



Policy Name	Health & Safety
Stakeholder	All Staff
Policy Directory Reference	ASCS HSMGT 01
Policy Lead	Waleed Bin Khalid
Role	Manager, School Operations and HSE Officer
Approval	03-10-2021
Reviewed By	Kifaya Khan
Role	Principal
Review Date	June 2022

1. Rationale

1.1 A school site has the obligation to ensure all students, parents/guardians, staff and visitors are safe. Al Salam Community School (ASCS) acknowledges and accepts the health, safety and welfare of all students, staff, parents and service providers as being of paramount importance. In order to deliver best in class health and safety standards for all stakeholders at ASCS, a robust and compliant health and safety (H&S) management system has been developed and outlined in the policy below. Any risk to harm is diligently assessed to ensure it is either removed to prevent harm or managed in a controlled way to reduce the effects of any harm arising from the risk actualisation.

2. Related Policies

2.1 Supporting this policy is the Child Protection and Safeguarding Policy (ASCS001).

3. Scope

3.1 This policy applies to all individuals in Al Salam Community School: Students, Staff, Parents, Visitors and Service Providers/Contractors.

3.2 Its contents will be shared with parents via the School Handbook, with Staff via the Staff Handbook and with Students via the School Leadership.

3.3 The health and safety policy will be available for any other relevant stakeholders via the website and for specific requests.

4. Objectives

4.1 To ensure the school's commitment to health and safety (H&S).

4.2 To ensure, so far as reasonably practicable, the health, safety and welfare of all employees, students, parents, contractors and persons visiting our premises.

4.3 To reduce the total number of accidents and ensure the prevention of injury and ill health to all employees, students, parents, contractors and persons visiting our premises.

4.4 To protect the ASCS from any potential liability issues and/or legal claims.

4.5 Ensure compliance with both local UAE laws and relevant legislation.

4.6 Aspire to meet industry best practice and leading globally standards.



5. Implementation and Monitoring

- 5.1 Establish a robust health and safety management culture that is prominent throughout ASCS.
- 5.2 Ensure the School's commitment to health and safety is driven by Senior Leaders and Managers.
- 5.3 Empower employees by providing suitable information, instruction and training to allow them to perform their roles safely.
- 5.4 Ensure that the health and safety management system is continually improved.
- 5.5 Ensure that health and safety performance is continually monitored and improved upon.
- 5.6 Implement and maintain a procedure for on-going hazard identification, risk assessment and the determination of necessary hierarchical controls.
- 5.7 Communicate and consult with employees on health and safety matters.
- 5.8 Ensure that measurable health & safety related KPIs are established and continuously monitored and acted upon to benchmark H&S management.

6. Responsibilities

- 6.1 Ultimate responsibility for health and safety rests with the Principal and the Board of Governors.
- 6.2 The Board of Governors and the Chief Financial Officer have a responsibility for allocating adequate operational resources and finances to support the ASCS's commitment to continuous safety improvement.
- 6.3 The Manager of School Operations has a specific responsibility for ensuring the implementation of the health and safety policy in ASCS. The Principal will support the implementation.
- 6.4 The Manager of School Operations has a responsibility to ensure suitable emergency exercises are carried out at regular intervals throughout the year. The MSO is also responsible for delivering training sessions to the staff. The frequency of the exercises must comply with ASCS emergency procedures and local legislation. (Refer to Policy ASCS002b.)
- 6.5 MSO is responsible for establishing and monitoring the health and safety strategy for ASCS.
- 6.6 MSO is responsible for providing timely health and safety support and guidance to all relevant persons inc. the Principal and the Board of Governors.
- 6.7 The MSO has a responsibility for ensuring suitable workplace health, safety and fire inspections are conducted at regular intervals and that issues identified during such inspections are actioned in a timely manner.



6.8 The MSO is responsible for ensuring the ongoing maintenance and monitoring of fire and life safety systems is carried out in line with ASCS procedures.

6.9 All employees have the responsibility to protect their own health, safety and wellbeing and that of those who may be affected by their acts or omissions.

6.10 All contractors and service providers are responsible for ensuring that they comply with ASCS health and safety policies and procedures. Moreover, they are responsible for monitoring their own health and safety performance and that of their employees and subcontractors.

6.11 Further specific responsibilities are defined within the health and safety responsibilities section of the health and safety manual.

7. Management of the Policy

Well-kept records are essential to effective H&S management.

Regular audits and updates from the MSO to the Principal, Heads of School and Child Protection Officer (Head of Community) will ensure accountability and address any deficiencies.

The Governing Body will oversee the policy, ensure its implementation and review its content on an annual basis.

The Principal will report on H&S activity and progress within the school to the governing body on a termly basis.