



Happy Home English School, Sharjah

Health and Safety Policy

(2024-2025)



General Statement of Policy:

The Principal of HAPPY HOME ENGLISH SCHOOL recognizes that on behalf of the School they have overall responsibility for certain aspects of the organization and implementation of a Health and Safety Policy and that key personnel in the management structure such as the Principal, Vice Principal, and the admin officer, are identified and their health & safety roles defined within the area appropriate to their contract of employment.

The (HHES) recognizes the importance of health, safety, and welfare in the successful operation of its activities, and believes that the active participation of all members of staff is essential to maintain the highest practical standards of accident prevention.

Happy Home English School activities will be conducted with due regard to all requirements with appropriate safeguards being instituted to minimize the risk to the health and safety of our employees, pupils, and all others who may be affected by our activities and operations.

These aims will be achieved as far as is reasonably practicable within the framework of the school's organizational structure and in accordance with the HAPPY HOME ENGLISH SCHOOL health and safety policy detailed filed herein. This policy will be brought to the attention of all employees and will be subject to review and revision as necessary. HAPPY HOME ENGLISH SCHOOL

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Health and Safety Policy

It is the policy of HAPPY HOME ENGLISH SCHOOL that its operations shall be conducted in such a manner as to ensure, as far as reasonably practicable, the health, safety, and welfare of all (HHES) employees and any other persons who may be affected by its activities, including pupils, contractors, visitors and members of the public.

It is recognized and accepted that there is a direct relationship between a safe working environment and an efficient and well-run school (HHES) requires, therefore, that a high standard of safety shall be achieved and maintained across the school site and throughout all its activities.

In order to meet these objectives, the Principal of (HHES) will ensure that adequate resources are made available for the provision of health, safety, and welfare within the workplace, including the provision and maintenance of plant and equipment, systems of work, and a workplace and environment which are safe and without risks to health. It will be clearly indicated to all staff that their responsibilities in this area are no less important than in any other function and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.

Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those members of staff and/or pupils who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimized and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.

The (HHES) is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health, and safety throughout its operations, and therefore full use will be made of any guidance and/or training available.

The (HHES) shall continue to make use of any guidance and/or training provided by manufacturers, service providers, and suppliers of equipment used in the workplace and to ensure that its employees and pupils are able to use the equipment in a safe and proper manner.

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All employees and those sub-contractors to the school have a duty to work in a safe and responsible manner and to carry out their duties in such a way so as not to endanger the health, safety, and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within the HAPPY HOME ENGLISH SCHOOL.

All staff of HAPPY HOME ENGLISH SCHOOL shall endeavor, at all times, to ensure that all pupils under their supervision work in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their work and the need for such precautions and procedures. Where and when necessary protective clothing and equipment will be provided by HAPPY HOME ENGLISH SCHOOL, and/or those agencies sub-contracting staff to the school, and shall be used by all employees and pupils.

Any member of staff regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty in relation to the Happy Home English School's health and safety policy will be subject to disciplinary action.

In the event that any pupil(s) is deliberately or consistently negligent with respect to the safety of themselves or others, the Principal of the Happy Home English School shall, at their discretion, carry out a full risk assessment to ascertain the action required to minimize this risk. The findings of this risk assessment may lead to the exclusion of that pupil(s) from further participation in that area to which that risk assessment applies.

Organization for the implementation of the policy

Principal's Responsibilities:

- The Principal of (HHES) is responsible for the implementation of the HAPPY HOME ENGLISH SCHOOL health and safety policy and for ensuring that the (HHES) fulfills its obligations with respect to the health, safety, and welfare of all employees, pupils, and others.
- In order to fulfill these responsibilities, they will:
- Bring the contents of this policy and associated documentation to the notice of all members of staff of the (HHES) and make arrangements for the regular review and monitoring of this policy, and the arrangements and procedures contained herein, including regular audits, inspections, and safety tours.
- Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety, and welfare within the HAPPY HOME ENGLISH SCHOOL, SHARJAH
- Appoint responsible persons to coordinate the actions of staff and pupils in the event of a fire.
- Ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient competent persons responsible for the evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils.
- Identify and make arrangements for training all staff, including induction of new employees and where necessary, retraining of existing staff with respect to health and safety as and when the need arises.
- Consult with safety representatives, members of staff, and others, where necessary on matters of implementation and review of this policy and any procedures contained herein.
- Report and investigate all accidents, injuries, and 'near misses', in accordance with school procedures.
- Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users and persons exposed to the hazard.
- Designate and monitor the performance of staff with responsibility for supervision, training, and the day-to-day implementation of this safety policy and the procedures contained herein.
- Designated persons of responsibility:

