

Nurture ~ Believe ~ Discover ~ Achieve

At SCS we aim to enable our learners to have success for today
and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة
المستقبل

Health and Safety Policy 2026 - 2027

Health and Safety Policy 2024 - 2026

Safa Community School

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1.0 Rationale

At Safa Community School, we welcome everyone into our school. This policy outlines the responsibilities of our community to ensure that the school environment is a safe, healthy and secure place to be. We are a split site with Safa Community and Safa College having their own fire evacuation plans and separate muster stations/zones.

2.0 Aims

This policy aims to further our aim to provide a secure, safe, healthy and stimulating environment for all students, staff and visitors to Safa Community School. Parents must know that every measure will be taken to protect their children. We believe that preventing accidents and hazards is a key responsibility of every school community member.

The school accepts that involvement, cooperation and effective communication of all employees on both an individual and collective basis are crucial to the accomplishment of the school's Health and Safety aims.

Health and Safety objectives need to be specific, measurable and agreed with those who deliver them and realistically set against a suitable timescale.

The school will seek to achieve its aim by:

- Preventing injury and ill health in classrooms, workshops, science labs, cookery rooms, sports venues and all other areas of the school.
- Providing and maintaining a conducive work environment, preventing harm to people at the point of risk and minimising hazards within the school.
- Promoting the well being of all staff and students and developing a positive attitude to Health and Safety throughout the school.
- Meeting Health and Safety responsibilities in respect of those who are not employees and the environment in which they operate.
- Creating and maintaining a positive Health and Safety culture that secures the commitment and participation of all staff and students.
- Regularly monitor and review progress.
- Allocating resources to meet requirements.
- Establishing realistic short and long term objectives.

- It is the responsibility of members of the senior management team to ensure that teachers and staff in their charge are given health and safety information and instructions specific to their area of work.
- Only by full and wholehearted co-operation and joint action to identify and eliminate accidents and ill-health potential, can the objectives of this Policy be achieved.

3.0 Responsibilities

3.1. The SCS Board (“Governing Body”)

The SCS Board is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

The health and safety committee considers reports of inspections, assists in safe work systems and discusses new regulations. The committee meetings are held termly and have an agenda, and are minuted. A Board member reports regularly at meetings of the full SCS Board. Health and Safety is always an agenda item for board members, staff, teams and leadership meetings. The SCS Board is responsible for making recommendations relating to safety.

3.2 The Principal and Headteacher

Overall responsibility for the detailed health and safety arrangements within the school lies with the Principal and, in their absence, with the Head(s) of School in charge. It is the Principal’s responsibility to ensure compliance with the policy for health and safety.

3.3 Safety Representative

The Health and Safety committee carries out termly safety inspections. Records of the inspections are discussed at the meetings of the Health and Safety committee. In addition, the Principal, an SCS Board member and the Estates Manager do weekly checks.

3.4. Employees

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Principal or Headteacher immediately who will record it in the health and safety log.

4.0 Procedures

4.1 Fire Safety

The safety of all children, visitors and staff at Safa Community School is paramount. The Principal and nominated staff will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

Information and training will be provided by the school's Fire Safety Officer, the Principal and the Facilities Manager to all members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process). These include:

- Raising the alarm;
- Action to be taken on hearing the alarm;

- The exit routes are available to staff at various points in the building and in both school sites (Safa Community and Safa College)
- Procedure for clearing buildings;
- The practical use and location of portable fire-fighting equipment;
- The assembly point and roll-call procedures.
- Training will be provided to at least 50% of staff on basic firefighting skills through Civil Defence approved training providers.

4.1.1 Protective Equipment - Fire Extinguishers

Firefighting equipment is provided throughout the building and is marked with the appropriate signage. These include various types of extinguishers, fire blankets, sprinkler systems and water hoses.

Only persons who have received training through Civil Defence-approved training providers in the use of extinguishers should attempt to use them. However, extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

4.1.2 Inspection Procedures/Good Housekeeping practices

Regular inspections of fire safety equipment, exit routes etc will be carried out on a weekly basis by the facilities management team. Any defects or shortcomings should be brought to the attention of the Principal, Fire Officer or Facilities Manager who will ensure the arrangements for replacement or replenishment.

The Principal is responsible for the health and safety of the school. The Principal will complete a fire risk assessment and review it annually. Fire Evacuation practices will take place at least once a term and within the first two weeks of the start of the new academic year. A record will be kept of the results of these tests.

The facilities management team will undertake a weekly visual inspection of all firefighting equipment to ensure that they are in the correct location and have not been tampered with. Regular quarterly checks of all fire safety systems will be undertaken by an approved civil defense maintenance provider.

4.1.3 The Evacuation Procedure – all buildings

In the event of a fire, the fire alarms will sound around the school. ANYONE discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Children should be taught to report to a member of staff.

