



# DUBAI COLLEGE

*A tradition of quality in education*

## HEALTH AND SAFETY AT WORK

### POLICY STATEMENT

Dubai College places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public. To this end, the School will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and that encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

The School is confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of health, safety and welfare.

### RESPONSIBILITY FOR HEALTH AND SAFETY

The individual responsible for health and safety at work in the School is the Bursar. He will ensure, so far as is reasonably practicable, that the School's policy on health and safety at work is effectively implemented.

The Bursar's health and safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. The Bursar will familiarise himself with all relevant health and safety legislation and take expert advice if required. In the absence of the Bursar, the responsibilities for health and safety at work will be assumed by the Facilities Manager.

### MANAGEMENT AND SUPERVISION

All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.

Those with a management or supervisory role will:

- ensure that on joining the School all new employees are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes;
- provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils;
- ensure that all staff are familiar with the School's health and safety at work policy;
- co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections;
- ensure the maintenance of good housekeeping standards;
- review the safe operation of all work equipment;
- within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and

practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances;

- carry out Risk Assessments within their departments and maintain a record of their findings.

## **ALL STAFF**

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the School on matters of health, safety and welfare. They must familiarise themselves with, and conform to, the health and safety at work policy, School procedures and rules.

## **SAFETY REPRESENTATIVE**

The function of safety representatives is to represent employees on health, safety and welfare matters. To this end, management will consult with representatives to enable them to be fully effective.

The safety representative will:

- investigate potential hazards and dangerous occurrences, examine the causes of accidents and investigate complaints from employees relating to health, safety and welfare and make representation to the School on these matters;
- make representations to the School on general matters affecting health, safety and welfare;
- carry out periodic inspections of the workplace, and follow up notifiable accidents, occurrences and diseases;
- attend health and safety committee meetings;
- be permitted reasonable time off with pay during working hours to perform the functions of a safety representative and to undergo training with regard to safety representative duties.

## **HEALTH AND SAFETY COMMITTEE**

The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees. The Health and Safety committee will:

- review statistics with a view to recommending corrective action;
- examine safety audits, inspections and assessments;
- consider legislation, reports and information in order to determine necessary action;
- keep a watch on the effectiveness of rules, systems of work, training and communication.

The membership of the committee will be:

- individual responsible for health and safety (the Bursar) - the Chairperson
- Deputy Head (Curriculum and Timetabling)
- Director of Sport
- Facilities Manager
- Senior School Nurse
- Senior Science Technician
- Other specialists will be co-opted as necessary and the committee will meet termly and the minutes will be displayed on School/departmental noticeboards.

## **INFORMATION AND TRAINING**

### **New Employees**

On joining the School, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them.

### **All Employees**

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during working hours.

## **RISK ASSESSMENT**

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. Any significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

## **TEMPORARY STAFF, CONTRACTORS AND VISITORS**

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the School's premises. They will EITHER be accompanied by a responsible permanent employee at all times OR, in the case of frequent visitors, will be issued with the relevant rules, procedures and specific hazard information

## **FIRST AID AND ACCIDENT REPORTING**

### **First Aid**

We will ensure that there are an adequate number of trained and certified staff on the school premises to ensure a safe environment, and prompt first aid treatment for students, visitors and staff members, should an emergency arise using the guidelines and observations below:

### **Guidelines**

- First Aid trained and certified staff should be maintained at a minimum ratio of 1:100. This is calculated on the total number of persons on the campus during school hours.
- Detailed records are kept of all staff that hold current first aid certificates.
- Physical education staff must hold up to date first aid certificates/ be booked on renewal courses.
- All medical staff must hold the required mandatory first aid certification.
- A cross section of staff should be first aid certified. These include at least one staff member per block.
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### **General Observations**

- There is a need for first aid kits in school. These will be placed in strategic positions including the canteen, sports hall, swimming pool area and each block and will be checked by the School Nurses at least once a term. A list showing the locations of these along with details of emergency contacts will be located in every classroom.
- There will be first aid boxes in the DT rooms and science block.
- There will be fully equipped first aid bags for the use by PE staff on sports fixtures which will

be checked by the School Nurses at least twice a term, and who will replace and restock as required.

- New staff will have regular training by the Nurses on the use of supplies in first aid bags.
- There is an automated external defibrillator in the nurse's office and in the School office (D Block). An updated list of AED trained staff is displayed next to the equipment.
- The School Nurses will give teachers training on the use of Epipens.
- The School Nurses will be present at certain high risk after school activities.
- Up to date serious medical conditions with photographs are posted on the medical board in the staff room and are updated as required.
- Records kept on any injuries incurred at school must be reported to the School Nurses
- Accident forms are completed by the School Nurse and kept on file
- Emergency Procedure Policy and information to be displayed in every block
- In the event of a medical emergency the School Nurse can be contacted on the emergency nurse mobile – **050 565 4386**
- First Aid is classified as a professional development and the associated course costs will be absorbed by the school.

