مدرسة بيس سبرينق فيلد انترناشونال ذ.م.م

PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

OCCUPATIONAL HEALTH & SAFETY POLICY

2026-2027

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pacespringfieldinternationalschool

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INTRODUCTION

In an effort to continue enhancing and modernizing the operations and maintenance service level at the Springfield International Modern British School, maintaining a high level of safety for the buildings and grounds, and practicing a school culture that contributes to environmental sustainability, the Governing Committee of Health and Safety has embarked on a series of new initiatives. The Health & Safety Committee is working in collaboration with the school community to implement the following important initiatives stated hereafter in this policy.

POLICY STATEMENT

This policy is in accordance with the MOE (KHDA) rules and regulation to govern the Health and Safety of the School Staff, Students, Pupil, Contractors, Visitors, Technicians and Contractors. It is to be followed by all of our workers and others in the workplace. This includes all members of the school's leadership team, workers, students, contractors, temporary workers, volunteers and visitors.

SCHOOL VISION

To create a safe and caring world class environment where students are empowered by high quality education and are proud of their own culture and able to adapt to a rapidly changing world.

SCHOOL CORE VALUES

- We are ambitious and strive to achieve our best in everything we do.
- We are inclusive and show kindness, compassion and respect for everyone.
- We are curious, creative and innovative in our thinking and learning.
- We are internationally minded, culturally aware and celebrate diversity.
- We have a sense of social and environmental responsibility.
- We are respectful and appreciative of the influence of UAE culture and Islamic values.

AIM OF OSH POLICY

Our aim as a place of work and learning is to provide a safe and healthy environment for staff, students and visitors. To cover the Safety of the buildings, labs, systems, and grounds. We ensure that the work and activities carried out by the school do not affect the health and the safety of any person. The Health and Safety Committee (HSC) Unit will serve as the nucleus panel for addressing all safety aspects and risk factors in order to mitigate and prepare for potential risks and anticipated disasters. The HSC Unit is closely working with the academic units regarding the implementation of safe procedures inside their labs.

MEMBERS OF THE HEALTH AND SAFETY COMMITTEE

S.NO	NAME	DEPARTMENT	ROLES
1	ANDREW ELLIS HUBBLE	PRINCIPAL	HEAD OF SCHOOL
2	MR. SAIFUDDEEN	ADMIN MANAGER	OPERATIONAL HEAD
3	AQSA MUBEEN HUSSAIN	PRIMARY COORDINATOR	PRIMARY COORDINATOR
4	MR. ABDULLAH ASEEF	HR MANAGER & HSE OFFICER	HSE OFFICER
5	Mrs. SINISHA SAJITH	NURSE	CLINIC IN-CHARGE
7	MR. ARIF ZAMAN	TRANSPORTATION	TRANSPORTATION OFFICER
8	SIRAJUDHEEN CHERALIL	IT IN-CHARGE	IT OFFICER
9	MR.MUHAMMED FALAH	CAMPUS IN-CHARGE	CAMPUS OFFICER
10	Ms. HEBA EL GAZZAR	REGISTRAR	REGISTRAR

PREVENTING AND MANAGING SICKNESS INCLUDING OUTBREAKS RISK PROCEDURES AND RISK ASSESSMENT

Progression of restrictions / Staged Response

At PSIS we have 4 stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation and stage can be

Response Stage	Trigger	Key Actions	Who
STAGE 1 – General (everyday hygiene and procedures)	None	•Wear suitable PPE (masks and gloves, etc.) •General reminders for hygiene •Effective handwashing facilities and soap available •Follow usual absence periods for sickness •Parental/staff contact details are updated at least annually	All
STAGE 2 – Prevention	Where an increased risk is present Increased absence rates of pupils or staff Local increases in sickness e.g. flu, gastric, coronavirus •Public health alerts •Suspected cases of specific illness in school or within the community (eg. corona virus / gastric)	•Increase hygiene procedure •Communication with key people including key information (staff, pupils and families, users of the site) •Specific hygiene lessons in class •Increased enforced use of handwashing before eating food •In line with current practice, enforce 48hr after symptoms have stopped for all fever, sickness, diarrhea etc. •Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) •Review Core Control Measures and make changes as necessary •Daily review of the situation •Build in curriculum time to discuss the implications of the virus with pupils, eg. Vote for Schools resources	SLT Admin Staff

