

مدرسة الرسالة العلمية الدولية  
Al Resalah International School of Science

# HEALTH & SAFETY POLICY

2023-24

Principal: Ms. Huda Al Samkari



The issue of maintaining Health and Safety standards is one of the top priorities in the education industry. It is not only the responsibility of school employees, but it extends to all those who are connected to the school, especially students and visitors.

Accordingly, the following items are considered to be within the school's responsibilities;

- The availability of suitable resources is needed to implement all health and safety policies and procedures.
- To fully ensure the understanding of all health and safety policies as well as the continuous implementation of this policy at all levels.
- To ensure the commitment of all employees toward these policies through their effective participation at all levels

**It is the Principal's responsibility as well as the Board of Trustees to make sure of the following:**

- The Health and Safety of teachers and employees in the school
- The Health and Safety of students inside the school and during official visits.
- The Health and Safety of the school visitors and volunteers who participate in the school activities.

**On the other hand, there is also a concern regarding the availability of some areas and facilities and their maintenance:**

- Classrooms and working environment (science labs, art room, computer labs and facilities such as: playgrounds, halls and canteens, etc.). Add to that equipment being used as well as materials that are not considered to be a danger for employee's Health and Safety.
- The information and the instructions on the exits and the practice according to the emergency plan and the fire drill. Adding to that, it is necessary to have the emergency committee and team who should supervise and make sure that all employees are aware of how to avoid emergencies in a way that can contribute in their Health and Safety.
- Medical preparation and first aid equipment.
- All school facilities must have a healthy and safe environment.

**The School Principal, with the person who is in charge of Health and Safety and with the support of the Board of Trustees, should provide all the information on Health and Safety standards for everyone, through providing the following reading materials:**

- The policy of Health & Safety
- Health & Safety brochures must be available for all the employees.
- Risk management brochure
- Educational visits policy.

**The Management should consider in reinforcing Health and Safety concepts and policy (policy will follow). Also, it's essential to create Health and Safety team at the school that aims at:**

- Creating safe and healthy environment for education.
- Preventing accidents or injuries during school hours.
- Dealing with accidents and emergencies and contain them.
- Providing the required information and instructions to identify a possible risk that students and staff may face at the school and providing them with necessary training and educational materials on how to prevent it and in case it occurs how to manage it.
- Contributing to deepening the Health & Safety habits among students.
- Documenting work-related injuries for the purpose of evaluating safety processes associated.
- Setting the appropriate plans for the implementation of Health and Safety programs by identifying targets to be reached and the necessary measures to reduce the risks in the work environment and obtaining the approval of the owner of the license to them.
- Monitoring and measuring the progress made after implementing awareness programs.
- Constant review and update of the current Health and Safety plans and procedures in order to improve performance and error handling.
- Documenting all processes and procedures and the results of Health and Safety management in school.
- Facing and reporting disaster and crisis cases and dealing with cases of injuries in school.
- Following up the implementation of the recommendations and guidance depending on the results of facilities and services of the building detection.

**It's essential that the RISS board of trustees follow these general instructions:**

- Keep a healthy and safe environment.
- Take all the necessary arrangements that ensure the safety of the employees and avoid all the risks that come with using any materials or equipment when moving or processing it.
- Make sure that all instructions that are needed to avoid risks are available for the staff and the students.
- All heads and the Board of Trustees must make sure that the school environment is safe and in case of emergency, there are safe places that can be used to get in or out.
- Create clear and effective procedures that can be followed in case of emergencies such as fire and evacuation.
- Integrate case studies that discuss safety at school as a part of the curriculum.

**The School Board of Trustees and the school principal's main responsibility is to ensure that Health and Safety policies are implemented at the school through:**

- Examining the efficiency of the Health and Safety policies, and healthy work practices, with a continuous revision and update of the plans.
- Developing guidelines for emergency evacuation, and organizing periodic Evacuation Drill practices (Once every semester, if it is possible) and keeping training results in special register.
- Taking required steps to guide and communicate with the school staff and draw their attention toward health and safety policies and practices and to any safety information that might be released by the school.
- Communicating responsibilities to the relevant person and ensuring these responsibilities are accepted, understood and adhered to at all level.
- Reducing the quantity of incidents and this will happen through carrying out constant risk assessment practice. This will allow the school to avoid possible incidents in future.

- Developing guidelines and procedures for safeguarding children during school trips, and off-site events and ensuring these are communicated to the relevant people.
- Develop guidelines and procedures to ensure that the staff and volunteers are fully aware of the school's Health and Safety Policy and their role whilst they are on the premises.
- Managing and monitoring First Aid trained personnel to ensure adequate coverage.
- Undertaking routine inspections of classrooms and teaching environments.

