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FOREVER DRIVEN BY KNOWLEDGE,
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MISSION

TO NURTURE AN INTERNATIONALLY
MINDED COMMUNITY OF INTEGRITY
AND ACADEMIC EXCELLENCE

VALUES

RESPECT, INTEGRITY,
COLLABORATION, EXCELLENCE

HEALTH AND SAFETY POLICY

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STATEMENT OF INTENT

This Health and Safety policy is a statement of the aims, objectives, principles and strategy for ensuring Health and Safety at Universal American School.

AIMS

It is the intention of Universal American School to provide a healthy and safe environment for learning and working, for the whole school community including students, employees, parents and all other people who come onto the school premises.

To ensure that all members of the school community understand and are aware of their responsibilities in maintaining a healthy and safe environment.

The success of this policy and the establishment of a healthy and safe environment relies on the cooperation of all persons, strong management and vigilant supervision.

ROLES AND RESPONSIBILITIES

All members of the school community work towards the policy aims by

- Fully familiarizing themselves with the school's Health and Safety policy and their responsibilities.
- Being familiar with and adhering to instructions and guidance of safety within the school.
- Using common sense at all times and to take responsible care for their own safety and that of others.
- Reporting unidentified potential hazards without delay.
- Ensuring that access and egress routes are clear, emergency equipment is not tampered with and that clear signage exists giving instruction in the event of an evacuation.
- Taking an active role in promoting a positive Health and Safety culture throughout the organisation.
- Being vigilant and good role models.
- Adhering to all authority protocols.

The Executive Committee and Board of Governors work towards the school's aims by

- Taking reasonable steps to ensure that the school is following the Health and Safety policy and Procedures through regular discussion at governor's meetings.
- Approving the whole school budget which includes policy requirements.
- Working in close partnership with the Director and Senior Leaders to support their approach to Health and Safety.

The Director works towards the school's aims by

- Approving the policy budget requirements.
- Ensuring compliance with the Regulatory Authorities.
- Ensuring there is an effective Health and Safety policy in place and that staff are aware of their responsibilities and are adhering to them.

- Supporting the wellbeing of all staff and students.
- Ensuring that there are procedures in place to respond to any emergency situation, including accidents and incidents, and that these procedures are practiced on a regular basis.
- Undertaking regular inspections of the site, in conjunction with the Operations Manager, to ensure a healthy and safe environment is maintained.

The Principal's work towards the school's aims by

- Taking responsibility for the day-to-day implementation of the Health and Safety policy.
- Ensuring that assigned responsibilities are accepted and adhered to at all levels.
- Liaising with staff to ensure standardized procedures across all schools.
- Ensuring that emergency procedures are in place, accessible and understood.
- Undertaking routine inspections of the premises to ensure that equipment, buildings and grounds are safe, secure and well maintained.
- Managing and monitoring the day to day school activities for compliance with policy and authorities.

The Assistant Principal's work towards the school's aims by

- Developing guidelines and procedures to ensure the day to day implementation of the Health and Safety policy and assigning responsibility.
- Communicating responsibilities to the assigned person and ensuring these responsibilities are accepted, understood and adhered to at all levels.
- Developing guidelines and procedures to allow day to day school activities to take place safely and that these procedures are communicated to the relevant persons.
- Developing guidelines and procedures for safeguarding children during school trips, residential trips and off-site events and ensuring these are communicated to the relevant persons.
- Ensuring Health and Safety Risk Assessments are completed for all school based activities both on and off site by department leaders.
- Developing guidelines and procedures to ensure that supply staff and volunteers are fully aware of the school's Health and Safety policy and the implications for them whilst on the premises.
- Managing and monitoring First Aid trained personnel to ensure adequate coverage.
- Undertaking routine inspections of classrooms and teaching environments.