STAGE 3 – Mitigate/ Delay	Where a significant risk is present •direct case or increased likelihood of cases •Public health advice for restrictions	•Consider reducing contact situations: •Assemblies •Carpet time •School events •Trips •Staff training courses •Forums / meetings Consider: •Any screening measures e.g. use of a thermometer in school. •Increase time of exclusion from school for those with symptoms (beyond 48hrs) •Sending home any children with any symptoms •Additional Cleaning including deeper cleans	SLT
STAGE 4 – Containment	Where specific and/or significant changes or restrictions need to be in place. •High levels of sickness •High rates of absence •Significance of danger of disease or illness	•Part / full closures of site / classes •Deep cleans •Closure of lettings and building use •Reduction or exclusion of visitors	SLT/DoB

CORONAVIRUS KEY ACTIONS (AS SITUATION ESCALATES)

Specific Issue	Actions including messages	Who
Suspected case in school (staff or pupil)	•Contact MoHAP •Deep clean core areas •Inform staff •Core reminders of hygiene •Contact parents – general information about sickness etc.	SLT
Confirmed case in school	•Deep clean core areas •Inform staff •Core reminders of hygiene •Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class/ school/ or carry on etc.	SLT; Site
Suspected case in a family	•Parents to ensure child washes hands before leaving the house. •Child to wash hands immediately after coming into school •Increase monitoring of pupils Families;	Staff; Admin
Confirmed case in a family	•Children in the family to remain at home for a fixed period of time •Deep clean of the classroom and school	SLT Site
Teacher shortage	•Supply / Splitting classes / SLT Cover •Where too many – partial closure for certain classes or part time / AM / PM classes	SLT
Support staff shortage	•Supply / Prioritise most vulnerable children / classes with remaining staff	SLT
Protection for most vulnerable children	•Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat •Discuss with parents the initial steps and agree key actions re. isolation/seclusion	SEND Team;SLT

Staff with health issues (e.g. Heart)	•Ask them to contact their consultants to seek advice on their condition •Consider working from home	Staff
Staff with symptoms	•Stay at home; follow MoHAP advice;	HT
Pregnant staff	•Ask them to contact their midwife to seek advice. •Consider working from home	SLT
Kitchen shut down	•Parents to provide packed lunches •Schools to provide meals for vulnerable families where possible •Caterer to provide meals wherever possible, with change of menu if necessary	SLT. Families
Site team shortage	•Discuss with cleaning contractor cover arrangements in good time	Site
Leadership shortage	•Access via phone	SLT; Staff
Admin shortage	•Cover with TAs / SLT •Inform parents not to phone unless emergency	SLT
Other school users	•Inform of control measures, including the possibility that a suspension or usage may occur.	Site
Long period shut down	•Continue learning activities through Email and Text messages •Possible use of technology to deliver learning activities/assemblies / stories etc. •Remote access to be provided to staff •Liaise with local charities/places of worship who may be able to support vulnerable families	SLT; Staff

CORE CONTROL MEASURES

Control Measure	Control Stage	Notes / Action	Who
Tissues for Each Class	1	• Ensure adequate stock levels of tissues for each class / office • Replenish as needed • Staff to also self-replenish from stock	Site; Staff
Hand sanitizing gel	1	• Ensure dispensers and full from the start of each day • All children use this (or have washed hands) before lunch daily • Ensure adequate stock levels	Site; Staff; Lunch Staff
Monitoring daily any child or staff absence	2	• Daily report to the HT or number of absences and symptoms • Weekly summary data for each class to HT	Admin; HT
Reducing contact point activities	2	• Ensuring extremely high hygiene for any food making / tasting • Consider avoiding any activity where you are passing items around a class • Circle time objects • Artefact sharing • Touching activities – PE • Other • Cease hand shaking of children and visitors • Inform parents to ensure children have water bottles in school.	HT; Staff
Good Personal Hygiene	2	• Newsletter/Letter: • Inform parents of hygiene expectations and to discuss with children; • All children to wash their hands before coming to school, before going home and when they get home. • Classes to teach children hand washing techniques • Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) • Distribute key information posters	HT; Staff
Other users of the building	2,3	• Contact every user and inform them of usage expectations: • Clean hands or use gel before using facilities • Restrictions or suspensions of usage	Site

Control Measure	Control Stage	Notes / Action	Who
Review of cleaning	2, 3	•Meet with cleaning contractors to review cleaning arrangement and make any necessary changes •Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) •Daily cleaning of classrooms •Preparations for deep cleans if necessary •Review of stock updating weekly and pooled between schools if necessary	Site; Cleaning Contractor
Additional touch point cleaning daily	2, 3	•Handles and rails to be cleaned at mid points during the day	Site
School visitors and site users	2, 3	•Compulsory handwashing / use of gel before entering school; •Inform them of new requirements and risk of suspension of use •Informing school of any suspected or confirmed cases by any users	Office; Site
Absence policy	2 , 3	•Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs. clear of sickness / diarrhea	SLT
Support for families affected	2, 3	•Communicate to parents and staff to contact school if they require support; •Regular contact with affected families and staff – wellbeing checks. •Liaise with local charities/places of worship who may be able to support vulnerable families •School work to be made available	SLT; Kitchens
Taking temperature of anyone in school who may begin to feel unwell	2, 3	•Purchase hand held non-contact in-ear digital thermometer with ear covers	SLT
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evade aboard)	•Newsletter: •Ask parents to inform us of any close family member who has returned from abroad nt within the last month •Staff members to inform SLT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with.	Admin; HT