**The responsibility of the school management and administration is to ensure that;**

- All the building entrances and exits must be safe to use.
- Fire exits must be clear and ready to use in case of emergency, especially when it is dim.
- All employees and students must be aware of the telephone locations, exits and the location of firefighting equipment.
- All instructions and the emergency plan must be clear and visible to everyone.
- All workers and builders must be directed to a suitable way of using the equipment as well machines and provide them with all the needed information.
- Making sure of adding the procedures of emergencies and fire evacuation to the school's health and safety policy and displaying these procedures at the entrance.
- Updating these procedures when it is necessary. Keeping a special record to save all fire drill practice and their evaluations.
- Ensure that Firefighting equipment is maintained and follow-up with the condition of all the firefighting equipment, and that includes fire extinguishers and the fire alarms

**Teachers' responsibilities toward their students and those who are within their authority:**

- Effective supervision of their students and those who are under their responsibility.
- To be aware of the safe working practices and implementing them, and set them as a good example that should be followed. Defining all the possible risks that might occur, besides the procedures that can be applied to avoid them.

- To make sure that all equipment and machines are being used in a way that meets all the safety standards.
- Making sure that there are enough instructions and warning signs placed in appropriate areas for everyone to see.
- Safety clothes and suitable safety equipment must be available and make sure that they are being used in areas that require high safety standards, such as school laboratories.
- Minimize the number of people who work alone under risky circumstances.
- Perform an immediate assessment and take suitable measures, once negative safety comments are forwarded to the school administration.
- Always allocate time to discuss relevant cases that are related to Health and Safety issues.
- Conduct investigations in incidents that result in injuries and damages and take suitable measures to avoid such incidents in future.
- Provide instructional material and essential training about safety at work and suggest some training courses that will benefit them.
- In case students are taking the school's transportation, teachers must ensure that students are using appropriate seats and the seat belt according to the age of the student.
- Health and safety of students and employees must be taken into consideration
- Cooperate with the school and other organizations to meet the legal requirements, and avoid misusing things at schools that might affect the safety of others
- Updating their knowledge about the current Health and Safety rules, and in case some of these rules or procedures are not clear, they should immediately verify it with the responsible person.
- Make sure that all equipment and machines are effectively working and in case of damage they should inform.

**It is known that new staff and volunteers are more prone to safety risks, therefore:**

- As part of their orientation, they should be informed and trained on
- Health and Safety procedures and practices.
- Although the safety of employees is within the administration's responsibility, the new staff must be attentive to any risk or danger in their environment and always seek the advice of their colleagues who are familiar with dealing with such risks.
- All volunteers at the school must follow the same rules of health and safety measures and practices that are required from the school employee.

**Also, all students are expected to achieve the following general safety instructions according to their experience and ability:**

- Being responsible for their safety and their peers
- They should commit to the uniform code that must be within the Health and Safety standards. This includes avoidance of using inappropriate shoes and items that are hazardous
- Be attentive to the safety instructions that are being followed in the school in case of any emergency.

**Note:** The School Principal and employees will work jointly with the parents to guide and direct students toward developing their sense of responsibility in safety issues, through direct guidance and school guidebooks.

### **The School visitor's responsibility**

It is expected from all the people and the authorities that visit the school on a regular basis to follow all the Health and Safety procedures at the school and to register their names once they arrive.



**The following are general principles to follow in different areas at the school:**

Al Resalah International School of Science is committed to providing a safe and supportive environment for both students and staff in order to:

- Minimizes risk of harm and ensures all members of the school community feel safe and secure.
- Supports the physical, social, academic, spiritual and emotional development of students.
- Having school building insurance and maintenance program will allow the school to identify risk and hazards earlier and avoid it. RISS maintenance program is carried out by the administration to keep the school building, furniture, and equipment in the best form for normal use, and to ensure the use of the school building as a shelter in case of an emergency caused by natural hazard events.
- School maintenance programs include daily checkups and periodic inspection. Daily checkups are conducted using check lists. Please refer to **appendix**.

**In order to minimize the risks of harm to members of the school community, the following school building policy must be followed:**

- There are adequate levels of student supervision during normal school hours.
- School floors and buildings are well maintained to minimize the risk of accidents and injuries to anyone who enters the school property
- School building is surrounded by trees and plants.
- Appropriate emergency evacuation procedures are in place and potential threats to students within the school have been identified.
- The school boundary is suitably fenced. There are seven entrances to the school. Each entrance has access roads and suitable gating which may be locked after normal school hours.
- All rooms with external access are normally locked outside of school time (except for cleaning) and staffs are requested to keep rooms locked when not in use during the day.

