



Al Rabeeh School

Health and Safety Policy

Implemented September 2021
Reviewed September 2022

Ethos

Al Rabeeh Academy's Health and Safety Policy is to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school

The ADEK's Health and Safety Policy is adopted and complemented by the school's Policy.

We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils.

The Governing body accepts responsibility for the health and safety of others who may be affected by school activities.

Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

The ADEK's Health and Safety Policy is central to an understanding that health and safety and must feature prominently in all aspects of the operation of each school in order to ensure compliance with the health and safety legislation.

In addition, ADEK requires schools to hold various other documents relating to health and safety.

This policy relates to Al Rabeeh Academy and will ensure compliance with ADEK's Health and Safety Policy and OSHAD requirements by establishing clearly defined roles, responsibilities and arrangements at a local level.

Aims

We recognise our responsibilities in shaping the values of future generations and aim to ensure our sustainability as a school through proactive leadership in the protection of human health and safety.

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

Policy Objectives

We are committed to:

1. Promoting a culture of responsibility and accountability toward protection of the human health and safety;
2. Minimizing health and safety hazards and risks arising from our activities and operations;
3. Promoting awareness and encouraging participation through effective communication and consultation with staff, students, contractors and concerned stakeholders;
4. Providing on-going training in relevant health and safety issues;
5. Preventing injury and ill health;
6. Enhancing the health and wellbeing of our staff and students;
7. Complying with all relevant OSH legislation;

8. Providing adequate resources to maintain a, healthy and safe environment; and
9. Achieving continual improvement of our OSH performance.

Policy Statement

Al Rabeeh recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities. Al Rabeeh will adopt health and safety arrangements in line with ADEK's Health and Safety Policy and will strive to meet and adhere to all relevant health and safety legislation and to ADEK policies and procedures.

Good health and safety management will be an integral part of the way that the academy operates and will be considered across all work activities and across the wide range of educational activities delivered.

Purpose

The purpose of this policy is to promote clear and open communication by:

- Explaining how the school communicates with parents
- Setting clear standards and expectations for responding to communication from parents
- Helping parents reach the member of school staff who is best placed to address their specific query or concern so they can get a response as quickly as possible

The School will:

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Al Rabeeh will adopt a planned risk based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)

- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of Al Rabeeh that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that the policy is implemented.

Copies of the policy will be issued to all staff, governors and will be available on the website or from the School Office with the master copy held by the School Principal on behalf of the Director and Governing Body.

This Policy was approved by the Vice Principal and the Head of Primary on the 30th October, 2021. It will be reviewed on or before December 2022.

Contents

INTRODUCTION

1. POLICY AIM, OBJECTIVE AND STATEMENT

2. ORGANISATION

3. ARRANGEMENTS

3.1 Setting health and safety objectives

3.2 Consultation

3.3 Communication

3.4 Competence

3.5 Risk assessment

3.6 Fire safety

3.7 Financial resources

3.8 Accident, assault and near miss reporting and investigation

3.9 Asbestos management

3.10 Body fluid spillages

3.11 Contractor management

3.12 Control of substances hazardous to health (CoSHH)

3.13 Defect reporting

3.14 Display screen equipment

3.15 Driving and transport

3.16 Educational visits, learning outside the classroom

- 3.17 Electrical systems and equipment
- 3.18 First aid
- 3.19 Lettings (health and safety arrangements)
- 3.20 Moving and handling
- 3.21 Security
- 3.22 Statutory inspections
- 3.23 Stress management
- 3.24 Prevention of work related violence including lone working
- 3.25 Water hygiene management (control of Legionnaire' disease)
- 3.26 Working at height
- 3.27 Workplace inspections

4. MONITORING

APPENDICES:

- 1 Health and safety arrangements flow chart 2 – Staff health and safety responsibilities
- 3 Display screen equipment
- 4 Driving license, insurance and DOT check sheet 5 – Security Procedures
- 6. Lettings Procedures

ORGANISATION

Roles and Responsibilities

General

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Al Rabeeh is a community school whereby the employer is responsible as to ensure compliance with health and safety legislation, the Principal and governors have management responsibilities to ensure the health, safety and welfare of employees, pupils, visitors and contractors and.