PREVENTING AND MANAGING SICKNESS

Information for staff, visitors and building users

We currently increased precautions in place to ensure effective the prevention of the spread of illness. All users of the building are asked to follow the following guidance:

Do's	Don'ts
✓ Practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they're visibly clean. ✓ Cover your nose and mouth with handkerchief/tissue while sneezing and coughing. ✓ Throw used tissue into closed bins immediately. ✓ Stay home if you feel unwell. ✓ Seek medical attention if you have fever, cough or difficulty breathing.	× Touch your eyes, nose and mouth. × Spit in public × Have a close contact with anyone, if you're experiencing cough and fever.

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last



07 days or you've been in close contact with someone with coronavirus, Contact DHA

ROLES AND RESPONSIBILITIES

Officers:

- Ensure that staff and others know about health and safety risk processes and procedures.
- Ensure that staff receive the right health and safety risk training and are aware of the risks on induction into the work area.
- Hold and maintain the risk register for the work group.
- Assess reported risks.
- Consult with the HSC on the most effective controls to manage the risks.
- Regularly review and monitor risks and controls that are in place.

Workers: (Employees, temporary workers, contractors, volunteers):

- Take reasonable care of their own health and safety.
- Take reasonable care that their acts are not a risk to the health and safety of others.
- Take reasonable steps to eliminate risks when they are first identified.
- Report any risks to the school principal and HSC, including those that have already been eliminated.
- Comply with this policy and procedure in the workplace.

Health and Safety Committee:

- Developing standards, rules, policies or procedures related to health and safety that are to be followed or complied with at school.
- Makes recommendations to the school principal about work health and safety.
- Represent workers on health and safety risk matters.
- Monitor and controls risk and risk factors.
- Investigate complaints from workers about health and safety risks.
- Cease work if it exposes workers or others at serious risk.

Others: (Students, parents etc.)

- Take reasonable care of their own health and safety.
- Take reasonable care that their acts are not a risk to the health and safety of others.
- Take reasonable steps to eliminate risks when they are first identified.
- Comply with this policy and procedure in the workplace.

RISK MANAGEMENT (RM)

A standard approach to identifying hazards and assessing risks ensures that:

a) Hazards to which people may be exposed are identified ahead of time.

b) An assessment is undertaken to identify the amount of risk (the possibility of the hazard occurring and its effects);

c) and consideration is given to removing the hazard or reducing the risk to an acceptable level if that is not possible.

PURPOSE OF RISK MANAGEMENT

Risk Management is the cornerstone of the Health and Safety. It allows the Committee to perform its primary duty of care, as far as reasonably practicable, to its staff, students and others. The purpose of this policy is to explain how we manage risks effectively in the school environment and work carried out by the school.

