



# الأكاديمية الهندية، دبي

## The Indian Academy, Dubai

### HEALTH AND SAFETY POLICY

#### 1.0 Definition :

A healthy and safe school environment implies a positive and welcoming school climate for all students and ensuring a safe school premises for the staff and students.

#### 2.0 Objectives :

2.1 To establish a safe and healthy environment in the school.

#### 3.0 Steps :

##### 3.1 First Aid and Accident Reporting Procedures :

- 3.1.1 The injured person is taken to the clinic and the doctor/ nurse informs the concerned Supervisor, class teacher, Principal.
- 3.1.2 First Aid is administered based on the nature of injury.
- 3.1.3 In case of serious injury parents are informed by the doctor / nurse.
- 3.1.4 If there is serious injury and requires the injured get hospital aid, an ambulance is called and the injured is taken to the hospital. Parents are immediately informed about it.
- 3.1.5 A student accident record is maintained.
- 3.1.6 An investigation is carried out to find the cause and preventive action is taken to avoid similar accidents in the future.

##### 3.2 Fire Safety:

- 3.2.1 Fire Prevention Equipments are placed at various locations across the school and their condition is regularly monitored
- 3.2.2 Evacuation Plans are displayed.
- 3.2.3 Fire Drills are held twice a year to make students and staff aware of escape routes and procedures.

##### 3.3 Fire Drill Procedures :

- 3.3.1 Fire drills are conducted twice a year.
- 3.3.2 The alarm rings in case of fire.
- 3.3.3 The announcement is made for evacuation.
- 3.3.4 The teachers present in respective classrooms move the students to open areas in a queue in silence.
- 3.3.5 All staff should move to the designated open area.
- 3.3.6 A student list which is displayed on the board is carried by the teacher in order to call out the attendance and check if any child is missing. Certain teachers are assigned duties and responsibilities to conduct checks in their designated school areas just to make sure nobody is left behind.



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### **3.4 Safety Supervision during break/ arrival/ dispersal.**

- 3.4.1 Teachers carryout the supervision of students during the recess and dispersal time.
- 3.4.2 The admin officer and designated members of management and staff supervise the bus arrival and dispersal area.
- 3.4.3 School council members are assigned responsibilities to ensure students move in an organized manner after the recess and dispersal time.
- 3.4.4. Parents are allowed to enter the school premises through the main gate only.
- 3.4.5 Visitors register is maintained where the details of the visitor are noted.
- 3.4.6 Visitors are asked to wait at the reception and the receptionist informs the concerned person.
- 3.4.7 Safety and Health charts are displayed in classrooms with rules students need to follow to make them responsible for their safety and the safety of others. Eating healthy food is focused on through classroom and assembly lessons.
- 3.4.8 Students are encouraged to follow clean eating habits such as washing their hands before and after meals, using a napkin etc. Good table manners are stressed on.

### **3.5 Swimming Safety Procedures:**

- 3.5.1 The pool is temperature controlled and is covered so as to protect the children from adverse weather conditions.
- 3.5.2 The instructors are qualified in National Pool Saving Qualification- Level 2.
- 3.5.3 Beginners use armbands/ floats at all times.
- 3.5.4 Life saving rings are in place around the pool and two life saving poles with hooks are readily available.
- 3.5.5 A first aid kit including a resuscitator is in close proximity in the event of an emergency.

### **4.0 Persons Responsible:**

Principal, Admin Officer, Supervisors, Teaching staff, Security and Clinic.

### **5. 0 Forms Issued:**

Evacuation chart  
Bus arrival and dispersal form  
Accident reporting forms and registers  
Visitors register  
Health and Safety charts  
Duty list of student council  
Time table for swimming pool



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