Staff name/designation

Competent person (HHES) H&S Officer appointed to advise

Fire	Mr. Mahir and EHS team
First Aid	School Doctor / Nurse
Medication	Refer to the school Doctor and nurse
Care & Welfare	School nurse: Ms. Udari Rupasingha
School Social Counselor	Mr. Ahmed Barhoma
Visits/activity holidays	Ms. Yasmeen / Ms. Ahmad Barhoma / Mr. Mahir / Ms. Sara Wafa
in Charge of Trips / Outing	Ms. Saman / Ms. Shazia
P.E.	Ms. Mahir
Information Technology IT technician	Ms. Shawana / Ms. Gulnaz / Ms. Ayesha

Playground Supervision Staff on Duty Other delegated Responsibilities:

- The person(s) appointed as competent by the Principal (HHES) to advise on health and safety shall assist in the monitoring and review of procedures and policy as required. They will also be responsible for ensuring that everybody at the (HHES) is kept fully up to date with changes in legislation, working practices, and other issues in relation to health and safety within the (HHES)
- The person(s) responsible for First Aid will ensure that provisions conform to the Ministry of Health Regulations 1981.
- Members of staff with a specific responsibility, such as for visits or science activities will be responsible for maintaining good health & safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Principal of Happy Home English School of any subsequent specialist requirements for the health and safety of staff or pupils.
- IN charge are responsible for ' their phase up to date with any changes to working methods or procedures pertaining to this policy and any associated documentation.
- Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labeled, and used in a manner not likely to result in harm.

- They will be responsible for reporting to the School Doctor and Nurse.
- All staff shall familiarize themselves with the contents of this policy and any associated documentation pertaining to their activities, and at all times comply with all requirements contained therein. They shall comply with any safety instructions from their in-charge. They must wear any protective clothing and equipment supplied, not willfully misuse or abuse such equipment and report any defects, or other safety hazards encountered.
- Arrangements for securing the health, safety, and welfare of employees, pupils, and others.

Emergency Procedures

- An emergency plan will be drawn up, based on the outcome of a risk assessment of fire and other conceivable emergencies which require the evacuation of the building, and will be reviewed and revised on a regular basis.

The aim of the emergency plan is to ensure that:

- in the event of a fire or other emergency everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that the Happy Home English School can be safely evacuated;
- all relevant information is made available to the emergency services
- notices detailing the action to be taken in the event of an emergency are posted;
- those persons with specific duties are identified;
- those persons with specific needs or disabilities etc. are catered for.

The emergency plan is kept in the following location:

- Each member of staff has access in the admin staff data file. The evacuation plan should be displayed in all classes.
- The person responsible for ensuring that it is passed to the emergency services upon their arrival at the premises is the Admin. Officer at Security.
- An outline of the procedures for evacuation of the premises will be made available to all contractors and visitors to the school as necessary. Where contractor's activities on the school site may affect the implementation or the information contained within the emergency plan, amendments will be made accordingly.
- It is the responsibility of the phase leader to ensure that supply staff working in their phase are fully aware of the schools' emergency procedures.

Fire Procedures

- The Admin Officer of (HHES) has overall responsibility for ensuring that statutory fire precautions and the provisions, set out in the fire certificate for the premises, are adhered to. This will include formal certification, staff training, coordinating the actions of staff and pupils in the event of a fire and liaison with the Civil Defense with respect to inspections, etc.
- They are also responsible for ensuring that all members of staff receive adequate and appropriate training including instruction in the following matters:
 - The action to be taken on hearing a fire alarm;
 - The action to be taken on discovering a fire;
 - Raising the alarm and the location of alarm points;
 - The location and use of firefighting equipment;
 - Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premise.
- Appreciation of the importance of fire doors and the need to close all doors and windows.

