

## **BIPS Health and Safety Policy**

### **Health and Safety Policy**

#### **General Statement of Policy**

1. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for that purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.
2. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
3. The policy will be kept up to date, particularly as the organisation changes in size and nature. To ensure this, the policy and the way in which it has operated will be reviewed at least once a year.
4. As part of our commitment to the safety of our staff and our students, we regularly assess the risks associated with our business as required.

#### **Statement of Responsibilities**

##### 1. Overall Responsibility

Overall and final responsibility for health and safety (and the maintenance of health and safety records) in the school is that of Dr. Mohan. His Deputy is Admin officer Mr. Sirin. Both are equally responsible for keeping the School policies.

##### 2. Fire Safety Representative(s)

The Fire Safety Representative for these premises is Admin Officer Mr. Sirin. His Deputy is the Maintenance Supervisor Mr. Jaleel.

##### 3. Employees' Responsibility

All employees have the responsibility to cooperate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee, manager or student notices a health and safety problem which they are not able to put right, they must immediately inform one of the school authorities: the appropriate people named above: Dr. Mohan and Mr. Sirin

##### 4. Students' Responsibility

It is the responsibility of our students to cooperate with the staff and management of the school to achieve a safe learning and working environment and to take reasonable care of themselves and others.

If a student notices a health and safety problem they should immediately inform one of the school authorities: the appropriate person named above or Safety Representative named above.

## 5. Consultation Procedure

Consultation between management and employees is provided on a daily basis. In addition, Health and Safety will also appear on the agenda of all staff meetings. Any observations on risks must be recorded and action taken. The action should be reported at the next meeting.

## General Arrangements

### Accidents

#### **First Aid**

1. The first aid box is kept in the school clinic.
2. The appointed first aid persons are Ms.Mari Lou & Ms.Raghida. Location/telephone number: 06 544 24 20 Extention - 209
3. The person responsible for ensuring that contents of the first aid box conform to statutory requirements is Ms. Raghida.

#### **Incidents**

- 1.All incidents must be logged in the accident log book found on top of the cabinet in the School clinic office. The following details must be logged: the name of the injured person, the type of injury, when, how, where it occurred, the name of the person in charge and the treatment given.
- 2.In the case of a serious accident or illness requiring professional medical attention, contact the nearest local hospital. The contact details are: Kuwaity Hospital, Sharjah 06 5242111. In an emergency the injured person must be accompanied to the hospital. Accident and Emergency department or an ambulance should be called. Call - 999

In non-urgent medical circumstances, the local doctor/Nurse clinic should be contacted. Contact details are: 06 544 24 20 , Extention- 209

In serious cases, Ms.Marilou/Ms.Raghida is responsible for contacting the employee's or student's family.

### **General Fire Safety**

The designated Fire Officer is Mr.Sirin. His Deputy is Mr. Jaleel.

#### Procedures

1. All classrooms and public areas must have clear notices describing the correct action to take in the event of fire. It is the Admin Officer's responsibility to ensure that these notices are in place and that employees' and students' attention is drawn to them.

2. In the event of fire, the premises must be evacuated as quickly as possible. Teachers are responsible for escorting the students off the premises along the escape route indicated on the door and to the Assembly Point, next to the right parking lot. Once safely at the Assembly Point, the teacher of each class is responsible for checking their register to ensure that all students are safe. The teachers must report their findings to the person in charge (Admin Officer, School Supervisor or Section Supervisor). The School Supervisor is responsible for checking that all the other staff are safe.

### **Escape Routes**

All marked fire escape routes must be kept clear, unlocked and easily accessible at all times.

### **Fire Notices**

1. Fire notices should provide the following information: Instruction to sound the nearest fire alarm.

Instructions on how to leave the building by the nearest escape route

No one should stop to collect personal belongings

No one should return to the building

Everyone should assemble at the named assembly point away from the building

The teacher will check that all students are present by calling out the register

2. In addition, each room should have a diagram showing the fire exits. This is particularly important in the case of a student with little knowledge of English who may have been in a room on their own when a fire breaks out.

### **Fire Drills**

1. Fire drills are carried out on a regular basis and a note of the drill is kept in a log book. The premises have to be vacated promptly and the situation treated as a real fire. Mr. Sirin or Ms. Girlyn is in charge of ensuring that this is done.

### **Fire Extinguishers**

The Maintenance Supervisor Mr. Jaleel is responsible for ensuring that the fire extinguishers are checked and maintained annually. A record of all service dates should be kept on each extinguisher. The fire extinguisher maintenance company responsible for the fire extinguishers is: New age Company, Sharjah.