The Curriculum Leaders, Coordinators and Administrators work towards the school's aim by

- Developing written departmental guidelines on safe methods of working and teaching and that these guidelines are monitored and reviewed as required. Including but not limited to day-to-day routines, start and end of day safety checks of the working/teaching environment.
- Departments that are categorized as higher risk including Early Years, PE, STEAM, Art, Drama, Music and Science have procedures in place including precise instruction on protective equipment, risk assessments, specific emergency procedures and routine equipment inspection, including new installations and maintenance.
- Ensuring guidelines are current, accessible, accepted and understood by everyone within the department and communicated to other persons accessing or using the department facilities.
- Undertaking regular inspections of the department and raising Health and Safety awareness within the team.
- Ensuring that the guidelines and procedures in place for safeguarding children on school trips, residential trips and attending off-site events are communicated and adhered to including procedures in place for appropriate risk assessments.



- Developing a system to ensure that new staff are introduced into the department, made aware of emergency procedures and to Health and Safety guidelines also that their responsibilities are understood and accepted.
- Ensuring that supply staff have access to sufficient information pertaining to the students in their care and the teaching environment to operate in a safe manner.
- Holding regular departmental meetings with Health and Safety as a regular agenda item.
- Undertaking routine inspections of furniture, equipment, toys, fixtures and fittings for signs of fatigue or failure and ensuring that these inspections are recorded.
- Managing and monitoring compliance of shadow and trainee teachers.

Teachers, Learning Assistants/Learning Support Assistants work towards the school's aims by

- Ensuring they follow and adhere to departmental guidelines at all times, including those for trips, residential and events.
- Undertaking visual inspections of classrooms and teaching environments prior to use to ensure they are safe to be used for the purpose intended.
- Actively contributing to departmental meetings with regard to Health and Safety.
- Promoting Health and Safety amongst students ensuring they are conscious of their responsibilities in taking reasonable care for their own safety and that of others.

The Business and Finance Teams will work towards the school's aims by

- Supporting the Director with the budget requirements to provide a healthy and safe environment.
- Ensuring that the school has all the necessary insurances in place at all times.
- Ensuring that all memberships and licenses are paid and effective at all times.

The Operations Manager will work towards the school's aims by

- Ensuring that, as far as reasonably practicable, the school environment is well maintained, clean, safe, secure and fit for purpose.
- Managing and monitoring of all contractors who access the site and that they are familiar with all site rules including Health and Safety, evacuation and lockdown procedures and that contractual obligations are met and adhered to.
- Ensuring that storage of potentially dangerous equipment or materials is safe and secure.
- Ensuring that the school fully complies with all regulatory authority requirements.
- Developing emergency evacuation and lockdown procedures and ensuring these are accessible to all persons on the site.
- Working with colleagues who have a responsibility to develop guidelines and procedures with an impact on Health and Safety to ensure they comply with the schools aims.
- Undertaking site inspections and risk assessments in conjunction with the Director, Deputy Director, Principals and Assistant Principals, SLT, teachers and administrators with regard to health and safety implications of the site and facilities.
- Liaising with the school's Senior Leadership Team through regular meetings with Health and Safety as an agenda item.
- Managing the school's in-house facilities team.
- Developing risk assessments on the site facilities in conjunction with department heads.
- Ownership and implementation of the school's Health and Safety, Fire Prevention and Safety and Site Security policy.



- Responsible for overseeing all project and maintenance works on site, ensuring all safety practices are adhered to.
- Where works are classed as major a 'Permit to Work' would be required. (Major works would only take place outside of school hours)
- Classification of 'major works' is
 - Constructing a new building or adding new facilities to the school
 - Closing down any existing facility
 - Taking lease of a new building
- Contractors would be required to apply for the PTW utilizing the AFG - IVIVA system.

The Facilities Team will work towards the school's aims by

- Undertaking close supervision of maintenance contractors whilst they are on site.
- Undertaking routine checks and maintenance of buildings and equipment.
- Responding promptly to complaints and maintenance issues.
- Ensuring that the requirements requested to support the day to day running of the school are organized with safety as a priority.
- Undertaking training as required.
- Implementing a full preventative maintenance plan.