- New staff undergoes security training and are introduced to the teacher's guide which includes policies and procedures about the alarm system, security procedures, supervision and duty of care responsibilities.
- Grounds and building on campus are monitored and maintained daily by the administration to minimize the risk of accidents and injuries to anyone who enters the school grounds.
- Only approved persons are to enter the school grounds during normal school hours. To assist in identifying a person as approved. Students are required to wear approved school uniform.
- All staff are to wear a school issued name tag or name badge, making staff easily identifiable even to younger students.
- Children who remain on school premises after normal classes have ended and school buses have left, should be located in the assigned waiting rooms.
- Basic school building inspection to be conducted every term to recognize the health of the school building and detect potential hazards. Areas to be inspected could be building structure, roofing, building exterior, building interior, plumbing, electricity, school ground, furniture and equipment.

### The School Clinic



The Health and Safety of students at RISS are of top importance to the school clinic. The clinic is well staffed with a medical doctor, and a full-time nurse registered and licensed by the Ministry of Health (MOH).

The school clinic is responsible for any health-related issue that might affect the students, staff, and school visitors, during the school hours and during school activities within the school premises.

**The following are the general Health and Safety policies that should be followed by the school clinic:**

- Ensure that first aid equipment and necessary preparations are available and accessible by everyone at the school.
- Adding to that the school clinic should train regularly students and employees on essential knowledge and practices of providing first aid when it required
- First Aid equipment should maintained using first aid inventory check list and with clear expiry dates.
- The school should record all the incidents that occurred in the school and keep them in a record that is accessible all time
- School clinic should be a part of the school regular Health and Safety awareness campaigns

### Health and Safety policy for School Canteen



**Canteens are usually classified into two main categories:**

1. Canteens that distribute or sell food but are not involved in the preparation
2. Canteens that prepare and sell foods

RISS have the facility of a canteen that sells food but is not involved in preparation. The foods would be provided by an external supplier who has the license to operate a food business in Sharjah with special permission to distribute the food to the schools.

In order to minimize the risk of harm to students, teachers and school visitors, the following School Canteen policy must be taken in consideration and followed:

- Prepackaged food items should be obtained from establishments approved by the Food Control Department of Sharjah Municipality. The schools representative should periodically visit the facility and ensure that food products are produced, stored and transported safely.
- Canteens should be located in an area suitable for food premises. The facility should be away from school toilets or any other areas that could affect the safety and quality of food. The location, layout, design and construction of food premises shall permit adequate maintenance, cleaning and/or disinfection.
- To the extent that is practicable, the facility should be designed to exclude dirt, dust, fumes, smoke and other contaminants; - prevent the entry and harborage of pests - provide a safe environment for workers and customers.
- There should be an adequate workspace for food preparation, food storage, storage of equipment/utensils, installation of sanitary fittings and cleaning facilities. The workflow and equipment placement should be in a way that prevents contamination.
- In rooms or areas where food is prepared, treated or processed, the design and layout shall permit good food hygiene practices including protection against contamination between and during operations.

- Incompatible areas or processes, particularly toilets, clean-up and chemical storage areas should be physically separated from food preparation/processing areas.
- Floor surfaces are to be maintained in a sound condition and be easy to clean and, where necessary, to disinfect. Floor surfaces shall be made of light-colored, non-absorbent, non-slip, washable and non-toxic material which allows adequate cleaning and surface drainage. Where appropriate, floor to wall joints must be coved and floors should slope sufficiently for liquids to drain to trapped outlets.
- Wall surfaces and partitions shall be made of non-absorbent, sealed, washable, non-toxic and light-colored substances. They require a smooth surface up to a height appropriate for the operations.
- Ceilings, or where there are no ceilings, the interior surface of the roof, and overhead fixtures shall be constructed and finished to facilitate cleaning and prevent the accumulation of dirt and reduce condensation, the growth of undesirable moulds and the shedding of particles.
- Food premises shall be provided with adequate natural or mechanical ventilation to maintain comfortable working conditions. A room temperature of 25o C or less should be maintained.
- Food premises shall be supplied with sufficient natural or artificial light to ensure the safe and sanitary production of food, and facilitate the cleaning of the premises. Lighting and lighting fixtures should be designed to prevent the accumulation of dirt and be easily cleanable.
- Cleaning agents and disinfectants shall not be stored in areas where food is handled. Toxic chemicals and cleaning compounds, sanitizing or disinfecting agents and pesticides

shall be identified, held and stored away from food in a manner that protects against contamination of food, food-contact surfaces, or food packaging materials.