RISK ASSESSMENT

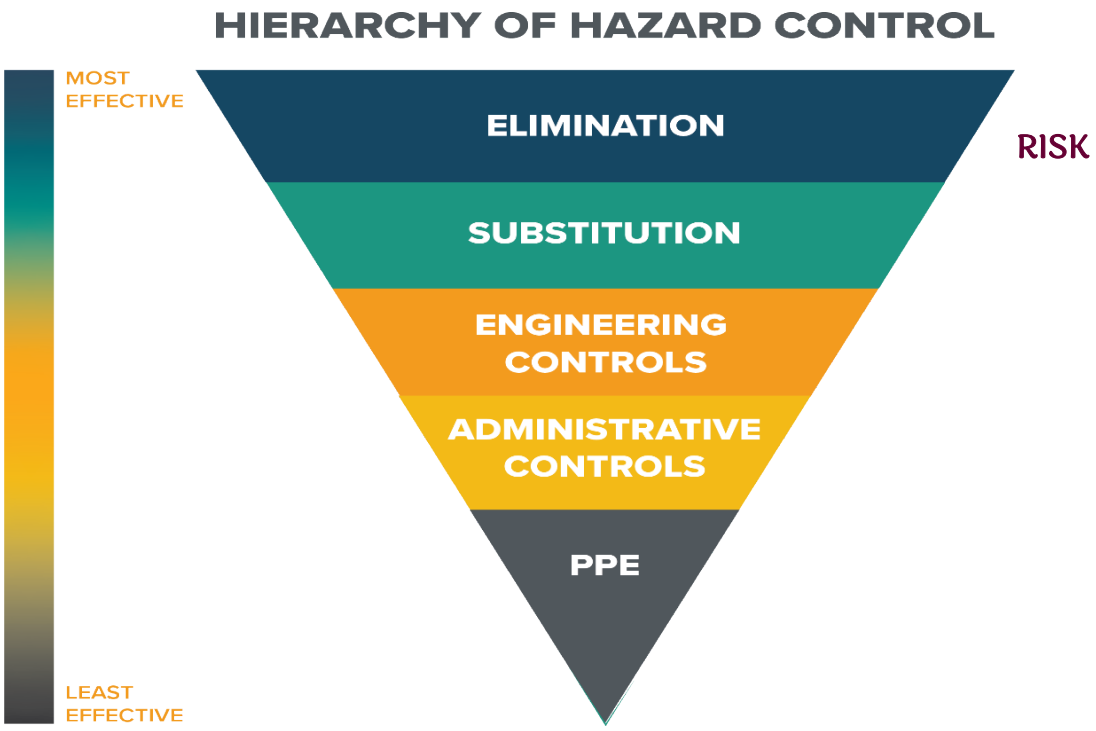
A risk assessment is a thorough look at your workplace to identify those things, situations, processes, etc. that may cause harm, particularly to people. After identification is made, you analyze and evaluate how likely and severe the risk is. When this determination is made, you can next, decide what measures should be in place to effectively eliminate or control the harm from happening.

Health and Safety is everyone's responsibility. To do this, we will manage health and safety risks effectively through the below four steps:

- ✓ Identifying Hazards: Finding out what situations and things could cause death, injury or illness (including but not limited to, school trips and activities)
- ✓ Assessing Risks: Understanding the nature of the risk that could be caused by the hazard, What the consequences could be and the likelihood of it happening
- ✓ Controlling Risks: Implementing the most effective control measures that are reasonably practicable in the circumstances
- ✓ Reviewing Control Measures: Ensuring control measures are working as planned.

For each identified hazard, the following information will be recorded:

- The harm the hazard could cause
- The likelihood the harm would occur
- The level of risk
- The effectiveness of current controls
- What further controls are needed
- How the controls will be implemented (by whom & by when)
- Review Date



MANAGEMENT PROGRAMS AND PROCEDURES:

1.0 ACCIDENT REPORTING, RECORDING AND INVESTIGATION

a) Any accident or incident will be reported and investigated seriously by the school. All accidents and incidents will be reported and investigated according to school policies. This applies to anyone on school premises.

b) Employees are encouraged to report accidents according to the procedure. Line managers investigate such incidents and identify and implement means to prevent future incidents from happening.

2.0 DRUGS, MEDICATIONS, DISEASES AND MEDICAL CONDITIONS

a) Parents bear primary responsibility for their child's health and must inform the School of their child's medical condition at the time of admission. Without the completed medical consent/history forms, the admission process cannot be completed. If necessary, parents and their children should seek information from their child's doctor.

b) The school recognises that children with medical needs have the same rights of admission to school as other children.

3.0 ELECTRICAL EQUIPMENT

a) Every year fixed and portable electrical systems will be inspected.

b) Provide periodical and continual examination and maintenance for plugs, outlets, cables and all electric accessories, appliances and equipment, Isolate and refrain from using the damaged ones and report about them immediately in order to get them fixed or replaced.

c) Use certified and proper electric accessories, appliances and equipment to be installed by qualified and competent technicians.

d) Place warnings and no entry signs on all doors of electricity rooms.

e) Lockout & tag out system.