In addition, they will ensure that suitable numbers and types of firefighting equipment are provided and regularly maintained in all areas of the school and that records are kept.

First Aid



- The School nurse and Doctor will ensure that provisions conform to the Ministry of Health Regulations.
- The nurse will ensure that first aid boxes are available and fully stocked and replenished with approved standard items only. They will also ensure that the appropriate number of qualified first aiders are available at all times.
- The Doctor and nurses will also ensure that any special emergency treatments, which may be required following an accident involving any hazardous substances, are available and that sufficient staff are trained to deal with such treatments.
- Where pupils, or employees, require specific medication or have particular medical requirements, these shall be noted and kept in a specific log. Such records shall be maintained and their contents made known to those people appointed to deliver first aid treatment.
- The nurses will ensure that any special notices will be posted to advise on emergency procedures, the location of first aid, and emergency facilities, and the identity of those persons appointed to dispense such facilities.



First Aid boxes are located at the following points:

- Clinic, Admin office, Staffroom,
- Travelling First Aid Kits are located in the Clinic (all buses carry their own first aid kit).
- All serious injuries must be reported immediately to the Doctor/nurse of (HHES).

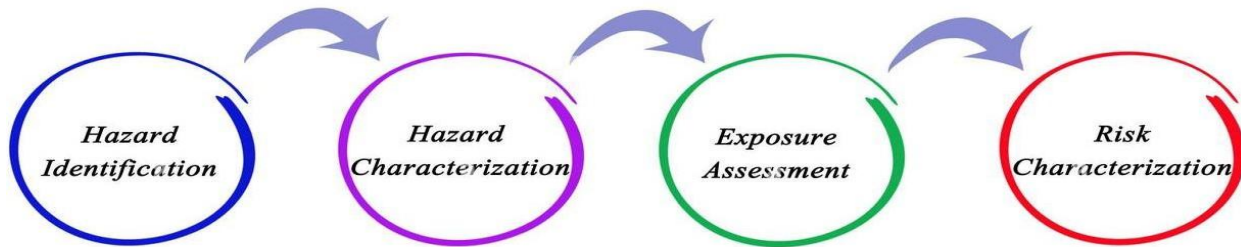
'In-house' medical slips are used to inform parents of accidents and treatment which has occurred in school.

Medication



- The HAPPY HOME ENGLISH SCHOOL recognizes that there is no general contractual requirement for any teacher to administer medication to a pupil.
- The only medication which is kept on school premises and will be administered will be starred and administered by the Doctor/Nurse.
- See the Doctor/nurse for specific requirements or information.

4 Steps of Risk Assessment



Risk Assessment and Safety Audits

The Admin Officer of (HHES) is responsible for ensuring that risk assessments are carried out and reviewed, on a regular basis, as part of a safety audit.

- Audits and Health & Safety tours will be carried out as per the risk assessment review cycle and more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel.
- The assessment team will consist of a number of staff, at least one person being 'competent' to make assessments concerning the activity or processes involved.

The purpose of the assessment is to:

- Identify hazards;
- Assess the nature and seriousness of the hazard and subsequent risks;
- Avoid risks by elimination;
- Control any remaining risks by:
 - Selection of control measures;
 - Maintenance and use of controls;
 - Monitoring and surveillance;
 - Supervision, information, instruction & training.

A record will be kept of the findings by the Health and Safety Co-coordinator. Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence.

Violence to Staff

- The management of (HHES) will not tolerate violent, abusive, or threatening behavior, whether physical, verbal, or otherwise towards any employee from whatever source.

