Please do not bring birthday cakes or sweets to school.

12.6 Birthday Parties

Birthdays are an exciting time for many children. Some families would also like to bring birthday cakes and treats to school to help their child celebrate. While this is understandable, our experience is that class birthday parties intrude on precious learning time. Children are so excited that a whole day of learning can be lost, and behaviour can become very difficult to manage. Cakes and sugary treats also go against the spirit of our healthy eating environment. Furthermore, birthdays are not always celebrated, so we kindly ask that parents respect our policy and hold birthday parties outside of school.

12.7 Monitoring and Evaluation

Monitoring and reviews of more general aspects of healthy eating will be carried out through observation at break times, and on-going discussion via staff meetings, the Healthy Me Ambassadors etc.

12.8 Equal Opportunities

Healthy eating is for all pupils regardless of gender, race, culture, religion, ability, or any special educational need. This will be considered when planning the healthy eating curriculum and any new initiatives.

12.9 Cross Curricular Links

There are opportunities for raising awareness of healthy eating in all areas of school life. Specifically, many aspects of healthy eating will be found in our PSHE, Science and Design & Technology schemes of work.

12.10 Health & Safety

All activities will be in line with school health and safety policy and ADEK guidelines. Most importantly, in recognition of the danger of anaphylactic shock, guidance with regard to the type of snack the children should not bring to school has been issued.

Our School Nurse is always able to advise families and staff about the promotion of healthy eating habits.

13. Hiring of School Premises

The Head of Operations / Facilities Officer is responsible for giving a copy of the school's Health and Safety Policy to hirers. The hirer has responsibility to ensure that individual leaders comply with the school's health and safety policy.

Regular hirers are required to produce their own health and safety procedures based upon the school policy. A copy of the individual procedures must be submitted to the named person and filed with the letting's documentation.

Regular hirers must conduct a termly fire drill in liaison with the site manager

Hirers are required to provide their own mobile phone for emergencies.

In the case of an emergency, hirers must contact the emergency services using 999 and then contact the site manager. The site manager will then contact the head.

- Children must be always supervised whilst on school property. Those in charge of children are responsible for ensuring that they behave sensibly and that activities are controlled and well managed.
- Sliding on the floors or climbing on any equipment is not allowed.
- School equipment is not to be used by the hirer without prior agreement.
- Tables, chairs etc. must be returned to their original position. If tables and chairs are provided, they must be wiped and returned in the condition in which they were found.
- Child's trays and personal belongings must not be touched nor items on or in the teacher's desk.
- Care to be taken not to damage wall displays, fixtures and fittings e.g., if using a ball.
- The floors must be protected (including no stiletto heels) and the (Job title) consulted if there is a spillage as certain products damage the flooring.
- The hirer will be charged for any damage to the school or school property that occurs during a letting.
- Hirers need to ensure that they have adequate and current insurance (A copy of the hirer's insurance certificate to be kept on file).

14. Security During Lettings

Doors must be closed or supervised during the letting period. It is essential that members of the public cannot gain access to the school at these times.

Those responsible for the letting must not leave the premises until the key holder arrives to lock up and assume responsibility for the security of the building.

15. Machinery and Equipment

Machinery and electrical items must be checked at least once a year and recorded in the 'Machinery and Electrical Equipment' section of the school inventory.

All machinery and equipment with the school must be always maintained in good working order, or otherwise clearly marked by provision of suitable fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of staff when using equipment to check for obvious signs of damage and report any defects found.

Boilers, lifts, portable appliance testing (PAT), emergency lighting, hot water system, stored cold water system, fresh air systems (including air conditioning), fire alarm & firefighting apparatus, intruder alarm, CCTV, sprinkler systems are to be tested and certified at least annually,

The Mains wiring (Fixed wiring) including fuse boards) are tested every 5 years unless alterations are made to the circuits.

Full and suitable assessments must be made of the hazards and risks involved in the use of all machinery and these must be recorded, along with arrangements for the scheduled servicing, lists of authorised users and training records.

Clear guidelines must be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care must be taken over the use, installation, or siting of such equipment.

All purchases and gifts must be reviewed to identify potential hazards. Each new purchase or gift must be monitored, and its use reviewed in terms of its safe operation.

16. Manual Handling and Lifting

The risk of injury, due to the manual handling of loads, must be recognised by the school and all measures taken as necessary to reduce such risks through individual risk assessments.

Training in proper handling techniques must be given, as appropriate, and only those persons so trained must be asked to move heavy weights. Under no circumstances should children be allowed to lift or move heavy or awkward weights.

17. Materials and Hazardous Substances

The use of any material or substances within the school is subject to prior assessment. A named person is responsible for storage records of materials and hazardous substances.

Procedure:

- undertake assessment of all hazardous materials with respect to usage and risk.
- assemble comprehensive hazard data information.
- arrange appropriate training.
- Instigate control measures through:
 - hazard training records
 - hazardous materials storage records
 - methods for the elimination / reduction of risk
 - high standards of supervision
 - issue of personal protective equipment (PPE)
- make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials.
- make arrangements for the issue and use of PPE, including checking, maintenance, and training, as appropriate.

Storage records of materials and hazardous substances are held in locked storage and duplicated at individual sites.

18. Personal Protective Equipment (PPE)

Protective clothing and equipment, which conforms to the British / European standards, must be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means.

All PPE will be regularly inspected and kept in good order.

Staff and children must be trained in the correct selection, wearing and use of PPE.

It is the responsibility of all staff and children to wear such PPE as required, using it in the proper manner, and reporting any defects immediately.

Records of the issue and maintenance of all PPE must be kept, and its use monitored as part of the ongoing risk assessment process.

18.1 Protective Clothing

Appropriate protective clothing must be worn by staff, children and others involved in activities which could lead to entanglement, be subject to harmful liquid spillages, or high temperatures including naked flames.

In areas exposed to high temperatures and naked flames overalls must be of an appropriate type of material. Protective clothing made from synthetic fibres must not be used unless supplied specifically for the purpose.

All aprons and overalls must be cleaned every week.

18.2 Eye Protection

It is a requirement to wear eye protection when an assessment shows that a risk of injury which cannot be otherwise eliminated exists.

Staff and children must wear eye protection when involved in any of the following operations:

- using or dispensing liquids which could cause injury.
- when breaking, cutting, dressing, carving, stone, metal and glass.
- any other process involving the production of fine particles.
- any work which involves the use of sharp pointed materials.

Eye protectors must be readily available, well maintained and carry the relevant code for the type of protection offered.

18.3 Hand Protection

Suitable hand protection must be worn whenever the relevant risk assessment indicates e.g., rubber gloves must be worn when washing items in hot water or when using certain cleaning agents.

Ribbed or similar gloves must be used when a risk of injury from the handling of sharp abrasive objects is present.

18.4 Ear Protection

Suitable ear protection must be worn whenever the relevant risk assessment indicates the need for them.

19. Recreational Areas, Adventure Playgrounds and Safety Surfaces

All apparatus / equipment must be kept in good working condition.

All apparatus / equipment must be inspected on a regular basis.

A log of these inspections must be kept by a named person.

20. Risk Assessments

The risk assessment must be based on:

- what are the hazards?
- who might be affected by them?

- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

The following must be considered:

- the type of visit/activity;
- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratio of teachers and supervisory staff to children;
- the group members' age, competence, fitness and temperament and the suitability of the activity;
- the special educational or medical needs of children;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope when a child becomes unable or unwilling to continue;
- the need to monitor the risks throughout the visit.

The person carrying out the risk assessment must record it, including details of the measures they need take to avoid or reduce the risks. Copies must be given to the heads and all staff/supervisors on the visit. Frequent visits to local venues such as swimming pools may not need a risk assessment every time. However, the group leader must monitor the risks throughout the visit and take appropriate action as necessary. The generic assessment must be monitored and reviewed at regular intervals.

Before booking a visit the group leader must obtain written documentary assurance that providers have conducted their own risk assessment.

Whatever the length and nature of the visit, regular head counting of children must take place, particularly before leaving any venue.

All supervisors must carry a list of all children and adults involved in the group at all times.

The group leader must tell children what to do if they become separated from the group.

20.1 Procedures

A risk assessment on the use and supervision of each piece of apparatus / equipment must be drawn up, the control procedures to be adhered to at all times.

Children must be reminded that while using the facility they should respect the needs of others.

Children must be alerted to the need to recognise faulty equipment and report immediately.

Safe surfaces, of the correct level of absorbency for the height of the equipment, must be installed below and around each item of equipment from which children could fall.

Risk assessment is defined as a systematic method of:

- analysing work activities;
- identifying: hazards, hazardous situations and hazardous events;
- estimating risks: by considering the likelihood of hazardous events occurring and the nature and severity of the subsequent harm / damage;
- deciding upon possible control options and action priorities;
- judging the 'acceptability', or, 'tolerability' of the risk.

20.2 Definitions

Hazard: Something with the potential to cause harm/loss. The potential to cause harm including ill health and injury, damage to property, plant, products or the environment.

Risk: The potential or the likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the likely numbers of people that this will affect

The head is responsible for:

- ensuring that risk assessments are carried out by competent persons;
- ensuring that the employees carry out suitable and sufficient risk assessments of all work areas including all lessons and activities;
- ensuring that advice on relevant legislation is made available to employees;

- ensuring the provision of adequate resources to implement necessary control measures identified in the completed assessments;
- ensuring contractors working on the premises have completed health and safety risk assessments covering activities that they propose to undertake, and that a copy is reviewed by a competent person to ensure that it is suitable and sufficient.