4.0 FIRE PRECAUTIONS AND PROCEDURES

Response

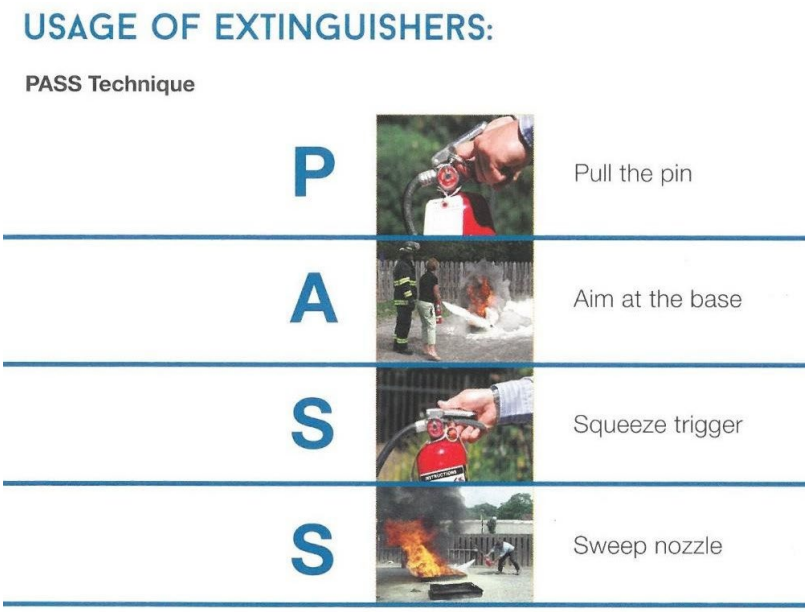
- In the event of detection or outbreak of fire or explosion or the emergence of smoke in the institution without the activation of the alarm system automatically, the alarm system shall be manually operated from the nearest point.
- Communicate with the emergency official who immediately contacts emergency services (999/997) and report on the state of emergency, nature and access details of the site, and then inform the relevant team in the Knowledge and human developement Authority (KHDA) and other concerned authorities in accordance with the approved contact and communication procedures for these cases.
- Attempt to extinguish the fire in the event that the fire was simple by security officer only, taking into account that they do not endanger their lives.
- In the event of a fire in a part of the building, the evacuation team in the institution shall conduct a partial evacuation to a safe assembly area within the institution until the arrival of emergency services teams and to make the appropriate decision depending on the nature of the situation.
- If the fire is not contained and spread in the entire building, the evacuation team in the institution must carry out the full evacuation to the external safe assembly points according to approved procedures in emergency and evacuation plan of the institution until the arrival of emergency services teams.
- The emergency officer of the institution provides the emergency services teams with the necessary information as soon as they arrive at the site.
- Coordinate with the concerned parties and teams aiming to transfer students to their homes if necessary.

Evacuation when hearing the alarm sound:

- Close all doors after departure and ensure that the place is empty.
- Switch off all main power sources manually if this is not automatically done at the time of the alarm.
- Elevators, if any shall not be used in case of fire.
- Nobody shall enter the institution unless permitted to do so by the emergency services officials.
- Await and strictly follow for emergency services officials' instructions on whether to wait or to leave.
- Count all those present at assembly areas and search for missing ones.
- Communicate with parents for students who uses private transportation to pick their kids from safe designated areas.

Safe Use of Fire Extinguishers:

- All types of fire extinguishers (CO2& DCP) shall be available in the institution facilities, mounted on walls or kept inside the fire cabinets.
- Emergency team shall be aware of fire extinguishers places, types, purpose and safe way of use.
- Report the loss or damage of any fire extinguisher.
- Fire extinguishers if used once shall not be used again unless it is maintained.
- Fire extinguishers shall be used by trained and qualified persons.
- PASS Technique.



In Case of Clothes' Burning:

- Shout loudly and call for help.
- Apply repeated rolling to try to extinguish fire and covering face with hands to protect it from fire. Seek medical help as required.
- Stand under a water source or shower, if any till fire is suppressed and seek medical help as required.
- Register the incident in institution's incident register including all relevant details, data and information; and any external reports (police, civil defence and medical reports).

Evacuation Routes

- It is important to know all evacuation routes, emergency exits, and assembly areas at school
- Never use an elevator as part of evacuation route
- Take an active part in fire evacuation drills

5.0 SCHOOL BUS TRANSPORTATION

Procedure and Responsibilities:

Stages	Bus Driver Task	Bus Supervisor Tasks	School Management Tasks
Before morning trip starts	➢ Perform a daily inspection and checking all mechanical check points in the bus. ➢ Avoid missing inspection.	➢ Perform a daily inspection to ensure that the bus is free from any hazards. ➢ Check that safety equipment is available and in good condition. ➢ Ensure that attendance sheet is available. ➢ Ensure that parents contact list is available	➢ Organize drop/pick up zones for school buses and prevent their vehicles from blocking the drop/pick up area.
Home pick up	➢ Stop in a safe area to pick up students with stop arm. ➢ Ask the students to board the bus when you're sure that it is safe. ➢ Don't drive before the students are safely seated with their seat belts fastened (if available)	➢ Help students get on the bus and guide them to their seats and fasten their belts. ➢ Organize the bags inside the bus to prevent any disturbance. ➢ Mark the daily attendance sheet on boarding.	