The senior leadership team and the governing body as the management body will ensure that school staff and premises comply with both ADEK and Al Rabeeh health and safety policies and practices.

In compliance with ADEK OSH policy and smoking legislation, a strict NO SMOKING policy exists in school buildings and on the school site. Everybody will be instructed that this must be adhered to at all times.

Governors

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

Al Rabeeh governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. To this end the governing body will:

- produce a school health and safety policy and devise appropriate procedures for managing health and safety related issues
- implement the policies of ADEK and any agreed local policies or procedures where appropriate
- as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- receive and action regular and routine health and safety reports from the Principal to enable it to monitor and evaluate the effectiveness of the health and safety management systems.
- ensure when awarding contracts that health and safety is included in specifications and contract conditions taking account ADEK OSH policy and procedures
- ensure that the school has access to competent health and safety advice

Principal's Responsibilities.

The Principal will comply with ADEK OSH's health and safety policy and in particular will:

Ensure the alarm sound is unique for an emergency and known by all school occupants. Ensure all fire prevention methods are established and enforced.

Ensure fire suppression equipment such as sprinkler systems, fire hoses and extinguishers are inspected regularly and maintained in working order.

Train teachers how to use fire extinguishers for incipient fires.

Be knowledgeable of the emergency contact numbers.

Train students and staff on evacuation routes and procedures.

Define the frequency for conducting emergency drills during the school year, but not less than 4 times a year - twice in term 1 and once for the other two terms.

The school can conduct these internally without Civil Defense.

Senior Leadership Team

The leadership team at Al Rabeeh will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Principal.

Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures

Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken

Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment

Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

Employees

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:

Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions

Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements

Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site

Be aware of information relating to the whereabouts of known or presumed asbestos within the school and have the content of the school's asbestos management plan, which is held by the Facility Supervisor.

Classroom teachers are responsible for:

The safety of all children under their charge by effectively supervising their activities

Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid

Observing all safety procedures and instructions

Technicians are responsible for:

The safety of the preparation rooms, workshops and all other areas in which they work

The Facility Manager is responsible for:

The safety and physical condition of all areas of the school including playgrounds and outbuildings.

Arranging for the maintenance and servicing of firefighting equipment and fire alarm systems, premises security systems

Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.

Informing all contractors of any known hazards, which might affect them whilst at work.

Contractors

Contactors should notify any hazards arising from their activities, which may affect the occupants of the school.

All contractors should report to the school office on arrival.

The Facility manager will be responsible for controlling the work of contractors to ensure the safety of pupil's staff and visitors.

In the interests of safety, major work should take place out of school hours and during school holidays.

Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:

Work on mains electrical wiring, working at height, working mains incomers and distribution boards.

Removal of asbestos or work where asbestos materials are known or suspected to be in place.

Major excavations Access to roofs and roof voids Sterilising of water systems with chemicals Access by anyone to confined spaces such as voids sumps and drains

Catering

Cafeteria facility carry significant risks to school premises and high standards of organization and control are required to minimize them.

The Catering contractor is responsible for:

- the safety 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 and for extinguishing fires at the cafeteria.
 - Training Providing suitable practical training to ensure that staff are able to deal with fires by using available firefighting equipment.

Asbestos

The Principal is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, which are found in the Asbestos Management Policy and Procedures.

Staff should be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contactors.

The facility manager will identify the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.

Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

Lettings

This policy includes within the arrangements section procedures for lettings, in particular fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organizations letting the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters

- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

The school will ensure that:

- The premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated.

ARRANGEMENTS

The following arrangements will be adopted to ensure that Governors and the Principal fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting health and safety objectives:

The Directors and the Principal will specifically review progress of health and safety objectives at the termly meeting of the Governing Body (this may be included as part of the Principal report to the board of directors). Where necessary health and safety improvements will be identified and included within the school action plan.