This company should be asked to make sure that the number and type of extinguishers on the premises are appropriate.

### **Fire Alarms**

1. The Fire Officer will be in charge of checking that the fire alarms are kept in working order at all times. The fire alarm should be sounded on a regular basis. The maintenance company responsible for this is: New Age Company

### **Training**

1. All employees should receive all the training necessary to ensure that they are able to do their work safely. The person responsible for Health and Safety training on these premises is Admin officer Mr. Sirin.

### **Students, Contractors and Visitors to the Premises**

1. The safety of our students must always remain of paramount importance. All students should be made aware of the existence of the Safety Policy and the Fire Procedures on arrival, during their Welcome Meeting.
2. All visitors and contractors on the premises should be made aware of any particular hazards at the time that they are on the premises and should be informed of any particular precautions that they should take.
3. Contractors in particular should carry out work on the premises at agreed specified times. Dangerous tools, equipment and machines should not be left unattended. The admin Officer and the Maintenance Supervisor are in charge of ensuring that this is done.

### **Risk Assessment**

1. If any machine, piece of equipment or substance could potentially cause harm to anyone on the premises a risk assessment should be carried out and clear procedures laid down for the use of the item. The manufacturer's guidance should be followed at all times. All potential hazards should be brought to the attention of anyone who may come into contact with them. The person responsible for ensuring that this information is disseminated is Mr. Sirin.

### **House-keeping and Premises**

All the following come under the responsibility of the School Admin Officer Mr. Sirin and Maintenance Supervisor Mr. Jaleel

### **Cleanliness**

1. All floors and stairs must be kept clean and not slippery.
2. The premises, furniture and fittings (e.g. lights) should be cleaned regularly; all dirt, dust, refuse and trade waste regularly removed.
3. All spillages should be cleaned up promptly.
4. Special arrangements must be made for the disposal of sanitary waste.
5. All waste paper bins should be emptied daily and the rubbish stored safely until collection. Rubbish should not be stored on the street, causing inconvenience and a potential hazard to the health of the general public.
6. Toilet supplies of paper, soap and towels should be maintained and regularly checked.

### **Safe Stacking and Storage**

1. All materials and objects should be stored and stacked so that they are not likely to fall and cause injury. Heavy boxes of photocopy paper, for example, may be stacked carefully in the Photocopy Room.
2. On arrival, deliveries of supplies and equipment should be stored safely away from public areas.
3. Storage is the responsibility of Mr. Jamsheer

### **Exits, Corridors, Stairways**

All exits, corridors and stairways must be kept clear at all times.

### **Lighting**

All light bulbs and fluorescent tubes should be replaced as necessary in order to ensure adequate lighting at all times. They are off after the school hours.

### **Comfortable Conditions**

A reasonable working temperature must be provided at all times. The temperature should be at least 23° C. They are off after the school hours.

### **Flooring**

Carpets and floors must provide even surfaces to walk on. Any broken tiles on the ceiling or on the floor must be replaced immediately.

### **Electrical Equipment**

### **Routine Inspection and Procedures**

1. All electrical equipment must be checked annually by an independent electrical contractor.

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2. The Health and Safety Officer should make an annual/bi-annual inspection tour of the premises and arrange for replacement of any frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly.
3. All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching must be switched off after use. Extension leads may be used with portable electric equipment for teaching purposes. No leads are to be left where they could pose a threat to teachers, students or other staff.
4. All suspect or faulty equipment should be immediately removed from use, labelled 'Do Not Use' and kept secure until checked by a competent person.
5. Electric sockets in the classrooms are to be located in the most appropriate place for easy access for the teacher and to avoid trailing wires on the floor of the classroom.
6. All staff is required to report any electrical problems to the Admin Officer.

**Photocopiers**

1. Regular servicing should be arranged. All staff should be careful when extracting misfed paper and take care not to touch the hazard areas of the machine.
2. Toner cartons should be stored safely in the Photocopier Room. Waste toner should be disposed of safely.

**Display Screen Equipment**

1. The workstations of employees must be regularly assessed to ensure that they at least meet the minimum requirements of the Health and Safety.
2. Training and information should be provided to assess and minimise risk of health problems.
3. All staff using DSE should plan their work so that there are regular short breaks/changes of activity after a period of constant use.
4. On request eye and eyesight tests must be arranged and special spectacles provided.