During morning trip	➢ Obey Traffic Laws and drive safely	➢ Ensure students are safely seated on their seats and committing throughout the trip. ➢ Report driver's lack of compliance with the traffic law. ➢ Warn students not to mess with the safety equipment (first aid kit, emergency doors)	➢ Being prepared to receive any comments or complaints regarding the daily bus trip. ➢ Ensure that designated supervising staff are ready to receive the students.
Arrival at school	➢ Stop in the designated area to drop the students with stop arm. ➢ Conduct a walk-through to check that the bus is empty of students and their belongings. ➢ Put the "Empty" / "Clear" sign at the end of the trip.	➢ Ask students to be seated until the bus comes to a complete stop. ➢ Help students who are under age of 11 to drop off their bags. ➢ Mark the daily attendance sheet when each student exits the bus. ➢ Ensure the bus is empty from students and their belongings	➢ Follow up with bus supervisor and driver to double check the bus is empty.
Before morning assembly	➢ Park in the place allocated for the bus. ➢ Be ready for an emergency	➢ Provide the designated school transport coordinator with the student absence list. ➢ Inform the school of any students or driver misbehave	

During school hours	➢ Prepare the bus and ensure that its safe for departure. ➢ Avoid overstressing to be ready for the next trip.	➢ To avoid forgetting any student at school, update the daily attendance sheet with the school to monitor the attendance of late or early departure students. ➢ Provide the school with reports of student's behavior and the bus driver	➢ Update the bus attendance sheet in coordination with the bus supervisor. ➢ Follow up with any student's misbehavior reports in the bus.
Departure from school	➢ Assist the bus supervisor in seating and controlling the students on the bus.	➢ Organize students waiting at the assembly point within the school. ➢ Assist students in boarding the bus. ➢ Organize the bags inside the bus to prevent any disturbance. ➢ Fill-in attendance sheet of each student in the bus. ➢ Inform the school about any missing student. ➢ Do not move the bus before signing the attendance sheet by the school transportation in-charge assigned by the school.	➢ Ensure school day ends on time and all students board on buses according to the updated daily attendance sheet.
Home drop off	➢ Ensure the drop off points are safe. ➢ Open the stop arm. ➢ Ensure the students are away from the danger zone and	➢ Help students get off the bus. ➢ Make sure the road is free from any danger and ensure they are received	

	Ensure that students don't come back take their forgotten belonging. ➢ At the end of any trip put the "Empty Bus" sign after making sure that the bus is empty from students and their belongings	by their parents (hand to hand for KG and lower grade students). ➢ Cross the road from behind the bus in case student's home is on the other side of the road. ➢ Mark the daily attendance sheet after you hand over each student. ➢ Ensure that there is no student forgotten in the bus at the end of the trip.	

Emergency Response

Emergency situations	Responsibility	Actions to be taken
No one to receive the student at the designated drop point near his/her home (students below 11 years)	Driver	To complete school route
	Supervisor	To Call the school and inform. Accompany the student back to school after the trip is finished.
	School	Receive the student. Call parents/guardian to collect student. Notice letter must be signed by parents/guardian.
Bus accident	Driver	Call (999) immediately, give your location and advise if anyone has been injured If there's a potential threat to safety, immediately stop the bus in a safe place.
	Supervisor	Inform school management. Immediately evacuate students from bus to a safe area.
	School	Arrange alternative bus, driver and supervisor if needed. Ensure students safe arrival to their homes. Notify Emergency services (Fire Defence-997, Ambulance-998 &Police-999). Inform parents.
	Nominated OSH officer	Conduct OSH incident investigation.

Bus Fire	Driver	Stop in a safe place and call (999) immediately, give your location and advise if anyone has been injured Attempt to extinguish the fire with a fire extinguisher if it can be done without posing a risk to the driver and passengers.
	Supervisor	Immediately evacuate students from the bus to a safe area. Keep students calm and quiet. Inform the school.
	School	Arrange alternative bus, driver and supervisor if needed. Ensure students safe arrival to their homes. Notify Emergency services (Fire Defence-997, Ambulance-998 &Police-999). Inform parents.
	Nominated OSH officer	Conduct OSH incident investigation.

6.0 SCHOOL SECURITY (INCLUDING VIOLENCE TO STAFF, THEFT & LOSSES)

a) Managers are responsible for assessing the risks of violence towards staff.

b) Where violence is identified as a significant risk, Line managers will ensure that appropriate control measures are put in place.

c) All thefts and losses must be reported to the Principal. Any stranger in a department should be challenged as to his/her business, without personal risk, and if no satisfactory answer is received, Security should be contacted.