- Violence or the risk of violence to any employee is considered a very serious matter, and management will give all support necessary to any member of staff who reports any such incident, actual or perceived whatever the circumstances.
- All reports of violent or abusive conduct will be fully investigated and the necessary disciplinary action taken. Procedures are in place to record any such incident.
- Following due consultation with any employees affected, persons making threats or verbally abusing staff may be sent a formal letter of warning, indicating that legal action may be taken should the behavior continue. In cases of actual physical abuse or property damage, then the matter will be referred to the local police for investigation and action.
- In order to combat violence at the source, teaching staff and others who may be placed in situations where violence may occur, will be offered advice and training in pupil management, and guidelines for dealing with fighting and abusive behavior will be issued and revised as necessary.

Supervision of pupils during the non-curriculum time (Arrival, dispersal, and break times)

- It is recognized by (HHES) that it has a 'duty of care at all times.
- Suitable and sufficient Risk Assessments will be carried out to establish the correct levels of supervision necessary to fulfill this statutory requirement.
- The staff of the (HHES) will take responsibility for pupil's/students' health and safety whilst on the school premises and during the following times;
- **School hours are from 7.30 a.m. until 2.30 p.m. FS-2 7.30 a.m. until 12:00 pm.**

During arrival and departure at the beginning and the end of the school day staff will be available on site.

Time, Person on duty, and Location.

7:00 a.m. Three Teachers Relevant playgrounds

During break times the school will provide supervision as follows:

Time Person on duty Location

Agreed times Minimum of 2 members of staff Playgrounds in each location Pupils are expected, at all times to comply with the standards of behavior outlined in the school's Behaviour Policy.

During very hot weather the following procedures apply. Children are grouped in classes/halls with appropriate adult supervision.

Visitors and Security

- Visitors must report to the (HHES) security and the reception immediately on arrival. They will be asked to sign the visitor's book and will be given a security pass. Any person, (other than a member of school staff or pupil) on the school site and not in possession of a security pass will be challenged and, if necessary, asked to leave.
- Every visitor will be provided with the following information.
- Safety guidelines for Visitors to (HHES).
- All visitors must comply with the school's Health & Safety regulations
- The fire alarm is a continuous bell. If this should sound, leave the building by the nearest exit and proceed to the assembly area.
- The school operates a no smoking policy.
- All accidents must be reported to the nurse - First aid facilities are available in the Clinic.

- Visitors are not permitted into a classroom unless a member of staff is present, (only with the permission of the concerned Higher authority).
- Visitors must sign out at reception before leaving the premises.

Contractors and Trades People

- All contractors, delivery personnel, inspectors, and other tradespeople will be expected to comply with the 'visitors' section of the policy and its arrangements. In addition, all contractors and tradespeople involved in repair, maintenance or installation work that involves the building, grounds, or other facilities will be asked to provide written or other evidence of their competence to complete such work.
- In some instances, it will be necessary for the contractor to deposit with the Admin Officer _____ a copy of the company's Health & Safety policy, and any risk assessments/method statements relevant to the work being performed by them, in so far as the work may affect the staff and/or pupils of the school.
- When a contractor is likely to disrupt, hinder or work in conflict with any element of the school's emergency plan then a prior notice will be required before the work is commenced.

Fire Drill Evacuation Procedure

Warning of the fire drill will be given by the continuous ringing of the fire alarm

Teacher's responsibilities:

- Pupil should leave the building from the nearest exit denoted on the fire escape route in a single file led by the class monitor to the designated regions in the Assembly point area. Exit routes are signposted with green arrows, from kindergarten areas and other main exits.
- Pupils should not carry their bags while evacuating. They should walk quickly to the assembly area without congregating. Talking should be discouraged.
- Teachers should be the last to leave their respective classrooms.
- Check to see that everyone has left the room and close the classroom door but do not lock the door before leaving the classroom.
- Care should be taken to help any pupil with disabilities.
- Teachers should take their emergency class list or mark book and report any missing pupils to the Phase leader (Up to date registers will be provided in the Assembly point area by the Registrar / Admissions secretary.) If all children are present a greenlight card should be raised.
- If a child is missing a red light should be raised.
- Once you have checked that all your children, your Teaching Assistant, and your Learning Support Assistant (if you have one) are present, one of you will need to report to the Emergency committee team and to the

Principals/supervisors.

- All Specialist teachers and admin staff should also report to the supervisor or in charge once out of the building. Those who are responsible for evacuation checks should also report accordingly.