- On hearing the alarm students will line up behind their chairs and when instructed by the teacher in charge, exit the building following the routes indicated on the fire evacuation plans in each classroom/office/corridors.
- Staff will ensure that all classroom lights are switched off and doors are closed behind them as they evacuate the building.

Fire Wardens will carry out a final 'sweep' of their allocated area and will be the last to evacuate the buildings. They will then report to the Fire Officer at the Assembly Point. The evacuation will take place in a quiet and orderly manner so that instructions can be heard clearly.

- Outbreaks of fire are to be reported to the civil defence. It is the duty of the Principal (if absent – the Facilities Manager) to make the call before vacating the premises and to meet the fire services on their arrival.

- The overriding duty of the staff is to ensure the safety of the children and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so and if training has been given.

4.1.4 Assembly Point

The designated assembly point is the far end of the sports field. At the assembly point, classes will line up in year group order according to the signage on the fence. Teachers/Tutors will bring their class register and coloured cards to the assembly point. Call the roll – Class Teachers/Form Tutors/TA will immediately call the register and show that 'all are present' by raising the GREEN CARD in the air. Assembly Point Marshals will confirm that a roll call has taken place and establish if any persons are missing and report these to the Fire Officer who will liaise with the Principal and Civil Defence.

4.1.5 Duties of staff members with specific responsibilities

Principal/Facilities Manager – On hearing the alarm will contact the fire brigade using the emergency telephone system in the Challenger building.

Class Teachers/Tutors - have the responsibility for taking the registers at the fire assembly point. When all students in their specific group have been accounted for, they should confirm that their group is present and correct using the coloured card system.

Missing students should be reported to the Assembly Point Marshals.

Front Desk – On hearing the alarm they should collect all class registers and the visitor's book and take them to the assembly point.

Fire Officer/Principal – At the assembly point will liaise with the Assembly Point

Marshals and Fire Wardens to confirm that the buildings have been cleared and a roll call has taken place and establish if any persons are missing.

Kitchen Staff/ Caretaker/Cleaning Staff will:

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the assembly point
- Facilities Manager to call the roll of support staff

4.1.6 Procedures for liaison with the civil defence

The Principal and security personnel will meet the fire brigade on the driveway of the school on their arrival and give them details of any persons missing; the location of the fire (if known) and access points into the building.

4.1.7 Out of hours use

Events take place outside a normal school day. In this event, school staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. However, visitors will be made aware of the evacuation procedure and assembly points.

4.1.8 Additional Assistance

In the event additional assistance is required, all classrooms have red and green assistance cards with their location listed. A staff member will send a green card to the Reception to seek additional assistance and a red card for an emergency.

4.2 Accidents

We have 35 first aid boxes, in every building and floor across the school (Please refer to map). All accidents are recorded and monitored. 130+ members hold a current first-aid certificate. Regular first aid courses are held for all staff. Notifiable accidents and incidents are recorded and passed to the Principal and Headteacher.

Letters to parents informing them of accidents to their children are recorded in their Isams file as a reference note. These forms are checked each half term for trends of accidents. Letters and phone calls are always sent to parents when children have a bump on their head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to the hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two (1 Nurse) members of staff.

4.3 Reporting Hazards

All staff are responsible for reporting hazards. It is then the Principal's responsibility to follow up on this report. The health and safety committee monitors the action taken to remedy hazards.

4.4 Road Safety

The school has a road safety committee team, which consists of parents, board members and school leadership. The school provides a duty roster to help supervise road safety outside the school. Parents are reminded about Road Safety in Newsletters and Parent Talks.

5.0 Electrical Safety

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove it from the area with a notice saying “Faulty Do Not Use”.

In addition, a risk assessment is carried out on an annual basis and appliances are PAT tested annually by the school electrician and PAT labels are placed on all appliances

Staff should note that particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into the school from home without the prior agreement of the estate’s manager.

6.0 Control of Substances Hazardous to Health Regulations

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboards are locked during the day and the key is kept in the facilities manager’s office. Teaching

staff should note that the use of chemicals in science should be checked with the science technician or head of science.

Please inform the Principal of any additional potential items that have been brought into school other than those on the list.

7.0 Workshops and Labs

The Design Technology workshop, Food & Nutrition room and Science labs are potentially dangerous places. Students are given regular Health & Safety instructions and reminders as part of their courses. No student may enter a lab without a member of staff present. All workshops and labs are fitted with security locks to prevent unauthorised access granted only through an appropriate fingerprint or pass.

Workshops and labs will have clear signage reminding and warning students about personal safety when operating machinery and tools, chemicals and food prep equipment.

Bags are left outside the rooms and students wear appropriate protective clothing such as lab coats and aprons.

