

# Health and Safety Policy

Glendale International School | Governance and compliance

|                       |                                    |                      |                                      |
|-----------------------|------------------------------------|----------------------|--------------------------------------|
| <b>Policy owner</b>   | Principal / Complaints Coordinator | <b>Approval body</b> | Approved by: Jasmit Kang, Principal. |
| <b>Effective date</b> | 1 September 2026                   | <b>Review date</b>   | September 2027                       |
| <b>Version</b>        | 1.0                                | <b>Policy number</b> | GIS HS 01                            |
| <b>Applies to</b>     | Whole school community             | <b>Status</b>        | Approved                             |

Glendale International School is committed to providing a safe and healthy environment for learners, staff, visitors and contractors. The school will meet applicable health and safety requirements, identify and control risks, respond promptly to hazards and learn from accidents, incidents and near misses.

## 1 Aims

- Maintain safe premises, equipment, systems of work and access and evacuation routes.
- Prevent injury and ill health through proportionate risk assessment and control.
- Provide information, instruction, supervision and training.
- Ensure safe handling, storage and transport of hazardous substances.
- Maintain appropriate first aid, welfare and emergency arrangements.
- Enable concerns to be reported and addressed without delay.

## 2 Responsibilities

| Role                           | Responsibility                                                                                                    |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Governing Body or School Board | Overall oversight, assurance and resources.                                                                       |
| Principal                      | Accountable for implementation, escalation and serious-incident oversight.                                        |
| Health and Safety Officer      | Coordinates risk assessment, inspections, records, committee review, corrective actions and external liaison.     |
| Health and Safety Committee    | Reviews risks, incidents, inspections, training and action plans at least termly.                                 |
| Heads and managers             | Complete local risk assessments, brief staff, correct hazards and monitor controls.                               |
| All staff                      | Take reasonable care, follow procedures, report hazards and incidents promptly and cooperate with investigations. |
| Learners                       | Follow safety instructions and report unsafe conditions.                                                          |
| Contractors and visitors       | Follow site rules, provide required risk information and report hazards or incidents.                             |



### 3 Risk identification and management

Risk assessment is a continuous process covering premises, classrooms, laboratories, workshops, sports, playgrounds, transport, trips, events, contractors, equipment, substances, individual medical or support needs and changes to work. Assessments must identify hazards, who may be harmed and how, existing controls, further action, responsible person and review date.

1. Complete documented risk assessments before new activities, equipment, substances, trips, events or significant changes begin.
2. Review routine area and activity assessments at least annually and sooner after an incident, near miss, complaint, change or evidence that controls are ineffective.
3. Use a proportionate likelihood-and-severity rating to prioritise action. Eliminate the hazard where practicable, then reduce exposure through safer systems, engineering controls, supervision, training and personal protective equipment.
4. Record actions in the Health and Safety Action Log with an owner and deadline. High or imminent risks require immediate stopping, isolation or restriction of the activity or area.
5. Managers verify completion and the Health and Safety Officer checks effectiveness through inspections, observation, record review and consultation.

### 4 Hazard reporting and corrective action

Anyone who identifies a hazard must make the situation safe if competent to do so, warn others and report it immediately to the line manager, Operations team or Health and Safety Officer. Urgent hazards must be reported verbally at once and then recorded. The responsible manager will assess the risk, apply interim controls, allocate corrective action and confirm closure. Unresolved or overdue high-risk actions are escalated to the Principal.

### 5 Accidents incidents and near misses

An accident is an event causing injury or ill health. An incident includes unsafe events, damage, violence, exposure or loss. A near miss is an event that caused no harm but had the potential to do so. All three must be reported, recorded and reviewed so the school can prevent recurrence.

1. Provide first aid or emergency assistance and make the area safe. Call emergency services where necessary.
2. Notify the relevant manager, clinic and Health and Safety Officer immediately. Parents or carers and senior leaders will be informed according to the seriousness and school procedures.
3. Record the event as soon as practicable and, for serious events, within 24 hours. The record must include people involved, time, location, injury or potential harm, witnesses, immediate actions and supporting evidence.
4. The Health and Safety Officer triages the event and decides the level of investigation. Serious injury, repeated events, significant near misses, dangerous occurrences or events with regulatory implications require a documented investigation led by a competent and impartial person.
5. The investigation establishes the sequence of events, immediate and underlying causes, control failures and required corrective or preventive actions. It does not seek to allocate blame.
6. Actions are assigned, tracked and verified. Relevant risk assessments, procedures and training are updated.
7. The Principal and Health and Safety Officer determine whether an external authority, insurer, emergency service or education regulator must be notified and keep evidence of the decision.

### 6 Emergency arrangements

- Fire and evacuation: alarms and firefighting equipment are maintained; evacuation instructions are displayed; drills take place at least termly and are reviewed.
- Lockdown and major incident: staff follow the school emergency and crisis-management procedures and communication chain.
- First aid and medical support: a qualified nurse and trained first aiders are available; supplies are checked and medicines secured.
- Serious disruption: the Principal and Operations Manager coordinate response, communication, continuity and external assistance.

## 7 Premises equipment and substances

- Buildings, grounds, utilities and access routes are inspected and maintained; licences and statutory checks are kept current.
- Electrical, gas, laboratory, sports, art, music, play and work equipment is checked, serviced and used only by authorised or supervised people.
- Hazardous substances are identified, labelled, securely stored and subject to specific assessment and handling instructions.
- Catering and hygiene standards are monitored and required authority inspections supported.
- Security controls access and visitors display authorisation and follow site procedures.

## 8 Off site activities contractors and visitors

The visit leader must complete and obtain approval for a suitable risk assessment, permissions, supervision, medical arrangements, transport and emergency contacts before an off-site activity. Contractors must provide competency, insurance, risk and method information as appropriate, receive a site briefing and be monitored. Visitors must remain within authorised areas and follow emergency instructions.

## 9 Training consultation and communication

Staff receive induction and role-specific refresher training, including emergency response, incident reporting, risk assessment and relevant equipment or substances. Managers brief staff and learners on local controls. Health and safety concerns and suggestions may be raised with line managers, the Health and Safety Officer, the committee or the Principal.

## 10 Non compliance and escalation

Failure to follow safety instructions may lead to removal from an activity and action under the relevant staff, learner, contractor or visitor procedure. A person who believes a serious risk has not been addressed must escalate it to the Health and Safety Officer and Principal. The school will seek guidance from or report to Dubai Civil Defence, Dubai Municipality, KHDA, emergency services or another competent authority when required.

## 11 Records monitoring and review

The school maintains risk assessments, inspection records, hazard logs, accident and near-miss reports, investigations, training records, maintenance certificates and corrective-action evidence. The Health and Safety Committee reviews trends and actions at least termly. The policy is reviewed annually and weaknesses are remedied without delay.

## Appendix A Incident and near miss record

| Field                                   | Details |
|-----------------------------------------|---------|
| Date time and location                  |         |
| Person reporting and people involved    |         |
| Accident incident or near miss          |         |
| Description and potential consequences  |         |
| Injury treatment and emergency response |         |



**GLENDALE**  
INTERNATIONAL  
SCHOOL

|                                         |  |
|-----------------------------------------|--|
| Witnesses and evidence                  |  |
| Immediate controls                      |  |
| Risk assessment reference               |  |
| Investigation level and lead            |  |
| Root causes                             |  |
| Corrective actions owners and deadlines |  |
| External notification decision          |  |
| Closure and effectiveness check         |  |