3.2. Provision of an Effective Joint Consultative Process

The school's Health and Safety Committee meet at least once per term as part of the Resource Management Sub-Committee and report back termly to the full SLTs team. The H&S working party consists of a member of the Senior Leadership Team, School, Facility Manager and Principal and reports and consults with all school staff, and board of directors ensuring that all concerns are considered and addressed with a clear action plan, identified responsibilities and target dates.

3.2.2 Involvement of Pupils Pastoral

The School Pastoral takes part in looking at the safety and security of the school and undertake site walks looking at and considering the fire and emergency procedures in school. As school representatives, they are responsible for cascading the information to all of their classmates.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings
- Provision of information relating to safe systems of work and risk assessments
- Staff briefings
- Staff training days

- Health and safety noticeboard
- School Pastoral
- New Staff Induction

Visitors, Adults or Supply Staff in School

Communication of health and safety bulletins or information from Health and Safety Team

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate

Competencies

Provision of Effective Health and Safety Training

The Principal alongside the safety officer of the school will consider health and safety training on an annual basis in line with the school's health and training matrix focusing on mandatory training as a priority.

Risk Assessment

Team Leaders, Curriculum Subject Co-coordinators, Educational Visits Co-coordinator, Head of departments and Persons in Charge of Identified Activities and Events supported and advised by the Senior Leadership Team in identifying hazards and ensuring that significant findings are recorded and control measures are implemented.

The Management of Health & Safety at Work Regulations covers the outline requirements for the management of health & safety. Reference should also be made to the ADEK SF and OSHAD CoP HSE publication Successful Health & Safety Management.

Al Rabeeh Academy will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The school will ensure that all those staff members who carry out risk assessments will be competent do so and where appropriate, the Health and Safety Consultant will assist in the preparation of assessments.

When a decision on the suitable risk controls is made the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Principal will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and the Senior Leadership Team will monitor systems of work and the working environment to ensure that staff acts in accordance with the details outlined in the written assessment.

The school will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed

to apply the measures that are necessary to comply with the duties under health and safety legislation.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Temporary workers will be given particular health and safety information to meet their special requirements. All staff has a duty to follow health and safety instructions and report any dangerous aspects.

All risk assessments will be reviewed at least annually, or earlier should the need arise

e.g. following an incident, change of method of work, etc.

In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other the following procedure will apply:

Planned work and/or activity with the pupils that could be affected will cease

The responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible

If this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.

Advice will be sought by the Principal from relevant external sources as necessary.

Fire Safety

General Procedures

The schools Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a Personal Emergency Evacuation Plan (PEEP) will be developed and implemented.

Fire Drills and Alarm Activations

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the Civil Defence to advise of intent to activate system.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if small and extinguished.

Financial Resources

The Director of the school along with the Principal will ensure there are adequate resources deployed to ensure a high standard of health and safety management and controls.

Accident, Assault and Near Miss Reporting and Investigation

Al Rabeeh School have adopted the ADEK's procedures for the reporting of accidents, assaults and near miss incidents.

If any accident, assault or near miss incident occurs on the school premises or on an offsite event organized by the school it is reported to the Health and Safety Officer and ADEK . Any serious incidents are notified by telephone immediately or as soon as is reasonably practicable after the incident.

Reports are completed as soon as possible following an incident by the employee's line manager, or for pupils by the member of staff supervising the pupil at the time of the incident.

All employee incidents are input onto OSHAD-SF- Form G- online ALADAA reporting system within 24 hours of the incident occurring.

Pupil incidents that meet the criteria as specified in the HSE guidance OSHAD OSH are input onto the OSHAD-SF- Form G online ALADAA reporting system within 24 hours of the incident occurring.

Pupil incidents that are not required to be reported on the OSHAD-SF-Form G online reporting system are recorded locally. Minor incidents are investigated in school by Senior Leadership Team and retained in school files. Investigations are undertaken by the Senior Leadership Team, with the assistance of the health and safety Officer.

Pupil forms/records are retained for 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos).

Accident, assaults and near miss incidents are a standard agenda item at the health and safety committee meeting.

