



مدرسة غرس العالمية  
Ghars International School

# HEALTH & SAFETY POLICY

Ghars International School

Written by: Management team  
Adapted by: the School Owner

### 1. INTRODUCTION

- 1.1. Ghars International School has a duty to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. pupils/visitors).
- 1.2. The objectives of this policy are to ensure the following, as far as is reasonably practicable:
  - a. Equipment and systems of work are safe and without risks to health;
  - b. Safe arrangements for the use, handling, storage and transport of articles and substances;
  - c. Sufficient information, instruction, training and supervision to enable all employees to identify hazards, reduce risks and contribute positively to their own and to others safety and health;
  - d. A safe and healthy place of work, including safe access to and safe egress from it.
  - e. A healthy working environment in line with current legislation identifying, eliminating and controlling risks.
  - f. Adequate welfare facilities.
- 1.3. This policy has been formulated with reference to the need for employer/employee consultation on health and safety matters and the need to consult individuals before the allocation of particular health and safety functions.

### 2. THE ORGANISATION FOR IMPLEMENTING THIS POLICY INCLUDING ALLOCATION OF FUNCTIONS

#### 2.1. THE GOVERNING BODY

Chair: Mrs. Muna Burhama

The Governing Body will work together with the School Principal, to establish and meet health and safety objectives. Specifically, the Governing Body will act to:

- Ensure that adequate policies and procedures are in place; and
- Monitor the implementation of policies and procedures.

- The Governing Body will address health and safety matters via Governing Body and sub group meetings.
- An annual report will be submitted to the Governing Body by the School Principal regarding the school's health and safety performance. See Appendix 1.

### **2.2. THE SCHOOL PRINCIPAL: Yamina Chergui**

Main functions are:

- (a) Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy,
- (b) Ensuring termly inspections and risk assessments are carried out
- (c) Submitting inspection reports to Governors
- (d) Ensuring appropriate action is taken;
- (e) Passing on information received on health and safety matters to appropriate people;
- (f) Carrying out investigations where necessary;
- (g) Chairing health and safety forums (e.g., staff or governing body meetings);
- (h) Identifying staff training needs;
- (i) Liaising with the Ministry of Education on policy issues and any problems in implementing the health and safety policy;
- (j) Co-operating with and providing necessary facilities for trades union safety representatives to carry out their function.

### **2.3. HEAD of KINDERGARTEN: KARIMA SAID**

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy
- (b) Drawing up and reviewing departmental/faculty procedures
- (c) Carrying out termly inspections and making reports to the School Principal;
- (d) Ensuring appropriate action is taken;

- (e) Arranging for staff training and information;
- (f) Passing on health and safety information received to appropriate people;
- (g) Acting on reports from above or below in the hierarchy.

### 2.4. OTHER STAFF

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy;
- (b) Checking classrooms/work areas are safe;
- (c) Checking equipment is safe before use;
- (d) Ensuring safety procedures are followed;
- (e) Ensuring protective clothing/equipment is used, when needed;
- (f) Participating in inspections and the health and safety meetings, if appropriate;
- (g) Bringing potential problems to the relevant manager's attention.

### 2.5. LEGAL DUTIES OF ALL EMPLOYEES

It shall be the duty of every employee while at work:

- (a) To take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work.
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with"

#### **The Act also states:**

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions"

In order that the laws, be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- (c) To know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (d) To observe standards of dress consistent with safety and/or hygiene.
- (e) To exercise good standards of housekeeping and cleanliness.
- (f) To know and apply the emergency procedures in respect of fire and first aid.
- (g) To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (h) To co-operate with other employees in promoting improved safety measures in their school.
- (i) To co-operate with the union safety representative and the enforcement officer of the Health and Safety Executive.

### 2.6. SPECIAL OBLIGATIONS OF CLASS TEACHERS

The safety of pupils in classrooms, ICT room, library, hall and workshops is the responsibility of class teachers who have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, (e.g., the condition or location of equipment, the physical state of the room or the splitting of a class for practical work) a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the School Principal before allowing practical work to take place.