- Working surfaces (including surfaces of equipment) in areas where foods are handled, and in particular those in contact with food, shall be made of smooth, washable, corrosion-resistant and non-toxic materials. They shall be maintained in a sound condition, durable and easy to clean and disinfect.
- Tabletops and shelves used for food storage should be made of stainless steel. Storage shelves should be located at least 15 cm above the floor.
- All containers other than single-use (disposable) containers and packaging materials which come into direct contact with food shall be: Made of materials with no toxic effect in intended food use. – Effectively cleaned and, where necessary, disinfected.
- When necessary, provide suitable temperature and humidity –controlled handling and storage conditions of sufficient capacity for maintaining foodstuffs at appropriate temperatures and designed to allow those temperatures to be monitored and, where necessary, recorded.
- There should be facilities to store and display cold foods at a temperature below 5 °C and frozen foods below -18 °C. Hot foods should be stored or displayed at a temperature above 60 °C. Dry foods should be stored properly and protected from moisture increase.
- When pre-prepared or packaged ready to eat foods are delivered at the facility, the delivery vehicle and the food temperature should be checked. Delivery vehicle should be a designated food transportation vehicle that has the relevant permit to transport food. Cold foods should be delivered at a temperature below 5 °C and hot foods should be delivered at a temperature above 60 °C.
- At least one stainless steel hand wash station shall be provided in each food preparation area and the stations shall be provided with running water, soap, and a facility for hygienic hand drying. Where necessary, more handwash stations shall be provided

depending on the size of the operation, suitably located and designated for cleaning hands.

- If fruits or vegetables are washed in the facility, separate stainless steel sinks should be provided
- Pest control activities should be contracted to a company licensed and authorized to do pest control operations
- Canteens should have food dispensing windows suitable to the number of children and the windows should be of appropriate height
- Canteen rooms should not be used for any other activities
- Kitchen and dining hall should be equipped with electric fly killers or glue traps. Fly killers should not be placed directly above areas where food is handled or stored.
- Hygiene Requirements for Personnel Working in the Canteen.
- Each canteen should have at least one person in charge trained and certified as the Person in Charge (PIC). This person should be formally trained on Canteen Health and Safety policies and requirements.
- The number of food handlers in the canteens should be proportionate to the size of the canteen, and the presence of any unauthorized person inside the canteens is strictly not allowed.
- Food handlers shall be medically fit to work as food handlers. They must be in possession of a valid food handler's occupational health card issued by Sharjah Municipality.
- Person suffering from, or being a carrier of, a disease that is likely to be transmitted through food or afflicted, for example, with infected wounds, skin infections, sores, or suffering from symptoms such as vomiting or diarrhea is not to be permitted to handle food or enter any food-handling area in any capacity if there is any likelihood of direct or indirect contamination of the food

- Food handlers shall maintain a high degree of personal cleanliness, wash hands thoroughly whenever cleanliness may affect food safety and shall, where necessary, wear suitable, clean protective clothing such as clean uniforms, hair nets and shoes
- All food handlers in canteens should successfully complete any basic food hygiene training
- Identify in advance the persons assigned to follow up cases of food poisoning.
- In case of food poisoning recall suspected food and store in such a way that it maintains its specifications.
- Inform the related health authorities if more than one case of illness were suspected after consuming the same food.
- Transfer the affected person to medical centers for tests and treatment.
- Follow up the situation and record the results.

### Health and Safety policy for external (outside) School trips



RISS aims at providing students with opportunities to develop their educational, intellectual, cultural and social skills. Those educational trips aim at:



1. Reinforcing classroom activities
2. Enhancing the learning process of as many students as possible by providing educational experiences which the classroom alone cannot provide
3. Supporting the curriculum content of some subjects through field trips, tours, outings or other recreational activities
4. Developing interpersonal skills of the students

**In order to minimize the risk of harm to students, teachers and accompanying adults the following School trips policy must be taken in consideration and followed:**

- Allow a period of at least 4 weeks to inform parents in writing of visit details
- Parental approval of trips involving a higher level of contribution, eg residential trips, should be sought two terms before the trip takes place.
- Parental consent should be obtained two weeks before the trip. The parental consent form should include the following:
  - ✓ Any medication the pupil is taking
  - ✓ Any recent illness suffered by the pupil
  - ✓ Any special medical or dietary requirements
  - ✓ If the pupil suffers from travel sickness
  - ✓ The pupil's ability to swim
  - 6. Any other information the parent deems relevant
  - ✓ The parent's/guardian's mobile and home phone numbers and address
  - ✓ An alternative contact phone number and address
  - ✓ Any special requirements relating to students with disabilities or special needs as related to the trip
- Ensure that all accompanying adults and leading teachers have undergone the appropriate level of Health and Safety Police, first Aid training and other necessary training for the trip
- Special medical requirements of the children should be known and catered for.

- Check that First Aid provision is ready and available. First Aid equipment, 'sick buckets', etc. will need to be available.
- Visits to the toilet Children are never allowed to go to the toilet unaccompanied. One adult should be inside the toilets and one outside. However, when small groups break up with a leader, like at
- Museums or Galleries, common sense has to be used if a child wishes to use the toilet.
- Children must walk along the pavement, towards the inside, with adults on the outside keeping the children away from traffic. There must also be one adult leading at the front, and another following at the rear.
- For trips that require sleeping over in appropriate accommodations two members of staff, gender appropriate, may carry out inspection of rooms or personal property (bags, suitcases, etc.) with the student present. This will only be done when based on reasonable grounds i.e. concern for physical safety, suspected possession or use of a banned substance or other concerns. Students and parents will be made aware of this prior to application to participate on a trip.