Asbestos Management

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminum that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

The Principal will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist and it cannot be safely left in to be monitored, they will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe sealing or removal.

The enforcing authority will be notified of any work involving licensable asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

All staff will be informed that asbestos exists on site and where to refer to the LAMP and ancillary documentation for detailed information should they require it.

Site services staff will be given training, advice and guidance on the likely form that asbestos containing materials may take and how to recognise suspect material.

Any removal of asbestos (whether licensable or not) will be carried out by a specialist contractor strictly following safe systems of work.

No member of staff is permitted to work with or disturb asbestos containing materials; should this be required the school will engage specialist contractors.

Body Fluids - Cleaning up Body Fluids I.e. Urine, Faeces, Vomit and Blood

The Principal will ensure the following arrangements for body fluids are followed:

All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.

Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.

The use of bleach on site will be managed so that it does not react with other substances when in use (i.e. bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all.

All body fluids will be cleaned up as quickly as possible after spillage.

Appropriate disposable gloves will be provided and worn.

To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a

detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).

Following an initial clean with detergent, any disinfectant such as chlorine, NaDCC granules (Sodium dichloroisocyanurate e.g. Presept, Actichlor) or liquid bleach can be used to clean and disinfect.

The dilution of the bleach solution depends on the product being used as Chlorine contents vary; the material safety data sheet (MSDS) will be consulted along with the COSHH risk assessment. Solutions will be made up fresh as required.

Urine spillages will be cleared up using paper towels before washing the area with a detergent solution. NaDCC granules/bleach will NOT be used, as a chemical reaction can take place which gives off a potentially harmful gas.

Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.

Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.

Contractor Management

Regulations that cover contractor management for construction and refurbishment projects are covered by the Construction (Design and Management) Regulations.

Al Rabeeh School follows the OSHAD and ADEK Contractor's Guidance and will notify its health and safety consultant of all contracts other than routine maintenance and repairs.

Where practicable, all contractors used on site will be registered with Safety ADEK or an approved equivalent.

If a contractor that is not registered with ADEK is to be used, the school will undertake a thorough assessment of competence (it is only recommended that non-ADEK approved contractors are used in exceptional circumstance or for non-building related contractors).

Contractors will be issued with a copy of the ADEK Guidance document.

Before work commences, pre-contract meetings will be held between the school and the contractor, with an attendance list and documented minutes being kept.

The school will provide all contractors with relevant information regarding the building such as the local asbestos management plan, asbestos locations, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.

Before commencement of any contract work, a member of the school's staff will complete a contractor induction form with each individual contractor. A Contractor Induction Pack will be issued.

The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.

The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the safety officer, facility manager, project/contract manager and the Principal

If the school is concerned that any works being undertaken appear to be unsafe they will request that works cease until further advice has been sought.

At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.

Control of Substances Hazardous to Health (CoSHH)

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations (COSHH). The Principal will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the schools' procurement systems can be used on site
- Substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored regularly and reviewed annually
- Where necessary, the Health and Safety Adviser will assist the school in carrying out the necessary assessments.

Defect Reporting

The school has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings with is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display Screen Equipment (DSE)

Regulations that cover the use of display screen equipment are covered by the Health and Safety (Display Screen Equipment) Regulations. The Principal will ensure the following arrangements are followed:

Any employee that uses a computer receives information on health and safety relating to display screen equipment use (see Appendix 3, Workstation Set-Up Diagram and 12 Point Display Screen Equipment Set-Up Plan).

DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:

all staff that use display screen equipment as a significant part of their normal work, and

those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.

Actions identified in self-assessments are implemented.

Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).

Self-assessments are repeated if there is a reason to suspect they may no longer be valid

e.g. if a user starts complaining of pain or discomfort. The school ensures training records are maintained.

Driving and Transport

Al Rabeeh Academy / School have adopted and implemented OSHAD and ADEK's Driving Policy. Anyone driving a vehicle must meet the criteria identified within the driving policy.

Al Rabeeh Academy recognizes that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

Drivers must not respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.