The Head of Operations / Facilities Officer is responsible for:

- undertaking, coordinating and updating health and safety risk assessments, including ensuring that they are documented, and action plans developed and implemented;
- ensuring that information obtained from the assessment such as control and safety procedures are communicated to those working in the area covered by the assessment;
- Maintaining a risk register of assessments carried out.

All heads of department / co-ordinators and managers are required to complete risk assessments for the area(s) they are responsible for. Risk assessments must be completed prior to all educational visits including external sports fixtures.

The amount of effort placed into health and safety in the workplace should be based on the risks associated with the work, with the greatest effort being placed into controlling those work activities that create the greater risk.

Consideration should be given to the following:

- description of work;
- work location;
- previous accidents / incidents in the area;
- existing work practices;
- existing controls;
- non- typical events within the work area;
- groups of people within the work area;
 - employees;
 - trainees;
 - young persons

- contractors;
- members;
- visitors

particular attention should be paid to the following:

- staff with disabilities;
- new or expectant mothers;
- trainees or temporary staff;
- lone workers;
- young persons;
- Inexperienced and new staff;
- cleaners;
- visitors;

The assessment must include confirming that there is adequate insurance cover for the activity.

Risk assessments should be specific to individual work activities; ideally, they should also be site-specific to ensure that all risks are adequately assessed at each work location. If the work activities are similar, generic risk assessments may be carried out e.g. cleaning, office work, a single activity that occurs at several locations.

If generic assessments are used, they must be valid for the work activities to which they apply. In order to achieve this, the following points should be observed:

- the assessment must represent the particular activities at all relevant locations, or the worst case scenario should be assessed;
- there should not be any significant deviations from the assessment;
- the assumptions on which the assessment is based should be recorded, such as the safe working procedures detailed in the health, safety and environmental policy statement that all work locations follow;
- the control measures that are in place should not deviate from that on which the assessment was based.

If hazardous substances or manual handling are required as part of the work activity then any relevant COSHH Assessments / Manual Handling Assessments must be taken into consideration as part of the comprehensive risk assessment.

20.3 Risk assessments must be carried out as follows:

20.3.1 Assess Risk

- Identify area / task for assessment.
- Assess risk using the form in [Appendix 10](#).

20.3.2 Decide upon Control Measures

- Can the risk be eliminated?
- Are risks adequately controlled?
- Detail additional controls required.
- Implement control measures.

Recalculate the risk

20.4 Risk assessments must be reviewed annually or when:

- there is a process change;
- there is a personnel change;
- there is a change made to work equipment;
- there is a change made to the working environment.

21. Site Security

All staff must be alert to the need for security including ensuring that the gates and boundaries are secure. Door entry codes must be changed at least termly and all exterior doors kept closed. Windows must be closed at the end of the day or if a downstairs room is vacated.

Visitors must be kept separate from children; report to the school office immediately on arrival; sign in; receive a visitor's badge. The signing in book should have: date; name of visitor; whom they are visiting; vehicle registration and Emirates ID number.

Every visitor is informed of the following:

- identification badges must be worn at all times;
- leave the building by the nearest exit if the fire alarm sounds and go to the fire assembly point;
- the school operates a '**No Smoking Policy**.'
- all accidents must be reported to the school office and an accident form completed.
- the location of first aid Operations.
- that visitors are not permitted into classrooms or teaching areas unless a member of staff is present;
- that children will only be released to adults where authorisation has been authenticated.
- visitors must sign out before leaving the premises.

Any person (other than a member of staff or child) on the school site and not in possession of a security badge must be challenged by an adult and, if necessary, asked to leave. Children must not challenge people without badges but must immediately inform a member of staff. Notices must not indicate the names and locations of children.

Employees are required to wear name badges and to sign in and out of the main office. The visitor book and staff register must be checked to ensure that all staff and visitors are accounted for in cases of emergency evacuation.

22. Smoking

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, and visitors.

All staff are obliged to adhere to and support the implementation of the policy. Any concerns employees may have regarding smoking at work should be reported immediately to the head so that corrective action can be taken if necessary.

Appropriate 'no-smoking' signs must be clearly displayed at the entrances to each school. All visitors, temporary staff, contractors, and customers are expected to abide by the terms of the Smoking guidelines and employees should tactfully remind visitors of the policy, if necessary. Local disciplinary procedures will be followed if a member of staff does not comply with this policy and, in the case of repeated offences, may be dismissed from the organisation's employ. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

23. Stress in the Workplace

Workplace stress is recognised as a legitimate problem affecting staff and one which needs careful and sympathetic management.

It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to the efficiency of the organisation.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultations with members of staff and discussion groups is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

Major changes within any organisation can be stressful and therefore members of staff should be appropriately informed of any major changes in so far as they may affect their own activities.

Members of staff are encouraged to seek advice from management regarding any situation they feel is causing them undue stress. The employee consultative forum is a mechanism for discussion and consultation.

24. Transport Management for School and Company Vehicles

24.1 Drivers

Children must be separated from areas where vehicles move and park. Drivers must observe the speed limits and parking restrictions.

Drivers employed or hired by the school must be over the age of 21, have held a valid full UAE licence for a minimum of two years and checked. Where required, they must also have passed the Passenger Carrying Vehicle Test.

Copies of these documents must be kept on file. Before any person drives a company vehicle, they must supply the Head of Operations and Facilities Officer with an original copy of their driving licence (both card and paper sections). Copies to be updated Termly.

Drivers must notify the Head of Operations and Facilities Officer of any changes to the status of their driving licence including all endorsements, bans and health defects within seven days of issue. Drivers must make their licence available for verification as requested, but not less than quarterly. Alcohol must not be consumed by the driver at least 12 hours prior to driving. Drivers must not drive if they feel tired or unwell, or taking a course of treatment which advises against driving.

24.2 Bus Wardens / Nannies

Nannies are responsible for the safety and wellbeing of the students when boarding, while inside and exiting the bus. They will also help the students to be well mannered on all bus trips. Attendance is always maintained as well as the sanitation of the vehicles. They are monitoring their behaviour and a report will be filed to the Transport Supervisor when misbehaving. All reports will then be submitted to the school in charge and a proper investigation will take place

24.3 School Vehicles

The Facilities Officer / Transport supervisor liaise with contracted vendor is responsible for ensuring that all school vehicles are serviced, have all valid documents and certifications fulfil the regulatory requirements of the governing authorities.

A full risk assessment is required prior to any journey using a school vehicle. Before driving school transport and at the end of the journey, the driver/designated person must carry out a full vehicle check covering:

- seat belts;
- mirrors;
- condition of all windows;

- door locks;
- lights, side and main beam;
- indicators;
- hazard and brake lights;
- screen wipers and washers;
- horn;
- first aid kit;
- fire extinguishers;
- driving controls;
- emergency exit operation and access;
- tyre pressures and tyre condition including spare;
- toolkit;
- personal protective clothing for adverse weather conditions.

Any damage or faults should be recorded in writing as well as any incidents during the journey. These should be reported to a named person responsible for ensuring that these are dealt with immediately.

In the event of a breakdown the driver should try to move the vehicle off the carriageway (onto the hard shoulder of the motor way). If it is not possible to move the vehicle off the carriageway then it should be moved as far away from the traffic as possible.

On motorways and other busy roads passengers should be taken onto the embankment or grass margin as far from the traffic as is practicable. They should be kept together in one group. Children should be kept calm and under constant supervision.

The mobile phone should be used to inform the emergency services and the school.

During a journey:

- seat belts must be worn at all times;
- gangways must not be blocked with luggage;
- no passenger to enter or leave by the rear doors unless a member of staff is present;
- no portable tank containing fuel must be carried;
- the ratio of adults to children must be appropriate to ensure adequate supervision and safety;
- breaks must be taken by the driver at least every four hours;

- mobile phones must not be used whilst driving

24.4 Booster seats

The law states that child restraints must be appropriate to weight. Children 3 years to 135cm (4ft 5 ins) MUST use the appropriate child restraint:

- baby seats for children up to 13 kgs birth to 9 -12 months;
- child seats forward facing for children 9kgs to 18 kgs 9 months to 4 years;
- booster seats for children up to 15 kgs from approx 4 yrs old;
- booster cushions for children from 22kgs from approx 6 yrs.

It is not a legal requirement to use child restraints (eg child car seats or boosters) on a minibus, bus or a coach because they are designed for car seats and may not be suitable for a bus seat, our policy is that school must only use minibuses fitted with seatbelts and that passengers must use them for all journeys.

24.5 Escorts

It is not a legal requirement to have an escort as well as the driver. A risk assessment is required to determine if an escort is required.

24.6 Insurance

The company policy covers drivers for school and company business only. Permitted Use

A school vehicle may only be used for school business. It must not be used for:

- competitive driving (e.g. racing, rallying, competitions or trials);
- pleasure, domestic or social use;
- the carriage of passengers for payment.

24.7 Accident, Theft or Damage

The driver must notify the [Head of Operations] within 24 hrs of any accident, theft or damage and by no later than 10:00 hrs the following working day.

The driver has full responsibility for ensuring that the vehicle is always parked in a safe place paying due consideration to other road users and whenever possible, garaged.

Where damage to any company vehicle is identified as being due to the fault of the driver, and is not covered by insurance, the employee will be held responsible and required to personally pay for the damage.

24.8 Fines and Penalties

The driver is liable for any fines / penalties incurred whilst driving the vehicle.

