



Title	:	Health & Safety Policy
File Name	:	WIA/ADMIN-HSE/006-3
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1. Objective

This policy is prepared to provide information on the Health and Safety procedures to be followed at the School. High standards of health and safety measures should be maintained at all the time and every effort must be taken to ensure that students, teachers, staff, visitors, contracted staff, follow the health and safety standards properly.

2. Scope

The Policy is applicable to all the students, teachers, staff, visitors, contracted staff, etc.

3. Management Responsibility

- a. The School management will monitor all the health and safety procedures and will be responsible to ensure that all the health and safety measures are followed in the School.
- b. The school management will take all reasonable steps to provide safe and healthy conditions at the school.
- c. Accepts that health, safety, and wellbeing are an integral part of all its activities and will take steps to manage all the functions and activities related to the school.
- d. Will provide the necessary information, instruction, and training to all staff and students where applicable.
- e. Will dedicate a person who will take care of activities related to health and safety and provide co-operation to carry out their duties effectively.
- f. Is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new guidelines and other changing circumstances.
- g. Making Health and Safety as a joint responsibility to create and maintain a safe and healthy working environment.
- h. Developing a disciplinary action mechanism to ensure that there are no violations.
- i. This policy document will be reviewed as and when required or annually.

4. Health and Safety objectives



To support and ensure Health and Safety for all in the school, we are committed to the following duties:

- a. Comply with all local applicable health and safety laws and regulations in the country.
- b. Appropriate measures are taken to promote an effective health and safety culture within the School by creating a safe environment by putting health and safety measures in place.
- c. Regularly checking the facility, recording risk assessment of the facility premises including equipment and items used for different activities at the facility.
- d. Enhancing awareness of health and safety programs and policies. Ensuring that all the members are given the appropriate level of awareness and training related to health and safety. Ensuring students, teachers, staff understand and follow the health and safety procedures.
- e. Ensure that emergency operating procedures are in place and known by all Staff.
- f. Easy access to adequate first aid facilities, telephone, and Nurse at all times.
- g. Report any injuries or accidents sustained during any activity within or outside of premises in course school operations.
- h. Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

5. Staff Duties

- a. Safety is everyone's responsibility and that individuals are held accountable for their own safety.
- b. No staff shall willfully interfere with or misuse any equipment, appliances, or any other means provided to secure the health and safety of all Staff.
- c. Staff should be aware of the location of the clinic, first aid kits, emergency exit routes, etc.
- d. Report any unsafe or unhealthy working conditions, or suspected faults in buildings, equipment to the administration department.
- e. Undertake health and safety training and induction as required.
- f. Staff must take seriously their responsibilities towards safety issues and should report any health or safety concerns or breaches of rules or regulations promptly.
- g. When Staff fails to follow the safety measures, he/she shall be liable for disciplinary action.

6. Cleanliness and Hygiene

A clean environment, reduce the risk of getting sick, reflect professional Image of Staff and the School. A clean and organized work area is a productive work area as it provides an easily accessible place and reduced clutter. It will also save time and effort in finding things that eliminate frustration and allows the staff to focus their energy on the main work.

- a. Air fresheners or exhaust fan should be installed to remove odor.
- b. For hand wash, soap cans are installed in all bathrooms.
- c. Regular cleaning of all the washrooms.
- d. Teachers ensure that their classrooms are neat and tidy before ending their lesson
- e. classroom bins are emptied at regular intervals during the school day
- f. 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

- g. students' bags must be kept in lockers or placed under desks to avoid creating a hazard in the classroom
- h. Dispose of trash in trash bins only and empty the trash bin regularly.
- i. Timely cleaning of each classroom, staff room, halls, prayer rooms, corridors, dusting moping of workstation, and other facilities in the school.
- j. Cleaning of glass doors and windows, keeping the area tidy and free of clutter and obstacles.
- k. Arranging and putting items in the storage, designated area like drawers, file cabinet, etc.
- l. Hygiene and cleanliness in the pantry should be maintained at the highest health standards.
- m. No waste, solid or liquid should be accumulating and should be disposed of regularly.
- n. Regular inspection and pest control should be conducted.

7. First Aid

The School clinic Nurse or certified first aiders will be responsible to conduct the first aid as required. First aid is the immediate, temporary treatment given in the case of an accident or sudden illness before the service of the physician arrived. Proper first-aid measures reduce suffering or control the condition for further worsening. First aid should be for prompt attention, given to injuries such as cuts, scratches, bruises, and burns, which are minor in

nature. The first aid equipment and box are the important health and safety requirements. Following are the guidelines relate to first aid.

