

Health and Safety General Policy

In this policy document, when the expression 'School' is used, it relates to Cranleigh Abu Dhabi in its entirety: Senior School, Prep School and Pre-Prep School.

1. Statement of Intent

The Trustees of Cranleigh Abu Dhabi recognise that under the UAE Health and Safety legislation they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act. All Cranleigh Health and Safety policies fall under the auspices of the Aldar Education Health and Safety Service Guidelines.

The Trustees accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above legislation and guidelines, regulations made under that legislation and all approved codes of practice as regulated by the Abu Dhabi Department of Education and Knowledge. It is considered by the Trustees that health and safety is one of the highest priorities in running the School.

The Trustees will take all such steps as are reasonably practicable:

- To maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.
- To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare. To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The School's will employ Health and Safety consultants when necessary to provide relevant information and this will be disseminated to the staff as appropriate.
- To develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels.
- To provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment.

- To control effectively the activity of all outside contractors when on the School's premises. It is the intention of the Trustees that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage.
- To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees, such as the EHS Committee, which may be implemented to support this aim.
- To ensure that this Policy is used as a practical working document and that its contents are reviewed regularly to keep it in line with changes in current UAE legislation and the Abu Dhabi Environment, Health and Safety Management System (AD EHSMS). The latest version of the AD EHSMS Regulatory Framework (version 1.2, issued July 2009) includes the EHS Policy, the EHSMS Decree (issued 16th June 2009), the EHSMS Manual, Codes of Practice and Guidance Documents. These are published on: www.adehsms.ae

The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Abu Dhabi environmental and land use guidelines and, in particular, the duty of care as regards waste.

The School is aware of the requirements under The Children Act 1989 relating to fire provisions and ensuring that staff and pupils are aware of the School's health and safety policies and practices. It is the intention of the School to follow the advice given in: The AD EHSMS Regulatory Framework (Version 1.2); The ADEK School EHSMS Manual (April 2014, Version 1.1); The Children Act Guidance and Regulations Volume 5.

Aldar Education provides legal, technical and practical health and safety assistance and information and also provides a helpful monitoring service of the activities of the School, including reports for the school.

2. Management Structure

The Trustees

The Trustees are ultimately responsible for health and safety within the School. They will regularly monitor the effectiveness of the implementation of this Policy and will revise it where necessary. The

Trustees will ensure that any significant changes in this Policy are drawn to the attention of the employees concerned.

Headmaster, Vice Principal Operations, Heads of School, Head of Facilities and Health and Safety Officer

Headmaster, Vice Principal Operations, Heads of School, Head of Facilities and Health and Safety Officer will be responsible to the Trustees for the implementation of the policy. They will, so far as is reasonably practicable:

- Monitor the effectiveness of the Policy within the School and report back to the Head of Facilities and the Trustees as appropriate.
- Consult with the Health and Safety Officer, in his capacity as Chair of the EHS Committee.
- Recommend changes in the Safety Policy in the light of experience.
- Encourage the co-operation of staff at all levels in working to this Policy.
- Ensure that any changes in curriculum and in systems of work are considered for their Health and Safety implications.

Health and Safety Officer

The Health and Safety Officer, who chairs the EHS Committee will:

- Monitor the effectiveness of this Policy and report back to the Trustees / Headmaster / Heads as appropriate.
- Be appointed as the School's nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the School via the normal line management structure; in so doing, he delegates responsibility to, amongst others, the Facilities Manager.
- Be the liaison point with the School's Health and Safety Consultants and ensure that their services are used fully to obtain the above information.
- In a line management function, be responsible for the safety of all administrative, maintenance and domestic staff.
- Be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School functions are fully used and kept up to date.

- Where individual employees in the various domestic functions listed above are given posts of intermediate responsibility, identify those posts in this Policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given.
- Establish a system for the reporting back of accidents, incidents, near misses and damage to School property and investigate accordingly.
- Be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified.
- Be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the School premises.

