

**PAKISTAN EDUCATION ACADEMY**  
**DUBAI, U.A.E.**

**HEALTH AND SAFETY**  
**POLICY**

**2014-2015**

## **GENERAL**

Pakistan Education Academy is devoted to ensure a healthy and safe environment for students and staff. To achieve this purpose, every individual at school must be fully aware of 'Health and Safety' issues.

## **ENVIRONMENTAL HEALTH AND SAFETY**

1. An environment which is both safe and healthy for its pupils, employees and visitors is also conducive for learning. Pakistan Education Academy is committed to:-
  - a. Provide a safe, hygienic and user friendly environment to pupils, employees and visitors.
  - b. Ensure that safe practices are followed by those who use school buildings, and Lab equipment.
  - c. Consult with and involve the community with regard to the maintenance, improvement and development of buildings, playground and equipment.
2. To achieve above mentioned goals, administration is responsible to:-
  - a. Employ contractors to clean the school, to mow the main playing field and other lawns.
  - b. All staff members are to oversee a tidy and safe environment.
  - c. Appoint an individual from the school staff to look after Health and Safety related aspects and to oversee the maintenance and development of buildings, equipment.
  - d. Through curriculum studies pupils be taught about health, safety, and hygiene, and educate them about environmental related issues.
  - e. Emergency and evacuation routines be practiced at least once per term.
  - f. Manager administration to ensure that the building, equipment and grounds are maintained and improved appropriately.
  - g. A Health and Safety maintenance check is to be carried out during last week of each month by a three member team of teachers. The team will submit their report to principal before the end of the month.

### **EDUCATION OUTSIDE THE CLASSROOM (SCHOOL-TRIPS)**

3. Education outside classroom lead children to develop a greater appreciation of their own community, and contribute to their intellectual, social and emotional growth. Educational trips and visits can be made for a variety of reasons and have the potential to enhance learning in all curriculum areas. The range of opportunities that exist is inexhaustible and may encompass visits to places of educational interest, curriculum related field trips, camps or sports trips. The purposes of the trips are:-
  - a. To enrich the classroom programme and enhance learning by providing first hand experiences and by sharing knowledge and experience with others.
  - b. To enable children to appreciate the different aspects of their local environment related to recreational, rural, social, urban, biological, physical, and cultural.
4. Guidelines for school trips are as under:-
  - a. Definite educational objectives relating to the curriculum and class programs must be established.
  - b. A tear off slip can be sent home specifying supervision, transport arrangements and reference to curriculum goals as well as asking for parents' approval.
  - c. All educational activities outside the classroom must meet guidelines of safety, health and to avoid risk.
  - d. Before a trip students be briefed about the route, stops, toilets, parking, where to meet, cell phone contact and other important related things.
  - e. A list of the pupils and the cars they are to travel in is to be given to the office before leaving the campus.
  - f. Parental involvement for Education Outside the Classroom be encouraged.
  - g. First priority be given to the utilization of resources in the local area.
  - h. Buses transporting children must provide a seat belt for each passenger. These procedures also apply to school bus trips for daily pick and drop service.
  - i. Children must be seated at all times unless they are directed to do so by bus supervisor.
  - j. On school trips one teacher must accompany each bus and must ensure that all children are accounted for.
  - k. Buses plying for trips or pick and drop must be in good condition.

## **FIRE SAFETY AT SCHOOL**

5. In case of fire, school is to apply all possible measures for the security and safety of students. To educate children, Fire Drills are to be conducted in the month of May and October each year under the supervision of Civil Defense Department - U.A.E. When fire alarm sounds or a fire is identified, teachers must:-

- a. Teachers present in the class in responsible to guide students towards exit points.
- b. Take class-register along with him / her.
- c. Phone Fire Service if not already done
- d. Ensure critical appliances are turned off if it is safe to do so.
- e. Do not collect personal belongings from any part of the premises.
- f. Move quickly and quietly – do not run.
- g. Watch for children with disabilities who may require assistance.
- h. Take class to the play-ground/Assembly Area.
- i. Report to Assistant Principal/ Principal indicating your area is clear.
- j. Do not allow any person to re-enter the building until instructed to do so by the Civil Defense Department.
- k. Emergency contacts to Police, Ambulance and Fire- Brigade are to be placed at every nook and corner of the school.

