



CROWN AMERICAN PRIVATE SCHOOL
مدرسة كراون الأمريكية الخاصة

HEALTH & SAFETY
POLICY
AY 2022-2023

Policy Details

Policy	Health & Safety Policy
Function	Online Safety & Security of All Students
Status	Recommended
Audience	Students
Implementation	Health & Safety and Behavior Management Team
Issued for	Students & Staff
Last Review	24 th January 2023
Next Review	24 th August 2023
Responsible SLT	School Vice Principal

Vision, Mission and Core Values

Our Vision

At CAPS, we aim to be an exceptional international school which inspires students to discover their unique talents and prepares them to become responsible, innovative and creative leaders of the global community.

Our Mission

Our mission at CAPS is to provide a challenging, progressive, and inclusive American and International educational program that empowers all students by promoting intellectual curiosity, independence, and critical thinking.

Core Values

Loyalty | Creativity | Respect | Integrity | Inclusion

Rationale

It is a priority of CAPS School to take all possible measures to ensure the health, safety, and welfare of all students, staff, and visitors whilst on school premises and whilst engaged in school activities off-site.

Who is responsible for Health and Safety provision at CAPS School?

The School Vice Principal has overall responsibility for Health and Safety matters across the school. he is supported by members of staff who take responsibility for Health and Safety in specific departments and divisions of the school as follows:

- 1. School's transportation supervisor*
- 2. School's extracurricular activities coordinator*
- 3. Teachers of PE department*
- 4. Maintenance supervisor*
- 5. Clinic nurse*
- 6. Health & safety committee chair*
- 7. Science department*

The School Vice Principal

- ❖ *Ensures that there is an effective and enforceable policy for the provision of Health and Safety throughout the school, and that it is implemented.*
- ❖ *Oversees the annual policy review.*
- ❖ *Arranges for inspections, maintenance, and improvements necessary to sustain a safe and healthy environment for staff, students, and visitors.*
- ❖ *Communicates Health and Safety issues to parents.*
- ❖ *Oversees appropriate Health and Safety training for staff.*

What are the responsibilities of CAPS School staff?

All staff members are expected to know the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

Members of staff must:

- ❖ *Be familiar with the Health and Safety Policy and all Health and Safety requirements.*
- ❖ *Ensure that Health and Safety regulations, rules, routines, and procedures are applied effectively, including evacuation procedures, first aid etc.*
- ❖ *Ensure that students are effectively supervised.*
- ❖ *Ensure that machinery and equipment in their departments are in safe*
- ❖ *Use the correct equipment and tools for the job and use any protective equipment or safety device that may be supplied.*
- ❖ *Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled.*
- ❖ *Report any defects in the premises, school, equipment, and facilities to the appropriate person.*
- ❖ *Report any accidents to the Health and Safety committee member in charge of incident forms.*
- ❖ *Be proactive in taking steps to prevent unhealthy or unsafe practices, including ensuring that students are aware of relevant Health and Safety considerations, for example e-safety issues.*

What are the responsibilities of CAPS School students?

In accordance with their age and aptitude, students are expected to:

- ❖ *Exercise personal responsibility for the health and safety of themselves and others.*
- ❖ *Follow standards of dress consistent with safety and/or hygiene.*
- ❖ *Follow all the health and safety rules of the school and in particular the instructions to staff given in an emergency.*

How do we deal with Health and Safety issues?

Reporting Accidents

All accidents to staff, students and visitors must be reported, in writing, using the accident report form (Appendix A). The completed forms should be retained by the reporting staff member and a copy should be given to the Health and Safety committee chair.

Risk Assessment

Risk assessment is a careful examination of what could cause harm to people so that decisions can be made about what is reasonably practicable to reduce or prevent harm. Risk assessment should be carried out for any planned activity not covered by existing procedures. In addition, risk assessment is an ongoing process in specific areas of the school.

Risk Assessment Procedure

To assess risk specific steps should be followed:

1. Identify possible hazards. A hazard is anything that has the potential to cause harm.
2. Decide who might be harmed and how they might be harmed.
3. Specify the existing control measures we have in place.
4. Evaluate the risk level based on the currently existing controls. The risk level is evaluated using the risk matrix below to identify whether the current control measures are suitable and sufficient in reducing the risk to the lowest possible level. It is necessary to determine how 'likely' it is that the harm will occur with the existing controls in place; and what the 'likely severity' will be.

