



مدرسة الإبداع
العلمي الدولية
INTERNATIONAL SCHOOL
OF CREATIVE SCIENCE
ند الشيبا NAD AL SHEBA

HSE GENERAL POLICY



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HEALTH SAFETY AND ENVIRONMENT POLICY

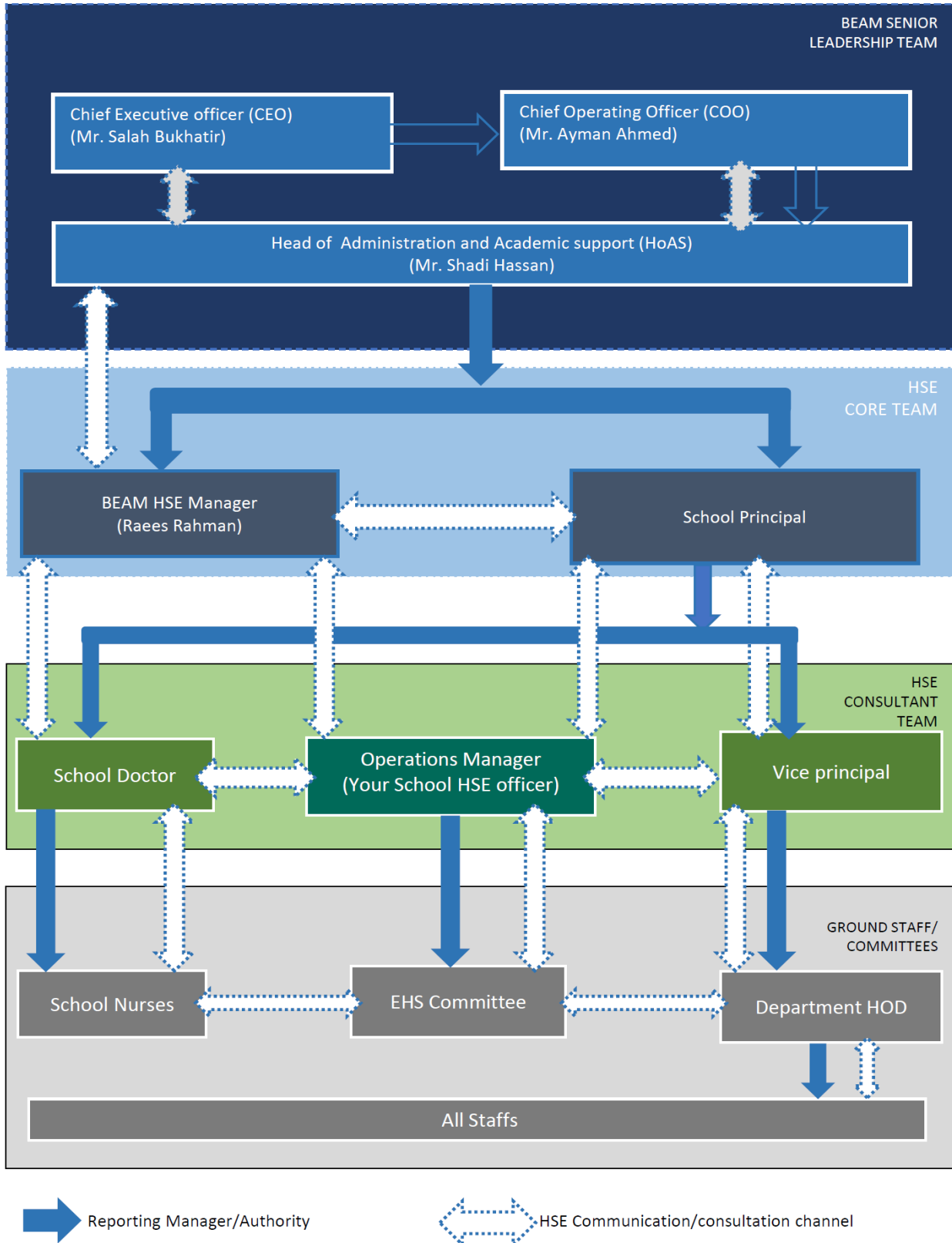
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HEALTH, SAFETY AND ENVIRONMENTAL (HSE)