#### **Class teachers are expected:**

- (a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- (b) To know the safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- (c) To give clear instructions and warning as often as necessary.

- (d) To follow safe working procedures personally.
- (e) To wear protective clothing/equipment, safe working procedures, etc. when necessary.
- (f) To make recommendations to their Phase manager on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially cause risk.

### 2.7. PUPILS

Are expected:

- (a) Pupils are expected to follow school policy regarding the safety themselves and classmates.
- (b) Pupils are expected to wear standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- (c) Pupils are expected to follow the school safety rules and in particular the instructions of teaching staff given in an emergency.
- (d) Pupils are expected to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

### 2.8. VISITORS/SECURITY

All visitors must report to the reception office where a 'signing in' system is in operation.

Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) are required to follow the safety rules of the school.

Parents helping out in school will be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

### 3. ARRANGEMENTS FOR HEALTH AND SAFETY

The school health and safety manual form part of the school arrangements. **See Appendix 2.**

#### 3.1. SUPERVISION OF PUPILS

- The recorded information should be kept in the incident/accident book.
- Action taken for the injured person needs recording.
- A description of what happened should be included.
- Class teacher informed if serious e.g. head injury.
- Parent/carer informed by note or telephone. This should also be recorded.
- Primary first aider to sign any entries.

#### 3.2. PROVISION OF FIRST AID

First Aiders:

Mrs. Karima Said

Mrs. Iman Al- Saqri

The First Aiders are responsible for checking and maintaining the contents of first aid boxes. First aid boxes is provided and kept in the nurse's room.

#### 3.3. ACCIDENT/INCIDENT/DISEASE REPORTING AND INVESTIGATING

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed.

- (a) First Aid should be rendered, **but only as far as knowledge and skill admit.** If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.

(b) If the patient needs to be taken to hospital, then an ambulance should always be called. If an ambulance is required the emergency service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff/pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

(c) Accident Forms

**Accidents must be reported in accordance with Accident Reporting and Investigation**

### 3.4. FIRE AND EMERGENCY PROCEDURES

It is the duty of all members of staff to carry out the fire and emergency procedures as follows:

#### (i) Escape Routes

The premise manager is responsible for ensuring that all escape routes are kept clear and reporting any building defects.

#### (ii) Fire Fighting Equipment

All firefighting equipment is serviced annually

The School Principal is responsible for ensuring that the annual service takes place, and that an inventory of all equipment and a plan showing its location is held by the school.

#### (iii) Fire Drills

Termly fire drills will be arranged by The School Principal

The purpose is to remove everyone from the building as quickly as possible, assemble them in a safe place and check attendance. The following staff have specific responsibilities:



- **AUTOMATIC/ Iman Al Saqri** Call Emergency Services.
- **Yamina Chergui/Karima Said** Check Ground floor.
- **OFFICE STAFF** Bring out registers.

### (v) Evacuation Procedures for Serious and Imminent Danger

It is the duty of all members of staff to carry out the procedures necessary to stop work and move to a place of safety when faced with a situation presenting serious and imminent danger.

### 3.5. HEALTH AND SAFETY GUIDANCE AND ADVICE

All staff must ensure that guidance is adhered to.

A central copy of the School Health and Safety Manual documents is available for all staff in: The School Office.

### 3.6. TRAINING

It is the responsibility of senior managers to identify the training needs within their area of responsibility and advise the School Principal. All staff are encouraged to request release to attend health and safety training courses. (When available)

### 3.7. ELECTRICAL EQUIPMENT

- (i) All portable appliances will be tested annually
- (ii) A copy of the inventory of the electrical equipment tested including test results will be held in the main office. All staff must visually check all electrical appliances prior to their use and report any defects to the Head of Department/senior staff. All defective equipment must be taken out of use immediately. **Privately owned appliances must not be used.**
- (iii) With Fair Funding, the School should inspect fixed wiring every 5 years.