Students are taught to always wear eye protection when operating machinery and to be aware of the risk of minor burns when using glue guns and soldering irons and what to do in such cases.

8.0 Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the estate's manager, with a note saying ***Fault Do Not Use***. The following points about equipment should be noted:

- Staple Guns – These are not to be used by students and must always be stored in a drawer when not in use.
- DT Equipment Children are instructed in the correct use of this equipment and fully supervised when using tools.
- Ladders – Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work.
- PE Equipment - is inspected regularly. Large apparatus equipment is chained and locked away when not in use.
- Food technology: No student may use the food technology unless supervised by the teacher or technician. All students must be taught about correct health and safety procedures when using specialist equipment.
- DT/Food technology - Due to the various risks of specialist equipment in these specialist areas, taught lessons and clubs must be led by specialist teachers or staff with appropriate qualifications as approved by the relevant head of department. These rooms can only be accessed by key card holders.

- Sensory Gym - The sensory gym has been installed in partnership with Kidsfirst. No student may use the gym unless supervised by a Kidsfirst specialist. Kidsfirst specialists may instruct SCS staff on how to use gym equipment safely with students for breakout purposes. Visiting specialists may use the gym with permission from the Inclusion Champion. The door to the gym will be locked when not in use.

9.0 Health and Hygiene

It is the responsibility of the Estates Manager to monitor the cleanliness of the building.

All stakeholders are encouraged to wash hands often with soap and water or alcohol-based hand sanitisers which are available in washrooms as well as key locations around the school site. Hand washing pictorial posters are placed near wash basins. Younger children are reminded to avoid touching their eyes, nose and mouth.

Cleaning staff ensure surfaces are clean and disinfect regularly including benchtops, desks, doorknobs, banisters and floors.

9.1. Notifiable and Infectious Diseases

Details of notifiable diseases and periods of exclusion are kept in the school's information packs sent to parents on registration.

9.2. Medicines

It is the school policy not to administer medicines except in the case of chronic illness after discussion with parents. A medical care plan is then drawn up in conjunction with the school's medical team. In general only inhalers, emergency medicine and Epi-Pens are kept in school. Children who go home with a medical complaint or as a result of an

accident are recorded on ISAMS, our student management system and a note is sent home to parents.

9.3. Smoking

The “Governing Body” has adopted a no smoking policy within the school building and grounds.

9.4. Hygiene

It is the responsibility of the Estates Manager to monitor the cleanliness of the building. This is part of the weekly visual inspection.

All staff are responsible for encouraging good hygiene habits in the students. Particular emphasis is placed on hand washing and brushing their teeth. Talks are arranged by a specialist outside providers to speak with the students.

9.5 Location of First Aid Boxes

The school has 35 first aid boxes located in all buildings and on every floor. (Please refer to map).

10.0 Swimming Pools

The school holds an Emergency Action Plan (EAP) Policy and Normal Operating Procedures (NOP) which is followed by all school staff and outside providers who use the pool.

10.1 Qualifications/ Police Report

The medical clinic consists of three qualified nurses, one full-time school doctor.

All staff who teach swimming have completed their National Rescue Award for swimming teachers and coaches and are first aid trained.

The school's children protection officer holds the Advanced Safeguarding and Child Protection award.

The school has two assistant child protection officers, both holding an NOCN Level 2 Award in Safeguarding Children and Young People.

The school has a full time lifeguard, who works from 7:00 am - 4:00 pm Sunday to Thursday and is appointed to support with school events and fixtures outside of these hours.

11.0 Educational Trips or Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched and a preliminary visit is made by the teacher. APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED. It is the duty of the teacher to ensure all helpers are

fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessments for outdoor visits are completed and checked by a member of the Principal or Headteacher.

Medical information, as well as food allergies, are recorded, so staff, parent helpers and additional instructors are aware of children's medical needs. All staff must take a first aid kit on trips which is provided and arranged by the medical team.

When residential visits are organised parents are invited into the school to discuss the visit in detail by both the school and outside provider. Staff are aware of the guidelines for educational visits.

12. Security

The school has full time security guards on-site 24/7, as well as CCTV footage, both in the buildings and outside the surrounding areas. This can be accessed by the facilities manager, Board member, Principal and Headteacher.

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown then photo identification should be requested

There are four entry points into Safa Community school. Gate A and C are the main entry points for the main building and Gate 3 for the Safa College. Visitors are requested to enter at Gate C and provide their Emirates ID, or appropriate photo ID to obtain entry. Parents must wear their parent passes to gain access into the school. FS1 parents have a different coloured lanyard, due to earlier pick up times.