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HSE Organization chart and line of Communication/consultation channel
(Version 3: Jan 2021)



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All throughout these documents the schools known as International School of Creative Science and American school of creative science will be referred to as "ISCS"

1. Aims

We at ISCS and ASCS schools aim to implement the BEAM Creative science schools Health safety and Environment Policy statement (Version 1) which is governed by COO of the company, which primarily consists to

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Save the environment by reducing use of non-renewable energy and waste generating process, Reuse and Recycle where possible,

2. Legislation

This policy is based on local regulations put forward by all the government related ministry and inspection authorities. You need to be aware of your responsibilities and rights as per the UAE applicable laws. Kindly refer to [Legal Responsibilities of staff \(As per UAE Law\)](#) (Version 1) which will be sent across to you to understand, follow and practices the applicable regulations.

3. Roles and responsibilities

- BEAM Governing board (SLT) has ultimate responsibility for health, safety and environmental matters in the school including allocating adequate operational resources and finances to support the organisations commitment to continuous safety improvement.
- Principal have a specific responsibility to ensuring the implementation of the health, safety and environment policy into their respective schools.
- Principal have responsibility to ensure suitable emergency exercises are carried out at regular intervals throughout the year. The frequency of the exercises must comply with BEAM emergency preparedness plans and local legislations.
- The BEAM HSE Department is responsible to establishing and monitoring the health and safety strategy for BEAM creative science schools.
- The BEAM HSE Manager is Responsibility for providing timely health and safety support and guidance to all relevant persons.
- The Office/Operation Manager is the HSE lead for each schools and is responsible for ensuring suitable workplace health, safety, fire and environmental inspections are conducted at regular intervals and that issues identified during such inspections are actioned in a timely manner.
- The Office/Operation Manager is responsible for ensuring the on-going maintenance and monitoring of fire and life safety systems is carried out in line with BEAM and local authority requirements.
- All employees have the responsibility to protect their own health, safety, environment and wellbeing and that of those who may be affected by their acts and omissions.
- Students and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Further specific responsibilities are defined within the [School EHS Roles and Responsibilities Plan \(EHS-PLAN-015-BEAM\)](#)

4. Consultation and communication/Point of contact with regards to HSE matters.

The Operations Manager is the Health and Safety officer at the school level. On day to day basis you can contact 0555512378 for any HSE related issues/concerns. The email address and contact number is attached in the cover page. You can also communicate your concerns through EHS committee, *WhatsApp groups*

5. Site security

External licenced security and *Internal Traffic marshals* are responsible for the security of the school site. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Operations Manager is the key holder and will respond to an emergency.

Further specific information on the security is detailed in Security Access Control Policy (EHS-PLAN-006-BEAM)

6. Emergency preparedness plans

A detailed Emergency preparedness plan for around 18 different emergencies in schools is explained in [\(EHS-PLAN-019-BEAM\) Disaster Preparedness Plan](#), however the summaries of regularly exercised Emergency preparedness plans are given below

6.1 Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term. The fire alarm is a loud (continuous bell / buzzer). Fire alarm and fighting system testing will take place once per term. New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Staff and students will congregate at the assembly points. These are clearly marked on the evacuation plan.
- Form tutors/class teachers will take a register of students, which will then be checked against the attendance register of that day.
- The Attendance Marshalls will take a register of all staff.
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter.

Further specific information is detailed in [Fire Emergency preparedness \(EHS-PLAN-001-BEAM\)](#) and **Fire safety**

Management (EHS-PLAN-008-BEAM)

6.2 Earthquake

During any earthquake scenario

- RESPONSE: The teacher should out loud say: “Drop & Cover”.
- Students will Duck, cover, hold.
- If outside go away from tall buildings/Electrical poles etc.
- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building

Further specific information is detailed in **Earthquake Emergency preparedness (EHS-PLAN-002-BEAM)**

6.3 First Aid/Medical Emergencies

Our school is fully equipped by Medical clinic with 1 Doctor and 2 Nurses. We have a total of 2 number of clinics which are situated in different phases around the school premises.