## Safety in the Playground



Physical well-being is an integral part of curriculum. The school has the responsibility to promote safe play and sportsmen spirit in students.

The following are general Health and Safety policies that should be followed by the school staff and assigned supervisor at children playing area:

➤ **The assigned staff should watch, supervise and observe and this could be done by**

- Moving around and through the playground area, and avoid staying outside or outskirts.
- Staying involved with the children on the playground, do not use playgroundtime as a time for socializing with other adults or for doing paperwork.
- Observing all children and the "secret" places where they could hide.
- Realizing a child can wander into a hazardous situation in less than a minute.
- Using direct eye contact with children to help prevent inappropriate behavior.
- Ensuring that the school has an adequate number of adults supervising for the number of children.
- Ensuring that children are not moving to the playing area without supervision.
- Keeping an eye out for any unsafe behavior such as climbing up a slide or sliding down a slide backwards.
- Making sure children keep moving on equipment and keep their hands and feet on supports at all times.

➤ A regular **Risk Assessment** should be performed, this should be a quick assessment for the playground while the kids are playing. The assigned supervisor:

- Should evaluate the playground for potential hazards that could cause serious or fatal injuries to children.
- Should watch for foreign objects such as glass, nails, and pop tops that are hard to see.

- The playground supervisor should also watch for hazards like loose or protruding bolts and broken parts.
- If they spot problems that they can fix themselves, such as picking up trash they should try to correct the problem.
- If they observe other safety problems like broken equipment, contact the administrator and request that it be fixed, or taken out of service.
- Children's clothes should be inspected for safety. Remove any loose clothing, hoods or strings that might catch on playground equipment.
- Remind children that they are never to leave the playground area without permission from a supervising adult.
- Instruct children to keep their hands to themselves-no hitting, pushing, punching, kicking or biting.

➤ The school staff and Supervisors should be aware of inappropriate behavior at the school playground such as aggression (hitting, pushing etc.) and reinforce good behavior.

- Reinforcing good behavior by praising good act.
- Warning children verbally about inappropriate behavior; intervene between fighting children immediately to prevent injury.
- Enforcing rules firmly and consistently; Pushing, throwing objects, and hitting other children can lead to serious injury.
- Making sure that children and young adult do not carry pens or pencils on the playground.
- Do not allow student to climb on walls and fences.
- Kickball, soccer, and other ball games should be only played on the field.
- Ensure that student speak respectfully to each other.
- Keep emphasizing on the importance of taking care of their school properties.

- Remind them that playground is shared with.
- Students shouldn't speak with visitors on the playground.
- Be Prepared in case of unexpected events such as physical injuries, and if it occurs:
  - Always keep first aid kit stocked and easily available in case an injury occurs.
  - First aid kits should be maintained by nurse- and make sure that it includes essential items to be used in case of emergency, such as gauze, bandages, latexgloves, etc.
  - Keep other children away from the area.
  - Check for injuries and secure proper medical assistance.
  - Always protect the head, the neck and the back and keep the child immobilized until it is confirmed that those areas are not injured.
  - **DO NOT MOVE THE STUDENT IF YOU HAVE ANY DOUBTS.** However, if the injury is not of a serious nature, assist and escort the child to the school clinic.
  - If the accident is due to defective equipment, ensure that the area around the damaged equipment is clear and request other students to stay away. Also make sure that there is a security or a staff in the area of the damaged machinery until it is secured or repaired.
  - Notify school management of the incident and the defective equipment, to take quick action.
  - The School Nurse should document the incident, through filling up the report of accident/incident and submitting the report to the school management.

### Safety in the School Buses



RISS is following safety procedures of Sharjah Traffic and Civil Defense for school buses.

**In order to minimize the risk of harm to students and users of school buses, the following school buses policy must be followed:**

- The school maximum speed of the school bus shall not exceed 80 km/h, with a speed control device installed.
- All buses must have first aid kit proportionate to the number of seats.
- The bus must be fitted with a manual fire extinguisher; the extinguisher must be suitable for all kinds of fires and placed in a selected place near the driver's seat, with a sign indicating that place.
- The lifespans of the school buses must be documented, and it must not exceed 15 years from the date of manufacturing.
- There must be no sharp edges in interior & exterior sides of the bus.
- Safety and security instructions should be available in each bus.
- Ensure that safety equipment are available on the school bus at all times when in service, and be in a fit and functioning condition:
- Reflective emergency warning triangle in case of breakdown or other incident.
  - Orange double flasher in bottom and red double flasher on top are provided in each bus.
  - Windows opening from top not more than 10cm.
  - Fire extinguisher in the cabin suitable for the size of school bus.
  - First aid kit suitable for the number of passengers to be carried and clearly labeled.
  - Automatic fire detection and suppression system for the engine.
  - Audible school bus reversing alarm.