The Bus Assistants will work towards the school's aims by

- Undertaking close supervision of students in their care whilst travelling on school transport.
- Ensuring compliance with RTA regulations.
- Actively promoting a high level of safety practices and setting an example to students.
- Effectively communicating with parents and school regarding the student's wellbeing.

The Clinic team will work towards the school's aims by

- Ensuring that all aspects of the Clinic comply with Dubai Health Authority (DHA), KHDA and Dubai Municipality (DM) regulations.
- Ensuring that 'Medical Alerts' with information regarding children at a higher risk are communicated to all relevant staff and that the provision to deal with an emergency is available, known and understood.
- Ensuring that there are stocked First Aid boxes at various locations around the school and these are checked on a regular basis.
- Ensuring that all medicines are kept in a locked cabinet within the Clinic and administration of these medicines is controlled.
- Ensuring that all accidents/incidents are reported, the appropriate documentation, accident/incident report is completed, and colleagues informed, including senior leadership.
- Ensuring that parental permissions are received for all students on site
- Ensuring that the school Clinic is inviting and welcoming for students and parents.
- Ensuring confidentiality at all times.
- Liaising with parents regarding health issues.
- Liaising with colleagues where students are identified as 'at risk'.
- Promoting healthy living and lifestyle through the curriculum and advice to parents.

Students will work towards the school's aims by

- Developing a growing awareness of health and safety.
- Being vigilant around the school.
- Adhering to the school's procedures and following instructions from staff members.



- Taking an active role in student forums where health and safety issues can be raised.

Parents will work towards the school's aims by

- Ensuring that children attend school in good health.
- Notifying the school immediately regarding any change/concern about the health of their child(ren).
- Supporting the curriculum, by allowing their child to participate fully in all activities offered, particularly in PE.
- Providing prompt information to the school about absences and illnesses.
- Providing support of the behavior and discipline procedures within the school and the role of the teaching staff.
- Supporting the school's wellbeing and healthy eating policy.
- Ensuring the school has up to date contact information and that any changes to details are communicated to the school.
- Ensuring early contact is made with the school to discuss major changes in family circumstances or other issues that affect the welfare of their child.
- Following the instructions of staff members during an emergency situation.
- Ensuring that appropriate equipment and clothing is provided, including recommended footwear and PE kits.

All other members of the school community work towards the school's aims by

- Ensuring they comply with the school's Health and Safety policy at all times and follow the instructions of a staff member whilst on site.
- Familiarizing themselves with emergency procedures of the site.
- Adhering to any contractual obligations they may have with the school.
- Operating any activity in a safe and secure manner.

HEALTH & SAFETY ARRANGEMENTS

To ensure that a positive health and safety culture is established, and a healthy and safe environment is maintained the following arrangements are in place. These are reviewed regularly through a variety of methods including discussions, staff meetings, inspections and site walks.

HEALTH AND SAFETY COMMITTEE

There is as an established Health and Safety committee/taskforce

1. Director
2. Elementary Principal
3. Secondary Principal
4. School Doctor (H & S Officer)
5. Manager of School Operations (MSO)
6. Compliance Manager
7. HR Manager
8. Site Team
9. Director PA
10. ES School PA
11. SS School PA

A monthly meeting is held to discuss all health and safety issues, updates from the authorities and regulatory requirements.