Other Staff Members:

- Perform assignments previously designated by the principal or person in charge.

Principal:

- Ensure activation of alarm and then begin the evacuation.
- Ensure notification to the Civil Defense during actual emergencies.
- See that the staff members are following their emergency assignments
- Cooperate with the emergency services personnel when they arrive during actual emergencies.

Teacher's responsibilities:

- Assist and cooperate with the principal in the development and use of fire exit or emergency evacuation drills.
- Supervise and assist in the evacuation of physically disabled students if any.
- Effect prompt and orderly evacuation of the class by having full control of all students.
- Account for all pupils upon reaching the point of evacuation or drill and report any discrepancy to the school official in charge.
- Be acquainted with the use of fire alarm, fire department notification, exit facilities, and fire extinguishers.
- Acquaint each pupil with procedures to be followed in the event exit routes are not usable, the proper use of fire alarms

Specific staff to be assigned to areas such as activity rooms, toilets, etc. to check all are vacant.

Admin Officer's responsibilities:

- See that all motors, ventilating fans, and other power-driven equipment is turned off to avoid spreading the fire or hindering the fire department of the best means of access to the fire and request assistance as required.

Security Staff responsibilities:

- Ensure the main entrance is clear of traffic and congestion
- Liaise with emergency services on arrival
- To stop traffic on the RTA road to allow emergency vehicles in and to ensure the safety of pupils.

(Block-B) First Floor- New Building (Boys wing)

- Year-5 (A/B/C)
- Year-4 (D) 7A
- Toilets (4+1) teachers/Students (Girls)
- Water dispenser (1)

(Block-B) Ground Floor - Area and (Boys wing)

- Library
- Year-6 (A, B, C)
- Year-7 (B)

- Main entrance (gate no 1,2,3)
- Canteen.
- Store
- Water dispenser 1
- Driver toilet (rear side of the canteen)
- Main playground
- K.G playground
- Toilets 3+1 Teachers/Students (Boys)
- Science Lab

(Block-A) First Floor-Main Building

- Staffroom
- Computer room
- SENCO room
- Assessment room
- Language room
- Year-2 and Year-3, Year-4E
- Boys' toilets (4+1)
- Girls toilets (4+1)
- Water dispenser (2)

(Block-A) Ground Floor (Main Building)

- FS-2
- Year-1
- Principal /Vice-Principal / Admin (Office).
- Reception Areas, 2 male toilets, and admin offices-
- Reception area female 4+1 toilets and nurse's office-
- Account's office (fees collection)
- Reception
- Water dispenser 2
- Transport office
- Clinic /Xerox room, Electric room
- Water cooler (2)

(Block-C) Rear side building first floor (Girl wing)

- Year-5 (D, E, F) 6 (D, E)
- Water Dispenser (1)

Rear side building ground floor

- Year-7 (C, D)
- Year-4 (A, B, C)
- Assembly ground.
- Stage
- Mosque.
- Gate no (4)
- Water dispenser (1)
- Washroom

It is the aim of the policy to support, the 5 outcomes of Every Child Matters. It promotes strategies for:

1. Being Healthy

Children are being supported through a variety of measures to ensure that they are mentally and emotionally healthy.

2. Staying Safe

Providing safe and secure environment, to enable all learners to achieve their full potential.

3. Enjoy & Achieve

Children of all abilities to be supported to achieve personal and social development;

Ensuring that children are aware of what constitutes bullying;

Providing opportunities for all pupils to achieve their full potential regardless of educational need;

Providing an environment where all pupils regardless of any physical disability can access the social and educational aspects of school; Encouraging and supporting inclusive learning regardless of gender, culture, academic, social, and emotional needs;

Ensuring pupils with EAL have equal opportunities to achieve and reach their potential.

4. Making a Positive Contribution

Where possible involving children in decisions about their future roles in school; Encouraging positive behavior in the community which shows respect for others; Providing confidence-raising opportunities that enable children to deal positively with life changes and challenges.

5. Achieve Economic Well Being.

Providing children with the preparatory life skills to enable independent living and economic well-being.