Risk Assessment Form is filled whenever needed (Appendix B). Risk assessments for the following areas are reviewed annually:

- ❖ Evacuation procedures
- ❖ Facilities and exits.
- ❖ Canteen
- ❖ Buildings and Grounds maintenance
- ❖ Electronic equipment
- ❖ School transport
- ❖ School visits
- ❖ Science Labs
- ❖ School Clinic
- ❖ Sports areas

What measures are in place to control Health and Safety risks?

Fire Safety

- ❖ Fire extinguishers, hose reels, and smoke control system are regularly tested and maintained; records are kept with the maintenance supervisor.
- ❖ in case of fire, the school fire alarm is connected directly to a system that sends a signal to the Civil Defense Department
- ❖ Four assembly points are assigned in the school by the civil defense: **one in the Foundation section; one in the Primary section; and two in the open sandy area for upper Year Students.** Evacuation routes and assembly points are clearly signposted. A map showing the nearest exits is posted in each classroom, and office evacuation instructions are posted in every room (Appendix C).
- ❖ Two fire drills are scheduled each year. The first is announced and serves as a reminder to staff and students of the procedures to be followed in the event of an evacuation. The second is an unannounced practice monitored by the Civil Defense Department.

Safety when arriving at and leaving School:

- ❖ Students arriving at and leaving from the front of school are supervised by members of staff in addition to the security team, who help to regulate the flow of traffic.
- ❖ Gates and doors at the back of school are closed at 1.00pm to prevent students and parents walking in the way of buses leaving the school at 1:40pm
- ❖ The gates and doors are not reopened until the last bus has left the school.
- ❖ Staff are on duty at both gates to ensure the safety of students and parents when arriving at and leaving school.

School transportation safety:

- ❖ *Students are assigned to specific buses for travel to and from school.*
- ❖ *Registers for each bus, including contact details for parents, are held by the driver and by Supervisors.*
- ❖ *Students in Key Stage 1 and below are accompanied to the buses by teachers.*
- ❖ *Students of KG to GR4 are supervised on school transportation by support staff*
- ❖ *In the case of school visits, students are assigned to specific buses.*
- ❖ *In the case of school visits, a register for each bus is held by the supervising staff member.*
- ❖ *Copies of the registers are retained at school.*
- ❖ *In the case of school visits, all students will be collected from school and returned to school, except where parents are given written notification of other arrangements as part of the organization of the trip.*
- ❖ *Students will not be allowed to leave a school visit unsupervised, or to return home by any means other than school transport unless parents have requested this in writing in advance of the trip.*

Safety during extracurricular and enrichment activities and visits:

- ❖ *The Activities Coordinator is responsible for ensuring that arrangements for extracurricular activities and visits comply with MOE regulations*
- ❖ *The Activities Coordinator is responsible for ensuring that proposed venues and activities are safe and that facilities are adequate and appropriate for students*
- ❖ *Visitors to school are accompanied by a member of school staff at all times when students are present*
- ❖ *Parents are notified in advance of the details of extracurricular activities and visits through the school portal .*
- ❖ *When using school transportation, students are assigned to specific buses.*
- ❖ *A register for each bus, including contact details for parents, is held by the Supervising staff member. Copies of the registers are retained in school.*
- ❖ *In the case of school visits, all students will be collected from school and returned to school, except where parents are given written notification of other arrangements as part of the organization of the trip.*
- ❖ *Students will not be allowed to leave a school visit unsupervised, or to return home by any means other than school transport unless parents have requested this in writing.*

Cleanliness and Hygiene

- ❖ *The maintenance Supervisor is responsible for overseeing arrangements for sustaining cleanliness and hygiene across the school premises*
- ❖ *A member of staff is assigned for each toilet in the school to maintain its cleanliness and to ensure adequate supplies of soap, paper towels, and toilet tissue.*
- ❖ *Teachers ensure that their classrooms are neat and tidy before ending their lesson.*
- ❖ *Classroom bins are emptied at regular intervals during the school day.*
- ❖ *Supervisors are responsible for monitoring the cleanliness and tidiness of classrooms, and for putting measures in place where necessary to ensure that students keep their rooms clean and tidy.*

