



Beaconhouse Alkhaleej International School

Comprehensive EHS Policy

2021 - 2022



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1. Policy Statement

We at Beaconhouse Alkhaleej International School, Sharjah recognise our responsibilities in shaping the values of future generations and aim to ensure our sustainability as a school through the protection of human health and safety and the preservation of our surrounding environment.

2. Purpose and Scope

The purpose of this comprehensive EHS policy is to outline the school leadership commitment to providing a healthy and safer workplace for students, employees, contractors and visitors.

This commitment reflects the requirements of the

- Sharjah Private Education Authority (SPEA)
- Ministry of Education (MOE)

3. Responsibilities

Principal/ Vice Principal's

- Endorse EHS policy and ensure compliance
- Allocate resources and delegate authority
- Establish the EHS committee

Employees, Students, Contractors and visitors

- Comply with instructions
- Use the PPE provided and follow the safety systems
- Be familiar with emergency and evacuation procedures
- Not to willfully or recklessly endanger environment or anyone's health and safety

Section's Head

- Participate in investigations
- Discuss the EHS issues at departmental level
- Information, instruction, training and supervision

Teachers

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the EHS procedures applicable to their area of work.
- Give clear, oral and written health and safety instructions and warning to pupils often.
- Ensure the use of personal protective equipment.
- Make recommendations on EHS issues.



- Integrate all relevant aspects of safety into the teaching process, where necessary, give special lessons on environment health and safety.
- Ensure that personal items of equipment (electrical or mechanical) are not brought into the school without prior authorization.
- Regularly check their classrooms for potential hazards and report any observed to the EHS Officer.
- Report all accidents, defects and dangerous occurrences to the EHS officer in the first instance.

EHS Officer

- Enforce a strong safety culture and attend mandatory trainings
- Provide advice on implementation of EHS policies and procedures
- Conduct inspections, risk assessments and accident reporting and investigations
- Raise EHS matters to the principal on behalf of employees
- Communicate and raise awareness of EHS requirements
- Information, Instruction, Training and Supervision
- Ensure implementation of all EHS requirements for all contractors

4. Risk Management

The school will make a suitable and sufficient assessment of the risks to health and safety of its students and employees while they are at school, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions.

This is the responsibility of the employees to participate in risk assessments and inform of any risks in line with their work.

The necessary control measures will be put in place to eliminate or reduce the risks identified.

The person responsible for carrying out the assessment is the EHS officer.

5. Communicating Health and Safety Information

The EHS officer will be responsible for disseminating information on environment, health and safety issues within the school.

The health and safety policy is displayed at all prominent areas and can be seen by everyone.

Everyone will be able to access information on the SAFETY Notice Board which is displayed where everybody can see it. Where appropriate, Emails will be used to communicate environment, health and safety information in order to keep the school community updated on the preventive and protective measures that should be taken by everyone.

6. Health and Safety Training

The purpose of this procedure is to ensure that all employees have received appropriate EHS information, instruction and training in order to achieve safe and healthy work performance.

This procedure applies to all employees and contractors within the school and addresses the requirement for mandatory EHS training. Every employee should be given induction training before they commence work at BAKIS and they



will sign that they have received the training. In the event that a sit-down training can't be given, information will be posted on the safety notice board and also emailed to relevant staff.

7. Occupational, Health and Safety Inspections

The EHS officer will carry out safety inspections of the entire school on a daily basis, in order to identify hazards and unsafe situations and take appropriate remedial action.

All members of staff are required to comply with whatever action is given for their own safety and the safety of others.

Once a month, the EHS officer will carry out a thorough monthly inspection and once every three months, a more comprehensive inspection will be carried out. The comprehensive inspection will include checking if the fire alarm systems and emergency lights etc. are in a good working order.

8. Accident Reporting Procedure

All accidents, incidents and work-related ill health must be recorded on the school's accident register and form should be filled in by the EHS officer and signed by the injured party.