Heads of Department

The Heads of Department will be responsible to the Heads of Schools for the following:

- Ensuring that the Department is run according to the standards laid out in this Policy and other appropriate standards that may be set by the School.
- Ensuring that members of the Department and ancillary staff understand the practical aspects of this Policy and the minimum legal standards applicable within their areas of responsibility.
- Notifying the Heads of Schools of any matters within this field which they feel are beyond their own competence.
- Reporting to the Health and Safety Officer as appropriate any accidents, incidents, near misses or damage for investigation.
- Ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed in part 3 of this Policy.
- Completing Risk Assessments in accordance with AD EHSMS/ ADEK School EHSMS Regulations on any new substances introduced into their Departments.
- Ensuring that the teaching staff and pupils for whom they are responsible co-operate fully with any fire practices and other emergencies as specified in part 3 of this Policy.

Laboratory Technicians

They will be responsible to their Head of Department for the following:

- Isolating gas supplies to laboratories at the end of each teaching day.
- Security of all toxic and highly flammable substances which may be used in their Department.
- To this end ensuring that all stores are kept securely locked when not being supervised.
- Ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm.
- Ensuring that a sufficient number of the correct fire extinguishers is available within, or close to, the prep rooms.

Contractors

This section refers to the managers who head the catering, domestic services, grounds, enterprises and maintenance departments.

- These managers will be responsible to the Health and Safety Officer for the safe running of their activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy.
- They will be responsible for ensuring that staff have appropriate training according to the needs of their work.
- They will undertake the necessary training under the AD EHSMS/ ADEK School EHSMS Regulations or the appropriate authority for their services.
- They will be responsible for ensuring that all agreed systems of work are followed.
- Where they come across matters that they feel are not within their own competence they should refer the matter to the Health and Safety Officer.
- They should be responsible for investigating any accident or incident and for reporting it to the Health and Safety Officer or the Head of Facilities.

3. Local Rules and Arrangements

It is the School's intention that in this part of the Policy specific standards and arrangements will be established to cover specific risks and that these standards will be regularly monitored.

4. School Trips

These are arranged in accordance with the written instructions laid down in the School Trips Policy.

5. Machinery Guarding and Work Equipment

It is the intention of the School that all machinery, whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, in accordance with the requirements of AD EHSMS/ ADEK School EHSMS Regulations.

6. Fire Evacuation Policy

1. Four times per year, preferably within the first fortnight of each start of term, the School will hold a fire drill, the timing of which will be known only to selected staff. Buildings may be evacuated separately, dependent upon where the alarm is sounded.
2. If the School is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and further practices will be held until the satisfactory standard is achieved.
3. A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings. This record will be maintained by the Health and Safety Officer.
4. The warning, in case of fire, shall be given by a siren or bell which is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of the buildings.
5. This fire alarm system will be tested regularly. The work will be done on instruction from the Head of Facilities and details will be kept of these tests in the Fire Log Book.
6. Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence. Upon hearing the alarm in the School, nominated staff will advise the Reception as to whether the alarm has been triggered in error, if this can be identified. The Reception should be advised whether the alarm was prompted by a fault, an error or an actual fire. If in any doubt the emergency services will not be dissuaded from dispatching the Civil Defense.
7. Teachers are considered to be competent to implement evacuation procedures. If the fire alarm is sounded, the Fire Evacuation Policy, available in every classroom, will be followed.

8. Arrangements will be made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe, as far as time and travel distance allow.
9. Exit doors leading from School buildings should never, under any circumstances, be locked or obstructed during School hours, and Fire Doors must not be propped open by wedges, weights or fire extinguishers. The Heads of Schools, Security and Fire Wardens should ensure that no unauthorised persons re-enter the School, under any circumstances, during a fire practice or actual fire emergency.

7. Science Teaching

Cranleigh Abu Dhabi Science Department risk assessment should be read in conjunction with this instruction.

Experimental Safety

The method of conducting all experiments in the curriculum will be according to the standards laid out in Chapter 7 of “Topics in Safety” published by the Association for Science Education, 1988 revision. The chemicals used will be according to the recommended restrictions in Chapter 8 of the above publication.

8. First Aid

The School has a number of First Aid trained staff. First Aid Boxes are maintained in the following areas:

- Every corridor
- All Science/Design and Technology areas
- Other high traffic/risk areas such as:
 - Reception
 - Sports Department
 - Dining Halls
 - Auditorium/Performing Arts spaces

The person responsible for ensuring that First Aid Boxes meet laid down statutory requirements is the School Nurse.

All First Aid Boxes will be checked against a stock list every six months and restocked as necessary.