7.0 SCHOOL NURSE AND CLINIC

a) A full time male/female nurse approved by the Emirati Ministry of Health and medical institutions shall be present in the education facilities, and if absent, a substitution shall be provided.

b) Clinics shall include washing sinks, liquid soap and paper towels.

c) Clinics shall include a phone and an emergency number.

d) A medical register shall be kept for each student and another register for critical and special cases.

e) Beds and pillows shall be covered with single-use sterilized paper sheets to be replaced with every use.

f) Clinics shall include all supplies, equipment and tools as stipulated by the Emirati Ministry of Health and medical institutions.

g) Clinic shall include a first aid kit.

h) Clinics are equipped with required personal protective equipment and its register.

i) Keep medications and medical tools in a locked and isolated place away from students.

j) Record all accidents, wounds and diseases occurring during the school day in a separate record.

k) Undertake periodical examination and maintenance to ensure that all medical equipment, tools, and

l) materials are safe and efficiently working.

8.0 CAFETERIA AND KITCHEN

a) The school cafeteria in charge, or authorized designee, must be present while the kitchen is in use

b) Kitchen appliances and related spaces are unlocked and re-secured upon completion

c) Kitchen equipment is available to volunteers and operated in a s safe, supervised manner

d) To assure food handling procedures are followed in compliance with the city health department and regulations.

e) To assure clean up procedures, trash removal, shut down of equipment and utilities.

f) Adequately ventilate kitchens and ensure the exhaust hood ventilation works properly.

9.0 NATURAL RESOURCES AND ENVIRONMENTAL SUSTAINABILITY

a) Energy Conservation measures:

- Switch off lights, all electric equipment, tools and appliances including computers and printers before leaving the place after concluding work.
- Undertake necessary periodical examinations and maintenance to all electric equipment, tools and appliances including computers, printers, air-conditioners and their systems to ensure efficient operation of which.
- Use eco-friendly; power-saving and long-lasting light bulbs.

b) Water Conservation measures:

- Close all water sources when not needed and after use.
- Report any water leakages in any of the institution's utilities.
- Promote the culture of optimal water consumption and conservation through workshops, seminars, introductory and awareness tools and training courses.

c) Papers and printers Ink Conservation Measures:

- Only print when needed and refrain from printing in large quantities when it is not needed.
- Abstain from printing drafts, e-mails and their attachment whenever possible.
- Print or copy on both sides whenever needed.
- Recycle paper whenever possible or reuse them for other purposes as much as possible before disposing.

10.0 WASTES

a) Separate and compile all wastes, food leftovers and rubbish away from other kinds of waste and safely dispose them in their designated bins.

b) Separate all dangerous wastes including labs' damaged and expired chemicals and clinical medical wastes and store them in their designated bins and waste bags based on their nature and in their allocated places.

c) Put obvious warning marks on the waste bins to indicate their type, nature and risks.

d) Wear the necessary personal protective equipment when dealing with all kind of wastes followed by direct washing, drying and sterilising hands when finished.

e) Contract with accredited and certified service providers to safely dispose of wastes according to laws and regulations approved by the relevant authorities in the UAE.

11.0 TOILETS

a) Provide adequate WCs to male and female students and separate them in the mixed-sex schools.

b) Provide separate WCs for workers and visitors.

c) Provide liquid soap, cold water, hot water and proper hand drying equipment.

d) Provide proper exhaust and ventilation fans.

e) Keep the place well cleaned and tidy together with providing adequate trash bins with trash bags to be cleaned daily.

f) Clean walls, floors, sinks and bathrooms periodically and continually and put warning signs when cleaning to avoid slipping.

12.0 BUILDING FACILITIES AND EQUIPMENT.

a) Keep the external areas surrounding the building clean and free from weeds, rubbish or any flammable materials.

b) Presence of a building Surveillance System for monitoring the building through a network of internal and external surveillance cameras and employees and customers' access is controlled using the attendance, ID and log systems.

c) Keep all walking and working surfaces clean, dry and clear of any bulges, sharp edges, openings or holes.

d) Put warning marks and taking necessary precautions during cleaning floors or other surfaces.

e) Leave safe spaces around machines and equipment to protect workers and students during using them or passing by them.

f) Keep the building clean and organized and keep walls, ceilings and floors free from defects and damages.

g) Cover all wires and cables in a safe manner that prevents tripping and falling.

h) Keep corridors and paths well cleaned and clear from any obstructions that could form a risk in the regular cases in general and in emergency and evacuation cases in particular.

i) The evacuation plan should be distributed effectively, with signs that guide for corridors, paths and exits.

j) Provide stairway with handrails with proper height.

k) Provide sufficient number of primary and secondary emergency exits easily accessible to reach the assembly points and provide them with illuminated signs "Emergency Exits".

l) All emergency exit doors shall open to the outside (toward traffic flow) and be provided with a push bar.

