

All staff need to be familiar with the Fire Safety Procedure, in so far as it applies to their particular Department or classroom. Fire and Evacuation Procedure is issued by the Quality Assurance Manager to the Principal and to other Teachers/ Supervisors responsible for specified areas of the School. The QAM is responsible for training and for monitoring of fire safety throughout the School. Teachers have the responsibility for instructing students and other staff in their care on appropriate action in the event of a fire. No smoking is permitted on School Premises.

A program of fire drills is arranged for classrooms and assembly areas. A Fire Plan of Action for teaching staff is displayed in classroom.

All staff members are responsible to alert their line manager immediately of any shortcomings in the provision for fire safety that become aware of.

**First Aid:** The Doctor & Nurse lead in first aid training. Training records are kept by the HR who will coordinate training requirements in conjunction with the QAM.

**Hazards:** All staff must report hazards which they believe are not adequately managed. Accidents can be prevented by timely intervention. In some instances this may require a revision of the relevant risk assessment.

**Employees:** All Employees have responsibilities and shall:

- a. Take reasonable care for their own health and safety.
- b. Take reasonable care for the health and safety of
  - i. Students
  - ii. Visitors
  - iii. Other employees
  - iv. Anyone else who may be affected by their acts or omissions.
- c. Understand and obey fully all the safety rules of the School.
- d. Use and take good care of safety equipment.
- e. Report health and safety defects to the appropriate supervisor.

All academic and non-academic employees with supervisory duties are regarded as line managers. Line managers have a primary responsibility under to ensure that employees work to safe systems of work without risk to health and safety.

Line Managers shall:

- a. Set a leading personal example.
- b. Report all defects, accidents, incidents and near misses.
- c. Ensure compliance with safety rules, by checking and insisting on high standards of health and safety.

**Induction:** New Employees will need to be informed of the Health and Safety arrangements at an early stage. Heads of Department and School Activities Coordinator are to ensure that a suitable induction is undertaken and recorded on the Induction checklist, a copy of which must be forwarded to the HR Manager.

**Letting/ Hiring of School Facilities:** The QAM is to be notified of all proposals for the letting or hiring of School facilities so that Health and Safety implications can be considered in advance.

**Medical:** The safeguarding, dispensing, recording and disposal of medicines will be in accordance with the protocols set down by the School Clinic and MOE Regulations.

**New and Expectant Mothers:** Supervisors must give due consideration to new and expectant mothers by ensuring that their allocated duties are compatible with their condition. A risk assessment will be carried out by the supervisor as soon as the employee has made the school aware of her condition: it is the responsibility of the employee to ensure that the school is made aware of their condition so that all appropriate measures can be put into place.

**Occupational Health:** All employees have a shared responsibility to report to their line manager any occupational health matters. Line managers are responsible to identify by risk assessment the occupational health issues associated with their department and the appropriate control measures. They are to report occurrences to the HR department who will coordinate an appropriate response.

**Premises:** The Workplace Health, Safety and Welfare must be monitored within the workplace including ventilation, temperature, cleanliness, workstations, seating and the fabric of the building both internal and external. Defects should be reported immediately to a supervisor and to the QAM.

**Purchasing:** Purchasing Committee Co-ordinate all purchasing requests. The Head of Department or School Activity is responsible for ensuring that orders placed for equipment contain a full specification of requirements to meet current Health and Safety legislation. These requirements apply whatever the country of origin and whether the equipment is new or second hand. The Head of Department or School Activity may need to carry out a risk assessment prior to purchase to establish the relevant safety criteria, including proper commissioning of the equipment.

Following delivery, the Head of Department must ensure that a pre use inspection is made, to ensure that the equipment is to specification, and that the equipment is, as far as is reasonably practicable, without risk to Health & Safety.

**Sanitation:** With refers to on-going pandemic, scheduled sanitation and constant cleaning of all premises, materials, equipment, delivered items, etc. will be implemented. Monitoring and documenting by filling out form on the time of the cleaning is applied in all areas.

**Risk Assessment:** Risk assessment is the first step taken when determining appropriate safe working practices. Every employer must assess general risks and record significant findings. Other risks associated with computers, hazardous substances, noise, asbestos, lead, first aid, personal protective equipment, manual handling operations...etc. to be assessed. Those responsible for students have special responsibility to ensure risks are properly identified, recorded and brought to the attention of those likely to be affected by the risk.

The important issue to remember is that the assessment is not an end in itself, but must lead to the implementation of appropriate controls, and periodic review to maintain validity; for example, following an accident or near miss. Risk assessment also ensures that the preventative measures are in proportion to the risk, and that they are sufficient to comply with legislation.

The method for carrying out the risk assessment ensures that any hazardous activity is given comprehensive scrutiny to make sure that the activity can be carried out safely.

The duty to carry out suitable and sufficient risk assessments maybe delegated by the Head of Department, but the assessment must be approved by her when completed.

Activities Coordinator must ensure that all staff and, where appropriate, students are aware of the risks identified in the assessment and the preventative measures.

HoD are responsible for ensuring that Safety notices and information are placed and displayed in their area of responsibility, for example; Fire Action, Fire Extinguisher instructions, Location of First Aid Kit, Health & Safety and what should you know poster, Electrical safety in the workplace.

QAD are responsible for the Health and Safety of the staff & students with the premises. Implementation of the School Covid Prevention Policy is a must. Everyone should follow the 1.5 meter or 2 meter social distancing as well as wearing mask and gloves all the time. Sanitizers are available in different areas of the school to be used and mask and gloves are available I all guard station in any case someone needs it. Temperature checking of all people coming inside the school is a must and will be strictly implemented.

**Sport:** The Health and Safety of pupils, visitors and all other staff is the responsibility of the Head of Sport who will ensure that those with particular responsibilities for each sport prepare risk assessments for each sport and implement appropriate controls including minimum standards of safety equipment.

**Vehicles:** School has its own buses to transport children; students must take suitable precautions and obey rules of road safety. The behavioral expectations and rules that apply on the premises of the school also apply on the school bus. However, because of a strong concern for safety, a special code of conduct for bus passengers has been established for students (attached Bus regulations).

Staff driving their own vehicle for work must ensure that they are qualified, fit to drive and that their vehicle is trustworthy.