- Stop arms to warn other road users when the school bus is stopping, and students are crossing the road.
- Mirrors must be located on both sides of the bus at the front in such that the bus driver can clearly see the sides of the bus and adjacent traffic from his seat.

➤ Along with the bus driver, **the Transportation Supervisor** should check the following:

- The safety of the buses area in school.
- The safety inside the buses.
- The safety when getting on and off the buses.
- All students must know and follow the rules of transportation.
- Parents must know the rules of transportation and procedures of safety in and outside the school.
- The bus drivers and assistants should know the rules of safety and security regarding the buses.
- Transportation safety and security training courses for the students, drivers and assistants are conducted regularly.
- All the buses are safe and they work properly.
- The buses area and the buses are supplied with extinguisher.

➤ Annual training for bus drivers of bus safety policies, guidelines and best practices should be conducted and it should be a part of their performance appraisal

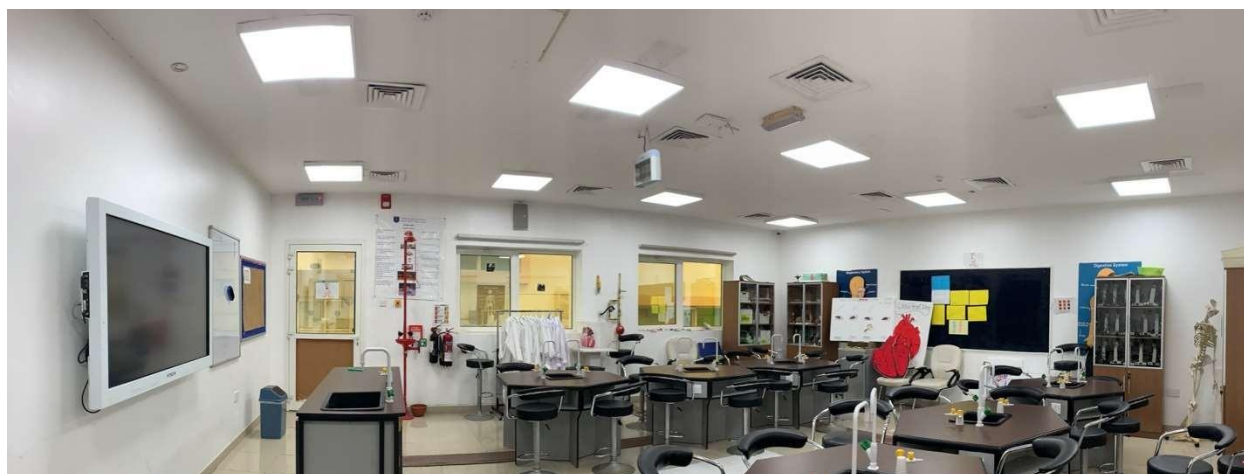
➤ Student must be instructed on safe school bus riding practices, below are few recommended instructions to be reinforced regularly:

- Follow the directions of the school bus driver and the bus Supervisor
- Go directly to an available or assigned seat when entering the bus.
- Remain seated.
- Keep aisle and exit clear.



- Respect the rights and safety of others.
  - Don't destroy properties.
  - Remain quiet and don't distract the driver.
  - Avoid eating, drinking and using chewing gum on the bus.
  - Don't throw objects inside the bus or from the window.
  - Avoid extending head, arms or objects out of the bus.
- Parents should be also a part of maintaining their children Safety at the school bus. They are:
- Responsible for the safety of the child while crossing the road to reach the busstop / home.
  - Liable for the damage caused by their children to the property of others, including the school bus.
  - Parents should have their children ready to board the bus ten (10) minutes before the scheduled arrival time of the bus.
  - Parents are advised NOT to call the driver while he is on duty, which may distract his attention from driving.
  - If in case of emergency in changing residence / route on a temporary basis, a letter should be addressed to the Academic Supervisor who will forward the same to the **STA**.

