

An outstanding school cultivating dynamic students who are culturally aware and collaborative within a multicultural society.

مدرسة متميزة بتنمية الطلاب الديناميين الذين لديهم وعي ثقافي و تعاوني داخل مجتمع متعدد الثقافات

AIS HEALTH AND SAFETY POLICY S.Y. 2024-2025

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- All staffs are provided with information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken regularly.
- Safe systems of work are in place as identifies from risk assessments.
- Emergency procedures are in place.
- Machinery equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, training etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested. Th activities of contractors are adequately monitored and controlled.
- A report to the Athena Board on the health and safety performance of the school is completed termly.

CLASS TEACHERS

Class teachers are expected to:

- Exercise effective supervision of their students, know the procedures in respect of fire, first aid and other emergencies and carry them out.
- Teachers should not leave students unattended
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their line managers on health and safety equipment and on additions or necessary improvements to tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process.
- Ensure that no personal items of equipment (electrical or mechanical) or proprietary substance are brought into the school without authorization
- Regularly check their classrooms for potential hazards and report any observed to the Premises Officer.
- Report all accidents, defects and dangerous occurrence to their line managers or the premises officer.

OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and well-being of themselves, students and other employees.
- Observe all instructions on health and safety issued by the Principal or any other person delegated to the responsible for a relevant aspect of health and safety.
- Act in accordance with any specific Health & Safety training received
- Report all accidents in accordance with procedure appended to this policy.
- Co-operate with other person to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety
- Know and apply the procedure in respect of fire, first aid and other emergencies.

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STUDENTS

Students, in accordance with their age and aptitude are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Not misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

- The following procedures and arrangements have been established at American International School to eliminate or reduce health and safety risk to an acceptable level and to comply with minimum legal requirements. More detailed policies and written procedures for a number of these areas are also available, and these will be provided as applicable to staff and visitors.

ACCIDENTS AND INCIDENT REPORTING

- All accidents, incidents must be reported promptly on the corporate Report Form and handed to Administration Office who will be responsible for informing the Athena Board.

BEHAVIOR MANAGEMENT

- All staff must be familiar with the school policies for behavior management and bullying. Any incidents of unacceptable behavior or bullying must be reported and dealt with in accordance with these policies.

CATERING

The Catering Manager is responsible for the safe operation of the catering facilities. They must:

- Be familiar with the School Health and Safety Policy
- Prepare risk assessments for all catering activities
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents
- Inform the Premises Officer or Principal of any potential hazards or defects.
- Be familiar with the current Food Safety legislation

CLEANING & MAINTENANCE

- The Premises Officer is responsible for ensuring the safe, routine maintenance and cleaning of the school premises and grounds.

CONTRACTORS

Contractors should be made aware of the school Health and Safety Policy and their obligations under it before commencing any work on site.

- School staff must be aware of this policy and report any concern regarding contractors' activities to the Principal immediately.

CURRICULUM SAFETY (including out of school learning activities)

- Heads of departments are responsible for ensuring risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.

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ELECTRICAL EQUIPMENT

- The Premises Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required. Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the class teacher.
- Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labeled correctly, locked away and the defect reported to the Premises Officer who will arrange for repair or replacement
- The Principal must ensure that all electrical equipment brought onto school premises from other sources e.g., on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

EDUCATIONAL VISITS

- The Principal is responsible for ensuring that all school trips are managed in accordance with the school policy for EDUCATIONAL Visits and Journeys ALL teachers must be familiar with this policy.

FIRE EVACUATION PROCEDURES

Fire Drills are held every term in accordance with the procedure below:

- All staff, students and visitors must participate in the fire drill and follow the correct procedures.
- In the event of an evacuation no member of staff, student or visitor should re-enter the building without the permission of the senior member of staff on duty.

If the alarm sounds

- The Premises Officer on duty to check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.
- The school is to evacuate on the alarm sounding. The priority is to evacuate the school to ensure the safety of students, staff and visitors.
- The Premises Officer will decide whether to call the Fire service or not based on the investigation of the alarm point. Alternatively, they will pass on all clear to the Senior Manager on duty (the alarm will be silenced at this point)
- Staff should vacate the building with their class, always supervise students, ensuring they progress speedily to the appropriate assembly point.
- Once at the assembly point, they should register their classes.
- Responsibility for individual visitors and their evacuation falls to the member of staff being visited.
- The Office Manager should bring out registers to allow attendance to be checked.
- Support staff should report to the Office Manager.
- Reception staff should evacuate any visitors from the reception area, and other meeting rooms and bring visitors signing in/out book to assembly point for checking evacuation of visitors.
- Learning Support staff remain with the class they are working or associated with and assist with the evacuation.

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- Everyone should remain at the assembly point, until the “all clear” instruction is given. The Principal will decide when classes can return to the school building. In the event of a fire, the Fire service will take overall responsibility.

If the alarm sounds during break or lunch, the same principles apply.

FIRE PRECAUTIONS

The Premises Officer is responsible for:

- Formal maintenance and regular testing of the fire alarm.
- The maintenance and inspection of the fire-fighting equipment
- The maintenance of exit/escape routes and signage

HAZARDOUS SUBSTANCES

- The Premises Officer is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.
- The substances must be stored securely in accordance with the manufacturer’s instructions and only used by authorized persons trained in the safe use of the product.
- The Premises Officer will complete an assessment for any authorized products.

INCLUSION

- The principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities. All teaching and support staff must be given some information about a student’s needs and receive such training as is necessary for them to be able to support the student’s learning, social and personal needs.
- The SENCO must ensure all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable.
- Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorized by the principal.

MANAGING MEDICINES

- No student is allowed to take medication on the school site without a letter of consent from his/her parent.
- Staff must notify the principal if they believe a student to be carrying any unauthorized medicines/drugs.
- It is the principal’s responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.
- Risk assessments for offsite school trips, both residential and day trips must be made.

STAFF TRAINING AND DEVELOPMENT

- The Principal is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training
- Safety induction must be given to all new employees on the first day of employment.
- This induction should take the form of a checklist and new staff should be clearly informed of the Organizations Health and Safety provisions e.g., Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements.

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- Training must also be given to all key staff and staff with special responsibilities, such as the Premises Officer, First Aid staff and Staff taking students on trips.

VISITORS

- All visitors must sign in and out and always wear the appropriate visitors badge whilst on

