



مدرسة وودلم الأمريكية الخاصة
**Woodlem American
Private School**

HEALTH AND SAFETY POLICY

1. INTRODUCTION

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone.

Woodlem American School facilities are inspected annually by Woodlem corporate Office to ensure that they conform to local H&S requirements. In addition, all staff routinely monitor their own workspace to ensure that no one is placed at risk during their time in the facilities.

All accidents and incidents that impact on H&S are reported and logged, with reports analyzed to determine if action should be taken to prevent recurrence.

2. HEALTH & SAFETY COMMITTEE

The Health & Safety Committee plays a pivotal role in ensuring the well-being of employees, actively promoting a secure workplace and safeguarding against potential hazards. Their dedication to proactive measures makes them a vital asset in maintaining a secure and healthy work environment in school.

3. RESPONSIBILITIES

Overall responsibility for safety with the school rests with Woodlem Education Board Chairman.

1. The premises are maintained in a safe condition
2. Safe access to and egress from the premises is maintained
3. All equipment on premises and the premises is safe to use
4. Appropriate safe systems of work exist and are maintained, including those for offsite visits
5. Sufficient information, instruction, training and supervision is available and provided
6. Arrangements exist for the safe use, handling and storage of articles and substances at work
7. A healthy working environment is maintained including adequate welfare facilities.

The responsibilities of Teachers **Teachers are expected to:**

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Report all accidents, defects and dangerous occurrences to the SLT Team, Phase Leaders or section supervisors

The responsibilities of all Employees, including Temporary Staff & Volunteer

All staff are responsible for the health and safety arrangements in relation to staff, children and volunteers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Be aware of and implement safe working practices and set a good example personally, identify actual and potential hazards and introduce procedures to minimize the possibility of mishappening
- Report any accidents, dangerous occurrences or safety concerns to Senior Leadership Team (SLT).
- Exercise effective supervision over all those for whom they are responsible
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide the opportunity for discussion of health and safety arrangements.

All Staff/ employees of the school are to wear their School ID card to identify them easily to the whole School community

All staff are required to comply as a condition of their employment. Employees are reminded of their duties:

- To take care of their own safety and that of others; and
- To cooperate with the Senior Leadership Team.

The Head of Health and Safety and relevant HSE team are responsible for providing timely health and safety support and guidance to all relevant persons.

The responsibilities of Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to cooperate with the health and safety arrangements put in place by the school to protect them when using the school premises and grounds.

Training

It is the responsibility of the SLT Team and Admin officer to ensure that all site, admin and teaching staff receive regular and up to date training on areas which help ensure this policy is implemented effectively. These include:

- Fire Training
- First Aid
- Child Protection / Safeguarding
- Security

4. SCHOOL MEALS AND CANTEEN

The Catering contractor is responsible for:

- The health, safety and hygiene of the cafeteria areas and of keeping the school informed of any hazards which could affect the safety of people or premises.
- Ensuring that its employees are competent in working safety in the cafeteria with particular regard to the following:
 - Hygiene: To maintain suitable standards of hygiene in the cafeteria areas including storage areas and staff rest areas.
 - Fire: To be aware of the arrangements for fire prevention and evacuation.
 - Training: Provide suitable practical training and certification in Basic Food Hygiene.

5. CHILD PROTECTION AND SAFEGUARDING

The named person with responsibility for child protection in our school is the principal, who liaises with members of the leadership team. A child protection recording sheet is available with the social worker, and should be used to record any incidents or suspected

incidents concerning child protection. This document should be handed to the principal as soon as possible after an incident or suspected incident has taken place.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the social worker / principal about their concerns. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

Please see the separate policy for more information.

6. SCHOOL SECURITY

All visitors to the site must identify themselves at the front gate and either display a lanyard or sign in and leave formal identification to receive a visitor's card. During the normal school working day the gates are closed and visitors are directed from the front Reception desk. CCTV is in operation 24 hours a day The Exit and entrance of school 24 hours monitored by Approved security guards.