25. VDU Operation

Display Screen Equipment (DSE) regulations relate to computer workstations and any alphanumeric or graphic display screen including microfiche readers, calculators, cash registers, word processors as well as personal computers

The DSE regulations apply if:

- the user (employee or agency staff) habitually uses DSE as a significant part of their normal work;
- the work activity depends on the use of DSE;
- there is no discretion as to the use of the DSE;
- there is continuous use of DSE for spells of an hour or more;
- use is more or less the same daily.

The recommended environmental factors for work in offices and ICT rooms are:

Noise	Light	Temperature
Up to 50 db (average)	300 + lux and 500 lux if used for evening classes.	At least 18 degrees centigrade (64.4f)

25.1 Responsibilities

The ICT support is responsible for:

1. identifying staff who are deemed to be users of DSE;

2. undertaking a risk assessment of all workstations (including local environment) used by users and for acting upon its findings.

In the role of assessor the named person must:

- be familiar with the requirements of the DSE Regulations;
 - consult with the user when assessing their workstation;
 - be aware of their limitations when carrying out assessment and to call upon further expertise and additional sources of information when appropriate;
 - draw valid and reliable conclusions based on the assessment of risk;
 - make a clear record of the assessment of any workstation and process
 - promptly implement agreed procedures.
3. reviewing assessments at regular intervals and promptly if:
 - there is a reason to believe the assessment is no longer valid;
 - there is a major change to the software;
 - there is a major change to the hardware;
 - there is a major change to workstation furniture;
 - there is a substantial increase in the amount of time required to be spent using DSE;
 - there is a substantial change in other task requirements, e.g. more speed or accuracy;
 - the workstation is relocated;
 - the lighting is significantly modified.
 4. investigating any health problems reported to them or identified in users and providing users with information regarding:
 - the arrangement for eye tests (if requested) and their payment;
 - the arrangements for reporting any health hazards;
 - the arrangements for the organisation of the daily work routine;
 - any action taken as a result of the assessment they have participated in.
 5. arranging for the training of users in the use of workstations

6. planning the activities of users to ensure that their work is interrupted by breaks or changes in activity that reduce the risks associated with the workstation. Such breaks or changes in activity should be:

- taken before the onset of fatigue, as the timing is more important than the length of break;
- included in work time;
- reducing the workload;
- preferably short and frequent, e.g. a ten minute break after sixty minutes
- continuous screen work is suitable;
- engaging the user in tasks which do not involve DSE;
- taken at the discretion of the user if this is possible.

Such breaks or changes in activity should not:

- lead to an increased compensatory pace of work;
- involve further DSE or workstation activities.

Users must:

- use the equipment provided in accordance with agreed methods of working and any training received;
- report to management any muscular / skeletal problems, fatigue or eyestrain which may be associated with the workstation;
- assist the manager / assessor in the assessment of their workstation.

Training must be provided as to the healthy and safe way to use a workstation at the same time as staff are trained how to use the equipment. Training must include reference to:

- the user's role in prompt and accurate recognition of hazards. This should cover both the absence of desirable features and the presence of undesirable ones, together with information on health risks and how problems may be manifested;
- user-initiated actions and procedures which bring risks under control,
- i.e. the importance of achieving good posture and of postural change.

The school must use comfortable, suitable chairs which are adjustable for height, tilt and back support. The chairs must be adjusted by the operator in order to obtain:

- a straight back;
- horizontal upper legs;
- feet flat on the floor (for smaller / younger children a foot rest may be employed to make up for the gap between the feet and the floor);
- upper arms at right angles to the forearm / hands.

The arrangement of workstation components must facilitate good posture, prevent over-reaching and avoid glare and reflections on the screen. Monitors must be MPR II compliant. The monitor must be placed 50 to 70 cm away from the operator, so that the top of the screen is at eye level when the operator is in a 'good sitting posture' (screens are adjustable for height, tilt and swivel). The neck muscles must be kept relaxed and the head not allowed to hunch forward. Brightness and contrast can also be reduced to acceptable minima. Keyboards that respond to a light pressure should be used and wrist supports made available. Document stands should be used to hold worksheets and texts, etc.

Worktables must be suitable in terms of height, leg room and space available for hands to effectively operate the keyboard. Those with physical disabilities must be provided with specially adapted worktables if this is deemed necessary e.g., cutting an insert into the worktable for wheel chair access and/or lowering of the table height.

Regular changes in activity and/or short rests must be used to reduce eyestrain, muscle tension, stress, and tiredness. Operators must stand up from their seats and walk around the room if they are involved in lengthy sessions working on a computer. A ten-minute break after sixty minutes continuous screen work is recommended.

26. Violence to Staff (refer to [Appendix 15](#))

Anyone can be a target for violence. Aggressors are not easily identified. The most common form of attack is verbal abuse. Staff must be advised to avoid aggressive gestures, stay calm, keep their distance, keep an escape route open, and leave the situation to get help if s/he feels in danger.

The school will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise, towards any employee from whatever source. Management will give all support necessary to any member of staff who reports any such incident, actual or perceived, whatever the circumstances.

The risks of any activity should be assessed e.g. those handling money may be at risk when they take money to the bank. Staff must arrange for a senior colleague to be present if they are concerned about the possibility of aggression. A parental consultation form must be used to record the meeting and agreed actions.

27. Waste Disposal (refer to Waste Management Policy)

All waste produced must be disposed of to a licensed waste disposal site via a registered carrier.

Waste storage areas are subject to a full risk assessment.

28. COVID-19 Preparation and Guidelines

28.1 School Preparations

- The school has a thermal screening point at 3 of the entrances
- The school has adequate PPE available in the school premises
- School has 3 ISOLATION/QARANTINE rooms allocated (FS Library, Café area and one room allocated inside the school clinic)
- School has enough hand sanitizers allocated in each location
- Social distancing of 1 meter is strictly followed across the whole school classrooms
- Year groups are divided into different BUBBLES
- Signages and circulation plan are clearly visible around the school

28.2 Tips for Parents

- Speak to your children about COVID-19 and let them know that it's natural to feel anxious or nervous about returning to school.
- Have an open conversation about their anxieties and fears about returning to school and reassure them about safety measures and precautions the schools will have in place to keep everyone healthy.

- Be honest about the changes that they will see at school, such as the need to wear masks, inability to be close to their friends and teachers.
- Explain to your children that they will play an important role in keeping themselves and their community healthy by wearing a mask, maintaining social distancing, and sanitizing hands.
- Highlight the positive aspects of returning to school such as being able to meet their friends and learning new things.
- Continuously check in with your children to evaluate their well-being when school begins.

28.3 Important Notes

- Please ensure that you are present in the UAE, at least 14 days prior to your children's school reopening date to comply with any health and travel requirements set by the government.
- Parents may choose to keep their children at home to continue distance learning for the next term until further notice from the authorities like NCEMA
- Parents must commit for the full term to the method that they have chosen. Schools will be flexible during the first two weeks after physical reopening and will accommodate for changes.

28.4 Health and Hygiene Arrangements

- Schools will carry out a general cleaning and disinfection once every 24 hours.
- Schools have been mandated to provide hand washing or hand sanitizing stations in key locations around the school premises and on the school bus.
- All classrooms will have sanitizing wipes, hand sanitizer and covered bins to maintain proper hygiene.
- High-contact surfaces such as light switches, handrails, doorknobs, toilet seats etc. will be cleaned and disinfected **every hour**.
- Toilets will be cleaned and disinfected **every hour**.
- School will have a Nurse or Registered Medical Professional present on the premises, and a Quarantine room for students or staff members who experience a sudden onset of COVID-19 symptoms.

28.5 Individual Health and Safety

- Children above the age of 12 will have to undergo an approved vaccination and undergo COVID-19 PCR test before returning to school. POD students are exempt.
- Your child will have to wear a mask if they are older than 6 years (**FS1, FS2 & Y1**) **students do not have to wear a mask. Students from Y 2 and above must wear a mask as directed**): If your child is unable to wear a mask, they may be allowed to wear a face shield if supported by a medical certificate.
- Teachers of Students of Determination with hearing impairments may use transparent masks.
- Gloves are not recommended as they are less effective than hand washing in controlling the spread of COVID-19. However, they may be worn.

28.6 Social Distancing

- Students will be expected to always stay 1 m apart.
- Younger children who find it difficult to maintain social distancing in FS and early primary years may be grouped into “bubbles of up to 16 students”.
- A bubble is a group of students and staff member who spend the entire day together and do not interact with other students and staff.

28.7 Entering and Exiting the School

- Parents will **not** be allowed inside the school premises unless they are supporting a Student of Determination. Exceptions can be made to allow one parent to accompany a FS or early Cycle 1 student, if needed. However, the parent will need to have a negative COVID-19 test result with **96 hours** validity. This is subject to change as the situation develops. Please keep in touch with your school for further updates.
- Only **one** parent/guardian can accompany children outside the entrance to the school.
- If you accompany your child as they stand in the queue, you **must** wear a mask.
- Non-contact temperature screening will take place when entering the school.
- Students will queue outside the gate to enter, maintaining a 1.5m distance from other families/students.
- The school may stagger entry and exit times for students to avoid large queues and crowding. These times will be communicated to you by your school.

- Only one parent will be allowed to pick up their child in the designated waiting area. During this period, you will be required to maintain a 1.5m distance from other people.

28.8 Transport Safety Measures

- Buses will operate at **60% of their capacity**, and children will be required to maintain a distance while on the bus.
- Children will be assigned seats on the bus for the entire semester.
- Temperature checks will happen before boarding the bus, and children with elevated body temperature will not be allowed on the bus.
- We encourage you to transport your children to and from school to ease the pressure on the school transport system.

