

Be Kind. Be Great. Be You.

Health and Safety Policy

Purpose

South View School aims to provide a safe environment its pupils, staff and all other persons who visit the school and to ensure that the roles and responsibilities for maintaining a safe environment are understood by the whole school community.

Scope

Provide a safe and healthy learning environment for pupils, teachers, support staff and all other people who come onto the premises of the school. Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Related policies

- Fire Evacuation
- Security Procedure
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Roles and Responsibilities

All staff members will:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts.
3. Ensure that tools and equipment are in good working order and report any defects through the correct channels.
4. Use protective clothing and safety equipment provided and ensure that these are kept in good working condition.
5. Ensure that classrooms, offices, storerooms, workshops and public areas are kept tidy.
6. Ensure that any accidents, whether or not an injury occurs and potential hazards are reported to the Facility Manager.

If a member of the school staff becomes aware of any possible deficiencies in health and safety arrangements, he/ she must inform the Facility Manager.

Please note that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage

Monitoring and Evaluation

All staff are responsible for the health and safety arrangements in relation to themselves, coworkers, pupils and any volunteer workers. They will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible including pupils.
2. Be aware of and implement safe working practices and to set a good working example personally.
3. Identify actual and potential hazards and introduce procedures to minimize the possibility of mishap.
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
7. Provide the opportunity for discussion of health and safety arrangements
8. Investigate any accident or (incident where personal injury could have occurred) and take appropriate action.
9. Where private vehicles (cars or buses) are used to transport pupils to and from school functions, staff should ensure that child restraints are used.

Responsibilities of pupils

All pupils are expected within their expertise and ability to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and/or hygiene including unsuitable footwear, toys and items deemed unsuitable.
3. Observe all safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not willfully misuse, neglect or interfere with equipment provided for safety

Fire Emergency Evacuation Procedures

All staff are to be familiar with the Fire Procedure Policy and Emergency Action Plan.

1. The Fire Emergency Action Plan should be displayed prominently.
2. A log is used to record and evaluate all practice and evacuation drills.

Fire Prevention Equipment monitored and checked regularly.

First Aid and Accident Reporting Procedures

1. First aid is available in the school clinic, administered by the school medical team.
2. Accident reporting procedures as well as other medical related procedures are to be kept updated as appropriate.
3. Arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff after consultation with the school medical team

Transition and Awareness

School Clinic

The school medical clinic is located on the ground floor near the play area. If the school nurse is not available, arrangements will be made to supply a registered nurse from a nursing agency.

There are first aid boxes located throughout the school, these are:

- Admin Office- in Pantry ground floor
- Swimming pool
- Multi purpose hall-primary and secondary
- Canteen
- FS corridor
- Drama studio
- All laboratory rooms
- Art Room- primary and secondary
- Primary building- Ground, First and Second floor corridor
- Library

There is a list of current first aid certified staff members throughout the school. South View School medical policies and procedures are kept for reference in the school clinic and reviewed as necessary. This is also shared to Staff and Parents.

Calling an ambulance (Refer to Emergency protocol for Sick and Injured)

If an incident occurs where an ambulance is required, the following should be undertaken:

- Contact the school medical staff
- Assessment by the medical staff and decision made to call an ambulance. Transfer to clinic if possible to commence proper treatment.
- Ambulance to be called by the staff on scene.
- Parent/Guardian to be informed by administration.
- The medical staff will remain with the pupil until the ambulance arrives

- Handover of treatment to the Emergency Response Unit.
- If the ambulance arrives prior to the parents/guardian the school nurse will accompany the child to Prime Hospital Al Garhoud and remain with them until the parents arrives.
- Following the incident, the staff will complete incident report and debrief staff as necessary

Review cycle

Annual