### **3.8. MACHINERY AND PLANT**

- (i) All machinery and plant must be checked for health and safety prior to being used on site.
- (ii) Heads of Department/senior staff must ensure that there is a system of inspection to identify and risk assess any dangerous machinery.
- (iii) With Fair Funding, Pressurised plant is the responsibility of the School and is inspected and should be tested by Property Department's Mechanical Section

### **3.9. CONTRACTORS ON SITE**

**The Premises Manager** will be responsible for Contractors entering or working within the School she/he will be responsible for monitoring the work.

If contractors' activities create a risk to health and safety of staff, pupils' visitors etc the head of establishment should issue any instructions necessary to reduce the risk. The Project Officer should then be notified.

### **3.10. RISK ASSESSMENT**

- (i) Risk assessment is a legal requirement. It is the process of identifying hazards and assessing the risks of harm and loss threatened by the hazard. The assessment considers consequences and implements control measures to reduce the level of risk of harm.
- (ii) The School Principal will ensure that a risk assessment of the premises, methods of work and all school- sponsored activities are conducted on a regular basis. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.
- (iii) Regular reminders on risk assessment and topics that may require risk assessing feature in issues of health and safety news.

(iv) Reporting Of Hazards.

Any person noticing a hazard (something with a potential to cause harm or loss) should immediately take steps to protect other persons from the hazard. It should then be reported to The Premises Manager for building defects The Premises Manager for equipment The appropriate person, if the hazard was due to poor planning of an activity.

### 3.11. **EDUCATIONAL VISITS**

The School's Educational Visits Co-ordinator (EVC) is: Mr. Ashraf Harzali

The school applies the Advice and Procedures for Educational Visits produced by the Omani Ministry of education. All school visits should have the ministry approval.

### 3.12. **PE EQUIPMENT AND PLAY EQUIPMENT**

PE equipment and play equipment shall be inspected annually by: The PE Teacher: Mr. Ashraf Harzali

Regular visual inspections will be undertaken by: The PE Teacher: Mr. Ashraf Harzali

Any defective equipment must be taken out of use immediately and reported to: The School Principal or to the head of PE when appointed

### 3.13. **CLEANING ARRANGEMENTS**

The school is cleaned by:

Cleaners employed by the school, supervised by Site Manager

Safe working procedures for cleaning staff are devised by:

Site Manager

These procedures are held: Site Managers office

Problems related to cleaning are dealt with by: Site Manager

### **3.14.SITE SECURITY**

All visitors must report to the Main Office/Reception where they will be asked to fill in the visitor's book. They will be provided with a label badge to wear as identification whilst on the premises.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the Caretaker/Site Services Officer or a member of the senior management team immediately.

### **3.15. PROTECTIVE CLOTHING AND EQUIPMENT**

Where protective clothing and equipment is provided, both staff and pupils must use it at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to a senior member of staff.

## Appendix 1:

### HEALTH AND SAFETY AT WORK ANNUAL REPORT

This report has been devised by the School Principal in conjunction with the senior management team and Union Safety Representative. Its purpose is to inform the Governing Body as to what has been happening in health and safety for the period...September 201.... to .....July 2013.....

(Health and Safety manual reference numbers are in brackets)

<p>The school health and safety policy are signed and implemented</p> <p><i>Comments:</i></p>	<p>(Ref 23)</p>
<p>The Health and Safety Manual is implemented and monitored</p> <p><i>Comments:</i></p>	<p>(Ref 1 – 36)</p>
<p>Termly health and safety inspections are undertaken</p> <p><i>Comments:</i></p>	<p>(Ref 12 + 21)</p>
<p>Risk Assessments (including fire) are undertaken and reviewed</p> <p><i>Comments:</i></p>	<p>(Ref 15 + 34 and other relevant codes)</p>

<p>A security audit has been undertaken by a Crime Prevention Officer</p> <p><i>Comments:</i></p>	
<p>The school reports and investigates accidents, incidents, etc.</p> <p><i>Comments:</i></p>	(Ref 1)
<p>A training needs analysis for health and safety has been undertaken</p> <p><i>Comments:</i></p>	(LA CPD Manual)
<p>First aid arrangements for the school are adequate</p> <p><i>Comments:</i></p>	(Ref 35)
<p>The termly fire drills were undertaken</p> <p><i>Comments:</i></p>	(Ref 34)
<p>A school condition survey has been undertaken and a program of building works agreed with the Owner</p> <p><i>Comments:</i></p>	(Ref 3, 3a)