28.9 Class Size and Grouping

- It is likely that your child's class will be split into two or more groups to accommodate for social distancing requirements.
- Schools will have a maximum of 25 students per group / class.
- To minimize exposure to others, your child will remain in this group until the end of the COVID-19 pandemic.
- If your child uses the school bus, they will also be part of a fixed "bus group" so that their exposure to other children is minimized.

28.10 If a Child becomes sick at school

- They will immediately be moved to the Quarantine Room, where they will be monitored by a School Nurse.
- Parent will be contacted immediately to retrieve your child from the school.
- The school shall not administer any medicines to your child.
- The school will inform you about the nearest hospital and COVID-19 testing center.
- If your child tests positive for COVID-19, you are mandated to inform the school so that they can take measures to secure the health of other students and staff who may have been exposed to the virus.

- Information about your child will **not be shared** with anyone other than the relevant government authorities.

28.11 Recreation, Lunch & Break Times

- Students will receive regular breaks during the day. However, these breaks will likely be very different from what they experienced in pre COVID-19 times: students will have to maintain a 1.5m distance between themselves and their friends.
- For the initial period after reopening, playground equipment like swings and slides will be off-limits to reduce chances of cross-contamination.
- Schools will not be allowed to cook on the premises; they may provide pre-packaged food. We strongly encourage you to provide your child with a packed lunch.
- Children will be allowed to take off their masks to have lunch under supervision.
- Playgrounds will operate on a maximum capacity based on the area of each play area.
- PE will resume with all precautionary measures in place
- Swimming will resume following COVID guidelines
- Sailing will resume following the stringent H&S procedures

28.12 Ongoing Actions to maintain a health and safe community:

As we work with schools across Abu Dhabi to create the safest possible environment for our children to return to school, we will also rely on your vigilance to ensure that the risk of COVID-19 transmission is minimized outside of school. To this end, you can support by:

1. Ensuring that you limit your and your child's potential exposure to COVID-19. This means staying away from crowded areas and avoiding large gatherings.
2. When you leave your home, ensure that you and your family members wear a mask and maintain social distancing as directed by UAE's public health authorities.
3. If your child is participating in extra-curricular activities or play dates, please ensure that they follow hygiene and social-distancing measures diligently.
4. If your child experiences COVID-19 symptoms such as cough, fever or breathlessness, do not send them to school, and seek immediate medical care.
5. Teach your child the following prevention techniques to safeguard themselves and others:
 - Keeping a safe distance of 1.5m from others.

- Covering their mouth and nose with a tissue/paper towel when they cough or sneeze and throwing used tissues in the trash immediately.
- Coughing or sneezing into their elbow if they don't have a tissue.
- Washing hands with soap for 20 seconds multiple times during the day.
- Remembering to wear a mask when stepping outside the house

29. Monitoring and review

This policy will be reviewed and checked annually by the Head of Operations and Principal

30. Approved by

Principal on behalf of the School: _____

CEO on behalf of the Advisory Board: _____

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.1	Adoption of the policy	Abdul Raheem – Head of Operations	Jul 2015
1.2	Minor updates	Abdul Raheem – Head of Operations	Aug 2016
1.3	Minor updates	Abdul Raheem – Head of Operations	Aug 2017
1.4	Minor updates	Abdul Raheem – Head of Operations	Aug 2018

1.5	Minor updates	Abdul Raheem – Head of Operations	Aug 2019
1.6	Minor updates & Fire Drill Policy Update	Abdul Raheem – Head of Operations	Feb 2020
1.7	COVID-19 guidelines added	Abdul Raheem – Head of Operations	Aug 2020
1.8	Minor updates	Abdul Raheem – Head of Operations	Aug 2021

Appendix

Appendix 1: Application for the Approval of Educational Visits

School / Group:	
Group leader:	

Purpose of visit and specific educational objectives:

Places to be visited:

Date and Time of Departure:	
Date and Time of Return:	

Transport arrangements to include name of transport company and vehicle registration numbers:

--

Names, relevant qualifications and specific responsibilities of other adults accompanying the party:

--

Insurance Arrangements.

--

Name, address and telephone number of the contact person in the school who will hold all information about the visit in case of emergency:

--

Existing knowledge of places to be visited and whether an exploratory visit is intended:

--

Size and composition of the group:

Age range	
Number of boys	
Number of girls	
Adult to child ratio	
Leader / participant ratio	
Names of children with special educational needs or medical needs:	

Information on parental consent.

Has the group leader received all consent form duly completed? Parental consent forms may precede or follow approval	
Attach copies of:	information sheet sent to parents; parental consent form; risk assessment form.

Head approval:	
Date:	

Appendix 2: Educational Visits: Organisers 'To-Do' List

ACTION	RELEVANT FORM	DATE COMPLETED
Check proposed date of trip with head.		
Complete head approval form and submit.	Head Teachers Approval Form	
Complete First Aid bag booking form and submit	First Aid Bag booking form	
Get quotes for transport		
Agree cost of trip		
Book transport		
Complete Emergency Contact form	Emergency Contact Form	
Complete Risk Assessment	Risk Assessment	
Send draft copy of letter to head		
Send letter and Parental Consent Form home	Parental Consent Form	
Collect consent forms from children		
Collect money		
Complete Packed Lunch form and send to Catering Manager	Packed lunch form	
Recruit appropriate staff		
Complete Itinerary		
Complete medical lists	Medical Form	
Complete group lists		
Complete coach lists		
Complete Children Checklist	Children Checklist	
Complete Information for Staff	Information for Staff	
Photocopy consent forms		
Print out all information and put together in a pack to give to [named person]		

Appendix 3: Information for School Staff re Educational Visits

Date of visit:

Venue:

Purpose of visit:

Attached are: List of Children

List of Groups

Itinerary

Child Checklist

Medical Information

Parent Consent Forms & Contact Information

Risk Assessment

Venue Information

Paediatric First Aiders

Contact Information School

School Main Number	
--------------------	--

Staff (Must keep legal ratios at all times)

Name	Phone
(Group Leader)	
(Deputy Leader)	

Venue contact

Name and Address	Phone

Travel Company

Name and Address	Phone/E-mail

Contingency Procedure

In the event of late return Group Leader or Deputy Leader to contact the School Contact with arrival information.

Emergency Procedure

In the event of an emergency Staff to contact each other by mobile phone and one member of staff to contact the School Contact

Meeting Point at the venue:

Appendix 4: Evaluation of Educational Visits

Visit to:	
School/Group:	
Group Leader:	
Number in Group:	Boys: Girls: Supervisors:
Date(s) of visit:	
Venue:	
Commercial Organisation:	

Comment on the following:

	Rating out of 10	Comment
The Centre's pre-visit organisation:		
Travel arrangements:		
Content of education programme provided:		
Instruction:		
Equipment:		

	Rating out of 10	Comment
Suitability of Environment:		

Signed:	
Date:	

Appendix 5: Checklist for Children

Name:	
Form:	
Place of visit:	
Date of visit:	
Who is the group leader?	
Where am I going to visit?	
What will be done to keep me safe during the visit?	
What are the rules for the visit?	
What do I do to keep my money and valuables safe?	
What do I do if I get lost?	

Appendix 6: Parental Consent Form for Educational Visits

Name of Child:	
Class / Group:	
Visit to:	
Date of Visit:	
I agree to (name)..... taking part in the visit. I acknowledged the need for.....to behave responsibly.	
Does your child have any condition requiring medical treatment, including medication?	Yes / No
If Yes, please give details:	
Please outline any special dietary requirements:	
Declaration	
I do/do not agree to my child receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.	
Contact Details	
Home Address:	
Home telephone:	
Mobile:	

Work Address (Father):	
Work Telephone:	
Work Address (Mother):	
Work telephone (Mother):	
Alternative emergency contact: Name / Relationship to child:	
Address of alternative emergency contact:	
Telephone of alternative emergency contact:	
Name of family doctor:	
Address of family doctor:	
Telephone of family doctor:	
Signature of Parent(s)	
Date	

Appendix 7: Emergency Contact Information for Leaders

Place of visit:	
Visit departure date:	
Return Information:	Date Time Location
Number of children:	
Number of adults:	
Attach emergency contact list to this sheet – names and telephone numbers	

Emergency telephone contact information during school hours	
Head:	
Deputy:	
Other (specify):	

Emergency telephone contact information out of school hours:	
Head:	
Deputy:	
Other (specify):	

Travel Company	
Name:	
Address:	
Telephone	
Fax:	
Name of Travel Rep:	
Telephone of Travel Rep:	
Insurance / Emergency Assistance:	
Other emergency numbers:	

Appendix 8: First Aid Bag Information

Trip Leader Name:	
Destination of Trip:	
Date of Trip:	
No. And age of Children:	
No. of First Aid Trained Staff:	
No. of bags required:	
Names of children with specific health needs:	
Name of staff in charge of these children:	
Further medical training required for staff:	
Any other information:	

Appendix 9: Diabetis, Anaphylaxis and Seizure Information Sheets

DIABETIC CHILDREN School Trips

Going out on a day trip should not cause any real problems as the routine will be much like at the school.