### **Accident Reporting**

All accidents, however minor, must be reported to the School Nurse and/or Bursar who will complete an accident report form (near misses, potential hazards and any damage must be reported immediately). All accidents (near misses, potential hazards and damage) will be investigated by the head of department who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence.

The Bursar who is responsible for health and safety will notify the appropriate authorities when necessary.

## **EMERGENCY PROCEDURES**

### **Discovering a Fire or Other Emergency**

The priority in the event of a fire is the safe and rapid evacuation of pupils and staff. If any staff member see signs of a fire or other emergency which could place employees or pupils in danger, they must sound the alarm. If safe to do so, they should attempt to control the fire or other emergency, with assistance if available. Employees should never put themselves at risk even with the smallest fire (or other emergency). No attempt should be made to move burning objects.

Ensure that the appropriate emergency services are summoned. DIAL 999 and state clearly the address where the fire is.

### **Evacuation Procedures**

On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment this is being used. If safe to do so, close windows and doors and secure cash and confidential documents. If closed doors feel warm, do not open them. Leave the building by the nearest available exit. Ensure that any visitors you have also leave the building. Do not run. Do not collect personal belongings.

If You Are Cut Off by a Fire. Close the door, using clothing, etc to block any gaps. Go to the window and attract attention. If the room becomes smoky, stay low - it is easier to breathe. If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc. If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping. Make your way to your evacuation assembly point on the Sports Field and report to the fire warden. Do not hinder roadways and routes that may be used by emergency

vehicles. Do not return to the building until the all clear has been given and until instructed by your fire warden. Never assume the evacuation is a drill.

## **FIRE WARDENS**

The fire wardens will ensure that the premises are evacuated and will take a roll call. They will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

In the unlikely event of a bomb alert, staff should inspect their immediate surroundings for unusual articles - boxes, bags, packages, containers, etc. but not touch them. If possible anything unusual should be reported before evacuating.

## **FIRE PRECAUTIONS**

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees:

- Memorise the evacuation procedure, and the emergency exits and assembly point in case of fire;
- Become familiar with the position of firefighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment;
- Keep fire exits, routes and access to firefighting equipment clear of any obstructions; do not wedge fire doors open;
- Keep all working areas free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters;
- There is to be no smoking on the premises;
- If anything is noticed that could be a fire hazard, it should corrected if easy and safe to do so, or reported to the Facilities Manager.

## **CODE OF SAFE CONDUCT**

All staff must:

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures;
- Ensure that they understand and follow the safe operation of their duties; if in any doubt they should seek further explanation from their Department Head;
- Report all accidents, near misses, potential hazards and damage immediately;
- Wear any personal protective equipment or clothing that is provided, and ensure that it is properly looked after;
- Not interfere with or misuse anything provided for the health and safety of employees;
- Not act in a way that could endanger themselves or others and not play practical jokes which may introduce risk;
- Not run, especially on stairs or steps.
- Use handrails;
- Never read while walking;
- Keep their work area tidy and clear of obstructions and not leave things lying around;
- Clean up any spilt liquids, tracked in rain, etc. immediately;

- Adopt safe lifting methods if required to handle bulky or heavy objects, only lift or move what can easily be managed and always bend the knees and keep the back straight. If in any doubt, assistance must be obtained;
- Not overreach or climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition;
- Ensure electrical equipment is used safely:
  - never touch electrical equipment with wet hands
  - always disconnect electrical equipment before moving it
  - never attempt electrical repairs unless authorised
  - always keep electrical supply cables and wires away from wet areas or from areas where they could be walked over, etc.
  - always switch off equipment if not in use;
  - disconnect from the mains outside normal working hours unless instructed otherwise
- Make themselves aware of any specific hazards and precautions (e.g. COSHH, DSE) as appropriate. Training in dealing with hazards will be conducted as required.

## **DISPLAY SCREEN EQUIPMENT**

The following measures should be taken:

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Avoid wearing light coloured clothing which can reflect light on to the screen.
- Look into the distance periodically - at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers).

## **SMOKING**

This is a non-smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on the premises is against the code of conduct and therefore an offender will be subject to the disciplinary procedures. Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

<b>Policy Details</b>	
Version date	December 2015
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Responsible SLT	Bursar