<ul style="list-style-type: none"> <li>The school has appointed an Educational Visits Co-ordinator (EVC) and has procedures based on OUTSET guidance to ensure best practice</li> </ul> <p><b>Comments</b></p>	(OUTSET Guidance)	
<b>The following inspections/examinations took place</b>		
<b>Description</b>	<b>DATE</b>	<b>CONTRACTOR</b>
Electrical Portable Appliance Testing		
Fixed Electrical Testing		
Lightning Conductor Testing		
Fire Fighting equipment		
Fire Alarm system		
Security alarm system		
Gas equipment		
Boilers/Pressure vessels		
Lifts		
Lifting equipment (e.g., hoists)		
Fume Cupboards/Exhaust Ventilation		
PE Equipment		
<p><b>Comments:</b></p>		
<ul style="list-style-type: none"> <li><u>The Health &amp; Safety Law Poster is displayed and infilled</u></li> </ul> <p><b>Comments:</b></p>		
<ul style="list-style-type: none"> <li><u>Any other relevant issues</u></li> </ul>		
<p>School Principal signature .....(date) .....</p> <p>Chair of Governors signature .....(date) .....</p>		

**Appendix 2  
IMPLEMENTING THE HEALTH AND SAFETY MANUAL**

The Health and Safety Manual Local Codes of Practice (LCoPs) form the basis of the school's safety management system. It sets the standards that schools are expected to adhere to. As School Principal, you need to discuss with your Senior Management Team and Safety Representative which of the LCoPs are relevant to your school. These need to be implemented and monitored to ensure effectiveness.

<b>Documents</b>	<b>Lead Member of staff</b>	<b>Date checklist completed</b>	<b>Date Checklist monitored</b>
1. Accident reporting and investigation			
2. Animals in Primary and Nursery schools			
3. Building works at educational establishments			
4. Central Safety Policy Statement			
5. Conservation areas			
6. Dealing with violence in the Education Sector			
7. Electricity at Work			
8. Implementing the Workplace Regulations and Education			
9. Improving security in schools			
10. Ladders and Steps			
11. Manual Handling Operations (including moving people safely)			
12. Managing Health and Safety Inspections in schools and other education establishments			



Documents	Lead Member of staff	Date checklist completed	Date Checklist monitored
<p>13. Personal protective equipment principles, duties and responsibilities</p> <p>14. Prevention of slips, trips and falls</p> <p>15. Risk assessment</p> <p>16. Safety checklist for equipment/ machinery used in Design and Technology</p> <p>17. Staff working alone</p> <p>18. The control of substances hazardous to health regulations 1999</p> <p>19. The storage and use of highly flammable liquids in educational establishments</p> <p>20. Tobacco and smoking – summary and guidelines</p> <p>21. Management of Inspections “Model checklist and guidance”</p> <p>22. Policy Statement of the Education Department</p> <p>23. School Policy Statement (generic document)</p> <p>24. Training guidance for the Education Department</p> <p>25. Guidance notes for boilers and boiler houses</p> <p>26. Managing occupational stress</p> <p>27. Guidance on the safety representatives and safety committees Reg. 1998</p> <p>28. Guidance on the temporary use of gas heaters (LPG)</p>			

Documents	Lead Member of staff	Date checklist completed	Date Checklist monitored
29. Display screen equipment (including VDU's) 30. Lifting equipment 31. Woodwork machinery 32. Work equipment (PUWER) 33. Emergency Procedures 34. Fire precautions 35. First Aid in Education Establishments 36. Emergency planning procedures (2002)			

### Review

A review of this health and safety policy will take place with the Union Safety Representative on an annual basis.

**Signed** .....

**School Principal** .....

**Date** .....

**Chair of Governors** .....

**Date** .....