

Local Health and Safety Policy

Revision	Changes	Date
01	LC/ RCO/ CMS	December 2020
02		
03		
04		

Local Management Approval		Senior Management Approval	
Name		Name	
Title		Title	
Signature/ Date		Signature/ Date	

Introduction

This document has been written to ensure that local health and safety arrangements are clearly identified, described and controlled. It is our commitment to planning and managing health and safety.

Safety Policy Statement

The employees of this organisation support the Safety Policy Statement written by the Chief Executive, Nord Anglia Education Ltd.

The overall responsibility for health and safety on this site lies with:

Name: Matthew Farthing	Position: Principal
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Day to day responsibility for co-ordinating this policy is delegated to:

Name: Liam Cullinan /Cheryl McSweeney/ Ryan Connolly	Position: Head of Secondary / Safeguarding Lead Trips Lead. Covid Lead / H&S Officer
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To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Christine Walker	Position: Head of Primary – FS1 – Year6. Classroom Practice, primary staff and students, primary trips
Wesam Naim	Position: Site Manager – Building and Facilities Safety issues
Cheryl McSweeney	Safeguarding Lead / Trips Coordinator/ COVID 19 School Contact
Zeeshan Ashraf	Head of Security
Amal Ravindranath	Facilities Services and Helpdesk management
Emer Finch	Clinic Supervisor
Zoofsha Anneese Adli	Doctor
Ryan Connolly	H&S Officer for whole school

Employee Responsibilities

All employees have to:

- co-operate with Supervisors and Managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care for their own safety and for the safety of others who may be affected by their actions at school
- Report all health and safety concerns and make sure they are rectified by following up.

Health and Safety Risks Arising From Our Work Activities

Local managers have a responsibility to take ownership of risks identified locally. Review of risk assessments will be undertaken by:

Name: Liam Cullinan	Position: Secondary Head teacher
Name: Ryan Connolly	Position H&S officer for school
Name: Cheryl McSweeney	Position Trip Risk Assessments / Safeguarding Lead/Covid Lead
Name: Wesam Naim	Position: Head of Facilities

Consultation with Employees

Consultation with employees is provided by:

Name :Liam Cullinan, Ryan Connolly, Cheryl McSweeney	Position: Head of Secondary, H&S and D.T technician, Safeguarding lead
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The Health & Safety Committee meeting details and members:

Frequency: Twice per term	Position
Liam Cullinan	Head of Secondary
Zeeshan Ashraf	Head of security
Cheryl McSweeney	Safeguarding Lead Trips Coordinator
Gillian Khele	PA to Secondary Head Teacher
Ryan Connolly	H&S and D.T technician
Emer Finch	Clinic Supervisor
Amal Ravindranath	Facilities / Helpdesk manager
Wesam Naim	Facilities Manager

Visitors, Emergency Procedures, Security and Fire Safety

The safety of all visitors is important; it will be necessary for the host to take responsibility and must inform the visitor of the safety arrangements that apply. As a minimum the visitor must be made aware of the following:

• signing in and out	All visitors sign at security and issued visitor badge
• first aid	All staff aware of where school clinic is located
• fire safety	Clear and visible signage to exits and muster points
• welfare	Reception
• site specific safety arrangements	On meeting visitor updated instructions for safety on site

The visitor's book is located in:

Security Office at front gate

Other security arrangements such as Door Swipe Cards, Keys and Intruder Alarms are listed below:

- All Staff have security card access for doors.
- Fire alarms spoken in Arabic and English in addition to siren. Strobe light in corridors.
- Lockdown Alarm spoken.
- Display Emergency numbers around building (Fire 997 / Ambulance + Police 999/ DEWA 991

The Emergency Service you require: Fire (997), Police & Ambulance (999) DEWA (991)

Nature of the Emergency

Where the incident has taken place

Fire Alarm details.

Fire Alarm is audible in all areas. Siren and verbal instructions in Arabic and English. Strobe in corridors.

OR

Any warning will be given verbally, please follow the instructions on the Fire Action Notices which are situated in all rooms.

If you hear the Alarms you will need to evacuate the building immediately and in silence.

When outside make your way to the assembly point at:

Assembly point 1 - KS2 Play Area at rear of school / Assembly point 2 – Sports pitch Astro turf / Assembly Point 3 Front of Building on Pavement, and wait in designated area for all clear.