- a. The first-aid box will be maintained and readily accessible during all the working hours with the minimum prescribed contents.
- b. Each first-aid box should be placed in a clearly identified and readily accessible location.
- c. First-aid box and equipment should be checked frequently to ensure they have full stock and all items and in usable condition.
- d. First-aid items should be replaced by the dates given and expired items disposed of safely.
- e. The first-aid box should protect the contents from dampness and dust.
- f. The School should keep records of cases reported at the clinic with details including name, date & time, type of injury or illness, first aid treatment given, a parent contacted, the hospital contacted, etc. as per clinic record form.

8. Electricity

- a. Only use approved tools, cables, and lights.
- b. Ensure proper ventilation of work area Lab, machinery - computers, photocopiers, etc.
- c. Report the maintenance team in case any damage is noticed to electrical equipment.

9. Smoking

- a. Smoking is not allowed inside the premises of the school.



10. Drugs and Alcohol

School is committed to providing a healthy and safe workplace for the Staff and their customers. The purpose of the Drugs and Alcohol guidelines is to ensure the safety and awareness of Staff and to ensure compliance with applicable legislation and regulations. Drugs and Alcohol guidelines are also intended to make Staff aware of these severe penalties that can be implemented if they fail to comply with the requirements.

- a. Illegal and non-prescription drugs and alcohol are not permitted at School, staff accommodation, or any other premises falling under School.
- b. Any Staff / contracted Staff found in possession or under the influence of drugs will be subject to disciplinary action including termination of employment and shall be reported to the relevant authorities as applicable.

11. Safety when arriving at and leaving School

- a. The bus will enter the school through the bus entry gate only.
- b. The attendants will guide students of class KG to grade 2 to their classrooms.
- c. Members of staff supervise students arriving at and leaving from the Reception gate in front of the school.
- d. Parents' entry beyond the reception area will not be allowed.
- e. The gates and doors will be opened before the school bus arrival time and will be closed once all the buses have departed.
- f. Vehicle movement at the front gate will be monitored to avoid crowding.

12. School transportation safety

- a. Students are assigned to specific buses for travel to and from school. The student should carry their ID cards all the time.
- b. Students should follow the instructions given by the bus attendant.
- c. The bus attendant should monitor the students on the bus and inform the students not to move on the bus while the bus is moving.
- d. A student who is not feeling while on the bus should inform the bus attendant and the bus attendant should inform the respective department for further action.
- e. Teachers coming on the bus should supervise the students on the bus.
- f. Teachers and students should get off the bus only when the bus has been parked and come to a complete halt.
- g. In the case of school visits, all students will be collected from school and returned to school.
- h. 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.
- i. All students are required to wear seatbelts whilst on school transport.



13. Safety during extracurricular and activities and visits

- a. The activities coordinator is responsible for ensuring that arrangements for extracurricular activities and visits comply with government regulations.
- b. The activities coordinator will ensure that proposed venues and activities are safe and that facilities are adequate and appropriate for students.
- c. The activity coordinator will ensure that all the students are following the instructions and keep the count of the students.
- d. For school visits and all off-site activities, the supervising member of staff will maintain the record.
- e. When using school transportation, students are assigned to specific buses than their normal buses.
- f. The supervisor should keep the contact details handy of the parents of students who are attending activities outside.
- g. 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.
- h. 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

14. Medical Safety

- a. Students with specific medical needs, such as allergies and special arrangements, are identified by the school clinic.
- b. Records are kept of students' visits to the clinic, including symptoms, diagnosis, and treatment.
- c. Students' medical history and vaccination records are held in the school clinic.
- d. School clinic personnel follow the clinic safety rules when dealing with any student or staff.
- e. Prescribed medication required by students during the school day is held by the clinic for safekeeping.

15. Accidents

Special care should be taken to minimize the risks of the following:

- a. Most work area accidents result from slips, falls, lifting objects, punctures or cuts, and being caught in between objects.
- b. Slippery floors, unclean spillage cause slips. Trips occur over objects lying on the ground or jutting out into aisles or because of poorly maintained floor surfaces.
- c. Falls can be from standing on chairs to reach an object.
- d. Floors should be level and the use of mats is discouraged.
- e. Freestanding fittings should be completely stable or secured to the wall or floor.
- f. Filing cabinets should be placed so that they do not open into aisles, and should never leave the cabinet drawers open. For stability, load cabinets starting from the bottom and do not open more than one drawer at a time.



- g. Equipment using hand-fed processes, such as electric staplers and paper shredders should be guarded and Staff trained in their proper use.
- h. Many pieces of equipment using electricity can mean trailing cable, overloaded circuits, broken plugs, and sockets.
- i. Working Practices: Use proper working practices in order to minimize any accidents.

