



# St. Joseph's School Abu Dhabi

## School OSH Policy

### **Aim:**

Our aim as a place work of and learning is to provide a safe and healthy environment for staff, students and visitors. We aim to ensure that the work and activities carried out by the school do not affect the health and the safety of any person.

### **Policy:**

It is St. Joseph's School Policy to recognize the responsibilities of shaping the values of future generations and to ensure our sustainability as a school through proactive leadership in the protection of human health and safety and preservation of our surrounding environment. Therefore we are committed to:

- promoting a culture of responsibility and accountability toward protection of the environment and human health and safety;
- minimising environment, health and safety impacts, hazards and risks arising from our activities and operations;
- promoting awareness and encouraging participation through effective communication and consultation with staff, students, contractors and concerned stakeholders;
- providing on-going training in relevant environment, health and safety issues;
- preventing injury, ill health and environmental pollution;
- enhancing the health and wellbeing of our staff and students;
- complying with all relevant EHS legislation;
- providing adequate resources to maintain a sustainable, healthy and safe environment;
- preserving and improving the cultural, natural and built environment in which we operate; and
- achieving continual improvement of our EHS performance.

This policy applies to all school employees, students, contractors and visitors and is readily accessible to all interested stakeholders.

**Field Work Policy:**

Ensure supervision of the students throughout the journey, take reasonable steps to avoid exposing students to danger.

**For the Parents**

Parents consent forms should be obtained in advance for each child participating in the journey.

Parents should be given full written details regarding the organization of the visit even those involving only short trips during the day, including the purpose of destination of location of the visit. The programme, the date and time of visit, travel and accommodation details, staff details, telephone numbers and emergency procedures for contacting parents.

The student teacher ratio must be 15:1

Parents are encouraged to accompany teachers as volunteers.

The Principal or another appropriate contact point within the school should be provided with the programme for the trip, contact telephone numbers, while on journey.

**First Aid Procedure Policy**

- Three fully equipped first aid boxes will be available at the school, one for outing and field trip and two for school clinic.
- First aid boxes will be checked and maintained on a monthly basis.
- The principal is responsible for contacting the emergency services if required.
- Parents will be notified immediately of any serious accident involving their child. It is the duty of parents to ensure that the school has the correct telephone number.

**Administering Medicines:**

No teacher or member of staff will be responsible for administering medicines. Should any child require medication during the school it is the responsibility of the parent to arrange this and inform the school nurse accordingly. All staff and the school nurse will be made aware of any child who has asthma, diabetes and the appropriate emergency procedure to be taken.

**Fire Procedure Policy:**

- Termly fire evacuation drills will be carried out and also recorded in the fire logbook. Firefighting equipment will be inspected every 6 months and checks recorded on the equipment.
- Fire exit signs and emergency procedure notice must be displayed in all areas and regular fire drill undertaken during which staff and students must be aware of evacuation procedures.

- In event of fire, the assembly point is school playground. The fire alarm will be tested weekly in rotation and recorded in the fire logbook.
- Teachers must bring their daily (attendance) register to the assembly point to ensure that all students are present.
- The principal contacts the emergency service, the security guard is notified to open the main gate.

#### **Controlling risk in curriculum areas:**

It is the responsibility of the teacher to ensure students are aware of any potential hazards and to check that all reasonable precautions are taken.

Scissors, knives tools and chemicals used in chemistry labs and e-learning materials should be stored safely and students should be instructed in the correct usage of these. Students using craft scissors etc. should never be left unsupervised.

**Computers:** compute equipment must not be allowed to overheat the area of the room. Time to time it is the responsibility of the computer head to get all the computers checked by the computer maintenance people.

**Physical Education:** All physical education equipment must be regularly checked for defects. Each lesson should begin with warm up activities and the need for these should be explained to the children. Children should change into appropriate clothing for PE Lessons. Long hair should to be tied back and any jewellery should be removed. In the event of any accident one child must be sent to the medical room, while the teacher stays with the class.

#### **Security arrangements in school:**

- All visitors must sign the visitors book on arrival and departure. The Security will then give them a Visitors Pass.
- Alarms and intercom to be checked once a month.

*Sr. Carmen*

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**Principal**

**Review Date: 01<sup>st</sup> March 2017**