THE ENGLISH COLLEGE DUBAI

PART OF iSP International Schools Partnership

HEALTH & SAFETY POLICY
2026-27

AIM: (final result we are aiming to achieve)**:**

The Health & Safety of all employees and all other persons who use the school premises is a major concern for the school. The EC Health and Safety Policy accompanies and compliments the Vesta Care policies and procedures to ensure the safety of all at The English College.

RATIONALE: (The reason for which this policy has been written)

This policy provides a framework for ensuring a safe working environment and outlines responsibilities in relation to the health and safety assurances of all employees and those that enter school premises.

GUIDELINES: (The principles/instructions/steps of the policy)

OBJECTIVES

The English College will:

- Provide a safe and healthy working/teaching/learning environment in compliance with local UAE requirements.
- Maintain the cleanliness and state of repair of the building.
- Provide safe systems of working to ensure, so far as is reasonably practicable, the H&S at work of all employees/students and visitors.
- Provide safe plant equipment.
- Manage and maintain the use of personal protective equipment.
- Provide adequate information and training on health and safety at work and fire prevention and ensure that all employees, students, contractors, visitors and others follow the school safety procedures.
- Provide safe storage for dangerous materials and substances.
- Provide adequate first aid facilities.
- Establish, practice and maintain effective emergency evacuation procedures.
- Provide consultative practices to monitor and review the effectiveness of H&S measures.
- Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.

- Liaise with all other relevant authorities and bodies, with the aim of improving all aspects of H&S at work.

RESPONSIBILITIES

The School Principal in partnership with the Facilities Manager and Vesta Care Clinic Team is responsible for the day to day coordination of the school's Health and Safety Policy to include:

- Regular documented inspections and risk assessments, held centrally with the Facilities Manager
- Liaising with contractors
- Initiating action on reported hazards and accidents
- Fire, emergency and evacuation procedures

The Deputy Head - Safeguarding & Wellbeing is responsible for chairing minuted bi-termly Health & Safety Meetings to provide a mechanism for whole school representatives to raise concerns or make suggestions for improvements.

The school's medical services are provided by Vesta Care from the School Clinic. The team consists of 1 full time doctor and 3 full time nurses as per Dubai Health Authority's requirement.

The English College is committed to the continued training of employees to enhance first aid provision and will provide funded training for 10 employees per academic year. There are currently 27 first aid trained employees strategically placed across the site to cover the whole school.

Appointed First Aiders will administer treatment to a patient until the Clinic Team arrives.

The academic team will develop area specific Health and Safety plans for the below subjects:

Area	Responsible Person
Art	Head of Arts
Science	Head of Science
PE	Head of PE
EYFS	AHT Primary (Head of FS)

Considerations must include:

- Planning and risk assessment prior to the start of lesson
- Maintaining Health and Safety in the classroom
- Monitoring and regular review of Health and Safety e.g. procedures for reviewing risk assessment and safety

- Reporting promptly any health & safety concerns to the H&S Meeting or via the Facilities Helpdesk

All staff have a responsibility to:

- Check that areas and equipment are safe before commencing an activity
- Ensure safe procedures are followed and use protective equipment as required
- Report hazards to Facilities using electronic Facilities Helpdesk
- Encourage students and visitors to comply with the Health and Safety Policy

IDENTIFICATION LANYARDS

Every adult is required to wear an EC lanyard around their neck when on school premises. It is everyone's responsibility to challenge any adult on site that is not clearly displaying a lanyard.

- **Employees** (Black): The lanyard is part of the staff uniform and ensures that all members of the team are identifiable. It must be worn at all times around your neck, this includes non-uniform days. If the employee ID is lost it must be reported to IT immediately. If the employee ID is forgotten a visitor lanyard must be requested from Security.
- **Parents** (Orange): Parents are issued with 2x parent lanyards and they must present them at the Security gate to access the school premises. The lanyard must be placed around the neck prior to entering. If parents do not have their parent ID they will follow the sign in process for visitors.
- **Visitors** (Red): All visitors must report to Security on arrival. They must present valid identification, which will be left with Security for the duration of the visit, read the Safeguarding statement and sign in on the Visitors Log. Visitors will be allocated a Red lanyard which they must place around the neck prior to entering. Lanyards must be returned to Security when identification is collected on exit.
- **Invigilators** (Yellow): All Invigilators must provide a copy of their Passport, Visa, EID & Police Clearance Certificate and sign a confidentiality form. The Exams Officer will then issue the Invigilator with a yellow lanyard displaying their name and position. The lanyard must be worn around their neck at all times whilst on site. Invigilators must sign in. At the end of the Exams series, Invigilators return the lanyards to the Exams Officer.
- It is the responsibility of all staff to ensure that Visitors are not left unattended at any stage during their visit. If you have invited a visitor to the school site it is your responsibility to accompany them or if moving between teams, they are escorted and handed over to the next team member.