You need to know

- Your near-by supervisors, first aiders, First aid kit locations, nurse, doctors and clinic locations.
- All first aiders are fully trained and have access to a first aid kit
- That most of the first aid boxes are placed near supervisor office, playgrounds, swimming pools, gym, kitchen labs, administration areas.

During any medical emergency

- Report all injuries to the supervisor in charge immediately.
- The supervisor will call the nurse and specify the place (where the injured person is) and type of injury.
- Clear the area as gathering around the victim is not advised, Only 1 or 2 person to wait with the victim.
- The phase nurse/ doctor are in charge of the situation and will delegate the tasks if needed.

Further specific information is detailed in Clinic Policy (EHS-CLINIC-PLAN-002-BEAM)

6.4 Lockdown Procedures

The lockdown procedures are to be applied in case of a violent intruder into the school premises. In-case of such situations an announcement will be made and the staffs would have to follow below steps

- Announcement will be done by The Principal/designee. The announcement will include reference to a code – “CODE WHITE... CODE WHITE... CODE WHITE” or “CODE WHITE - This is a lockdown drill practice!”
- Direct students to go inside the nearby class rooms.
- Close all windows and doors. Lock up main entrances.
- Move out of sight and minimize movement. Students should lay face down on the floor in the inner wall so that they students are out of sight from the windows or door glass panels etc. and instruct them to remain so quietly.
- Stay silent and avoid drawing attention

- All Clear announcement will be done only after confirmation with local authority by The Principal. The announcement will include reference to a code – “CODE WHITE”. Eg – “LOCKDOWN ALL CLEAR – CODE WHITE”

Further specific information and delegated tasks is detailed in **Lockdown emergency plan (EHS-CLINIC-PLAN-018-BEAM)**

7. COSHH (Control of substances hazardous to health)

Schools are required to control hazardous substances, which can take many forms, including: Chemicals, Products containing chemicals, Fumes, Dusts, Vapors, Mists, and Germs that cause diseases, such as leptospirosis or legionnaire’s disease.

Control of substances hazardous to health (COSHH) risk assessments will be completed by Operation Manager in coordination with BEAM HSE and related area team members and will be circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Our staff use and store hazardous products in accordance with instructions on the MSDS. Any hazardous products are disposed of in accordance with specific disposal procedures.

The major risks with regards to COSHH is Laboratory, Swimming pool Pump Rooms, Art rooms, Gas safety, Legionella in water, Engineering rooms, Housekeeping chemicals, Clinics.

Further specific information about Lab safety and its Chemical assessments is detailed in **Lab Safety Manual (EHS-PLAN-005-BEAM)**

8. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer’s instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

8.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely and report potential hazards to Operation Manager/Facility supervisor immediately.
- All staff owned electrical equipment/extensions are not allowed for use in schools except in very exceptional circumstances approved by the Phase director/Principal, in which case these shall be inspected by the facility department to determine if it is a hazard to the School premises.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a School facility team only.

Further specific information is detailed in **Electrical safety (EHS-PLAN-016-BEAM)**

8.2 PE equipment

- PE equipment's are tested on monthly basis by the Operations team, any concerns about the condition of the gym floor or other apparatus needs to be reported immediately.

Further specific information is detailed in EHS Audits and Inspections (EHS-PLAN-016-BEAM)

9. Risk assessment

The school shall conduct risk assessment for all activities, equipment and substances that represent a significant risk. This also includes all persons who may be exposed or at risk to the subsequent hazards that have been identified within the risk assessment, this includes, teaching staff, students, administration and support staff, contractors and visitors.

10. Day to Day operations with risks. Eg - Working at heights, Manual handling

The day to day operations tasks which involves risk is assessed by risk assessment. These tasks needs to be conducted by medically fit staff.