RESPONSIBILITIES OF THE HEALTH & SAFETY TEAM:

- To monitor and inspect the implementation of health and safety procedures
- Oversee the placement and set up of safety measures
- Ensure the implementation of policies and procedures
- Conducts risk assessments and trainings on health and safety for students and staff
- Keep periodic records of activities and trainings conducted

As a precaution against fire and for smooth evacuation we have:

- Civil Defense approved contractors who are appointed to maintain the firefighting equipment and the fire alarm system. Compliance is monitored internally by the Facility Supervisor, the Operations Manager and externally by Civil Defense. Periodic 3rd party inspections of the systems are carried out to ensure compliance and advise on new or best practice.
- Firefighting equipment including hose reels, extinguishers and fire blankets are positioned at recommended locations around the school premises. Both sites are inspected annually by Civil Defense and issued with a fire safety certificate to confirm compliance.
- The school is linked to 24/7 response, which is a direct link to the emergency services in the event of an alarm sounding.
- Access and egress routes are monitored to ensure they are always free from obstruction and clearly signed.
- Evacuation chairs are in place in stairwell landings and all elevators are interfaced with the fire alarm. In the event of the alarm sounding, they will return to ground floor and doors remain open. All elevators are certified under TUV 3rd party inspection.
- Fire Procedures are displayed at various locations around the site, together with fire action posters advising the location and evacuation route.
- Evacuation procedures are practiced termly, with at least one drill per year in conjunction with Civil Defense. Evacuation drills are reviewed, and any issues highlighted are actioned promptly.
- On site there are 24/7 security with at least 1 person within the team fire trained. Security is a combination of directly employed staff and an approved security provider registered with Dubai Police Services and SIRA (Security Industry Regulatory Authority). These in-house staff have in-depth knowledge of the buildings and systems that we have in place.
- Fire training courses are being run as part of a rolling program to staff.
- In house security and maintenance are fire trained to level 2.
- PAT testing of all portable appliances is being phased in.

To secure the site and protect students, employees and visitors we have:

- 24/7 security by our own in-house staff and an external appointed company approved and licensed by Dubai Police and all reasonable steps have been implemented to prevent unauthorized entry.
- All guards are registered with SIRA (Security Industry Regulatory Authority).
- A comprehensive network of CCTV's monitored by the security guards.
- A combination of outside and inside parking is available. Inside parking is accessed via a security barrier and secure access operating on the staff entrance to the site.
- All guards are equipped with 2-way radios that enable them to communicate with each other, other locations and also directly with the contractor's command center.

- Routine patrols of the internal areas of the school and the perimeter of the site. These are undertaken continuously by guards, with feedback to the Facility Supervisor and the Operations Manager. This is monitored using a check-in system in higher risk locations.
- All visitors are requested to enter via the main gate No 1, their ID is checked, and they are issued with a visitor identifier.
- Staff are to be vigilant at all times and encouraged to challenge any person not known.
- All maintenance is undertaken outside the normal school day except in an emergency, in this case the contractor would be accompanied by security at all times.
- All staff are requested to secure their personal belongings at all times and at the end of the day school valuables should be locked away.
- All security guards have been issued with Normal Operating Procedures (NOP's) which contain site specific information, site rules and information is provided for all users of the school premises.
- An emergency plan and rapid response procedure is in place to deal with any emergency.
- A lock down procedure is in place and practiced enabling staff and students to be familiar with how they should respond to a threat.
- A Lifeguard present at the swimming pool during operational hours. The guard works alongside the teaching staff and has responsibility as 'eyes on the pool'.

To keep students safe as they arrive and leave school we have:

- Designated drop off zones in place inside the car parks.
- Pedestrian crossings marked in each of the car parks and patrolled by security and senior teaching staff at peak times.
- All school buses access the site from a specific entrance and younger children are escorted by bus monitors directly to their classrooms. School buses are available for all for school visits, trips. All school buses are outsourced to an RTA approved contractor and conform to all RTA regulations.
- Safe entry processes in line with the KHDA and DM protocols

To ensure the school is clean we have:

- Outsourced all cleaning to an external company this takes place out of school hours and includes all areas of the school. A detailed scope of work is documented, and monitoring is done in conjunction with the Facility Supervisor and the Operations Manager, the cleaning supervisor and the cleaning company account manager.
- MSDS (Material Safety Data Sheet) information is held for all chemicals used and all are approved for use in schools.
- The cleaning company operates in teams cleaning the school location by location, thus saving on electricity and keeping the site more secure.
- During school hours the cleaning company supplies male and female cleaners whose specific duties are regular cleaning of the toilets and cafeteria on a rotational basis and other social areas such as staff and student common rooms.
- Any accidents involving body fluids are cleaned immediately using specific products designed to absorb the liquid.
- Sanitizing kits are available on school site as and when required as per DM Regulations.
- Access to disinfectant and wipes for cleaning in classrooms are available at request.
- Full time cleaning provided by Third Party vendors on site 24/7 for classroom deep cleaning.
- Products are approved by Dubai Municipality.