9. Storage, preparation and consumption of Food

The School will take all necessary steps to comply with necessary and relevant hygiene and health requirements regarding the storage, preparation and consumption of food, in accordance with Abu Dhabi Food Control Agency (ADFCA).

10. Grounds Staff

All staff who use machinery will be required to use suitable PPE, such as hearing protection, visors, safety footwear and the correct clothing as required under AD EHSMS/ ADEK School EHSMS Regulations.

All pesticides will be safely and securely stored and will be under lock and key except when being manipulated.

11. AD EHSMS / ADEK / School EHSMS Regulations / HAAD / ADFCA Regulations

The School recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to control the risks.

The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise, coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

Swimming Pools

Under the AD EHSMS/ ADEK School EHSMS Regulations, full details will have been obtained regarding the chlorination system. The full instruction for safety during the manipulation and use of the chemicals will have been obtained by the suppliers and will be worked to.

With regard to supervision of the swimming pools, note is made of the publication prepared jointly by the UK HSE and the Sports Council entitled “Safety in Swimming Pools”. This will be interpreted carefully with the help of the School Risk Management Consultants to ensure that a reasonable standard is reached, commensurate with the use.

13. Use of School Facilities by Members of the Public

The School will ensure that all members of the public using the facilities of the School will be given sufficient information in order to allow them to avoid any risks to their health and safety.

With regard to the use of the School Sports Hall/Auditorium, this information will relate to means of escape and assembly in the event of an emergency.

An agreement form used by the School as a contract with the hirer will carry a specific clause stating that the hirer will ensure adequate supervision and take responsibility for the Health and Safety of persons using the facilities.

14. Accident Reporting

All accidents, no matter how trivial, should be reported to the Head of Health, Safety and Environment, who will be responsible for passing on details as appropriate to the Headmaster.

The School will take all necessary steps to comply with the AD EHSMS/ ADEK School EHSMS Regulations in this regard.

Whenever any of the following events occur, it must be reported immediately to ADEK EHS Committee and Regulatory Authority:

- The death of any person as a result of an accident arising out of or in connection with work.
- Any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work.
- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm or wrist but not a bone in the hand, leg, ankle or in the foot.

- Amputation of a hand or foot, finger, thumb or toe, or any part thereof if the joint or bone is completely severed.
- Loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye.
- Either injury (including burns) requiring immediate medical treatment or the loss of consciousness resulting in either case from electric shock from any electrical circuit or equipment, whether or not due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Decompression sickness requiring immediate medical treatment.
- Either acute illness requiring treatment or loss of consciousness resulting in either case from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected materials.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

Other accidents should be reported to the ADEK EHS Committee within three working days.

The School will keep records of all reportable injuries and dangerous occurrences containing the date and time of the accident causing the injury or the dangerous occurrence, and the following particulars about the person affected: full name, occupation, nature of injury or condition, place where the accident or dangerous occurrence happened and a brief description of the circumstances.

Maintenance of adequate accident records and reporting of those necessary to the ADEK EHS Committee will be the responsibility of the School Nurse.

The School will arrange for all accidents and “near misses” to be investigated to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation is the Headmaster/Head of Health and Safety or his delegated person.

15. Instructions for School Contractors

The School Liaison Manager for major works contracts is the Head of Facilities. They must be contacted before any work is commenced. If work is being carried out for the Grounds Department this may also be done through the Head of Facilities.

Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the School, third parties and their own employees. It is a condition of contract that any main contractor assumes the legal liabilities to the School and third parties which may be occasioned through the actions of any sub-contractor or other body employed or engaged by the Contractor unless otherwise specified. All work must be undertaken with a permit of work agreed by the Head of Facilities.

Unless specifically agreed in writing with the Contractor, orders are placed on the basis that the Contractor shall provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of School equipment such as lifting equipment, electrical supplies, tools, and access equipment is prohibited unless specifically authorised by the Head of Facilities.

Contractors are not permitted to engage the assistance of School personnel without specific authorisation from the Head of Facilities.

When a Contractor uses scaffolding or other access equipment on site he must ensure that it complies with the Construction Regulations of Abu Dhabi. Scaffolding inspections, in accordance with these regulations are the responsibility of the Contractor.

The Contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.

The Contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the School or other persons' property adjoining the site.

No Contractor's employee is allowed to interfere with or operate any valve, tap, switch or plant control without first obtaining permission from the Head of Facilities.