### Safety in the Science Laboratories



RISS follows clear guidelines to ensure safety at Science laboratories

**In order to minimize the risk of harm to students and users of the science laboratories, the following guidelines to be followed:**

- Teachers should ensure safety and a healthy environment during the course of practical studies in laboratories as these are the places where students deal with hazardous materials like chemicals, burners and electric units.
- Educate students on the location and use of all safety and emergency equipment prior to laboratory activity.
- Identify safety procedures to follow in the event of an emergency / accident.
- Provide students with verbal and written safety procedures to follow in the event of an emergency/accident.
- Know the location of and how to use the cut-off switches and valves for the water, gas, and electricity in the laboratory.
- Know the location of and how to use all safety and emergency equipment (i.e., safety shower, eyewash, first-aid kit, fire blanket and fire extinguishers).
- Keep a list of emergency phone numbers near the phone.
- Conduct appropriate safety and evacuation drills on a regular basis.
- Explain in detail to students the consequences of violating safety rules and procedures

## Child Protection



In order to minimize the risk of harm to children and young adults RISS should have clear guidelines on child protection. Therefore, they should take all possible steps to be taken to protect the children from sexual or physical abuse when they are in the school. The following guidelines are to be followed:

- No child, while under the school's responsibility is allowed to be isolated. They must remain in sight of a duty teacher and their whereabouts known to the teachers at all times.
- Any person, other than a parent or caregiver entering the school grounds, must report to the office.
- Teachers and staff should be pro-active in identifying any unknown person in the school grounds.
- Keeping in mind children's welfare is paramount. Parents may be consulted about changes in behavior to try to identify a reason. It may be caused by a change in the family's home circumstances.
- All information/discussions will be confidential to the staff involved.
- Data will be stored in the confidential pupils' files in the Principal's office.

- Whenever an interview is held with a child, an adult on the staff whom the child has confided in must be present. The welfare of the child must be first priority and wherever that is compromised, the interview must be terminated. Any staff members attending such interviews would need to have the ability to make this judgment.

### EMERGENCY MANAGEMENT PLAN

RISS has a clear and specified plan to follow when dealing with any emergency that might occur in the school premises due to fire, explosions or internal threats etc. This will require the concerned parties at the school to have crucial knowledge and the awareness about these procedures and this will happen through:

- Creating a **cooperative atmosphere** among all employees which can lead to solving any emergency case easily.
- Conduct **employee meetings**, and discuss emergency management plan during the time allocated for their development. These meetings could be held yearly at the beginning of the academic year.
- Identify **key staff** distributing roles and responsibility.
- Awareness of the need and the significances of having **support from other community stakeholders** and to have the knowledge for getting these supports. This will require a conscious step to build relationships and connections with other authorities and organizations like police, civil defense, and hospitals.
- Ensure that students are fully aware and ready to deal with emergencies, and this could be done through comprising this knowledge as a part of the educational curriculum through self-learning, also in, health and social education.
- Evacuation procedure is one of the major emergency procedures to be carried out at the school at the time of emergency.

## Evacuation Procedure

Evacuation procedure is one of the emergency procedures that is carried out at the time of emergencies, such as in case of fire, floods, earthquakes, security threat etc.

Detailed explanation of RISS evacuation procedure is explained in the school evacuation plan (Please refer to Evacuation plan). Below are a few highlighted points to be considered as part of the school Health and Safety plan.

**It is the Principal's responsibility as well as the Board of Trustees to make sure of the following:**

- That school should conduct on a regular basis Evacuation Drills, to ensure that the employees and the students are aware of such procedures, and that all emergency exits and plans are functioning appropriately. Also, it's essential to keep a record for evacuation drills and the evaluation of such training.
- The school must work on developing a mechanism of counting the students after the evacuation, and this mechanism must be clear and fast in order to be able to inform the concerned authorities in case there are still students in the building or in one of the school's facilities.
- The school also must give its visitors a clear idea about their evacuation procedures.
- The school also must ensure that they have a clear plan to call parents when executing an evacuation that requires shutting down of the school; in order to send the students home.

At the time of the evacuation the school management ensures that the staff and the student are aware and have the required skills to act at the time emergencies. When emergency evacuation is required, the following immediate action should be taken:

- A continuous alarm will be sounded over the school building. This is the signal to evacuate the whole school to the assigned areas.
- The person who discovers the emergency should contact administration immediately so emergency procedures are put into action. If however the fire can be easily extinguished use fire extinguisher.
- Staff should be concerned solely with the safe evacuation of people. (Not in saving personal or school property)
- Children will be kept under control in class groups and will proceed according to the Emergency Evacuation Map. (There must be no running, but evacuation should be executed quickly). Line up in class order. Teachers should ensure that the class windows and door are closed and lights are switched off.
- On arrival at the assembly area, the building is to be checked immediately.
- Once all people have been accounted for, the teacher must send a runner to the Principal to indicate everyone is accounted for or the names of those who are missing.
- Any child or groups of children absent from their regular class/area will be taken by the supervisor to the assembly area. Their supervisor will ensure they rejoin their class when they arrive at the assembly point.
- In case if evacuation is necessary during a break time or outdoor activity, teachers on duty are to take children directly to the assembly area.
- All staff must know the whereabouts of fire extinguishers and how to use them.
- Return to work area / class may only occur after the CLEAR signal has been given.
- All visitors, contractors, volunteers must follow directions from staff

## **Things need to be considered during evacuation:**

### **False alarm:**

During evacuation process, school must ensure that the danger is real and putting emphasis on the seriousness of the situation

### **Control over students:**

Safety of students must be on top of priorities that teachers should be taking it with consideration. Teachers should be given the choice of deciding the best method to ensure student safety at the time of emergencies. For instance, some may choose to take students through the front door which requires the teacher to be on the front to be able to choose the safest exit. Other teachers might choose the back door and this will allow them to be at the back to ensure that no one is left. Therefore, there is no one way to carry out the evacuation process, however, the school should have and communicate a clear process and policy that is expected everyone to follow it.