To ensure that the maintenance of the site is maximized we have:

- Outsourced most of the site maintenance to reputable companies and each contract includes a detailed scope of work and preventative maintenance schedule. These contracts are monitored by the Facility Supervisor and the Operations Manager, plus the individual contract account managers with the support of the facilities team.
- A list of outsourced areas relating to Health and Safety is outlined in this policy.
- Detailed service reports are submitted, and cross referenced against the scope of work in the contract for compliance and effectiveness.
- All other maintenance is undertaken by fulltime in-house staff.

To provide a healthy and safe environment whilst on the school premises and during all school related activities we have:

- Close supervision of students at all times.
- Breaks and play times are monitored and supervised at all times by staff.
- Weather temperatures are monitored and dictate outside activities and play.
- All staff including volunteers are security cleared.
- Procedures for safe recruitment of staff including thorough background checks
- Daily registers are taken, and absences monitored.
- Guidelines and procedures are in place for drop off and collection of children.
- Guidelines and procedures are in place to ensure safety of students during school trips, Residential trips, events and activities.
- Health and Safety site walks and inspections are carried out at regular intervals.
- Department guidelines on safe methods of working in a teaching environment are adopted and adhered to.
- Departments, which are deemed to be a higher risk, have enhanced safety measures in place such as additional ventilation and emergency stop system.
- Sanitization program compliant with the regulatory authorities.

For the provision of first aid for staff and students we have:

- A fully equipped clinic which is staffed according to Dubai Health Authority (DHA) regulations.
- Medical declaration forms and parental permissions are completed and submitted by parents and held by the clinic facility.
- Suitable and sufficient locked storage for medicines, clearly signed. The administration of medicines is controlled and documented.
- Recognized First Aiders in the school to support day to day school life, events and activities.
- First Aid boxes are available in various locations throughout the school. These are checked and stocked regularly.
- Each student has an individual health record kept in a secure area within the clinic facility.
- Medical inspections are carried out in accordance with DHA regulations.
- Health Education is provided to students throughout the school year.
- Medical alerts are issued to teacher's/learning assistants about students with specific medical conditions including appropriate action to be taken.
- The clinic staff instructs teachers/learning assistants on the use of EpiPen.
- Medical waste and sharps are removed from site by an approved contractor on a regular basis and according to the DHA regulations.
- A fully equipped isolation room compliant with the DHA.
- Health Fact Sheets available to support students and parents.



For the provision of wellbeing for staff and students we have:

- Frequent staff surveys in place with follow up and support.
- Dedicated nursing mother facilities.
- Counsellors on site offering an open-door policy.
- Links to the Al Futtaim Health Hub.

For promoting personal hygiene, we have:

- A fully comprehensive program to promote high standards of personal hygiene including the importance of flushing toilets and washing hands.
- Provision that promotes good washroom hygiene which includes, regular cleaning of toilets throughout the school day, fragrant air misters in all washrooms, good quality and easy to use tissue/towel dispensers.
- Sanitary bins for girls in cubicles in toilets accessed by girls in grade 5 upwards. Emptying and sanitizing is contracted to an approved contractor and takes place weekly during the academic year.
- Sanitary products are available through vending machines at various locations in girl's toilets around the school and from the clinic.
- Hand sanitizers are available at various locations around the school.