Hand held radios and mobile phones are not to be used on petrol station forecourts.

All calls must be answered by the bus attendants or bus conductors.

All accidents that occur whilst on school business will be reported in accordance with ADEK and school accident reporting procedures.

Where staff are involved in an accident they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Principal as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

In the event of a vehicle fire, staff are to be instructed to:

- Stop the vehicle in as safe a position as the situation allows

- Get all persons out of the vehicle and move to a safe location
- Contact the emergency services if required
- Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire
- Educational Visits, Learning Outside the Classroom Including School-led Adventure Activities
- Al Rabeeh Academy adopts the National Guidance for the Management of Off-site visits and ECA activities. A specific Educational Visits Policy details local arrangements.

Electrical Systems and Equipment

Al Rabeeh Academy maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a Predictive Maintenance (PDM) Plan Corrective Maintenance, Condition Based Maintenance and Pre-Determined Maintenance carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The School's defect reporting procedure is followed as required.

First Aid

Al Rabeeh Academy has completed a first aid risk assessment, which has identified the minimum numbers of first aiders, pediatric first aiders and appointed persons required by the school.

The number of first aiders, and school nurses and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.

All first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary.

First Aid notices are clearly displayed around the school.

Sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked.

A suitable area is available for provision of first aid.

Staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually.

Where first aid has been administered this is recorded in the first aid treatment book.

For EYFS pupils, where first aid has been administered this is recorded in the EYFS first aid treatment book and signed off by the parent/career.

Correct reporting procedures are followed.

Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.

Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency. Risk assessments are in place.

Each area of the school has fully trained first aiders alongside the clinic staff to support with medical needs in an emergency.

Lettings

All hirers are to be made fully aware of, and are responsible for compliance with, the school's health and safety policy. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

Prior to the initial hire session, the school will ensure that the hirer will meet with the school representative or site services officer who will acquaint the hirer with the following:

- The school's fire and emergency plan and fire evacuation procedures.
- The location of fire-fighting equipment.
- Accident, incident and assault reporting procedures.
- Arrangements that need to be made for out of hour's security.
- Hirers will be instructed that they must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any emergency actions, including:
 - Contacting the emergency services, the school representative or site services officer in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline.
 - Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events.
 - Informing the Principal of all emergencies at the earliest opportunity ideally no later than the next working day.
 - Hirers will be instructed that they ensure adequate security controls remain in place during occupancy. Access to the site will only be made via one main entrance to prevent out of hours casual intrusion and a designated representative will be tasked with staffing the main entrance to 'meet and greet' and to register attendees. Internally, areas of the school not used for the letting will be out of bounds. Should intruders be sighted on school premises, hirers are instructed not to attempt to intercept or challenge them, but inform the Emergency Services Unit, Police and Site Services Officer.
- Where the letting of school premises involves the participation of school pupils, the school will require users to prepare and submit, prior to the hiring commencing, and a system of work for the following:
 - The safe arrival and departure of pupils to/from the activity.
 - Responsibility for transferring pupils from class to the activity and from the activity to parents / guardians.

- The security of pupils during the activity.
- Hirers will be instructed not to obstruct the school entrances with vehicles etc. in the event that emergency access to the school is required by emergency services and the entrance to the site or access to fire hydrants remains available.
- A strict NO SMOKING policy exists in school buildings and on the school site. Hirers will be instructed that this must be adhered to at all times.
- When activities are concluded the Site Services Officer will be informed in order that the buildings can be secured.

Moving and Handling

Al Rabeeh will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the OSHAD Manual Handling Regulations are fully complied with. The Principal will ensure the following arrangements are followed:

Moving and handling is avoided whenever possible.

If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.

Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.

Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.

Any defective equipment is taken out of use until it is repaired or is replaced.

An individual risk assessment will be completed for all new or expectant DOthers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.

Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

Security

The Principal will ensure that standard procedures are in place to minimize risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Principal will ensure parents and older pupils are fully informed of the security arrangements and should be encouraged to help.