Guidelines for Day Trips

1.1. Booking the Trip.

- Inform the school clinic and club administrator about the planned school trip, so that she has time to make any necessary arrangements.
- Inform, if necessary, the centre that they are visiting that a child is diabetic.
- Consider if the child will require an increase in the staff ratio to meet their medical need requirement

1.2 Prior to the Trip

- Allocate at least 2 staff who will be the children' link person for that day. They need to meet with the [school nurse] to discuss the following.
- The child's insulin regime.
- Know how to manage a hypoglycaemic ('Hypo') and Hyperglycaemic ('Hyper') episode and how to act.
- Understand the child's routine of blood monitoring and administration of insulin.
- Know where they carry all their diabetic kit.
- Understand how to manage if the child should be ill (See section 2.5)

1.3 Day of the Trip

- Check with the child that they have their emergency 'hypo' snack pack, blood monitoring kit, their insulin device (with enough medication) and their diabetes record card with them.
- Failure to have any of the correct equipment will mean that they will not be able to go on the trip.
- For the allocated member of staff to carry an 'Emergency Hypo' pack as well.

- For the member of staff who is responsible for this child to ensure that the blood monitoring, insulin administration and required snacks are all given according to their daily regime.

All the paperwork to be completed, recording blood glucose levels, and the amount of insulin given.

2.1 Illness

If a child is unwell then their blood glucose may rise, even if the child just has a cold. Symptoms to observe for are:

- Increased thirst.
- Going to the toilet more frequently.
- If these are present then follow the diabetes rule of 15 (if under 70 mg/dl give 15 gms of carbohydrates then recheck after 15 minutes)
- The child will need to recheck their blood level.
- The insulin dose may need to be adjusted according to the sliding scale.
- However contact with the parents should be made in the first instance for advice and if necessary or unable to contact the parents, then urgent medical help needs to be sought.
- If the child is sick and/or has diarrhoea, the child should not be allowed on the trip or contact the parents for advice. If unable to or concerned seek medical consult urgently.

Anaphylaxis Guidelines School Trips

It is essential that when a child is going out on a day trip that the child has access to TWO Anti Epipen injection. They need to have the Epipen that they carry with them every day as well as the School's spare Epipen. Along with this antihistamine medication will be taken as well as the children' inhaler (if prescribed).

If these are not adhered to then the child will NOT be allowed to go on the trip.

Staff Guidelines for Day Trips

1.1 Booking the Trip.

- Inform the school clinic and clubs administrator about the planned school trip, so that she has time to make any necessary arrangements.

- Inform if necessary the centre that they are visiting that a child is at risk of anaphylaxis and the trigger.
- Consider if the child will require an increase in the staff ratio to meet their medical need requirement

1.2 Prior to the Trip

- Allocate at least 2 members of staff who will be the child's link person for that day.
- They need to meet with the school nurse to update themselves about the children's medical needs
- If necessary familiarise themselves with the administration of an EpiPen using a trainer pen.

1.3 Day of the Trip

- The allocated member of staff for that child will check with the child that they have their EpiPen.
- Failure to have their EpiPen will mean that they will not be able to go on the trip.
- The allocated member of staff to collect and carry the children's school's spare EpiPen and antihistamines (Inhaler if required).

Seizure Guidelines School Trips

It is essential that when a child is going out on a day trip that the staff involved are familiar with the Seizure Policy and Management procedure.

Staff Guidelines

1.1 Booking the Trip.

- Inform the school clinic and clubs administrator about the planned school trip, so that she has time to make any necessary arrangements.
- Inform if necessary the centre that they are visiting that a child has a history of seizures.
- Consider if the child will require an increase in the staff ratio to meet their medical need requirement

1.2 Prior to the Trip

- Allocate at least 2 staff who will be the child's link person for that day.

- They need to meet with the [school nurse] to update themselves about the child's medical needs.
- If necessary the staff need to familiarise themselves with the Seizure Management Procedure.

1.3 Day of the Trip

- The allocated members of staff for that child will make themselves known to that child.

Appendix 10: Consent Form for Swimming Activities or Activities

Where Being Able To Swim Is Essential

	Yes	No
Is your child able to swim 50 metres?		
Is your child water confident in a pool?		
Is your child confident in the sea or in open inland water?		
Is your child safety conscious in water?		

I would like _____ (name) to take part in the specified visit and having read the information provided agree to him/her taking part in the activities described.

I consent to any emergency medical treatment required by my child during the course of the visit.

I confirm that my child is in good health and I consider him/her fit to participate.

Signed _____

Date _____

Full name of parent / guardian _____

Telephone numbers:

Home _____

Work _____

My home address is: _____

Name, address and telephone number of family doctor:

Appendix 11: Accident and Injury Reporting Form

REPORT OF AN ACCIDENT

PART A – ABOUT YOU

Your full name	Department.....
----------------------	-----------------

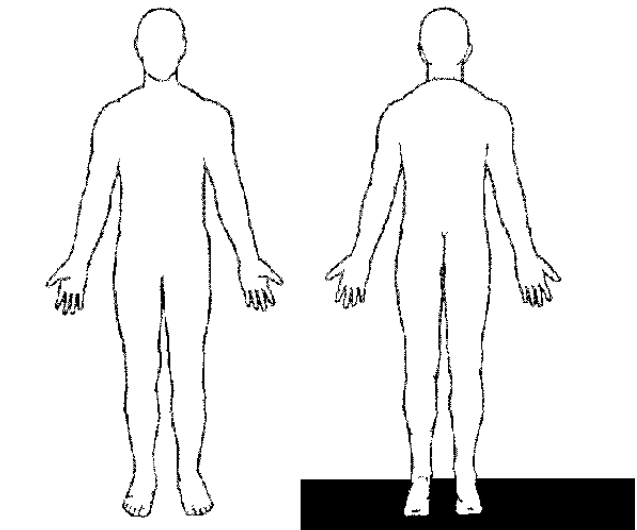
PART B – ABOUT THE INCIDENT

Date of incident.....	Time of incident am/pm
Did the incident occur at school Yes/No	
If Yes, which department / room / place / site did the incident occur	
If No, where did the incident occur (include address and details)	
.....	
.....	

PART C – ABOUT THE INJURED PERSON

Full Name of injured person	Form	Male / Female
Is the injured person:		
<input type="checkbox"/> An employee	<input type="checkbox"/> A member of public	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> A student	<input type="checkbox"/> On training scheme	
On work experience	Employed by someone else (attach details)	
Was the injured person		
taken to hospital Yes / No If Yes, please state which hospital.....		
<input type="checkbox"/> Immediately?	<input type="checkbox"/> At a later date? When?	
seen by a doctor Yes/No If Yes please state which doctor		
<input type="checkbox"/> Immediately?	<input type="checkbox"/> At a later date? When?	

PART D – ABOUT THE INJURY

<p>Description of the injury should be detailed. Include left / right, front / back, location, size; whether it is a graze, a bump or a cut, bruise etc. Take into account other factors such as pallor of skin, breathlessness, pulse, blurred vision, slurred speech, clammy skin, and temperature (hot/cold)</p>	<p>What part of the body was injured (see picture, clearly mark with an X)</p> <div style="text-align: center;">  <p>Front Back</p> </div>
---	---

IF THE INJURED PERSON GOES TO HOSPITAL FROM THE SCHOOL THE FOLLOWING INFORMATION MUST ACCOMPANY THEM: NAME, DOB, DR.'S NAME, MEDICAL INFO, AND PARENT CONTACT NUMBERS.

PART E – ABOUT THE ACCIDENT

Describe what happened – Give as much detail as you can for example, the events that led up to the incident, the part played by any other people, any substance or machinery involved. Please attach another sheet if necessary.

Please tick one:

I did see the accident happen I did not see the accident happen

Please state names of any witnesses

PART F – ABOUT THE TREATMENT GIVEN

Signature if different from person in PART A Date

PART G – OUTCOME & FOLLOW UP

Date:

PART H – SIGNATURE

Signature Person Part A	
Signature Head	

PART I- REPORTABLE INSTANCES (RIDDOR)

<p>Was this a reportable instance Y N</p> <p>Has the instance been reported to HSE with regard to RIDDOR? Y N</p> <p>If Yes please insert the relevant incident report number,</p> <p style="text-align: right; margin-top: 20px;">Date:</p>
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Appendix 12: Near Miss Reporting Form

Name of School:	
Address of School:	
School Telephone:	
School Fax:	
School email:	
Head:	

Name of person(s) involved:	
Address of person involved:	
Telephone/contact details:	
Name of Parents (if child):	
Form Tutor/Class Teacher:	

Date of near miss:	
Time of near miss:	
Location of near miss:	

<p>Details of near miss:</p> <p>Include the full names of anyone involved.</p> <p>Continue on a separate sheet if necessary.</p>	
<p>Contact details of anyone involved in the near miss.</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p>	
<p>Contact details of any witnesses.</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p>	

<p>Give details of all action taken: (continue on separate sheet if necessary)</p>

Detail preventative action suggested;

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Date: _____ Signed: _____ (Person completing the report)

Signed: _____

Appendix 13: Health and Safety Audit and Daily Risk Assessment

Refer to separate Excel Spreadsheet.

Appendix: 14: Risk Assessment Form

Company Name: AMITY				Risk Assessment Reference No:		
Activity or Area Being Assessed:				Locati Location:		
Hazards ¹	Persons at Risk	Risk Rating ²			Existing Control Measures in Place	Further Action Required to Reduce Risk
		S	P	R		
Date:	VBSF Assessor's Name:		Assessors Signature:		Review Period:	

1 If manual handling or use of hazardous substances are identified as a hazard, separate Manual Handling / COSHH Assessments should be completed

2 Risk Rating S = Severity, P = Probability, R = Overall Risk Rating

Severity

5	Fatal	Loss of Life or, total system loss.
4	Major	Serious injury or illness absence from work over 3 days, major damage or environmental impact
3	Notifiable	Loss time injury or illness absence from work up to 3 days, damage or environmental impact
2	Minor	First Aid accident, damage requiring minor repair
1	Negligible	Very minor of little consequence.

