



Delhi Private School Dubai

مدرسة دلهي الخاصة - دبي

Division/ Department: Administration

**Subject: Health and Safety policy for
Students and Staff**

Reference Number: DPSD/PC/023/2014

Issue Date: March 2014

**Revision Date: Mar'15 /Mar'16 /Mar'17/
Jun'18/Jun'19/Jun'20/ Oct'21 /Sept'22/
Sep'23/Sep'24/ Sep'25**

Introduction:

- The health, safety and welfare of all students and staff is of paramount importance at our school.
- The school endeavors to provide a happy and healthy working environment for every staff, student and visitor.
- All members of the staff are expected to be committed towards the provision of occupational health and hygiene.

Aims:

- Establish and maintain a safe and healthy environment throughout the school, by avoiding infection and communicable diseases, addiction to substances or digital devices and providing physical activities to promote physical and mental health.
- Establish procedures and systems necessary to comply with the statutory obligations on health and safety by DHA, Dubai Municipality, Trakhees and KHDA.
- Provide sufficient information, instruction and supervision to enable all students and staff to contribute positively to their own health and hygiene.
- Formulate effective safety and evacuation procedures for use in case of fire and other disasters.
- Provide students and staff access to appropriate health and hygiene training and awareness programs.
- Reduce occupational health and hygiene related accidents or injuries to students and staff in the campus.
- Regularly review safe occupational environment, health and hygiene protocols.

Role of the School:

- Handle concerns with sensitivity.
- Encourage students and staff to bring nutritious healthy packed meals.
- Ensure that the school canteen provides nutritious meals.
- Inculcate the good habits of eating and drinking water in students from KG1 to Grade XII.
- In case of an emergency, administer first aid, inform the parent and refer the case to the nearest hospital by the clinic staff.
- Ensure that all mandated medical examinations are carried out by the school clinic for students and staff as an annual routine. The examination involves checking height,

weight, body mass index (BMI), ears, nose and throat (ENT), vision and musculoskeletal system.

- Ensure that the school will conduct mandated immunization program for students as per DHA's guidelines
- Any significant findings of the medical examination are communicated to parents or spouse (in case of staff) as referral.
- Monitor students' welfare at every level while in school or on school trips through designated staff.
- Ensure the safety of students on the school bus.
- Ensure that all Kindergarten Teachers, P.E. Teachers, Doctors and Nurses are certified "FIT" by DHA through an annual Medical check up to obtain Occupational Health Certificate.
- Ensure that the school doctors and nurses attend all DHA mandated trainings.
- Offer for Yoga classes, Gym training and regular aerobics sessions for students and staff.
- Ensure the physical and mental safety of Students of Determination and students with chronic illnesses and allergies.

- **Education & Training:**

i) The school shall educate all students on health and safety, including teaching road safety, risk management, fire safety, emergency and evacuation procedures, **drug-awareness and prevention including smoking and alcohol, Digital addiction, basic first aid training**, and personal physical awareness.

ii) Promote the welfare of the students by teaching them strategies to deal with the challenges of everyday life through a well-defined Life skills program.

iii) Increase awareness of students, parents and teachers about various aspects of mental and physical health through regular sessions, assemblies, expert talks or webinars.

Health and Safety requirements:

- Organize safety checks on equipment and resources led by trained teachers and security personnel.
- Install necessary fire equipment.
- Use fire and earthquake resistant building material for school building construction purposes.
- Conduct regular fire and evacuation drills.
- Upgrade and maintain the school building in accordance with the stipulations laid down by the Municipality.
- The site is equipped with fully functioning and effective security and systems to prevent and detect crime, vandalism, unlawful behavior, and inappropriate conduct; and surveillance provisions are in place

- School has a smoke-free environment, within the school premises or in the perimeter outside the school premises by enforcing a strict no-smoking policy (e-cigarettes/vaping included) for all students, staff, and visitors.

Role of Students:

- Strictly follow the guidelines of the Discipline Policy especially in relation to the non-consumption of narcotic substances, including alcohol, tobacco, vaping and other harmful substances. Consumption of these substances on or outside the school campus is strictly prohibited.

- Manage the use of digital devices to avoid digital addiction. Some symptoms of digital addiction are:

Excessive time on devices and preoccupation with online activities; unable to stop

Sleep deprivation

Lack of self-care and hygiene

Inability to concentrate on studies

- Play an active role in the management of the canteens.
- Student leaders must diligently conduct dispersal and break duties.
- Participate positively in fire drills and mock earthquake evacuations.
- Help organize and participate in health campaigns, collaborate to find solutions, generate empathy and raise funds during disasters.
- Act as class and bus monitors.
- Work as cohesive groups in a responsible manner.
- As responsible student leaders, address students' concerns, organize social service drives and monitor discipline in school.
- Conduct Weekly Student Council Meetings to initiate monthly campaigns to ensure health and wellbeing of all.

Role of Parents:

- Impart health education at home, inculcate and model healthy physical and mental health practices.
- Provide wholesome breakfast and nutritious snacks to children.
- Inculcate habits of personal hygiene.
- Ensure regular checks for general health in consultation with the family physician, dentist and ophthalmologist.
- Consult a family doctor for deworming at least once a year.
- Attend webinars / workshops and participate in health drives and other educational programs organized by the school.
- Support the school in the implementation of health, safety and discipline policies.