## **HEALTH CONCERNS AT SCHOOL CANTEEN & FOR LUNCH BOXES**

6. It is believed that there is a strong correlation between maintaining healthy eating patterns and showing of full potential by pupils – spiritually, academically, socially and emotionally. Following will be ensured to promote healthy eating habits:-

- a. Pupils will be encouraged to take responsibility for their own health through classroom programmes.
- b. All staff members will be responsible to model healthy eating behaviours.
- c. Food providers will consult with the appropriate people before making changes to the canteen items.
- d. Steps will be taken to discourage the consumptions of foods high in fat, sugar or salt.

- e. Under the revised guidelines of Health Policy and Strategy Sector, Dubai Health Authority (DHA), Canteen contractor has to ensure that:-
- (1) Junk food is not served to students.
  - (2) Stored food items are protected from contamination by insects, dust, etc.
  - (3) Perishable food items are stored appropriately in a fridge or freezer whichever is appropriate.
  - (4) Food handlers must ensure to:-
    - (a) have clean hands and clothes
    - (b) wear disposable gloves when handling food
    - (c) Use tongs where necessary.

7. Lunch-Boxes. Teachers to monitor the lunch boxes brought by children from homes. Items banned in the guidelines will not be allowed to be eaten in schools even if children bring them from their homes,” said Dr Fathia Hatim Al Mazmi, Head of Health Promotion Section, Public Health and Safety Department at the Health Policy and Strategy Sector, Dubai Health Authority (DHA). (Reference to the report published in Khaleej Times 23<sup>rd</sup> March 2011). Guidelines to follow are:-

- a. Teachers to take special care to ensure that students carry healthy meals from home in their lunch boxes each day.
- b. Parents be guided by providing a list of healthy foodstuff.

### **HEALTH CONCERNS AT WATER DISPENSERS**

8. Provision of clean, safe and drinkable water to the students at dispensers installed at a approachable distance from each class-room is the responsibility of the school. The purpose is to Facilitate and encourage students to drink plenty of water and to stay out of the sun especially during hot weather. Points to take care of:-

- a. School management / Cleanliness Company to ensure the cleanliness of all installed water dispensers.
- b. Cleaning Staff at school will ensure the area around dispensers is dry all the times and swept properly.
- c. Teachers to ensure that all students bring their own water bottles that can be refilled from dispensers and the habit of drinking water with hands must be rooted out.

### **SAFE-PLAY IN THE PLAY-GROUND**

9. Physical well-being is an integral part of curriculum. The school has the responsibility to promote safe play and sportsmen spirit in students. When students are plying area, the staff on duty and Physical Training Instructors are the following:-

- a. Playing areas and equipment be checked to assure that they meet safety standards.
- b. Do not encourage any form of aggressive or potentially harmful behavior including bullying and intimidating others verbally as well as physically, or any kind of rough play.
- c. In the interests of safe play, do not allow children to climb trees or onto buildings, throw stones or use objects that could hurt others.
- d. To ensure safety, children be restricted within the boundaries of playing area during games.
- e. Children will not be allowed to move to the playing area without supervision.

### **WASH- ROOMS' HEALTHY ENVIRONMENT**

10. Call of Nature has to be responded by every individual; however, children away from homes are to be taken care of. Students are to impart proper toilet training in school and use of wash rooms. As a large number of individuals have to use them for a minimum of six hours daily, therefore, proper vigilance by the cleaning company is to be ensured. Steps will be taken to ensure that:-

- a. There will be an attendant present outside each wash-room to watch the cleanliness inside wash-rooms and to check un-necessary frequent visits of students again and again.
- b. Attendants must also keep an eye on the students' activity inside the wash rooms.
- c. Hand-wash and tissues/air dryer are to be available.
- d. Floor, commode and area around wash- basins must always be swept and kept dry and clean.

### **SAFETY IN SCIENCE LABORATORIES & FOOD & NUTRITION LABS.**

11. Practical studies in the field of Science and some of the Humanities' group bring first-hand knowledge to the students. School is committed to cater for all the needs of such subjects on our premises. Teachers to ensure safety and a healthy environment during the course of practical studies in laboratories as these are the places where students deal with hazardous materials like chemicals, burners and electric units. Guidelines for safe use of laboratories are as under:-

- a. No electric wires to be exposed and no over load on an electric connection be applied.

- b. All chemicals are placed with closed lids and equipment are properly cleaned after experimentation.
- c. Placement of combustible materials away from flames
- d. Ensure that all knobs and temperature gauge working properly in an oven in Food and Nutrition lab. In addition to this cooked and uncooked food is placed at a reasonable distance to avoid contamination and other hygienic concerns must also be cared for.
- e. Wear face-masks, gloves and aprons in the labs.
- f. No loud talking or play in labs.