The name of the Fire Precautions Manager / Incident Manager is:

Name: Liam Cullinan

Position: Head of Secondary

Fire extinguishers are located at all entrance and exit points to the building.

Emergency fire evacuation alarm will be tested on:

Daily by security staff

Do not obstruct entrance and exit doors or fire extinguishers.

In the event of a bomb threat, a verbal warning will be given and evacuation will proceed as for a fire evacuation.

Detailed Fire Procedure

Upon alarm activation the following procedure will be implemented

Fire Panel Checked

Name	Zeeshan Ashraf
Cover Name	Wesam Naim
Cover Name	Security Team Member

If the activation is designated real then one of the following will contact the Emergency Services

The system is linked with the Civil Defence and will be contacted automatically unless organised test.

If the activation is false or a test the alarm will be silenced by the Incident Manager once the building sweep has been complete. Time to fresh air should be 3 mins NAE Standard.

The whole school contact sheets will be taken to the Assembly point 1 2 &3 by:

Name	
Cover Name	Gemma White
Cover Name	Emer O'Doherty / Jodene McClean

The Building Sweep will be carried out by the security team.

When the sweep has been completed the personnel tasked with this must report to the Incident Manager to confirm that their area is clear. On a practice the timing must not cease until the sweepers have reported all areas clear.

The Registers will be taken by: Registers can be found at the main reception updated at the start of the academic year.

Fire Marshall training List.

S. No.	Participant's Name	Course Title	Training Date
1	Miraluna Reyes	FSL1	24-Aug-2021
2	Jerry Lumabi	FSL1	24-Aug-2021
3	Teresa Dula	FSL1	24-Aug-2021
4	Marilyn Reyes	FSL1	24-Aug-2021
5	Pauline Ann Yco	FSL1	24-Aug-2021
6	Mary Magdaline Cabrestante	FSL1	24-Aug-2021
7	Irene Nicolas	FSL1	24-Aug-2021
8	Ma Luz Facultad	FSL1	24-Aug-2021
9	Anthony Mascarenhas	FSL1	24-Aug-2021
10	Mary Ann Limosnero	FSL1	24-Aug-2021
11	Sabrina Vitales	FSL1	24-Aug-2021
12	Lolita Libot	FSL1	24-Aug-2021
13	Kokeb Mamo	FSL1	24-Aug-2021
14	Sara Sayeed	FSL1	24-Aug-2021
15	Linda Daniele Bright	FSL1	24-Aug-2021
16	Erum Zehra Zaidi	FSL1	24-Aug-2021
17	Maria Erlyn Luisaga	FSL1	24-Aug-2021
18	Fazlur Rahman Atiqurrahman	FSL1	24-Aug-2021
19	Daisy Mortill	FSL1	24-Aug-2021
20	Teocelyn Recentes	FSL1	24-Aug-2021
21	Umar Mochil	FSL1	24-Aug-2021
22	Monaliza Seblós	FSL1	24-Aug-2021
23	Myra Modequillo	FSL1	24-Aug-2021
24	Michelle Llandino	FSL1	24-Aug-2021
25	Monette Llao	FSL1	24-Aug-2021
26	Milgros Sagsagot	FSL1	24-Aug-2021
27	Myrian Salangad	FSL1	24-Aug-2021
28	Ryan Connolly	FSL1	24-Aug-2021
29	Shemla Mohamedunni	FSL1	24-Aug-2021
30	Isabel Nwende	FSL1	24-Aug-2021
31	Perdita Schreiner	FSL1	24-Aug-2021
32	Jessica Marie Virginia	FSL1	24-Aug-2021
33	Amal Ravindranath	FSL1	24-Aug-2021
34	Ahmed Bilal	FSL1	24-Aug-2021
35	Beant Singh	FSL1	24-Aug-2021
36	Waseem Yaqoob	FSL1	24-Aug-2021
37	Wesam Naim	FSL1	24-Aug-2021
38	Arlene Cabanero	FSL1	24-Aug-2021