The school undertakes an annual review of security risk assessments and undertake regular routine security checks. Advice is obtained from the Health and Safety Officer on security matters and all crimes are reported to the Police and insurers. The Principal reports regularly to the Governing Body.

The Principal is responsible for the security of the premises during the school day; in their absence the Deputy Principal assumes this responsibility.

All staff are made aware of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.

The Facility Managers is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre- arranged out of hours community use.

As children progress through the school, they are made increasingly aware of the security arrangements. They will be encouraged to assist with these when possible. The pupils will be taught about personal safety and social responsibilities.

The Principal will be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run way and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School prospectus
- School newsletter
- Individual letters

Our school values co-operation from the Civil Defense in assisting security arrangements for the school site and the surrounding area. The school communicates with ADEK and Civil Defense on H&S and security matters.

The Police or Civil Defense are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately when a child goes missing, for example after school.

For further details, reference should be made to the school's standard procedures and risk assessment for security.

Statutory Inspections

Al Rabeeh Academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee to ensure on track.

Stress Management

Al Rabeeh Academy acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The school will follow the principles of the OSHAD HSE guidance 'Managing the causes of work-related stress' The following arrangements are in place to locally manage staff health issues:

employees are advised that it is their responsibility to inform their line manager, the Principal or another member of the senior leadership team of any ill health issues

an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels

the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.

the member of staff will be advised that support can also be provided through their trade union

a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified

if it is identified that there is a high occurrence of staff ill health or stress within the school, the Principal will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Prevention of Work Related Violence Including Lone Working

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- follow measures/ procedures identified in violence and assaults risk assessment
- inform the Principal or a member of the senior management team if confrontation has taken place

Al Rabeeh will:

Ensure the Principal or member of the senior management team attends site on being informed of an incident, if considered necessary

have in place procedures for the reporting of incidents

offer counselling/ support through Occupational Health

debrief individuals following any incident

provision of training on how to manage conflict and aggression as required
review the violence and assaults risk assessment following any incident.

Water Management (Control of Legionnaire's disease)

Al Rabeeh will ensure that the legislation surrounding water management as detailed in the CoSHH Regulations and ADEK Approved Code of Practice are fully complied with, in particular:

The Principal will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the school specialist external contractors.

The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

The assessment will include identification and evaluation of potential sources of risk and the particular means by which exposure to legionella is to be prevented; or if prevention is not reasonable practicable, the particular means by which the risk from exposure to legionella bacteria is controlled.

The risk assessment will be reviewed at least every 2 years and/or when the situation changes or if for any other reason it is believed that the original assessment may no longer be valid.

Where the risk assessment shows that there is a reasonable foreseeable risk and this cannot be totally eliminated, there will be a written scheme for controlling the risk from exposure. This scheme will specify measures to be taken to ensure that it remains effective.

In certain situations, safe guards for the prevention of scalding may be in conflict with the controls in place to prevent the proliferation of Legionella and the school ensures that these circumstances are appropriately managed by having thermal mixing valves installed.

The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

Working at Height

Al Rabeeh uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks.

The school will ensure that the legislation surrounding working at height, as detailed in the ADEK and OSHAD Working at Height Regulations are fully complied with, in particular:

Work at height is avoided whenever possible.

If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.

Those undertaking work at height have received appropriate instruction or training and training records are maintained.

All access equipment (ladders, step ladders, tower scaffolds etc.) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.

Equipment not displaying the correct inspection label for the year or labelled defective is not used.

Workplace Inspections

Al Rabeeh Academy recognizes the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognized that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure.

MONITORING

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Principal and Safety Committee on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The Academy will use different types of systems to measure health and safety performance:

Active monitoring systems:

Spot checks and termly site inspections will be undertaken

Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed

Appropriate statutory inspections on premises, plant and equipment will be undertaken

Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems:

Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

Reporting and response systems:

Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.

School health and safety committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems:

Prioritizing investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.

Analyzing data to identify common features or trends and initiate improvements

Where cases of occupational ill-health are to be investigated

Where complaints relating to occupational health and safety are to be recorded and investigated

Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

APPENDIX 5 – Security Procedures Control of Access

Al Rabeeh has a policy of welcoming visitors; however, we realize that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimize the risk to the academy community, especially the children, we have introduced procedures to limit access to the school site.