Probability

5	Likely	Likely to occur frequently
4	Probable	Likely to occur several times
3	Possible	Could occur sometimes
2	Remote	Unlikely, though conceivable
1	Improbable	Very unlikely, it may never occur

Risk Matrix

Severity						
5	25	20	15	10	5	
4	20	16	12	8	4	
3	15	12	9	6	3	
2	10	8	6	4	2	
1	5	4	3	2	1	
	5	4	3	2	1	Probability
	15 – 25	=	HIGH RISK			
	8 - 12	=	MEDIUM RISK			
	1 – 6	=	LOW RISK			

Minimum Risk Assessments Required:

- Cleaning (see daily risk assessments)
- Chemical and Medical Waste Disposal
- Entrance: rooms: corridors: areas; medical room and records
- Evacuation
- Glazing
- Hazardous Substances
- Insurances: building; public liability
- Kitchen
- Outside Play Areas
- Parking

- Records: Files: Data
- Security: Gates: Doors: Windows: Perimeter
- Stairs
- Staff: CRB; Labour Card
- Toilets/Washrooms Trips
- Transport

Appendix 15: Report of Violence, Abusive or Threatening Behaviour

Date:	
School Name:	
Name of person reporting the incident:	
Position of person reporting the incident:	
Name of person receiving the report:	
Position of person receiving the report:	

Description of incident including the names of people involved and any witnesses:

Action to be taken:

Date for review:	
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Signature of person making the report:	
Signature of person receiving the report:	

Appendix 16: Fire Safety Policy

Introduction

AIS acknowledges its and will ensure that a fire safety risk assessment is carried out on its premises to determine the 'general fire precautions'/'preventative and protective measures' needed to comply with the requirements imposed by the regulators.

Head of Operations is the 'competent person' appointed to assist with implementing the requirements fire risk assessments.

AIS will make appropriate organisational arrangements for the effective planning, organisation, control, monitoring and review of its preventative and protective measures. (School Name) will implement such general fire precautions and will ensure, as far as is reasonably practicable, the safety of its employees, contractors, and visitors. These general fire precautions will be implemented based on the following principles:

- a) avoiding risks;
- b) evaluating the risks which cannot be avoided;
- c) combating the risks at source;
- d) adapting to technical progress;
- e) replacing the dangerous by the non-dangerous or less dangerous;
- f) giving appropriate instructions to employees including:
 - measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises
 - measures in relation to the means of escape from the premises
 - measures for securing that, at all material times, the means of escape can be safely and effectively used
 - measures in relation to the means for fighting fires on the premises
 - measures in relation to the means of detecting fire on the premises and giving warning in case of fire on the premises
 - measures in relation to the arrangements for action to be taken in the event of fire on the premises, including:
 - measures relating to the instruction and training of employees and,

- measures to mitigate the effects of the fire.

1.0 Definitions

- a) Fire Risk Assessment – A suitable and sufficient assessment of the Fire Hazards, Fire Risks and the Control Measure in place to eliminate or reduce the risk
- b) Competent Person – A suitably qualified person to assist the Fire Risk Assessment process

2.0 Monitoring and Review

The COO shall ensure that this policy is reviewed annually and in the light of:

- a) any significant changes in working practices;
- b) any changes in statutory legislation or School requirements;
- c) an incident occurs that requires improvement in practice;
- d) a Fire Risk Assessment.

3.0 Compliance

Failure to comply with the requirements of any of the School's Health and Safety policies and procedures may result in disciplinary action.

4.0 Fire Arrangements

4.1 Fire Risk Assessment

- 4.1.1 A suitable and sufficient Fire Risk Assessment will be in place.
- 4.1.2 The Risk Assessment will follow the requirements of the Regulatory Reform (Fire Safety) Order 2005 and will be carried out by persons responsible for the Fire Arrangements of the building.
- 4.1.3 The Risk Assessment will be reviewed annually by the head and (Job title) and copy will be made available to the relevant staff, managers, Health and Safety Representatives and Health and Safety Committee Members.
- 4.1.4 An action plan will be developed from the Risk Assessment, as required.

4.2 Fire Procedures

- 4.2.1 Each building will have its own Fire Procedures information. It will be unique to the building, although on the whole, it will be generic.
- 4.2.2 It shall be available, fixed in prominent areas clearly visible to all.
- 4.2.3 All visitors to the school will be informed of the Fire Procedures upon arrival and issued with a visitors badge.
- 4.2.4 The procedures will complement the annual fire training.



Fire action
ON DISCOVERING A FIRE

1. Sound the alarm.
2. Dial to call the fire brigade.
3. If possible tackle the fire using the appliances provided.
(Do not endanger yourself or others in doing so.)

ON HEARING THE FIRE ALARM

4. Leave the building by the nearest available exit.
5. Close all doors behind you.
6. Report to person in charge of assembly point at:-



7. Do not take risks.
Do not stop to collect personal belongings.
Do not use lifts.
Do not re-enter the building for any reason unless authorised to do so.

Staff must immediately evacuate children for whom they are responsible via the nearest fire exit and take them to their registration group at the assembly point.

No running and no talking.

The use of mobile phones, texts, filming is forbidden. All communication must be via official channels.

4.3 Fire Alarm System

4.3.1 Premises shall be fitted with a suitable and sufficient Fire Alarm System. The Fire Risk Assessment will identify the location of the following system devices:

- a) fire panel;
- b) smoke detectors;
- c) heat detectors;
- d) break glass call points.

4.3.2 The system shall be tested and maintained monthly.

4.3.3 These checks must be logged in the Fire Log Book.

4.3.4 The Fire Alarm System will be monitored remotely by the designated company.

4.4 Fire Doors

4.4.1 Each building must be fitted with suitable and sufficient fire doors.

4.4.2 These doors must be identified by signage and be checked regularly by site personnel.

4.4.3 These checks must be logged in the Fire Log Book.

4.5 Emergency Lighting

4.5.1 Each building shall be fitted with suitable and sufficient emergency lighting.

4.5.2 The Fire Risk Assessment will confirm the location of the emergency lighting.

4.5.3 The lighting must be tested and checked by site personnel and at least annually by a suitable contractor.

4.5.4 These checks must be logged in the Fire Logbook

4.6 Fire Fighting Equipment

- 4.6.1 Each building must be fitted with suitable and sufficient Fire Fighting Equipment.
- 4.6.2 The equipment must be checked under BS EN3 by a suitable contractor.
- 4.6.3 These checks must be logged in the fire logbook.

4.7 Means of Escape

- 4.7.1 Each building must have suitable and sufficient means of escape in case of an emergency, such as fire.
- 4.7.2 The means of escape must be identified by appropriate signage. The means of escape must be kept clear of obstructions.
- 4.7.3 No flammable items to be stored in protected staircases.
- 4.7.4 The means of escape must be checked as part of the annual health and safety audit.

4.8 Disabled Children and Staff

- 4.8.1 If the disabled person cannot readily exit the building, such as being on a floor other than the ground floor, they must make their way to a predetermined location and the Fire Marshall and Fire Services must check on them as soon as possible.
- 4.8.2 Employers need to take responsibility for ensuring that all people, including disabled people, can leave the building safely in the event of a fire.

4.9 Waste Arrangements

- 4.9.1 Measures must be in place for the prompt removal from the building of all paper and cardboard waste.
- 4.9.2 The storage of these materials within the building must be kept to a minimum. Particular attention must be applied to confidential waste and to cardboard produced by the delivery of goods.

4.10 Security

- 4.10.1 Although security in the form of access control can potentially conflict with good fire evacuation procedures, security has a role to play in the reduction of unwanted persons entering a building who could potentially start a fire, both by accident or premeditated intent.

4.10.2 Access Systems must be effective and kept in good order, with proper arrangements for both planned and reactive maintenance, this should ensure that access systems work correctly in both stopping unwanted persons entering but also in respect to the system de-activating, should the fire alarm system be activated.

4.11 Attendance Registers

4.11.1 The school must have a mechanism for logging staff and visitors on and off the site.

4.11.2 This record can be used by the fire marshal to help them in the event of a fire, with the roll call at the fire assembly point.

4.12 Fire Assembly Points

4.12.1 All buildings must have at least one fire assembly point. It must be at a safe location, far enough from the building, so as not to present a significant fire risk to persons at the point but also close enough and accessible enough so as staff can reach it without difficulty.

4.12.2 It must be suitably signposted with Clearly Identifiable unobstructed, appropriate approved signage.

4.13 Building Alterations

4.13.1 When any alterations are planned for a building, due consideration must be given in relation to any compromise of the fire control measures, such as:

- a) fire compartmentalisation and fire doors;
- b) fire alarm system;
- c) firefighting equipment;
- d) means of escape;
- e) ventilation;
- f) signage;
- g) security;
- h) Disability Discrimination Act.

5.0 Training

Training is required for staff to acquire competence in fire safety.

5.1 Annual Fire Training

- 5.1.1 All selected staff must complete Firefighting Training annually.
- 5.1.2 This will normally be delivered via Civil Defence Authorised vendors.
- 5.1.3 Records of completion must be kept.

5.2 Fire Drills

- 5.2.1 A Fire Drill / Evacuation must take place at a minimum, termly and will be undertaken across a selection of times
- 5.2.2 This will be organised collectively by the School heads and Head of Operations
- 5.2.3 A suitable and sufficient evaluation must be produced and be available to the relevant staff, managers, health and safety representatives and health and safety committee members.