Food Safety and Hygiene

- ❖ *Any remaining perishable food is discarded at the end of the day. All food products that need refrigeration are kept in appropriate refrigerators.*
- ❖ *With the exception of water, all food and drink must be consumed in the canteen or in the designated areas outside the school building.*

Equipment

- ❖ *Protective clothing/gloves/masks/helmets are provided and used by staff when required. Staff and students are provided with and use protective glasses/eye shields in all workshops and laboratories.*
- ❖ *Subjects and departments that have specialized equipment undergo regular checkups and maintenance. Examples of existing equipment are:*
 - *Fume cupboards*
 - *Electrical appliances.*
- ❖ *When new equipment is purchased, it is the responsibility of the department to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.*
- ❖ *Water coolers provide drinking water for students. Filters are replaced on a weekly basis and all coolers are opened and cleaned every month. A specialized company cleans the water tanks every six months. Records are kept with the maintenance supervisor.*

First Aid

- ❖ *First Aid boxes are placed in all science labs, in canteen, on each bus, in the science labs, supervisor's offices, and in the gym.*
- ❖ *First Aid boxes are checked by the personnel in charge of each section every ONE month; a first aid checking form is then completed and signed.*
- ❖ *Key personnel, including drivers and helpers, receive first aid training.*
- ❖ *one nurses, and a doctor are available in the school.*

Medical Safety

- ❖ *Students with specific medical needs, such as allergies and special arrangements, are identified on the school system so that no confidential information is available to all teachers.*
- ❖ *Symptoms, diagnosis, and treatment.*
- ❖ *Students' medical history and vaccination records are held in the school clinic personnel follow the clinic safety rules when dealing with any student or staff (refer to medical records)*
- ❖ *Prescribed medication required by students during the school day is held by the clinic for safekeeping.*
- ❖ *Any medication, including that for topical/external application and painkillers, is held and distributed by the clinic.*

Healthy Eating

- ❖ *It is the policy of the School to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end, the school works with the school canteen staff and any other relevant bodies in providing menu options that support these aims.*

Who make recommendations for increasing the number and appeal of healthy options?

- ❖ *A “Healthy Choices” week is held each year. Students in all grades participate in curricular and extracurricular activities aimed at raising awareness and encouraging students to make healthy lifestyle choices.*
- ❖ *The School SLT, Activity Committee, Subject Specific Teachers, School Doctor or School Nurse, Health and safety committee.*
- ❖ *Recommendations are made for the awareness and/or celebration of:*
 - *World Mental Health Day*
 - *Healthy Food Week*
 - *Health & Safety Week*
 - *Save your Heart*
 - *Breast Cancer Awareness Day*
 - *Good & Bad Habits*

Key Roles of Health & Safety Committee

The key focus points for the work of the health and safety committee for the academic year 2022- 2023 for CAPS School are summarized in the following points:

1. *Maintain a Healthy and safe environment for the school’s students and staff.*
2. *Make sure that the facilities are adequately inspected and maintained.*
3. *Encourage students and staff to follow a healthy lifestyle.*
4. *Effectively involved with the local community regarding health & safety issues.*
5. *Promote and encourage parents/ guardians’ involvement in the health & safety procedures, activities, awareness campaigns, and suggestions.*
6. *Increase the students’ involvement in monitoring health & safety standards and procedures.*
7. *Coordinate with the Science coordinator and teachers to include health education on selected topics during their regular classes.*
8. *Work with the section heads on a mechanism to eliminate littering during breaks. 1*
9. *Arrange regular checks to air conditioners inside classes to avoid any damage or work disruptions.*
10. *Work with the nurse to lay more emphasis on the promotion and display of more healthy food choices.*
11. *Enhance health and safety awareness through educational sessions and workshops.*

A suggestion to increase healthy food items in the school canteen will be discussed with the nurse and safety committee.

The health & safety committee chair, the maintenance supervisor, and assigned members of the committee will conduct a thorough inspection to the different school facilities; toilets, classes, gym, sidewalks, fences...) at the beginning of the academic year. The facilities inspection checklist form will be used for this purpose, and the results will be communicated to the school vice principal and the maintenance supervisor.