To promote 'Healthy Living' we have:

- Guidance for parents on suitable packed lunch box contents in the form of 'fact sheets.'
- A clear 'no nuts' policy that is communicated to parents through a variety of methods.
- Filtered water available to all students at no charge.
- Water dispenser machines that have been through a routine sanitizing schedule are available throughout the site when permitted by the regulatory authority.
- A catering provision for staff and children that is outsourced to a reputable contractor who is approved by Dubai Municipality and conforms to all the regulations of food control.

For accident/incident prevention, reporting and investigation we have:

- A procedure for reporting accidents that is completed in conjunction with the clinic.
- Vigilance by staff and students and prompt reporting of any potential risks or hazards to the Facility Supervisor.
- Prompt corrective action taken in light of reported potential risks, accidents or incidents and near misses.
- Links to Al Futtaim Health, Safety and Security team.

APPENDIX 1 - OUTSOURCED AREAS RELATING TO HEALTH & SAFETY

MEP (Mechanical, Electrical and Plumbing)

- Air-conditioning system maintenance is ongoing with an outsourced specialized company undertaking a comprehensive preventative maintenance and cleaning schedule.
- DM approved specialist companies undertake sanitization of the AC ducts, sewerage and storm water drains on a continuous program.

Pest Control

- Frequent pest control treatments of internal areas take place as per the DM guidelines.
- Additional external treatments, including drains, take place monthly.
- Reports are submitted and are subject to Dubai Municipality (DM) inspection and the company and materials used are DM approved.

Domestic Water Tanks

- Water Tank Cleaning takes place bi-annually and water analysis by an independent DM approved contractor takes place quarterly on all water storage tanks. A full report is submitted after cleaning which contains before and after photographs. Full water analysis reports are also submitted.
- In line with Dubai Municipality regulations the contract includes full microbiology tests by an independent third-party company after each clean for Legionella, Streptococci, Ecoli, Heterotrophic Plate and Aeruginosa.
- All reports are subject to regular Dubai Municipality (DM) inspection and the company is DM approved.
- Annual independent 3rd party inspections for safety and compliance

Swimming Pools

- Swimming Pools are routinely cleaned 6 days a week with more detailed scope of works undertaken during school holidays.
- The contractor undertakes daily water analysis for temperature, PH levels, chlorine which is checked against Dubai Municipality acceptable parameters. In addition, a full water analysis is undertaken every 2 weeks and submitted to Dubai Municipality for compliance.
- An independent third party undertakes a full water microbiological analysis every 2 months which is also submitted to Dubai Municipality for compliance.
- MSDS (Material Safety Data Sheet) information is held for all chemicals used at school and a sand filled safe storage area, which is locked at all times, is provided on site. The company provides their employees with the appropriate PPE (Personal Protective Equipment) for use at school.

Landscaping and Grounds

- Full-time gardeners are assigned to each site 6 days a week; they are supported by a full team of gardeners and irrigation specialists on a weekly basis.
- Grounds and plant growth are monitored by the Operations Manager to ensure that pathways and signs do not become obstructed.

LPG (Low Pressure Gas)

- LPG bottles are contained in outside housing which is locked at all times and clearly signed. Quarterly tests include testing for leaks and pressure fluctuations. Gas sensors are located in all relevant classrooms and there is a 24 hour call out in the contract in the event of a gas detector sounding.
- The LPG supply is interfaced with the School's fire alarm system and automatic gas cut off would activate should the alarm sound.

Waste Disposal

- Daily refuse collection takes place 6 days a week; the cleaning company will segregate the general waste supporting the recycling program.
- Medical waste is collected on a weekly basis during the academic year.
- Any waste identified as hazardous is disposed of in line with Dubai Municipality regulations and collection by appointment via an approved contractor.
- We are a member of CLEAPPS and teaching staff refer to COSHH data sheets for appropriate waste disposal and storage.

Elevators & Equipment

- Various pieces of equipment within the schools are under preventative maintenance contracts to ensure minimal risk through fault.