All gas welding or flame-cutting equipment brought on to site will be expected to be fitted with flashback arrestors, and proper arrangements are to be made by the Contractors for securing of cylinders while on

site. This applies to both the gas cylinders which are in use, and spares. Cylinders which are not secured to a trolley should be tied back to a frame or other support to avoid damage to valves.

The School site includes areas of high fire risk which are identified by appropriate signs. The ban on smoking and naked lights in these areas is rigidly enforced and Contractors must be vigilant in observing these conditions.

Any accidents that occur on site must be reported to the Health and Safety Officer through the Head of Facilities. We expect the co-operation of Contractors in the investigation of any accidents which may occur.

Contractors are required to advise the Head of Facilities where they will be working on site and should not go into other areas without prior authorisation.

The Contractor shall inform the Head of Facilities of the health hazards of any substances he brings on to the site, the likely exposure risks to our employees or pupils, and any precautions that need to be followed.

Any queries or problems on site should be referred to the Head of Facilities. In his absence his nominated deputy should be contacted who will be pleased to assist the Contractor in his endeavour to ensure safety on our premises.

16. Noise

The School is aware of the Noise at Work Regulations and where it believes that employees are exposed to noise levels that would designate the area as either Action Level 1 or Action Level 2, appropriate hearing protection will be provided and worn.

It is believed that these controls will be necessary in the following operations:

- Grass cutting operations
- Use of machinery
- Use of all woodworking machinery

- Driving of equipment

17. Competent Persons

The School has appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions in addition to Aldar Education:

- Health & Safety Matters – Health and Safety Officer
- Fire Evacuation Procedures -- All teaching staff and designated non-teaching staff;
- Electrical Work – Head of Facilities

18. Manual Handling

It is the policy of the School to comply with the Manual Handling Operations Regulations of Abu Dhabi utilising the guidance given in the AD EHSMS Regulations.

In particular the School will:

- Avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
- Where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out. The person(s) responsible for carrying out these assessments are Heads of Academic Departments and Bursarial Departmental Managers.
- Take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonable practicable, and provide employees with general indications on the weights of loads where applicable.

19. Personal Protective Equipment

The School recognises that Personal Protective Equipment (PPE) is a last resort and that, wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided to employees.

Where it is determined that Personal Protective Equipment is required then assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.

All Personal Protective Equipment will be maintained and accommodation provided for it when it is not in use.

Employees will be informed, instructed and trained on the risks which the Personal Protective Equipment will avoid, or limit; the purpose and manner in which the equipment is to be used; and action they need to take to ensure it remains in good repair and efficient working order.

A record will be kept of all Personal Protective Equipment which is issued where appropriate.

The person nominated to co-ordinate the above on behalf of the School is the Health and Safety Officer and Head of Facilities.

20. Management of Health and Safety at Work Regulations

It is the policy of the School to comply with the Management of Health and Safety at Work Regulations as outlined in the AD EHSMS Regulations and the ADEK School EHSMS Manual (April 2014 -V1.1).

The School will make a suitable and sufficient Assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions. The persons responsible for carrying out the Assessment on the School's behalf are the EHS Committee.

The results of the Assessment including identified risks and any necessary preventive and protective measures will be brought to the attention of relevant employees.

21. Training

The School will comply with the AD EHSMS Regulations and the ADEK School EHSMS Manual (April 2014-V1.1) Regulations with respect to training.

Before entrusting any task to an employee the School will take into account his/her capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

The School will provide employees with health and safety training:

- On recruitment. The induction training will give general health and safety training on the risks associated with the School's undertaking, including arrangements for first aid, fire and evacuation.
- Or their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology.
- Periodically as refresher training, as appropriate.

22. Risk Assessment

The following risk assessments are for the purposes following guidelines found within the AD EHSMS Regulations and the ADEK School EHSMS Manual (April 2014 -- V1.1) Regulations.

The assessments reflect conditions observed and information provided on the day of the Assessment. When reference is made to specific Regulations or sources of guidance these must be consulted for definitive information on the required Control Measures.

There is a detailed risk assessment file maintained to cover all areas of school life.

This document is reviewed annually

Version: 3

Reviewed by: Matt Sewell, Health and Safety Officer

Final reviewed by: Tim McConnell-Wood, Headmaster

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