One of the goals of the committee is to maintain a healthy and clean environment inside classrooms. To achieve this goal the committee suggests having prefects in each class. The class committee will encompass 3- 5 students and will be responsible for:

- *Following up class cleanliness and prevent littering.*
- *Make sure doors and windows are kept closed when the AC is turned on.*
- *Make sure to turn off the lights during break time.*
- *Report on students who participate in class littering and ruining school property inside the classroom.*
- *The misbehaving students are to be reported to the section heads.*

In coordination with the extracurricular activity's coordinator, the committee will follow the year round outside school activities related to health & safety issues.

The committee will also make contacts with the local community corporations and organizations that promote health and safety programs and coordinate with them regarding in-school activities. Mainly the committee will be in touch with

- *The UAE red crescent*
- *Road and transportation authority*
- *Civil Defense*

A- The Science department:

The committee chair will coordinate with Science coordinator on how to incorporate general health issues into the teachers' yearly plans. The aim is to reinforce the idea of a healthy lifestyle by Science teachers on a regular basis, and to allow students to share their ideas and experiences regarding healthy actions. The committee will suggest incorporating one idea or two every month with duration of 20-30 minutes during a selected period.

Suggested topics and ideas to be addressed are:

- *Importance of drinking adequate amounts of water.*
- *Importance of adequate intake of fruit and vegetable*
- *How to increase the body's immunity against diseases.*
- *Importance of exercises and sports.*
- *Healthy foods.*
- *Body hygiene.*
- *Sleeping and eating habits.*
- *Other suggested topics from the science department.*

B- The PE Department:

The committee chair will coordinate with the Physical Education coordinator to keep records for the different sports activities executed by the department inside and outside the school. Ensuring students are wearing appropriate clothing for the activity. The committee in collaboration with the Physical Education department will keep a track record of the running, walk-in durations for selected participating students. The committee will also encourage the PE teachers to address students with issues related to the importance of sports, health, emotional, and social well-being to encourage students to keep physically fit. Students are motivated to make their checklist to record any exercises they do.

C- The ICT department:

The health and safety committee chair will coordinate with the ICT coordinator to alert and educate students about the E- safety measures. The committee and the department will make sure to hang E- Safety policy posters and signs in every computer lab. The committee will collaborate with the department to choose senior students to spread cyber awareness amongst middle and elementary school students.

D- Sections Supervisors:

The committee and with the help of the section heads and supervisors will arrange a plan to maintain the cleanliness of the canteens during the breaks.

Arrangements will include assigning selected students to monitor and oversee the behavior of students and to communicate discipline rules and regulations to students during break times. Charts for misbehaving and littering students will be prepared by monitoring students and then delivered to supervisors to take proper action.

The committee will conduct three fire drills for the whole school. The first one will be announced to determine the degree of preparedness and to determine any further needs. The drills will take place at the beginning of the second term.

fire drill will be arranged for the KG section students.

The committee members will make sure that all the rooms in the school have the following notices hanged inside each room:

- *Emergency evacuation plan*
- *Fire drill guidelines and procedures*
- *Updated school map*
- *Evacuation*

The committee will spread child protection awareness through structured campaigns that are organized and supervised by the social worker.

The committee has the following recommendations for the academic year:

1. *All PE teachers need to have the clinic Dr.'s mobile number.*
2. *A special awareness for the class environment is needed to be aware of the needs, dangers, hazards, etc., of the classroom.*
3. *Ensure Science labs are well stocked with lab safety equipment (Goggles, gloves, lab coats) and are regularly checked.*
4. *Health and safety posters according to MOE specification is displayed at entrance to school.*
5. *Health and safety rules are displayed in all buses.*
6. *School and bathroom are made accessible to wheelchair users.*

The committee will arrange the following awareness and training sessions for staff:

- *Road and bus safety awareness*
- *First aid training session*
- *Child protection and child abuse session*
- *Health and safety school policy awareness*
- *Fire drill and evacuation procedures*

The committee will continue refining the plan during the academic year of 2022-2023.

Principal Signature:

Date approved.....