### **CONTROL OF HEAD LICE (PEDICULOSIS) & TERMITES IN SCHOOLS**

12. Occurrence of head lice is the most common insect infestation in humans throughout the world. Although head lice infestation may affect people of any age, nationality, gender or socio-economic status, however, infestation occurs mainly in children of primary school age. Spread of lice and termites is seen as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student's emotional, social and educational development. To minimize this menace, following is to be ensured:-

- a. Infestation free environment at school along with developing cleaning habits in students
- b. Educate parents that they have the prime responsibility for the detection and treatment of head lice on their children and educate them to lead a healthy and secure social life
- c. Educate students that the main route of transmission for head lice is head-to-head contact and promote general measures that help in the prevention of infestations.
- d. Students suspected of having live head lice or eggs present in their hair are not removed from class or school. Such students will be instructed to tie the hair back or cover their heads and will be issued a letter for the family requesting commencement of immediate treatment.
- e. Instruct students for shaving the head or cutting the hair to a shorter length.
- f. Instructions be extended for the treatment of inanimate objects such as clothes, furniture, carpets or car interiors.
- g. School staff to undertake treatment only under exceptional circumstances when the principal has determined it necessary for a student's well-being and educational development. Treatment undertaken at school must have parental approval (written or verbal)

### **FIRST AID AT SCHOOL**

13. School has to ensure students health and safety practices comply with the requirements in the Health and safety regulation of emirates. Any accidental happening within the premises must immediately be tackled with care. Guidelines to follow are as under:-

- a. First aid supplies are provided for persons who may be injured at school.
- b. Ensure taking all reasonable steps to provide first aid to every person injured at school, without delay.
- c. Nurse and an appropriately trained staff member is in charge of all first aid supplies. This person is to be available during normal school hours.
- d. A register of accidents is to be kept for recording first aid treatments given at school.
- e. Portable kits for trips are also ensured.
- f. First aid supplies will be topped-up as necessary.
- g. First aid awareness will be lighted among teachers and students

### **CHILD PROTECTION**

14. All possible steps to be taken to protect the school's children from sexual or physical abuse when they are in the school. Guidelines to follow are as under:-

- a. No child, while under the school's responsibility is allowed to be isolated. They must remain in sight of a duty teacher and their whereabouts known to the teachers at all times.
- b. Any person, other than a parent or caregiver entering the school grounds must report to the office.
- c. Teachers and staff should be pro-active in identifying any unknown person in the school grounds.
- d. Keeping in mind children's welfare is paramount. Parents may be consulted about changes in behaviour to try to identify a reason. It may be caused by a change in the family's home circumstances.
- e. All information/discussions will be confidential to the staff involved. Data will be stored in the confidential pupils' files in the principal's office. This data will be kept for the duration of the child's stay at the school. It will be forwarded to a future school at the discretion of the senior staff.

- f. Whenever an interview is held with a child, an adult on the staff whom the child has confidence in must be present. The welfare of the child must be first priority and wherever that is compromised the interview must be terminated. Any staff members attending such interviews would need to have the ability to make this judgment.

#### **AWARENESS THROUGH SEMINARS (SCIENTIFIC AND ISLAMIC)**

15. Islam speaks of Human nature. There is no social, moral, ethical or biological problem which Islam does not provide solution for. We are committed to make our students learn all of their concerns scientifically and in the light of Islam. For this, time to time seminars are a great help for students where scholars and experts can reach out students with their experiences and research works. Guidelines to follow are:-

- a. Board of Directors / Principal to pay special attention to cater for the need of staff and students and invite experts from different fields to share their knowledge with everyone at school.
- b. School Auditorium can provide a platform for large gatherings in a cool and free- of -hassle environment.

#### **SAFE TRANSPORT FACILITY**

16. Transport facility provided by the school is a great help to parents and the students. Guidelines to follow are as under:-

- a. Buses transporting children must provide a seat belt for each passenger.
- b. All children under must be seated at all time and will not be allowed to leave their seats unless directed by the bus supervisor.
- c. Buses hired for school trips must have adequate seating for the number of children.
- d. On school trips one teacher must accompany each bus and must ensure that all children are accounted for.
- e. Any bus that is deemed, by the teachers, to endanger the safety of children is to be reported to the Principal, who will discuss this with the bus company.
- f. Teachers are to educate students about traffic rules and Road Signs.

17. All teachers and administrative staff members are supposed to go through this policy and comply with accordingly.