The following should be reported:

- Accidents to school staff, including minor injuries occurred within school premises, or in connection with work activities.
- Accidents occurred within school to the third parties, like students, visitors, contractors and other persons within the school.
- Physical assaults or verbal abuse of BAKIS employees in the course of their work.
- Dangerous occurrences such as electrical incidents causing explosions, or fire or gas leak or explosion, chemical spillages.
- Work related ill health such as dermatitis from exposure to known skin sensitizer or irritants, occupational asthma, tendonitis or tenosynovitis in the hands or forearms from physical demanding and repetitive tasks.

If you are in any doubt about what should be reported, contact the **EHS officer (cell No. 0553029980, e-mail: shahid.munir@beaconhouse-azr.ac.ae)**

9. Document Control

All EHS documents (training records, accident and investigation reports, risk assessments, PPE and hazardous substances registers etc) will be kept in the office of EHS officer in the custody of EHS officer.

Documents will approved, maintained, reviewed and retained according to SPEA guidelines.

10. Contractors

The EHS officer will constantly assess and monitor the safety performance of the school contractors.

All contractors will have induction training to ensure they are well aware and follow the BAKIS safety system and know all the procedures of emergency response.



In the event that contractors fail to perform up to the agreed standards, firstly they will be advised verbally, if the mistake persists, a written warning will be issued and non-compliance of the written warning will result in termination of the contract.

11. No Smoking Policy

BAKIS is a **100% smoke free zone**.

Smoking is strictly prohibited both inside the school building and in outside i.e all school grounds, and also in any other building or facility managed by the school.

The prohibition extends to building entrance, including door ways, steps and ramps and external fire escape stairways and escape routes.

There should be no evidence of smoking (cigarette stubs) in or around the school so that school children are not exposed or influenced.

If anyone is found violating the policy, disciplinary action will be taken accordingly.

Implementation

- The policy will be brought to the attention of all staff, students, visitors and contractors at induction and by providing written information and verbal briefings given to students and visitors.
- Displaying appropriate no smoking signage as per school policy.
- Dealing with breaches of the smoking policy by staff or students through the relevant disciplinary procedure.
- Prohibiting anyone found smoking in the school premises to refrain from smoking.

Responsibilities

All staff and students must adhere to the provisions of the school's policy on smoking.

Failure to comply with the school's policy on smoking will constitute a breach of school health and safety policy and accordingly will be dealt with as per the relevant disciplinary procedure for staff and students.

Staff should challenge any individual found to be smoking inside school premises without placing themselves at risk.

Persistent breach of the policy should be reported to the school principal, EHS officer or head of sections. In case the offender is a member of staff the human resources department will be contacted and they will implement appropriate disciplinary action under the school disciplinary procedure.

Departments organizing events directly will ensure that any person attending is made aware of the provisions of the school smoking policy.

12. Cleaning

Cleanliness of the school is of immense importance, because this is the first line of defense against diseases and other problems like slips, trips and fall, pests, unattractive surroundings etc. that an untidy and dirty area can provide. Therefore, a highest standard of cleaning is strived all the time.



The staff, pupils and parents at BAKIS have the right to have an environment at school that is attractive clean and safe.

The cleaning policy is given to all cleaners, who work at the school when they start their contract/ employment with the school.

This is linked with the school EHS policy and all cleaning operations are monitored and coordinated by the EHS officer in coordination with the cleaning supervisor.

All cleaning staff can be called upon by their supervisor or any staff member to undertake cleaning tasks within the individual's competence for the benefit of the school.

Cleaning staff should report whenever an accident or dangerous occurrence takes place.

New cleaning staff will be informed how this system operates before they start to work in school. Any minor repair needed that cleaning personnel come across should be reported to the EHS OFFICER.

13. School Bus Transportation

BAKIS will provide transportation to and from school via third party i.e. Moon bus transport llc to any eligible student who requires and pays for that. The transport service provider will ensure that all safety requirements are met.

Behaviour and Safety Rules

In all circumstances, pupils and parents are expected to behave courteously and respectfully towards drivers, bus attendants and other pupils.