With regards to Working at height - The Operations Team retains ladders/step ladders for working at height. Staff will wear appropriate footwear and clothing when using ladders. Before using a ladder/step ladder, staff are expected to conduct a visual inspection to ensure its safety

With regards to Manual handling - If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will have to ask for assistance. The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

11. Off-site visits/School Trips.

When taking students off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- There will always be at least one first aider on school trips and visits

12. Smoking

Smoking is not permitted anywhere on the school premises.

13. Infection prevention and control

We follow national guidance published by Dubai Health Authority (DHA) and Ministry of Health (MOH) when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

13.1 Handwashing

- Wash hands with liquid soap and water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food.

13.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

13.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids

13.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

13.5 Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/guardian will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

14. New and expectant mothers

Risk assessment will be carried out and appropriate measures will be put in place to control risks identified.

Some specific risks are summarized below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella),
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child.

Expectant mothers should report any of above exposure to school clinic who will guide as required.

15. Accident/ Incident and Near Miss reporting

15.1 Accident/Incident Reporting booklet

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form booklet can be found in supervisor desk, clinics etc.
- As much detail as possible will be supplied when reporting an accident.
- The office manager/ Phase director/ HOD or their designee will review and risk rate the incident.
- The investigation report will be filled if the risk rating is high or above, or if the incident report status is not closed.

Further specific information is detailed in **Incident and Investigation Policy (EHS-PLAN-012-BEAM)**

15.2 Notifying parents

The School Doctor/Nurse will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

15.3 Reporting to KHDA/MOE and BEAM

The Principal will notify KHDA/MOE of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable. The same will be reported by Operations Manager/School doctor to BEAM (HSE Manager or COO) on immediate basis.

16. Environmental Management and sustainability

BEAM Schools are committed to save the environment by taking part in meaningful environmental activities and projects. Eg- Water- Sewage treatment plant in place, Energy/Lighting – Sensor active LED lightings implemented, Biodiversity- Recycling of wastes Introduced.

Hence we expect our staff and students also to contribute towards the same by;

- Practicing “Reduce, Reuse and Recycle” process to achieve sustainability.
- Turn off all computers at the end of the school day.
- Turn off lights and Unplug electronics/appliances when not in use.
- Don't leave the cooling on with the windows open
- Report any water leakage.
- Dispose wastes (Chemicals, plastics, food wastes etc) as per the instructions provided in the school to promote recycling and prevent environment pollution.

17. EHS committee.

The EHS committee ensures employees are actively involved on health and safety matters in improving the health and safety culture across the schools. The EHS committee members who as effective and passionate

school staffs/leaders will meet in monthly basis to support and raise the standards in Safety excellence. It will facilitate transparent and effective communication on health and safety matters.

Further specific information is detailed in **EHS committee (EHS-PLAN-014-BEAM)**

18. Contractor Safety Management.

Contractors are more vulnerable in an unknown facility during an emergency. Also the unsafe acts and conditions created by a contractor in a school premises could lead to significant risks to schools. In order to ensure that robust procedures for contractor management is in place and is communicated to the contractors. Further specific information is detailed in **Contractor Safety Management (EHS-PLAN-009-BEAM)** and HSE CODE OF PRACTICES FOR CONTRACTORS (EHS-PLAN-010-BEAM)

19. Training References

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or work with students with special educational needs (SEN), designated fire wardens, EHS committee members etc. are given additional health and safety training.

20. COVID19 Protocols

The school has been fully prepared to work with covid19 safety precautionary measures which is lead by the principal of the school. The specific information's on the covid19 protocols are updated on regular basis as per authority guidelines. The details are mentioned in below mentioned 3 plans.

Policy/Plans	Document number
COVID19 HSE Policy	EHS-PLAN-101-BEAM
Cleaning and Disinfection Policy	EHS-PLAN-025-BEAM
COVID19 Clinic Response	EHS/CLINIC/PLAN/10/BEAM

21. References

This health safety and environment policy links to various detailed HSE policies which are available for references with respective departments