RISK ASSESSMENT

There are several aspects to risk assessment:

- Annual H&S Audit to be undertaken by the Facility Manager, Engie and Vesta Care Clinic Team.
- Bi-termly H&S inspection of school premises to be undertaken by Facility Manager and Vesta Care Clinic Team.
- Event risk assessments led by the event leader with support from Facilities Manager.
- Bi- termly meetings of the H&S Group (whole school).

- Continuous identification of hazards and risks on a daily basis.
- Assessment of any substance or material introduced into the school and school site to ensure compliance with COSHH regulations.
- Assessment of any new activity or procedure introduced into the school.
- Testing of electrical equipment will take place annually or as appropriate by Engie.
- Calibration and Planned Preventative Maintenance of all medical equipment conducted by external suppliers annually.
- Clinic Staff will undertake humidity, temperature and air quality checks four times daily, this will be documented on the Outdoor Temperature Tracker. Based on readings, the Clinic Team will make recommendations to WSLT and decisions will be made based on this and professional judgement. It is the responsibility of WSLT, PLT & SLT to ensure that agreed action is implemented by the wider team. Please refer to the Heat and Sun Management Policy.

STUDENT SUPERVISION

Duty Supervision: All teachers are required to complete duties during the working day, a 'duty' is supervision of children, before school, at break, lunch or after school. Primary staff follow the PLT's Primary duty rota and Secondary teachers follow the SLT's duty rota.

Primary: Every Primary Teacher and Learning Support Assistant is required to complete at least three duties per week. Learning Support Assistant carry out lunch time supervision with Primary Teachers. Duties are monitored by PLT who will check everyone is in position. Over the course of the year, the duty time and location is maintained unless instructed otherwise. If a teacher is absent from school, it is their responsibility to seek cover. Failure to attend duties will lead to disciplinary action. While on duties teachers must be vigilant and proactive and ensure high levels of behaviour and supervision.

Secondary: Every secondary teacher is required to complete at least four duties per week. There are some teachers who are exempt from duties for being over timetable or due to the demands of their role. In August duties will be allocated as fairly as possible. If staff wish to change, they will need to find someone to swap with. Each duty team has a team leader from SLT who will check everyone is in position. Over the course of the year, the duty time and location is maintained unless instructed otherwise. If a teacher is absent from school, it is their HoFs responsibility to seek cover for them. Failure to attend duties will lead to disciplinary action. While on duties teachers must be vigilant and proactive.

Student Medicines: Guidance is covered by the Vesta Care Medication Management Policy which must be followed at all times.

Medical Information: Upon student's admission parents will be asked to complete the Student Medical Consent Form, providing an emergency contact number and notifying the school of any known health problems e.g. diabetes, asthma etc. This record will be kept centrally by the Vesta Care Clinic Team.

Medical Incidents: In the event of a serious incident an ambulance will be called and parents contacted to accompany their child to the hospital. Students who require hospital treatment will be taken to the nearest hospital unless the parent has stated otherwise in the medical consent form of the child. In the event the parent is uncontactable and no consent

is obtained, we will transfer to a hospital best suited to the needs of the child, instructed from the Dubai Corporation Ambulance Service (DCAS) For further information please refer to the First Aid, Minor Injuries and Emergencies Policy & Procedure.

School visits and off site activities: Any member of staff wishing to conduct off site visits or activities must follow the SoP detailed within the Trips Policy.

LINKS TO OTHER POLICIES

- First Aid, Minor Injuries & Emergencies Policy & Procedure
- Medication Management Policy
- Intimate Care Policy
- Health Examination & Screening Procedure
- PE / Science / EYFS Risk Assessment
- Science Health and Safety Policy (CLEAPS)
- Heat Management Policy
- Trips Policy & SoP

POLICY REVIEW HISTORY:

This policy will be monitored, evaluated, reviewed and approved by the Whole School Leadership Team.

Historical Record				
Revision No.	Date	Brief Description of Change	Approved by	Next Review:
1	23/05/22	New P&P	WSLT	07/2023
2	14/09/22	Inclusion of Lanyards	WSLT	07/2023
3	05/2023	Annual Review & Update	WSLT	05/2024
4	20/06/24	Annual Review & Update	WSLT	06/2025
5	06/2025	Annual Review & Update	WSLT	06/2026
6	06/2026	Annual Review & Update	WSLT	06/2027