School Grounds

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All children enter the school grounds via the perimeter pedestrian gates. During the school day, the pedestrian gates are locked, during which time visitors and late arrivals should enter through the main gate and front entrance, reporting directly to the administration office or reception area, signing-in and presenting credentials.

Parents are not allowed to drive their cars into the school. Parents are asked to wait outside the classrooms when collecting their children and should not be encouraged to enter the school buildings. If parents/guardians want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Access to the School Building(s)

To prevent unauthorized or unknown visitors entering school, access control system is fitted to all external doors apart from the main entrance to the school, which has security personnel at the gate. Reception area has also been installed with an access control system.

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. A member of admin staff will then escort visitors to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognized adults in school. Children should report strangers to the nearest member of staff.

If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorized person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should report to the administration area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence.

Trespass

AL Rabeeh is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Principal might revoke the parent's permission to be on the premises by taking the following action:

The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises.

If the parent still refuses to leave willingly, the Police are called.

A formal letter from the Principal, confirming the parent's permission to visit the school has been revoked for a fixed period.

Formal notification is important, as their human rights are being affected.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Entering and Leaving School

All children enter and leave the school by their classroom doors. The front door is to be used only if a child arrives after 7.40am, when they should report to the reception. All parents are asked to stop at the reception they are not permitted to follow their children to the classrooms.

Supervision of School Grounds:

Teaching staff are requested to be in their classrooms in good time so that parents can leave their child in safety. The Safety Officer or facility supervisor makes sure that the outside doors and main gate are closed securely at an identified time, shortly after 8:00 hrs.

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning and afternoon breaks and by the canteen assistants at lunchtime.

If a teacher requests that a pupil remains in class for any reason, then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas. In the event of school staff having to take pupil's home by car, another member of staff must always accompany them.

Leaving School at the End of the Day

At the end of the school day, the children leave by the classroom door. All of them know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher at the reception. After some time, if no one has arrived, the teacher takes the child to the reception and telephones to see what the delay might be. The child stays at the reception until an authorized adult arrives. No child is allowed to leave unless we are sure they are safe.

Leaving School during the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the reception first. Prior notice should be given to the school. Parent/carer has to sign that they have collected their child in the office.

Educational Visits and Learning Outside the Classroom

Staff will closely supervise pupils during educational visits. The wearing of school uniform may be requested on all school visits. The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the bus breaks down. Parents will then be informed accordingly. A member of staff who will remain there until the child's parents arrive will take any pupil requiring medical attention to a hospital.

Security of Personal Property.

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer/locker. Personal items are not insured if left unattended and not secure.

Facility Supervisor.

It is the responsibility of the Facility Manager to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the CCTV and emergency alarm will also be checked, regularly maintained and results documented.

Before leaving the premises, the Facility Manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds/curtains are closed.

Contractors in School

When contractors are working in Al Rabeeh Academy, the following precautions should be taken:

The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision.

When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.

Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member.

Contractors will be expected to comply with acceptable and expected behavior policy towards pupils.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Al Rabeeh Academy is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) 'phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Curtains and blinds should always be closed in the evening, but especially if staff are working late. When the Hall is used for evening lettings, the building should be locked.

Fire

At AL Rabeeh, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.

Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

Bomb Threats

Any warning Al Rabeeh receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the emergency plan and the emergency services informed.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognized vehicles in the car park or persons in unauthorized areas.

Reporting Incidents

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Civil Defense and ADEK are notified.

Injury

The Health and Safety Officer and ADEK's Health and Safety team should be informed of any serious injury caused to a pupil or member of staff.

Administrative Processes

The Board of Directors agreed to follow existing Abu Dhabi Educational Knowledge procedures:

Delegate to the Principal arrangements for the day to day management and approval of lettings applications within the above criteria.

Accept that credit facilities will not be given and payments should be made in advance, unless there are extenuating circumstances.

