



**ASPIRE    ACHIEVE    ADVANCE**

## **Health & Safety Policy**

### **1. Provision, Maintenance & Safety of Building & Electrical Devices:**

Al Rayan Holding Co. Management is responsible for the building, its construction, its maintenance and its safety as an educational establishment.

- Al Rayan checks the safety of the electrical installation and wiring and installs new lighting.
- Al Rayan installs wiring and servers for the computer network.
- It provides and checks photocopiers and PC computers for the use of the staff and PC computers for the use of the staff and the children.
- The ICT Technician installs new machinery and checks that it meets safety standards.
- All electrical devices such as fridges, kettles and microwave ovens are checked periodically.
- Al Rayan has contracts with reputed companies to maintain and ensure the safety of the lifts, the swimming pool and plant and the air conditioning system.
- Al Rayan is responsible for the water supply to the building and the quality of water provided for the children to drink and maintains the toilets, taps, sinks and showers when faults occur.

The Principal and the Senior Management Team of the school are responsible for overseeing the safety of the building with the able assistance of the Watchman.

When faults are discovered or safety risks are observed, the Principal contacts the Maintenance Manager of Al Rayan, who promptly arranges for a plumber, electrician or carpenter to make repairs. The Handyman, is available to repair any small issues. He will be requesting the maintenance Supervisor to intervene if he is not able to do so himself.

## **2. The Safety of the children at IBS:**

This policy is written in parallel with the Early Years Department Policy, which has special provision for the young children in its care. The SLT sees the safety of the children in our care as our prime responsibility.

- All children are supervised by adults at all times from KG to Year 6 and will always be in sight of an adult. Students in the secondary school are entrusted to move independently from lesson to lesson.
- The attendance of children is taken during the registration period so that a complete record of all those present is available in case of an emergency.
- The teacher sends the register down to the Receptionist on the front desk who adds the names of latecomers to the register and takes out the registers into the car park where teachers take pupils in the case of an evacuation (See Evacuation Policy).
- During the school day, teachers guide pupils from the playground after assembly to the homeroom and after the first and second break take them to their lessons. At the end of period four and period eight, they take children down to the break times to ensure their safety.
- All children go together to the break times and the basement and first and second floor are 'out of bounds' during this time to ensure safety. One teacher patrols corridors.
- Each playground is supervised by two teachers during break time who carefully monitor the children in case of accidents.
- At the end of the school day 'bus children' go to the bus assembly area and are supervised by classroom assistants who check them off on a bus register and guide them on to the bus in the car park outside.
- The buses are provided by a company which is sub contracted by Al Rayan and a maid travels with each bus. The buses are fitted with safety belts.
- Teachers take all other members of their class down to the two playgrounds at the end of the day and supervise them until parent or approved driver comes to collect them.
- The security guard is on duty at the gate at this time to ensure that no child wanders out on to the street unattended.
- The outdoor space is securely fenced and the steps from the building are well maintained.

- The corridors are wide and the teachers who supervise the children insist on no running or pushing when going round the school.
- The maids clean the playground regularly to minimise accidents and slips.
- Children do not have unsupervised access to kitchens, cookers or cupboards storing hazardous material.
- Chemicals are stored in a locked cupboard in the laboratory.
- Pupils are asked to wear goggles during experiments in the laboratory.
- The swimming pool was closed for maintenance in September, the pump and heater checked, and a safety guarantee provided.
- Children are closely monitored in the Design Technology Room when they are using hand tools.
- When swimming sessions take place, the swimming pool has an extensive shallow area and the swimming teacher is always in the pool with the children and a maid supervises the children who are not in the pool.
- Teachers are not allowed to send children out of class unsupervised in the corridor.
- During lesson time, maids are positioned close to the bathrooms to ensure the wellbeing of children visiting the toilets.
- Any outside trip proposed by a teacher is evaluated by the Head of Department and then the school applies to the Ministry of Private Education for approval. Experienced teachers supervise the trips at a ratio of no more than 1 : 13
- The school has a nurse and a properly resourced clinic, children can be sent by teacher to the nurse when they are unwell.
- The nurse supervises any medication sent in by parents for consumption by pupils and liaises with the Ministry regarding the inoculation programme.
- The nurse liaises with the Ministry of Health regarding occasional outbreaks and we send approved medical advice home to parents.
- If the nurse considers the illness or accident to be severe, the parents will be informed and the child may be taken to a local hospital or clinic for treatment.



### **3. Health & Safety at the School Canteen:**

The school promotes a healthy lifestyle in a country in which diabetes and obesity is problematic. We think that health education is an important part of lifelong learning. We encourage class teachers to check the food that children bring to school and discourage the consumption of sugar or salt.

- The Canteen provides healthy food options with sandwiches, salad and fruit available and no deep fried or oily food on the menu.
- Certain food is provided hot and is heated to the appropriate temperature.
- Food is stored hygienically.
- Some parents order a healthy lunch box for the children from the company.
- The SLT ensures that no fizzy drinks or sweets are sold and teachers overlook the food provided by parents to ensure it is healthy.
- Parents are encouraged to pack a sandwich, fruit and nutritional snacks and water.
- Children are encouraged to drink during the school day and water fountains are provided.

### **4. Health and Safety and the School Curriculum:**

- The ingredients of a healthy diet is taught as part of the science curriculum and teachers will refer to healthy food options regularly.
- The risks of excessive sugar, salt or fat and illegal substances is covered in the year 6 curriculum.
- All children have two 20-minute breaks in years 1 – 6 and take the opportunity to get vigorous exercise.
- Pupils from Y7-13 have one break of 25 mins
- Every child has one hour of Physical Education per week and they are taught various sports and games

Reviewed by Head of Sections, Nurse

Date: March 2023