This is pre-requisite that pupils travelling on our buses are familiar with the following bus safety rules and that parents reinforce the mandatory requirement of remaining in seats and fastening seat belts throughout the journey.

- Pupils must walk quietly to their seats and fasten their seat belts before the bus departs.
- Bags and equipment's must be stored under seats and not obstruct the aisles.
- Drivers must never be distracted when the bus is in motion.
- No food is permitted on the bus.

School is required to have parents sign an acknowledgement form regarding behavior on the school bus and the parent's responsibility to pay for any damage by the student.

If a student:

- Violates safety regulations and endangers himself on the bus or waiting area
- Continues to misbehave or creates a nuisance after three notices

Shall be banned from using school transport.



Responsibilities:

School Operations

- Administer the policy and monitor its effective implementation
- Provide transport to and from the school via third party bus service provider to any eligible student who has paid
- Designs bus routes in order to maintain one way ride time under the maximum 75 minutes.
- Designate bus stop location along each bus route.

Principal

- Nominate a responsible person (EHS officer)
- Ensures that the school wide behavior management plan addresses bus behaviour issues.
- Ensures adequate supervision is provided at all times including field trips.
- Ensures a space is provided with in the school for bus drivers and attendants.
- Ensures regulations of SPEA are met and adhered to
- Ensures all parents, drivers, coordinators, bus attendants and students are aware of their responsibilities.

Parents Guardians Will:

- Be responsible for their child safety until the child enters the bus to attend school and after the child exit from bus to go home at the drop off point.
- Ensures that their child is ready for the bus on time and picked up from the bus on time.
- Provide the school with up-to-date information.
- Report the EHS officer any violations related to school bus cleanliness and timelines or any misbehavior of driver or the bus attendant.



14. Specific Hazards

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| <p>14.1 Use of Computers</p> <p>The school has a duty to undertake risk assessment of work stations of staff that habitually uses a computer to carry out their work</p> | <ul style="list-style-type: none"> • Back neck shoulder wrist aches, pain • Eye strain • Carpal tunnel syndrome • Excessive static loading of muscles and tendons • Fatigue and upper limb disorder | <ul style="list-style-type: none"> • Adopt good posture while seated at the screen. • Take regular breaks (four to five minutes after every hour) from screen-based work, stretch and reposition. • Take frequent mini breaks from viewing the screen in order to avoid visual fatigue. • Ensure your work place meets the specific guidelines of ergonomics or seek advice from EHS officer |
| <p>14.2 Work Equipment</p> <p>The school has a duty to ensure that their arrangements in place to comply with the provision and use of work equipment regulations.</p> | <ul style="list-style-type: none"> • Fractures • Burns and electrocution • Falls from height • cuts | <p>The EHS officer and staff will:</p> <ul style="list-style-type: none"> • Ensure that work equipment used by staff and students is suitable for the purpose and in good working order. • Equipment is used in accordance with instructions • Give instructions and training for the safe use of the equipment. • When deciding about procurement of an equipment, managers will ensure that the equipment is fit and safe for use. |
| <p>14.3 Manual Handling</p> <p>The school has the duty to ensure that any manual work, the risk should be assessed and possible risks were eliminated.</p> | <ul style="list-style-type: none"> • Sprains and strains • Lower back pain • Fracture • Cuts • Musculoskeletal disorder | <ul style="list-style-type: none"> • Avoid use lifting aids/automation • Provide information and training • Always consider four factors if you must lift a load: <ul style="list-style-type: none"> • Load (weight, shape) • Individual (physically capable, trained) • Task (stretching, bending) • Environment (floor, lighting) • Pupils are not allowed to lift any heavy equipment. |
| <p>14.4 Chemical Use</p> <p>The school is required to have in place arrangements to assess the exposure of its employees and other persons to hazardous substances and take adequate steps to avoid or control the exposure.</p> | <ul style="list-style-type: none"> • Skin irritation or rash • Burns • Blindness • Neurological disorder • Immune system • Weakening- asthma trigger • allergies | <ul style="list-style-type: none"> • The EHS officer will determine what chemicals are used or activities that may give rise to exposure. • All hazardous substances will be recorded in the register. • The safety data sheets will always be available where chemicals are stored. • The manufacturers safety data sheets must be followed when deciding safe working procedures for the use of the chemicals (handling, storage, first aid and spillage) |