Delegate the authority and process for the write-off of debts arising from lettings

Adopt scale of charges published in the Lettings Policy

Empower the Principal to vary the lettings rate in particular circumstances (eg. large events such as weddings and sporting activities).

TERMS AND CONDITIONS FOR THE HIRE OF EDUCATIONAL PREMISES AND GROUNDS

Application for the Hire of Educational Premises

Lettings applications should be made in writing using the appropriate form and be submitted to the Principal for approval.

A lettings induction pack will be issued.

Times stated must include time for any preparation and packing up. Premises should be vacated promptly, especially at the end of the evening when staff have to clear up and make the building secure.

The School must not be left open without any supervision. If a letting ends considerably earlier than expected, the hirer should either notify the duty Facility Manager or leave someone in charge of the premises until the Facility Manager arrives to secure the premises. If an event over-runs, additional charges will be made.

Acceptance of a Letting Application

If an application is accepted, a letter of confirmation will be sent.

No public announcement may be made concerning any booking until it has been confirmed in writing.

Hirers will only be admitted to those areas booked and additional charges will be made for unauthorised use of other facilities.

A hirer may not sub-let to another individual, groups or organisation.

Cancellation of a Letting

By the Hirer: The hirer must notify the Principal at the school of a cancellation at least 3 working days before the date booked, otherwise the full hire charge will be payable.

By the School Directors: The School Directors reserve the right to cancel any booking. Although an explanation will usually be given, the right is reserved to cancel without giving any reason.

In bad weather, the use of outdoor sports facilities may be cancelled at short notice. If in doubt, hirers should telephone the school for information and advice during office hours.

Decorations, Flags, Notices

No decorations, flags, notices or similar material will be allowed on the school premises without the prior approval of the Principal. Where approval is given, such use must not involve any damage to the building and/or the use of nails, screws, etc. The hirer will be responsible for any cost of repairing damage caused. Fly-posting is not allowed.

Damage

The hirer is expected to leave the premises in a reasonably clean and tidy state and will be held responsible for any claim for damage, loss or injury to persons, equipment or premises, which occurs within the school premises and grounds as a result of their use of the facilities.

Accident Reporting

Any accident occurring during the course of a letting must be reported, in writing, to the Principal at the earliest opportunity.

Hirer's Property

Electrical equipment brought onto the site must have a certificate of safety from a qualified electrical engineer.

The Director accept no responsibility for any property, equipment or vehicles brought onto the school site. All such items should be removed immediately after each letting.

Safety Regulations and Procedures

All hirers should become familiar with the School's safety regulations and procedures (eg. In the event of a fire) and to ensure that members of their group know what to do in an emergency.

Vehicle Parking

Motor vehicles must be parked in the authorized car park(s). Parking is entirely at the owner's risk.

Food, Alcohol, Smoking and Gambling

No food or intoxicating liquor may be brought onto the school premises by a staff or a hirer. Gambling and the use of gaming machines is prohibited.

Large Events - for example Weddings, Festivals, Concerts, Sports Competitions There must be one named person in charge of organising the event and this person should make him/herself known to the Facility Supervisor on duty before the event commences so that any

problems/difficulties can be directed to them.

A deposit (or bond) will be charged, which will be refunded, less any additional expenses incurred as a result of the letting. These expenses may include such things as: -

- extra work by cleaning,
- repairing damage,
- excessive wear and tear on furniture and equipment,
- additional time for the letting.
- If the deposit is insufficient to cover the costs, further payment will be due.

Extended Services & Lettings Agreement Charging Policy

Lettings applications should be made in writing using the appropriate lettings form and be submitted for approval. Times stated must include time for any preparation and packing up. If a letting ends considerably earlier than expected, the hirer should either notify the duty facility manager or leave someone in charge of the premises until the facility manager arrives to secure the premises. If an event over-runs, additional charges will be made

Monitoring and Evaluating

This policy will be reviewed annually.

Policy Review

This policy will be reviewed annually.

Draft Date:	2nd September 2022
Principal Approval:	
Review Date:	August 2023