16. Security

- a. All Staff is expected to carry their ID Cards at all times. These serve as a form of identification. Staff ID cards should not be given to any other person under any circumstances.
- b. Staff is required to report to the concerned department any unusual observations, practices, or suspicious persons that could pose a security risk.

17. School Emergency Action Plan

The primary purpose of this plan is to ensure the safety and well-being of students, staff, guests, visitors and to protect premises, assets, and equipment at School when an emergency occurs. It provided the guidelines and assigns the roles and responsibilities for the implementation of the plan during an emergency.

Critical Incident

A critical incident is one that may cause immediate or delayed emotional reactions in a few or large numbers of people and disruption to the normal functioning of School. One or more of the Emergency Services, or local Authority for initial treatment, rescue, and transport of casualties can define it as an emergency that requires the implementation of special arrangements.

The following are few listed emergency incidents (the list is non-exhaustive and other incidents may be included as applicable).

- a. A fire or explosion
- b. Building damage
- c. Natural calamities
- d. Chemical release
- e. Crowding and uncontrolled visitors
- f. Student bullying
- g. Vandalism
- h. Any type of accident resulting in damage, injuries, etc.
- i. Death on a facility whether related to work or external factors.

Responding to an Accident

Depending on the situation, you may or may not need all the steps listed below, but you should follow this outline in nearly all situations:

- a. Get to a safe place: Look for the nearest safe place and try to get there regardless of the



situation, this will help prevent any additional accidents or injuries from occurring and it will allow you to assess the situation and proceed.

Assess the situation: Is anyone injured? Has any property been damaged? Do you need to call Police/Civil Defense/ Ambulance? Answering these basic questions will determine your next steps

- b. Call for help: Try to get help from nearby people by calling them. In any case, of injury, getting professional help immediately will minimize the risks of the situation and prevent injuries from getting worse. Call Ambulance and Police as required.
- c. Information: Provide information to the concerned person as much you can.
- d. Inform others: Always keep people away from potentially hazardous equipment, but do not discard or destroy it.
- e. Assist the injured: If you are in a safe position, try to help others. Look at your own safety first before helping others. Inform the School clinic and the Safety Officer.

18. Basic Preparedness to act in Emergency

In order to be prepared for an emergency, the following basic rules are recommended for all staff and building occupants:

- a. Ensure important telephone numbers are updated and handy.
- b. Learn the locations of fire pull stations, fire extinguishers and fire exit stairways in your work area
- c. Know the location of emergency exit routes
- d. In case of emergency Exit Building as per exit diagram
- e. Assist others who are in need or not in a condition to exist on their own. Consider self-safety first
- f. Evacuate via the nearest exit and move to Assembly Point.
- g. Never use an elevator during a fire – building an emergency
- h. Use Stairs
- i. Do Not Run
- j. Do not re-enter the building until the “All Clear” is given by the authorized person
- k. Be always vigilant and report any potential fire or any other dangerous work environment.
- l. Remain Updated by participating in training /fire drills etc.

19. Evacuation Routes

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps. Site personnel should know at least two evacuation routes.

- a. Emergency exits
- b. Evacuation routes
- c. Locations of fire extinguishers
- d. Fire alarm pull stations' location
- e. Assembly points



20. Emergency Reporting and Evacuation Procedures

Types of emergencies to be reported by site personnel are:

A. Medical Emergency

Your actions during the first minutes of an emergency can be critical. Generally, you should phone Ambulance –and ask for assistance whenever someone is seriously ill or hurt.

B. Fire Emergency

When the fire is discovered:

- Notify the local fire department by calling 997

C. Extended Power Loss

In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- In case any event is organized at the School where mass crowd is expected there should be an adequate arrangement of supplementary power supply.

D. Chemical Spill

- Any hazardous/dangerous chemicals should be marked clearly.
- The storage area should have restricted entry for an authorized person only.
- Chemical details and action in case of chemical emergency should be placed near the storage area.
- Staff should use Personal Protective Equipment (PPE) while handling such chemicals.
- Chemicals should be placed in the right store as per correct storage standards

21. Severe Weather and Natural Disasters

A. Earthquake:

- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Stay calm and await instructions from the Emergency Coordinator.
- Evacuate as instructed to the nearest assembly point.
- Assist your colleagues with disabilities in finding a safe place.
- If you are inside the workplace and not able to evacuate to the safe or assemble point follow the following instructions.

B. Sand Storm:

- Do wear a mask, handkerchief, or cloth around your nose and mouth to filter out fine dust particles.



- Do wear eye protection, as eyes are sensitive when exposed to the allergens leading to eye infections.
- Remain Indoors.

22. Crowd Risk Management

This information will help to manage crowds safely in case of events, functions, or any crowd gathering events.