7. FIRE AND OTHER EMERGENCY PROCEDURES

Procedures for fire emergency evacuation are displayed prominently in all rooms. Fire drills are held once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

8. NOTIFYING THE EMERGENCY SERVICES

The clinic staff and amin officer have specific responsibility to call emergency services:

9. SCHOOL TRANSPORTATION

The Transportation supervisor should ensure that all buses are running in good condition as per ATA rules and regulations. Periodic checking has to be undertaken to make sure that the bus is maintained properly with regard to hygienic and safety equipment's. It is the collective responsibility of the drivers, nannies, security supervisor and the officer in charge to make sure the smooth and safe pick up and drop off of the students. Drivers and nannies have to be reminded and updated the safety measures to be followed periodically. Please see the separate policy for more information.

10. MEDICINES

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents will be expected to inform the Floor Supervisor and clinical staff.

Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container.

Medication must only be administered by clinic staff.

11. INTERNET SAFETY

We regularly use the Internet in school, because it has many educational benefits. In order to minimize the risk of children coming across unsuitable material, we provide constant supervision, and we use a filtered service.

12. THEFT OR OTHER CRIMINAL ACTS

The social worker, floor supervisor or principal will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the principal will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, the principal will report this to the corporate office, and support the teacher in question if he or she wishes the matter to be reported to the police.

13. THE HEALTH AND WELFARE OF STAFF

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which is catered for internally and by external providers. If a member of staff is experiencing stress at work, s/he should inform their line manager without delay. Staff are provided medical insurance. Sick leave and emergency leaves are the benefits enjoyed by the staff.

The school will not tolerate violence, threatening behavior or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously and our School to minimize health and safety risks and maintain them at an acceptable level.

Accident Reporting, Recording and Investigation The school will report and investigate seriously all accidents & incidents. The school will adhere to the procedures adopted by the school for accident reporting and investigation. This will include any person on school premises.

1. In line with the procedure, all staff are encouraged to report accidents & incidents. Line Managers will investigate such incidents and identify and implement means to prevent any recurrence.
2. All completed accident/incident/near miss form will be submitted to The School social worker using the school's official Incident Report Form.

DISABLED ACCESS

1. A designated disabled parking space is provided at the parking lot of the school Entrance.
2. Ramps are provided at all curbs to allow access to wheelchairs and other disabilities.
3. A disabled toilet is situated in the student's toilet in each area and is for use by males and females.
4. During Evacuation or Fire Drills a wheel Chair is situated on the ground Floor by the main stairway. Designated members of staff will go there to assist with any evacuation of disabled students, staff or visitors.

ACCIDENT/INCIDENT REPORT FORM

Date of record:			
Date/Time of incident:		Location:	
Name of referrer:			
Student name:		Grade/Section:	
Details of concern: (What was said, observed, reported and by whom?)			
Your Response (What did you do/say following the concern)			
Reported to:		Role of person reported to:	
Signed			
Action taken:		Role of person reported to:	
Concern / referral discussed with parent? (Yes/No)		If not, state reasons why - if yes, note discussion with parent	
Other notes / information / concerns: Any other action required			
Designated Safeguarding Lead Name/Signature			

14. SMOKING, DOGS AND OTHER PROHIBITED ITEMS

1. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.
4. Dogs may not be brought onto school premises without permission of the Principal.

15. MEMBER OF THE SCHOOL HEALTH & SAFETY COMMITTEE

SEQ	EMPLOYEE NAME	POSITION
1	Mr. Ivan Mudde	Operation Manager
2	Ms. Dalal Rizqullah	Social Worker
3	Ms. Ayat Abdul Hakeem	School Nurse
4	Mr. Ali Fahad	Health & Safety officer
5	Ms. Salha Rahma	School Nurse
6	Ms. Sarah Alsadi	Lab Technician
7	Mr. Osama Mohamed	PE Teacher
8	Ms. Safwa Safwan	PE Teacher
9	Ms. Noha Hafez	KG Coordinator

16. MONITORING AND REVIEW

The principal is ultimately responsible for health and safety matters and implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

This policy will be reviewed at any time on request from members of the SLT team, or at least once a year.

Policy	HEALTH AND SAFETY POLICY	Version	1
Last Update	November 2025	Next Update	November 2026

School Principal

Ms. Marah Qaddoura



(Handwritten signature of Ms. Marah Qaddoura)