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| <p>14.5 Use of Sports Equipment</p> <p>The school will ensure that all sports equipment should be suitable and safe for the activities planned and the age and abilities of the pupils.</p> | <ul style="list-style-type: none"> • Cuts and bruises • Impact injuries • fractures | <ul style="list-style-type: none"> • All sports equipment to be visually checked before lessons and returned to the designated store area after use. • Pupils must not use sports equipment's unless supervised. • Any faulty equipment must be taken out of use and reported to the head of administration. • Pupils must wear appropriate protective equipment during all sports activities. |
| <p>14.6 Work at Height</p> <p>Work at height is work in any place, including a place at above or below ground level where a person could be injured if they fell from that place.</p> | <ul style="list-style-type: none"> • Fall injuries • Fracture • death | <ul style="list-style-type: none"> • A risk assessment will be carried out for all work conducted at height. • Appropriate work equipment will be selected and used (ladders). • Properly inspected and maintained. • Only competent people will be allowed to work at height. |
| <p>14.7 Lone Working</p> <p>Lone workers can be defined as anyone who works by themselves without close or direct supervision or human contact e.g. security, cleaning staff, IT staff, Teachers may work in isolated classrooms/offices after normal school hours or during holidays.</p> | <ul style="list-style-type: none"> • Inadequate provisions of first aid in case of accident or sudden illness | <ul style="list-style-type: none"> • Any member of staff working after official hours or during weekends must notify the principal about his location and intended time of departure. • Lone worker should not undertake any activity that present a significant risk of injury. • Must have means of communication e.g. mobile phone, telephone etc. |
| <p>14.8 Improper Storage Of Items And Goods Of Housekeeping</p> <p>Storage space is at premium within the school, so this will ensure that the storage of articles in all departments/ divisions does not give rise to health and safety risks.</p> | <ul style="list-style-type: none"> • Slips, trips and falls • Increase of fire risk • Impact injuries • Being struck by falling objects | <ul style="list-style-type: none"> • Items must not be stored where they will block or restrict access to fire escape routes, or obstructs pathways. • Cabinets, shelving, racks etc. used for storage should be stable. • Items should not be kept on top of cabinets, or in other places where they can become dislodged and may fall on to person. • Where articles are kept on shelving at above shoulder height, a suitable platform stepladder should be used to allow safe access. |
| <p>14.9 Security/Violence</p> <p>The school management is responsible for the security of the</p> | <ul style="list-style-type: none"> • Verbal abuse • Physical abuse • Property damage | <ul style="list-style-type: none"> • All areas inside and outside surrounding of the school building are monitored by CCTV cameras. |



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| school site and will undertake regular checks of the boundary wall and fences, entrance points, outbuildings and external lightings. | | <ul style="list-style-type: none"> • All visitors must check-in and sign in at the security office. • Staff must question any unfamiliar person in the school premises and escort them back to the reception. • If an intruder becomes aggressive staff should seek assistance. • Meeting with parents known for rash behaviour should only be held in an area where assistance is available. |
| 14.10 Stress at work Stress is a state of mental or emotional strain or tension resulting from adverse or demanding circumstances. The school will put measures in place to reduce the risk of work-related stress | <ul style="list-style-type: none"> • Low energy • Headaches • Upset stomach, including diarrhea, constipation, and nausea. • Aches pain and tense muscles. • Rapid heartbeat and insomnia • Nervousness • Constant worrying • Forgetfulness • Inability to focus • irritability | <ul style="list-style-type: none"> • Good communication, support trust and mutual respect. • Trainings to enable workers to carry out their jobs competently. • Time management • Seek advice as required • Consideration of domestic and personal difficulties. • Individual support, counselling and referral to outside agencies where appropriate. |

15. Personal Protective Equipment (PPE's)

The school recognizes that Personal Protective Equipment is a last resort and that, wherever possible, risks should be controlled by other means.