39	Veronica Verano	FSL1	24-Aug-2021
40	Jean Mathew	FSL1	24-Aug-2021
41	Jisha John	FSL1	24-Aug-2021
42	Janet Raneses	FSL1	24-Aug-2021
43	Marilyn Gamboa Mangalaram	FSL1	24-Aug-2021
44	Ruby Quiazon Urbano	FSL1	24-Aug-2021
45	Pearl Joy Enero Budayao	FSL1	24-Aug-2021
46	Sheena Adrienne Hermedia Mangahas	FSL1	24-Aug-2021
47	Memuna Maqbool	FSL1	24-Aug-2021
48	Zeeshan Ashraf Muhammad Ashraf	FSL1	24-Aug-2021
49	Princess Abella Ambayec	FSL1	24-Aug-2021
50	Mielannie Andaya Custodio	FSL1	24-Aug-2021
51	Donabelle Juanani Somera	FSL1	24-Aug-2021
52	Desiree Barles Cacho	FSL1	24-Aug-2021
53	Madhusudan Ramachandra Nayak Nayak	FSL1	24-Aug-2021
54	Rishelle Canada Generelao	FSL1	24-Aug-2021
55	Aqeel Ahmad Manzoor Ahmad	FSL1	24-Aug-2021
56	Mark Hamilton	FSL1	24-Aug-2021
57	Rhea Sumalacay Jandinero	FSL1	24-Aug-2021
58	Poornima Devi Erungunram Anadan	FSL1	24-Aug-2021
59	Loriena Ramoneda Manalo	FSL1	24-Aug-2021
60	Gemma White	FSL1	24-Aug-2021
61	Sara Lucon	FSL1	24-Aug-2021
62	Mary Jane Adante Bagatela	FSL1	24-Aug-2021
63	Raquel Bonganay Cabael	FSL1	24-Aug-2021
64	Maria Pilar Bestue Cardiel	FSL1	24-Aug-2021
65	Stella Marie Piedad Villas	FSL1	24-Aug-2021
66	Shireen Khatri Mohammed Arif	FSL1	24-Aug-2021
67	Maninder Kumar Jai Pal	FSL1	24-Aug-2021

Upon completion of the registers the Incident Manager or the Chief Fire Officer will give the all clear to return to the building.

If the activation is real the Emergency Plan may be instigated by the Incident Manager in consultation with the principal.

Safe Handling and use of Substances

The following person(s) will be responsible for:

- identifying all existing and new substances and processes that require a COSHH assessment;
- ensuring actions required to control the risks are implemented e.g., supply and use of PPE;
- Providing employees with access to information contained within the assessments.

Name: Maggie Perkins	Position: Head of Science
Name: Amal Ravindranath	Position: Facilities
Name: Jean Mathew	Position: Science technician

Information, Instruction and Supervision

Important information is displayed on the Health and Safety Notice board located at and maintained by:

Location; All Staff rooms	Name: Ryan Connolly Emer Finch
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Health and Safety advice is available from:

Position: Nord Anglia Health & Safety director	Name: Graham Witte
Position: Regional H&S Lead	Name: Martin Sangar
Position: Head of Secondary	Name: Liam Cullinan
Position: H&S Officer	Name: Ryan Connolly

Competency for Tasks and Training

Induction training will be provided by:

Name: Liam Cullinan / Ryan Connolly	Position Head of Secondary School / School H&S Officer
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Safety training requests must be submitted to:

Name: Liam Cullinan	Position: Head of Secondary
e-mail liam.cullinan@nainternationalschool.ae	Telephone: 0527872097

Accidents, First Aid and Work Related Ill Health

Persons qualified as First Aid at Work First Aiders and Appointed Persons and Locations are:

Training Schedule	Name		Locations
23rd August 21	Djamel	Khadir	6th Form Center/PE
4th July Renew	Louise	Brown	6th Form Center/PE
23rd August 21	Richard	Marks	ART
15-Oct-22	Abigail	Mack	Drama
4th July Renew	Tony	Williams	DT Secondary
4th July Renew	Ryan	Connolly	DT Secondary
23rd August 21	Lydia	Simon	DT/Art Second Floor
23rd August 21	Marilyn	Reyes	DT/Art Secondary
15-Oct-22	Emily Charlotte	Bell	English
15-Oct-22	Daniel	Thomas	English
06-Feb-22	Natalie Anne	Dobson	EYFS
09-Feb-22	Lianne	Samuels	EYFS
13-Feb-22	Danielle	Owen	EYFS
23rd August 21	Jessica	Thornton	EYFS
23rd August 21	Rajdeep	Corby	EYFS
23rd August 21	Amy	McDonald	EYFS
23rd August 21	Emma	Hooton	EYFS
23rd August 21	Sadeeka	Khondoker	EYFS
23rd August 21	Kathryn	Hopkin	EYFS
23rd August 21	Anna-Liisa	Robinson	EYFS
23rd August 21	Emily	Willcock	EYFS
23rd August 21	Rosie	Crammond	EYFS
23rd August 21	Gillian	Navarro	EYFS
23rd August 21	Katy	Omahony	EYFS
23rd August 21	Carys	Kemp	EYFS
15-Oct-22	Charlotte	Cummins	French
15-Oct-22	Siobhan	Quinn	German
12-Feb-22	Louise	Nolan	Head of Languages
15-Oct-22	Michael Peter	Morley	History
15-Oct-22	Anna	Malcolm	Maths
23rd August 21	Ben	Cushlow	Maths
23rd August 21	Michael	McEneny	Music
23rd August 21	Amal	Nilanka	PE
4th July Renew	Danny	Thomas	PE
4th July Renew	Emily	Fisher	PE
4th July Renew	Jeremy	Gilpin	PE
4th July Renew	Adam	Smith	PE
4th July Renew	Rebekka (Bekky)	Britton	PE
4th July Renew	Morgan	Gladden	PE
4th July Renew	Jacqueline		
4th July Renew	(Jacky)	Banfield	PE
4th July Renew	Hayley	Barnes	PE
4th July Renew	Raymond	Magardie	PE / Swimming Pool
03-Feb-22	David	Gairn	PE
15-Oct-22	Emma	Lea	PE / Year 7
15-Oct-22	Claire Marie	Chaters	PE HOD
07-Feb-22	Jisha	John	Science
08-Feb-22	Jean	Matthew	Science
23rd August 21	Ashleigh	Harding	Science
23rd August 21	Daniel	Ohara	Science /DT
23rd August 21	Cheryl	McSweeney	SLT / Trips
23rd August 21	Michael	Connor	SLT Primary
23rd August 21	Donna	Passey	Year 1

03-Feb-22	Heather	Miall	Year 2
23rd August 21	Stephanie	Weitenberg	Year 2
23rd August 21	Beth	Ward	Year 2
23rd August 21	Melissa	Green	Year 2
15-Oct-22	Luke	Holian	Year 3
11-Feb-22	Jody	Deacon	Year 4
15-Oct-22	Aline Van der Zee	Wanyoike	Year 4
23rd August 21	Chris	Hand	Year 4
23rd August 21	Amel	Dali-bey	Year 5
23rd August 21	Kerry	Ross	Year 5
23rd August 21	Samuel	Adejokun	Year 5
23rd August 21	James	Trentini	Year 6
23rd August 21	Pamela	Cuthbertson	Year 6
23rd August 21	Jemma	troy	Year 8 Geography

First Aid equipment is located at: Nurse

Ground and 1 st floor Clinic.	Location Beside Auditorium near glass doors to sports
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If you have an accident, make one of the First Aiders aware immediately and they will arrange for appropriate provision of First Aid.

If you are aware of an accident and that another person is in need of First Aid, you should immediately make a First Aider aware, an ambulance shall be called if required.

The formal reporting of all accidents and reporting requirements are described in the Accident Reporting and First Aid Procedure in the Group Health and Safety Manual.

All accidents should be advised locally to:

Name: Emer Finch	Position: Clinic Supervisor
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Ensure that an entry is made in the Accident Book. – Sphera online

The Accident Book is located at:

Room: Head of Secondary office	Location: 2 nd floor ()
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Monitoring

Health and Safety Inspections will be undertaken using the Housekeeping Inspection Checklist Procedure in the Group Health and Safety Policy Manual. Inspections will be undertaken by:

Name: Wesam Naim	Position: facility manager
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Persons responsible for investigating accidents:

Name: Liam Culinan / Christine Walker/ Nurse/ Lead of Area	Position: Heads of School
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The Accident Investigation Report will identify the actions required to prevent reoccurrence and the person responsible for implementing the corrective action.

Please leave these facilities clean and tidy at all times.

Drinking water is available located in:

Area(s) A/B/C/D/E	Location(s) all floors
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