5.3 Fire Marshals

- 5.3.1 As well as attending the annual fire training, all staff must undertake the Fire Marshal Training to allow them to carry out their duties

5.4 Head of Operations, Facilities Officer and OSH Coordinator

- 5.4.1 The Head of Operations / Facilities Officer must be suitably qualified in Health and Safety and Fire Safety

6.0 Roles and Responsibilities

The School Principal has overall responsibility for ensuring compliance with Health and Safety legislation. S/he is responsible for:

- 6.1.1 Ensuring that this policy is reviewed annually and in the light of any changes in working practice and / or changes in statutory legislation and/or an incident occurs that requires improvement and/or the fire risk assessments identifies significant risks that are not already addressed.
- 6.1.2 Ensuring that adequate resources are made available to implement the policy and carry out any remedial action or amendments to this policy.

6.2 Head

The Head is responsible for:

- 6.2.1 Ensuring the effective implementation of the Fire Safety Policy.

- 6.2.2 Ensuring that all activities and sites within their responsibility are assessed for fire risks on a quarterly basis.
- 6.2.3 Ensuring that every member of staff completes fire training on an annual basis.
- 6.2.4 Ensuring that fire marshals are appointed at all sites under their responsibility.
- 6.2.5 Ensuring that all employees and flexible workers receive appropriate fire safety training both at induction and through regular update sessions.

6.3 Head of Operations

The Head of Operations must be suitably trained or qualified in Fire Safety, holding certification Health and Safety Training to an appropriate level.

S/he is responsible for:

- 6.3.1 liaising as necessary with contractors to provide fire safety information.
- 6.3.2 supervising contractors in relation to their fire risks and fire control measures
- 6.3.3 liaising as necessary on fire safety design implications for construction and refurbishment projects with architects, building control and contractors;
- 6.3.4 arranging for the maintenance of the fire alarm system, emergency lighting, firefighting equipment and any devices provided for fire safety, e.g. fire doors and door release systems;
- 6.3.5 arranging for the weekly testing of the fire alarm systems in each building.
- 6.3.6 arranging fire drills and evacuations.

6.4 Fire Marshals

Fire marshals are responsible for:

- 6.4.1 monitoring their designated area, correct if possible, and report if not possible, any problems they note such as wedged open fire doors, missing fire extinguishers, defects, etc.
- 6.4.2 on hearing the continuous fire alarm, 'sweeping' their designated area and encourage occupants to move promptly to the nearest fire exit and then to direct them to the nearest assembly point.

- 6.4.3 checking on disabled staff in regard to their safety and the relevant pre-designated areas (only when safe to do so);
- 6.4.4 ensuring staff members are not re-entering the building until all clear is given by the Fire Department.

6.5 Employees

Employees are responsible for:

- 6.5.1 becoming familiar with the relevant contents of the Fire Policy and the day-to-day observation of fire safety;
- 6.5.2 becoming familiar with the contents of their local Fire Procedures.
- 6.5.3 ensuring that they complete the fire safety training on an annual basis.
- 6.5.4 raising the alarm in the event of a fire or suspected fire.
- 6.5.5 ensuring that buildings are kept clear of rubbish build up, including cardboard and paper, particularly in and around fire escape routes and exits.
- 6.5.6 signing in / out in the register to maintain an accurate record of their whereabouts.

Appendix 17: Fire Drill Procedure and Policy

1. Policy Statement

The prevention of fire is of vital importance & we take our fire and safety duties seriously so far practicable that all staff, pupil, parents & visitors are protected from the risk of fire whilst on the premises. This policy is formulated to comply with our legal obligations for fire safety & is part of our overall health & safety policy

2. Aims

This policy aims to:

- Enable the school to provide for the immediate needs of students, staff, and visitors in the event of a fire.
- Have in place appropriate safety procedures which comply with the Health & Safety.
- Ensure a safe school environment for all.

3. Practice and Procedure

Emergency - An event, actual or imminent, which endangers or threatens to endanger life, property, or the environment, and which requires a significant and coordinated response.

The following procedures must be followed in the event of any Emergency, which requires total evacuation of the buildings within the school premises.

If a Fire is discovered:

Immediately sound the fire alarms (break the glass of the nearest alarm point). It is automatically synchronised with an audible Fire Alarm system, which is controlled and monitored by the local Civil Defence Abu Dhabi (CD).

Do NOT attempt to fight the fire if you will be putting yourself or others at risk.

From this point the **Civil Defence Department Abu Dhabi** will be coordinating all required support from other departments.

SIGNAL: THE FIRE ALARM IS A CONTINUOUS SIREN AND ALSO A SPOKEN REQUEST TO EVACUATE THE PREMISES (in both English and Arabic)

On hearing the fire alarm all school personnel are to follow the fire alarm evacuation as well as all parents, guests, contractors, and anyone on the school premises.

PROCEDURE:

These Fire and Emergency Evacuation Procedures provide for:

- Fire and hazard prevention
- Safe and orderly evacuation of students and staff from the building in an emergency
- Early control of the fire or emergency; and
- Speedy resumption of duties once the emergency is brought under control.

Evacuation from buildings may be necessary as the result of fire, explosion, chemical leak, structural fault, equipment failure etc. These procedures have been prepared principally for fire emergencies, but they are suitable for use in other emergencies.

When an Evacuation alarm is sounded, **any person in charge of a class or any other school-based activity** should instruct the students that the **'FIRE ALARM'** has sounded. All activity must cease, machinery should be shut down, gas-and-oil burning apparatus and appliances should be shut off, and the students should immediately proceed quickly and quietly with a member of staff to the nearest Exit and to the outside Assembly points: **The Football field behind the School at Security Gate 1 and the assembly point in the central courtyard are the 2 assembly points.** Please note that when all students and visitors have left the room, the person in charge should leave last and close the door to prevent the spread of fire and smoke.

Any student who was out of the class should leave the building with the assigned staff member as per the evacuation route and join their respective Class.

At the football field assembly point:

Assembly point 1:

All **Primary and Secondary** students and staff from Block B, Block C – Ground, First, second floor, Admin, PE, Music department and Pool to assemble in the fire evacuation muster area The Football field behind the School at Security Gate 1 in the indicated area for the year/class. All Teachers should segregate each bubble with proper distance in the central courtyard this way you will avoid the contact between each bubble and maintain a safe distance **due to COVID-19**

Receptionists will provide a register and red/green card (If the teacher was unable to bring it)

Attendance should then be taken as follows

Names called Teachers should then RAISE.

- **GREEN CARD** will be raised by the teachers if all students are accounted for.
- **RED CARD**, if a student is missing, or there is an extra student or any other problem.
- **BLUE CARD** will be raised by Deputy heads/Assistant heads to show all clear.

If a RED CARD is raised, the Head of School will get the necessary information about the missing student or any other issue. Head of Department will inform the Principal and Head of Operations of the issue. In case of a missing student the patrolling security personnel and support team will be informed as well as the Civil Defense on their arrival. All reasonable steps will be taken without endangering personnel to ensure all persons have been evacuated.

TA's and LSA's should line up with their class

If the class teacher is not with their class at the time of the alarm sounding, the teacher must still make their way outside to meet their class in the allocated area.

At the central courtyard assembly point

Assembly point 2:

All students and staff from Block B – Ground floor ONLY FS1 and FS2 classes + FS reception to assemble in the fire evacuation muster area. All Teachers should segregate each bubble with proper distance in the central courtyard this way you will avoid the contact between each bubble and maintain a safe distance due to COVID-19

FS Receptionist will provide a register and red/green card (If the teacher was unable to bring it)

Attendance should then be taken as follows

Names called teachers should then RAISE.

- **GREEN CARD** will be raised by the teachers if all students are accounted for.
- **RED CARD**, if a student is missing, or there is an extra student or any other problem
- **BLUE CARD** will be raised by Deputy heads/Assistant heads to show all clear.

If a RED CARD is raised, the Head of School will get the necessary information about the missing student or any other issue. Head of Department will inform the Principal and Head of Operations of the issue. In case of a missing student the patrolling security personnel and support team will be informed as well as the Civil Defense on their arrival. All reasonable steps will be taken without endangering personnel to ensure all persons have been evacuated.

TA's and LSA's should line up with their class

If the class teacher is not with their class at the time of the alarm sounding, the teacher must still make their way outside to meet their class in the allocated area.

Once the teacher is with the class, specialist/cover teachers should move to the allocated assembly point and register with their team colour captain.

Procedure during P.E. and Swimming

- **PE:** The teacher, or supervising adult stops the sports activity and instructs the students that the **'FIRE ALARM'** has sounded. The students should immediately proceed quickly and quietly with a member of staff to the nearest Exit to the Assembly point: The Football field behind the School

at Security Gate 1. Please note that when all students and visitors have left the Sports Hall, the person in charge should leave last and close the door to prevent the spread of fire and smoke.

- **Swimming:** If the class is taking a swimming lesson during the Fire Drill, the PE teachers and Lifeguard should stop the activity and instruct the students that the '**FIRE ALARM**' has sounded. The students should immediately get out of water, and line-up in the area assigned for each SECTION within the swimming pool premises. Students should cover themselves with a towel and put on footwear to be escorted outside the pool by the teacher. If there is no time to get towels and shoes (for safety reasons) then there is no option but to escort students out of the pool area in their swimming attire.

Students should proceed quickly and quietly with a member of staff to the nearest Exit to the Assembly point: The Football field behind the School at Security Gate 1.

Please note that when all students and visitors have left the pool, the person in charge (the lifeguard) should leave last and close the door to prevent the spread of fire and smoke.