Where the risks can't be controlled by other methods or it is assessed there is a residual risk, then suitable personal protective equipment will be provided to employees.

Employees will be informed, instructed and trained on the risks which the personal protective equipment will avoid or limit.

It's mandatory to wear and properly use your PPE.

Failure to comply with will lead to disciplinary action.

16. First Aid Procedures

First aid kits are available in the clinic, at reception, in the gym and all the corridors.

In case of any emergency, please call the nurse and notify the EHS officer or the section heads.

All first aid boxes will be regularly checked against a stock list and restocked as necessary by the school nurse.

School Nurse: Subi Sharafudeen, Contact Number: 0566314325



17. Emergency Response Plan (ERP)

Definition

An emergency may be described as a threatening situation where people, property or the environment may be exposed to danger, risk or damage.

An incident may be described as an unplanned event that results in injury or ill health to students, staff, or damaged or loss to property, materials or the environment.

This procedure is applicable to all types of accidents and emergencies associated with activities, including environment, health and safety emergencies arising from natural disasters, fire, major incidents/ accidents, environmental damage, terrorists or bomb threat, civil unrest or war.

KEEP CALM, THINK CLEARLY, ACT DECISIVELY AND AVOID ALL PERSONAL RISKS AND INJURY, REMEMBER PROPERTY CAN BE REPLACED, PEOPLE CAN'T.

General Procedure

- In the event of an accident or emergency situation that requires an evacuation the fire alarm will be activated to alert staff and students.
- Upon hearing the fire alarm staff and students will leave the building by the shortest and fastest routes.
- The assembly points are located at the front and backside of school building.
- At no time should any student or staff member put themselves in unnecessary danger.

Fire Emergency Procedures

- In case of fire or smoke, activate the nearest alarm station and report the fire emergency immediately to the EHS officer or management.
- If it is possible, close/shutdown sources of electricity and close all doors and windows after everyone leaves. Put an empty room sign at the door.
- Leave the school through evacuation route and emergency exits towards assembly points and away from the fire location.
- Stay at the assembly points and wait for further instructions from the emergency response team. If there is a problem, raise the red card. If all is clear, raise the green card.
- Do not re-enter to the building unless you are instructed to do so.

Evacuation Routes

- It is important to know all evacuation routes, emergency exits and assembly areas at school.
- Take an active part in fire evacuation drills.

Fight Fire ONLY If:

- You have the proper extinguisher in good working order and have been trained to use it.
- Civil Defense has been notified of the fire.
- The fire is small and confined to its area of origin.



- You have a way out and can fight the fire with your back to the exit.
- If you are not sure of your ability or the fire extinguisher's capacity to contain the fire, leave the area.

Fire Extinguishers

- Ensure access is unobstructed.
- Verify that safety pins have not been tampered with.
- Check that the gauge pointer on the extinguisher indicates it is full.
- Verify that fire extinguishers are not damaged.
- Have them service four times a year.

Arrival of Civil Defense

The EHS officer shall give the emergency services an update of the current situation including as much information as possible, the following must be included.

- Nature of Incident
- Details if anyone is trapped, injured or missing
- Any specific hazards

Responsibilities


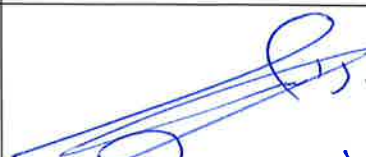
The EHS officer shall hand over responsibility to the emergency services as soon as they arrive and they are made aware of the situation.

Press.

Staff should not talk directly to the press or any outside agency, all communications are to be directed through the principal.

18. Documents Review and Approvals .

This EHS policy of BAKIS will be reviewed annually to ensure its continued suitability.

| Approvals | | | |
|-------------|---------------|-------------|---|
| | Name | Designation | Signature |
| Prepared By | Shahid Munir | EHS Officer |  |
| Approved By | Rania Amaireh | Principal |  |