Safa College operates with the same lanyards and access is permitted through Gate 2. There are three exterior gates to access the building. Gate 3 is the emergency access gate for Civil Defense

Fingerprints and keypads on doors prevent entry. Staff who remain in school late are advised to ensure that their classroom doors are locked. In the event of anything suspicious or a child or a teacher is at risk of injury then a precoded card will be sent to the Headteacher, Principal or office and they will act appropriately (red card – emergency, green card – assistance required). Any act of violence or abuse towards a member of staff must be reported to the Principal or Headteacher, who will take the appropriate action.

12.1 Contractors

All contractors are expected to report their arrival and departure to the security or office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Principal.

12.2 Lettings

All bodies using the school building receive information which includes information about the location of the first aid box and the telephone. They also have a contact number for the Estates Manager.

12.3 Lone Working

During school hours, staff sign in and out using a fingerprint. However, when working outside of the school day, teachers are required to sign in and out with security.

Potentially dangerous activities must not be undertaken when working alone. Personal safety is of paramount importance. If there are any doubts about the task to be performed then the task should be postponed until other staff members are available. If lone working is to be undertaken, a colleague, friend or family member must know where the member of staff is and when they are likely to return. A lone working register will be maintained. Entries should be made in the register accordingly. The frequency of contact would depend on the tasks being undertaken, in any case, contact should be made at no more than 2-hour intervals.

13. Supervision

13.1 Playground Supervision

Students safety is the school's main priority, all areas of the playground are supervised and staff members are spread across the school site to ensure that there are no blind spots. While staff are on duty they can be easily identified by their high visibility vests in case a student needs to approach an adult. In the event of an incident occurring at break time or if an adult has had to speak with a primary student, they will give them a playground sticker to inform their class teacher of this process. The class teacher will then record this information in the blue breaktime book which is regularly monitored by the pastoral team. If a primary student is injured during break time they will be given a sticker that allows them to go to the nurse and be treated, the nurse will record all

incidents and report to the class teacher. All duty staff have whistles to gain the attention of other staff members if they require extra assistance. In the event additional assistance is required, all duty zones have red and green assistance cards with their location listed. A staff member will send a green card to the Reception to seek additional assistance and a red card for an emergency. Whistles are also used to inform students that break time is over at which stage students will line up in their designated area with their teacher. Staff located at the furthest point on site will have walkie talkies to communicate with the reception if an incident has occurred or they require extra support outside. All-access points are restricted so that no student is able to leave the site at any stage during break time.

13.2 Late Pick-Up

Children who have not been collected on time, as sent to a 'late club' which is supervised by a member of the leadership team. Children are signed in with the time noted, and signed up by parent signature.

13.3 Early Pick-Up

All parents must report to the school office to collect their child if an early pick up is required, this then needs to be approved by a member of the leadership team and the child is signed out on the register.

13.4 ECA and Sibling Club

All extracurricular activities and sibling clubs have clear meeting points and children are supervised by staff. ECA staff complete a register before taking children to their activity.

Parents are made aware of the pick up locations; however, if late children are signed into reception where parents are to sign them out upon pick up.

13.5 Bus Children

All primary bus children are escorted directly onto the buses. Children are taken there by dedicated teaching assistants where they line up in their bus lines. Bus nannies complete the register before taking the children to the bus. Secondary students gather in the Drama Studio in Challenger building and are escorted to the buses prior to departure times.

14.0 Staff and the Health and Safety Policy

Employees are given a copy of the policy and are required to confirm they have read it. All staff keep a copy of the policy in the staff file so that it is available for supply staff.

Staff are encouraged to attend health and safety courses as appropriate, especially technology staff who have all had the required training to support the specific materials used in their subjects.

Monitoring and Evaluating:

The school has a committee, board, senior leadership team and designated H and S person who regularly monitor the H and S in their areas of responsibility. All concerns are reported via the appropriate procedures.

Next Review Date:

Appendix 1 - Additional Policies

1. Anti Bullying Policy
2. Cyber Bullying Policy
3. E - Safety Policy
4. Educational Trips Policy
5. Pastoral Policy
6. Child Protection Policy
7. Emergency Action Plan (EAP) - Swimming
8. Normal Operating Procedures (NOP) - Swimming
9. Extra-Curricular Activities (ECA) Policy
10. Health and Safety Policy for Science
 - Chemical Storage List
 - Risk Assessment
 - Safety Checklist
 - Safety in Science Labs
11. First Aid Box Location Map
12. Fire Wardens and Procedures
13. Healthy Lunch Box Guidelines for Parents
14. Lockdown Policy
15. Infection Control Policy
16. Procedure for Pupils Attending School Clinic
17. Severe Weather Policy
18. Sun Care Policy and Guidelines
19. School Illness Policy
20. Head lice Policy
21. Food Allergy Policy
22. Food Safety Policy

- 23. Lost and Found Policy
- 24. Diabetes Management Policy
- 25. Positive handling Policy