Special Evacuation Guidelines for Students with special needs / Disabilities at AIS. As standard practice:

For the purposes of this evacuation procedure, people should be considered as disabled if they are unable to evacuate the school building without assistance, or if their time to exit the school building would be much greater than the average building occupant.

Head of Section and teachers should be aware of persons with a disability within their area. In the case of permanent occupants of the building who are disabled (require additional support), the LSA should inform the facilities manager that assistance could be rendered should evacuation be necessary. It is essential to periodically update this information.

Arrangements are made for a person to be assigned to assist each disabled person in an emergency. This will be detailed on an IEP (Individual Evacuation Plan). This person should be someone working near the disabled person and should assist the disabled person to a predetermined 'Safe area'. The class teacher should ensure that any SEN student who has an LSA has their LSA present to support the student to reach ground level and exit from the building during every evacuation.

The Inclusion Manager must ensure that all SEN students with physical disability have reached the ground floor and have exited the building safely. The Inclusion Manager must inform the Head of School that these children are safely outside.

All disabled students must participate in the regular fire drills conducted for the building.

Procedures for Admin Personnel, Parents and Visitors:

Clear evacuation routes are displayed in the admin block and around the school building.

Once they hear the Fire Alarm, admin staff members, will stop whatever they are doing, and announce clearly to their guest/ parent that the **'FIRE ALARM'** has sounded, and ask them to join him/ her in the evacuation of the building to the assembly point. The admin team, guests and parents will gather at their designated area in the assembly point, Football Field and wait for further instruction.

All staff should make themselves familiar with the **Emergency Evacuation Procedures** for their building, the location of Fire Exits and the operation of Firefighting and Emergency equipment.

In the case of Fire or Emergency: Use the nearest Emergency Exit to leave the building

If you discover a fire or emergency: Alert the School by sounding the nearest Fire Alarm and if the alarm is not accessible inform the Head of Operations immediately on **055 8910002** / **Shakeeb on 050 9459900**

- Sound the fire alarm system (if there is Break Glass/Push Button Alarm).
- Alert other people in the vicinity and notify the Head of Operations, Facilities Officer and security personnel.
- If it is safe to do so, use the appropriate fire extinguisher to put out any fire (do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher).
- Walk quietly but quickly to the nearest Exit and proceed to the Assembly point outside the building to await further instructions.
- Follow the displayed evacuation Route to Exit from the School Buildings.

To prevent injury and possible panic during evacuation:

Do not run, push, or overtake others

USE THE STAIRS as the lift and escalator will not be working

FURTHER INSTRUCTIONS - ALL CLEAR REPORT

The Head of Operations will remain in the Assembly Point 1 monitoring and controlling the evacuation with the support team and security over the wireless radio coordinating with the incident commanders who are assigned in the other assembly point.

The 1st in Command Raheem will remain in the assembly point 1 (Football field) and first in command Shakeeb will be on assembly point 2 to coordinate with Head of Operations on the situation.

After checking their respective areas, the security personnel and other assignees will report over the Radio Transmitter to the Head of Operations, who will inform the Principal on the status:

- **RED FLAG**, if there is still someone inside the building. Every effort (that does not endanger any personnel) will be made to ensure that no one remains in the building.

The Heads of School / Vice Principal who will be observing signals of the classroom teachers will then inform the Principal about the student status and await further instructions.

The Head of Operations and Principal / Vice Principal will announce that the Fire Alarm evacuation is completed. The teachers will escort students back to their classrooms.

EMERGENCY EVACUATION INFORMATION

Fire and emergency plans are displayed throughout the AIS site in prominent areas: normally at all exits, lobbies, and foyers. The Fire Safety Officer/Approved Company manages the placement of such floor plans. The evacuation plans show:

- Fire exits and escape routes
- Manual alarm points
- Fire extinguishers and other emergency equipment
- Evacuation assembly area
- Safety equipment

➤ Evacuation procedures

In the Principal's absence the Vice Principal will take the role of the Principal and in case both are absent then Head of Operations will lead the evacuation plan.

Other Personnel:

The Nannies and cleaners check their respective allocated areas, to ensure they are clear as soon as the alarm sounds (but only if safe to do so).

They must then leave the building quickly and quietly and go to assembly point to their team leader.

If safe to do so security personnel will return to the building and check for final clearance if any red cards are noted.

1. Cleaners - Team leader (Mr Vijay) is responsible for checking their presence
2. Aloft - Team leader (Mr Vinoth) is responsible for checking their presence
3. Bright Bus Transport - Supervisor (Mr Sheldon / Mr Raghunathan) is responsible for checking their presence

Amity member of staff, Raheem/ Shakeeb will oversee and ensure this procedure is followed.

Receptionist Responsibilities

When the fire alarm sounds the Receptionist/s will take the following items outside to the Assembly area:

1. Black Lever-arch file with Class lists (& red/green cards) to give to Teachers (list updated every 1st of the month).
2. Staff 'Off-Site' book.
3. Visitor's book.

The Staff list clipboards are kept as follows: **Assembly point 1 – Igna & Nada, Assembly point 2 –Zeina & Gemma Kelly, this** has an up-to-date list of names of staff they are responsible for checking in.

Procedure once outside:

1. Ignazia (PRE)/Nada (Administrator) to give class lists to Teachers – if any red cards are held up, it is the responsibility of each Head (Primary or Secondary) to progress this.
2. Zeina (FS receptionist) to give class lists to Teachers – if any red cards are held up, it is the responsibility of each Head of FS to progress this
3. The incident commanders at all two assembly points will coordinate each other on the whole evacuation process.

New Member/s of Staff

After their Induction with HR, a new member of staff should go to Main Reception where they will be allocated an Assembly point for Fire Drill purposes.

Reception to go through the fire drill procedure with new member of staff advising where and what they should do in the event of a fire drill alarm.

Individual Evacuation Plan for Students with disability

Year Group: _____

Assigned teacher: _____

When the fire alarm sounds:

Mr Joshi and Mr Paul will go immediately to _____ location and use the evacuation chair to take _____ from the building to the sports field to meet her class teacher. An allocated member of staff (tbc) will wait with Valentina until Mr Joshi and Mr Paul arrive.

The student _____ to carry a mobile phone with 2 emergency numbers programmed, to call if necessary. (Mr Joshi and Mr Paul)

_____ Timetable to be always carried by Mr Joshi and Mr Prashob. A copy of the timetable to be always kept at Reception desk and in Operations office.

Final Checks for all blocks as below:

1. Admin Area, Cafeteria and Pool – **John Valentin**
2. Block B – Ground Floor – **Vijay** – Report to Assembly Point 1
3. Block B – First Floor, Marine Centre and Auditorium – **Krishna** – Report to Assembly Point 1 (Raheem/Jo/Adrian)
4. Block B – Second Floor, Music Department, Drama, Mosque – **Romeo** – Report to Assembly Point 1 (Raheem/Adrian/Jo)
5. Block C – Ground Floor – **Joshy** – Report to Assembly Point 1
6. Block C – First and Second Floor – **Paul** – Report to Assembly Point 1

ASSEMBLY POINT 1

Person in charge of staff list – Igna / Nada

First in command – Raheem

Second in command – Adrian

Third in command – Katie Carr

ASSEMBLY POINT 2

Person in charge of staff list – Zeina/ Gemma

First in command – Shakeeb

Second in command – Julie

Third in command – Gemma

4. Monitoring and Review

This policy will be reviewed and checked annually by the Head of Operations and Principal.

Appendix 18: Gathering Information from New and Expectant Mothers at Work

This questionnaire should be completed by the employee and their Line Manager and should be signed and dated at the bottom of the form.

Assessment questions	Yes	No	How is the risk controlled? Action Required?
1. Are you required to stand for long periods as part of your work?			
2. Are you required to carry/move any heavy objects?			
3. Do you have to stretch to reach objects or materials on shelves?			
4. Do you feel excessively tired while at work?			
5. Do you have regular access to comfortable rest areas?			
6. Is your work area lit sufficiently?			
7. Is your work environment too hot or too cold?			
8. Has a COSHH assessment been carried out on all hazardous chemicals in your work area?			
9. Does your work involve equipment using Mercury?			
10. Do you use Display Screen Equipment (Computer etc)?			
11. Are you required to work in any tight places?			
12. Are you aware of any hazards arising out of the use of work equipment?			
13. Are you exposed to the risk of infection from any biological hazards?			

14. Have you read the 'New and Expectant mothers who work' leaflet issued with this questionnaire?			
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Name:	Signed:	Date:
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Appendix 19: Investigating an Accident

The following is a guide for investigating an accident or incident.

Immediately restrict access to the place of the incident until the investigation has taken place. Inform AMITY Head Office Security Advisor. Gather any witnesses and obtain contact details if not employees.

Gather information about the incident including time, location of incident, witness statements, photographic evidence.

INFORMATION

This must include activity being carried out, time, date, location, if outside the weather conditions.

Above all, the name of any injured person and the detail of the injury, specific to the part of the body. i.e. right hand third finger, lower left back etc

Be mindful if an injury to an individual, what clothing was being worn, what footwear, if protective equipment was being used if required.

If the incident is RIDDOR reportable, ensure this report online happens as soon as possible.

STATEMENTS

From any witnesses, showing witnesses Name and Contact details.

Full, concise details need to be documented.

PHOTOGRAPHIC

Take photographic evidence, showing the area, equipment involved.

If possible, show some form of scale or measurement.

Post incident

Review procedures and amend if necessary, any risk assessments.

Copy reports and findings to Head of operations / Principal.