### **Fighting fire:**

The school should not try to fight the fire unless they make sure that the building has been evacuated.

### **Communicating with parents**

It's essential to communicating with parents during the evacuation process, therefore, the school must have updated records of parents contact information. This information must be

updated on a regular basis. These records must contain details like house number, work, and mobile numbers.

During the preparation of the emergency plan, school should consider the approach they need to communicate with parents in case emergency and having clear specified plan to follow in such situation. This will assure parents once they find the school intervening quickly and effectively when managing emergencies. For instance, emergencies like fire, natural accidents; like floods; besides some dangerous accidents like that might take place in the school or - around it.

Effective and well planned safety measures will provide parents with the confidence that their children are safe hands; therefore there should be

- Clear communication mechanisms to contact parent's in case of emergency. This measure will assure parents and reduce the load that might the school face it when they hear about any accident happened at school.
- The school also has to concern about giving its employees some training courses related to effective communication with parents in case of emergency
- Also making sure that parents are aware of the locations where they have to go to pick up their children in case of evacuation.
- Also the person who is in charge in the higher education council must be informed about any serious emergencies accrued at the school.



## Risks Assessment



It's essential that RISS carry out constant risk assessments to prevent accidents and unfavorable events from happening at school.

**What is Risk?** Can be defined as anything that might lead in to harm or damage of an individual and anything that falls under it such as chemicals risks, electricity and working on ladders etc.

**Risk Assessment could be defined** as the detailed exploratory study of the risks that might take place in the working environment, and the measures that is required to avoid risks. Besides, there are many types of risks that might take place inside the school or around it, the school is considered to be **responsible for Identifying and defining these risks** to be dangerous or not and this is what is called **Risks Assessment**

Risk Assessment aims to find a working environment that is controlled by safe regulations and rules that will lead to safety at work

And the objectives behind documenting risks assessments are to be able to have an immediate analysis for the school in order to do its job.

- Therefore, as a result the school will have a clear idea about what measures to follow in different circumstances.
- The school has to be aware of all the risks and the procedures that must be taken to deal with these risks and introduce them to staff as well as students.

35

### **The objective of risk assessment is to:**

- Reflect the level of concern of the school toward its employees and students and how they take in consideration creation of safe atmosphere for everyone.
- Documenting the assessment will facilitate implementation of safety measures and process smoothly at the school.
- Also, employees follow these investigations and assessments in the right way, which will fall at the benefit of the school. However, if the school says that they consider the safety of every one, without supporting this data with a clear policy and measures, this will affect their credibility toward their staff.
- Risks can be classified according to its severity and the level of damage that it might cause in to high, medium and low level of risk. This will allow the school to prioritize the risk and budget accordingly
- Risks assessment documents will assure that all employees are following best practices constantly when dealing with students to provide them better education.

## Guidelines for Risk Assessment procedures

- Define the activities, operations or the procedures that might have risks, and decide whether it is important to keep on with these activities, because wherever there is a danger there is a risk.
- Define the activities or the jobs that have risk like using specific - machines, working in a closed environment, working at heights, dealing with electricity or operating heavy machines manually or back injuries etc.
- Identify risks and the possible accidents, and people who might be exposed to these kinds of risks and their number, such as, exposure to sharp equipment, suffocation, falling down, electrical shocks and back injuries.

Estimate the level of risk using equation:

**Risk level = the strength of the risk x the possibility of its occurrence**

When analyzing the risks it could be categorized into:

- **High Risk:** To be sure or kind of sure that the risk will cause harm or a serious damage
- **Medium Risk:** When the harm is constant/continues but without causing serious injury
- **Low Risk:** The possibility of danger is less and an effect is minor (see appendix)

High and medium risks require serious control measures in order to decrease the level of damage. And this can be achieved through being cautious, implementing safety measures and doing on job training using required equipment and benefiting from the skills of skilled individuals in the community, such as retired experts. Also, take into consideration areas that are always considered high risk areas such as science laboratories.

## Risk Assessment Tool

**Risk Assessment in (Specify the risk):** \_\_\_\_\_

**Assigned person to conduct the assessment:** \_\_\_\_\_

[illegible]