- Crowd management planning should begin in advance of events that are likely to draw large crowds, and crowd management, pre-event setup, and emergency management should be part of event planning.
 - Emergency exit routes and assembly points should be marked clearly.
 - Do not restrict doors, walkways, passages and do not block or lock emergency exit doors
 - Know in advance who to call for emergency medical response.
 - First-aid kits are available onsite.

23. Personal Protective Equipment (PPE)

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, and safety harnesses. As required while working ensure to use PPE to avoid the risk of health hazards or injury. It is the prime duty of Staff to use PPE for self-safety.

24. Risk Assessment

- Study process, activity, or task subject to the assessment as well as equipment, tools, and materials to be used in it to identify environmental aspects, health, and safety hazards associated or arising from it.
- Identify all vulnerable individuals exposed to such aspects and hazards along with the nature of their work, numbers, and exposure periods.
- Understand who might be harmed and how they might be harmed.
- Identify the currently available control measures and procedures.
- Evaluate environmental aspects and health and safety hazards in terms of its Severity (Consequences) and Likelihood (Probability) of occurrence by considering activities, previous accidents, assessment, auditing, and accident investigation reports findings, and recommendations for continual improvement. Refer Severity & Likelihood Assessment Indicators table.
- Prepare a plan of action to be taken to reduce the risk.
- Implement additional control measures where possible and practical.
- Review and update the risk assessment.

* Severity & Likelihood Assessment Indicators:

Rating	Severity (Consequences)	Rating	Likelihood (Probability)
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1	Insignificant: There are no potential environmental, health, or injury risks.	1	Very Unlikely – There is no precedent in previous similar operations, activities, or tasks.
2	Minor - There is a minor environmental, health, or injuries risks that can be handled in the workplace without further external assistance.	2	Unlikely - There is no precedent recorded in UAE, but it was recorded at least once in previous similar operations, activities, or tasks abroad.
3	Moderate – There is a limited potential for environmental, temporal/acute health impact, or medium-level injuries that may partially / temporarily halt work and the need for external assistance and provision of specialized medical services.	3	Probable – There is at least one precedent recorded in similar operations, activities, or tasks in UAE over the last 3 years.
4	Major - There are a potential critical environmental, long/chronic/permanent health or serious injuries risks that completely stop work and necessitate external assistance and provision of specialized medical services.	4	High – There is at least once precedent recorded in the same operations, activities, or tasks in the Institution over the last 3 years.
5	Catastrophic - There is incurable environmental pollution or a death risk that completely halt work and necessitate external assistance.	5	Frequent – There are frequent accidents recurrence recorded in the said operations, activities, or tasks in the Institution over the last year.

- i. Include any additional measures or procedures that may handle and control environmental impacts and health and safety risks and re-evaluate with a view of eliminating or mitigating and reducing it to As Low As Reasonably Practicable (ALARP) as per the following Hierarchy of Control as shown below:
- j. Document the findings of the assessment in a formal register taking into consideration devising an action plan for the implementation of necessary procedures to manage, control and monitor identified impacts and risks and communicating it to concerned stakeholders as per the following Matrix:



WISE INDIAN ACADEMY

CBSE AFFILIATED SENIOR SECONDARY SCHOOL AFFILIATION NO: 6630101

Likelihood (Probability)	Severity (Consequences)				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Very Unlikely (1)	1	2	3	4	5
Unlikely (2)	2	4	6	8	10
Probable (3)	3	6	9	12	15
High (4)	4	8	12	16	20
Frequent (5)	5	10	15	20	25

- School premises
- Evacuation procedures
- Facilities and exits
- Pantry area
- Buildings and Grounds maintenance
- Electronic equipment
- Cyber-safety

- School transport
- Visitors, vendors, contracted staff
- Laboratories, Assemblies, Prayer room
- School Clinic
- Sports areas and activities

- Vehicle movement
- Furniture
- Electrical points
- Water dispenser
- Washrooms
- Maintenance work in school

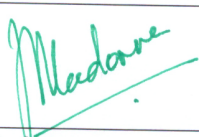
25. Expectation

Any exceptions to this policy will require the approval of the Principal and Director.

Revision

Revision Date	File Name	Revision
1-Jan-2020	WIA/ADMIN-H&SP/006	New policy
1-Nov-2020	WIA/ADMIN-HSE/006-1	Logo change and approver's signature
15 July 2023	WIA/ADMIN-HSE/006-2	Change of Logo
20-Aug-2024	WIA/ADMIN-HSE/006-3	Review, Correction of grammatical errors.
20-Aug-2025	WIA/ADMIN-HSE/006-4	Reviewed and approver's signature
20-Aug-2026	WIA/ADMIN-HSE/006-5	Reviewed and approver's signature

Approvals


Madonna James (Principal)