13.0 SCHOOL ACCESS

The following persons are authorised to enter the school premises, provided they meet the health requirements for entry:

- Enrolled Students
- School Staff
- Visitors (i.e. parents, contractors, children of staff, inspectors, and other authorized persons) upon presentation of ID.

Schools shall maintain rigorous logs of all visitors accessing the school premises.

Protocol and Procedures:

Visitors to the School

- At times when the security gates are closed, all visitors must register at the gate, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to wear the Visitors tag which will be provided by the security at the gate. The badge must be visible throughout their visit.

Visitors Departure from School

- Return the visitor's badge to the security guard.

Unknown/Uninvited Visitors to the School

- Any visitor to the school site who is not wearing a visitor's badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the reception.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

14.0 CLASSROOMS

a) Distribute students in a proper and comfortable manner.

b) Provide school furniture with sizes and designs that suit students' schools stages.

c) No eating or drinking in classrooms.

d) Keep the place well cleaned and tidy and provide a trash bin with trash bags that is cleaned daily.

e) Doors shall be equipped with safety closers to prevent doors being shut too quickly.

15.0 AUDITORIUMS

a) Provide emergency exits that are adequate, proper, equipped with guiding signs and lit where it can be observed from all parts and sides of the theatre. An additional emergency exit shall be available behind the stage.

b) Set an approved plan for emergency evacuation.

c) Keep theatres well cleaned and tidy on a daily basis and ensure that theatres are clear from any obstructions that could constitute a risk in the regular cases in general and in emergencies and evacuations in particular.

d) If the staircase has 4 steps or more, it shall have a handrail to avoid falling.

16.0 Play Area

16.1 Indoor Play Area

- Ensure adequate levels of supervision, instruction and training are in place
- Refer to the PE advisers for specific advice/training
- Refer to Risk Assessment Check List E – 5 Manual Handling of PE Equipment
- Refer to the Document 'Safe Practice in Physical Education'
- Remove surplus equipment/furniture from hall prior to PE Sessions
- Ensure hall/gym is free from defects, floor surfaces and cleanliness maintained at a high standard, no Trip/slip collision hazards
- All equipment in use to be regularly checked for defects by staff
- All equipment to be inspected by competent person's i.e. specialist contractor

- Equipment to be stored safely – staff to supervise in storage areas to avoid collisions/accidents

16.2 Out Door Play Area

- Take into account nearby hazards and environmental conditions e.g. demolition site, Boundary fencing, and possibility of 'straying'
- All team games to be conducted in a safe manner and supervised
- All equipment to be checked for defects
- Portable goal posts to have securing devices fitted
- All equipment to be used appropriately
- Large equipment to be tested regularly and defects reported/actioned
- Dispose of obsolete equipment
- When using other facilities report any defects to manager/including accidents/near Misses, ensure access to first aid facilities and emergency telephone
- Jewelry should be removed before PE sessions
- Take into account pupils needs, capabilities and medical conditions e.g. access to Asthma inhalers (especially when off site)
- Suitable clothing and footwear to be worn - Report/record investigate all accidents, near misses as appropriate
- Refer to school PE policy

17.0 Science lab

- Eating, drinking, application of cosmetics, and storage of food or beverages is prohibited in any lab or chemical Storage area.
- Unauthorized experiments are prohibited.
- A suitable first aid kit or Cabinet.
- Available safety shower and an approved eyewash facility.
- Maintaining and updating chemicals MSDS and PPE.
- Appropriate waste disposal facilities and system.
- Approved storage cabinets or rooms
- Updating Lab Risk assessment.

18.0 Signage's

SAFETY SIGNAGES

- **Safety Signs combine shape, color and pictograms to convey specific health and safety information or instructions.**

- The standard safety signs are divided into five categories:
- Prohibition: For Stopping dangerous behavior
- Warning: Tell people to be careful of a particular hazard
- Mandatory: Instruct people to take a specific action
- Safe Condition: Identify safe behavior or places of safety
- Fire Fighting Equipment: Identify the particular equipment's

Examples are given below:



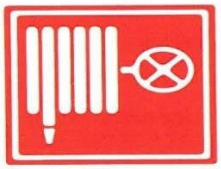
Safe Condition



Warning



Prohibition



Fire Equipment



Mandatory

Conclusion

The implementation of a safety and health management system is an effective means to achieve the goal of eliminating accident and ill health at work. The system is best integrated into the daily school business. When this is achieved, there will be a continued improvement of the system aiming at reducing injuries and ill health. The school will be a safer and healthier workplace for everyone.



Signature of Principal:
Last amended: August 2026
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PACE SPRINGFIELD INTERNATIONAL SCHOOL