Safety in School Buses:

- For security reasons, students of (KGI-Gr.2) must be accompanied by an authorized adult to and from the bus stop.
- The student and escort are required to be at the designated pick up and drop off area 10 minutes prior to the time agreed.
- In case the escort is not present to receive the student (KGI – Gr.2) during a drop off, the bus will bring back the student to the school and the transport in-charge will notify the parent. The parent or an authorised person is required to come to school to take their ward back.
- Students should stay away from the main road until the bus arrives.
- Students must not come near the entry door of the bus until it has come to a complete stop.
- Students must occupy **designated** seats immediately after boarding their bus, **wear seat belts and not move around in the bus while it is in motion.**
- The front door of the bus is the only authorised entry and exit point.
- The drivers are authorised to stop buses only at the designated stops, unless otherwise directed by the bus teacher. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is subject to change.
- CCTV cameras are installed in the buses to monitor the students’ activities.
- The driver must not be distracted for any reason.
- The teachers on the bus and student bus monitors are responsible for maintaining discipline in the buses. Any serious offence must be reported to the Parent Liaison officer, Vice Principal (Pastoral Care) & Principal and Director.
- If for any reason a student misses the bus after the school dispersal, he/she must report to the reception immediately and wait there.
- RFID card is mandatory for all students using the transport service.
- Misuse of RFID card will attract strict action, including the termination of transport service for the student.
- Lost or damaged RFID card has to be replaced immediately to continue using the bus service.
- The seating arrangement must adhere to RTA regulations.
- Bus drivers will conduct a thorough search of buses after all drop-offs to ensure that no child is left behind.

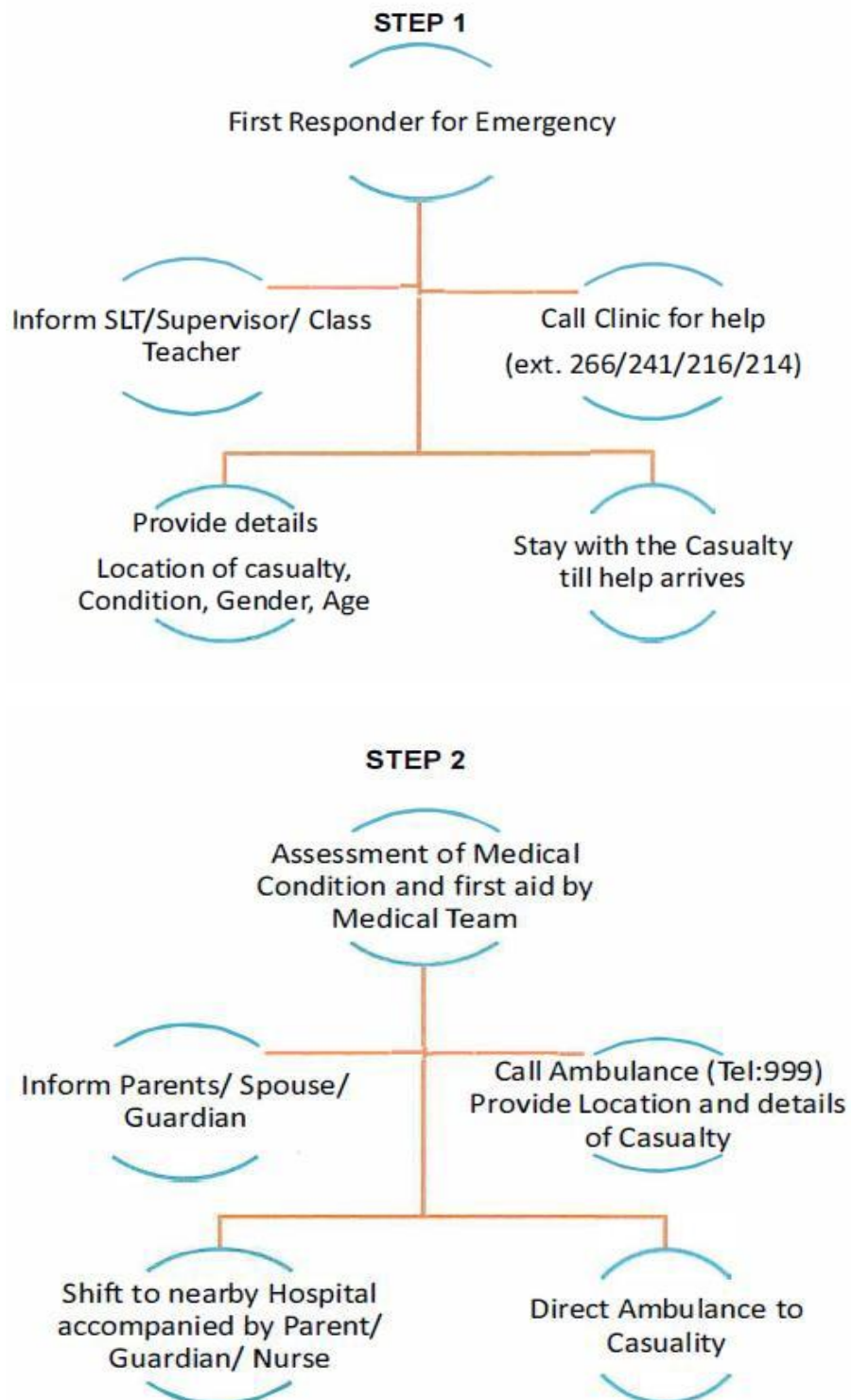
Related Process Flow charts:

- Medical Emergency Procedure
- ‘No child left behind’
- Incident Process Flow

Related Policies:

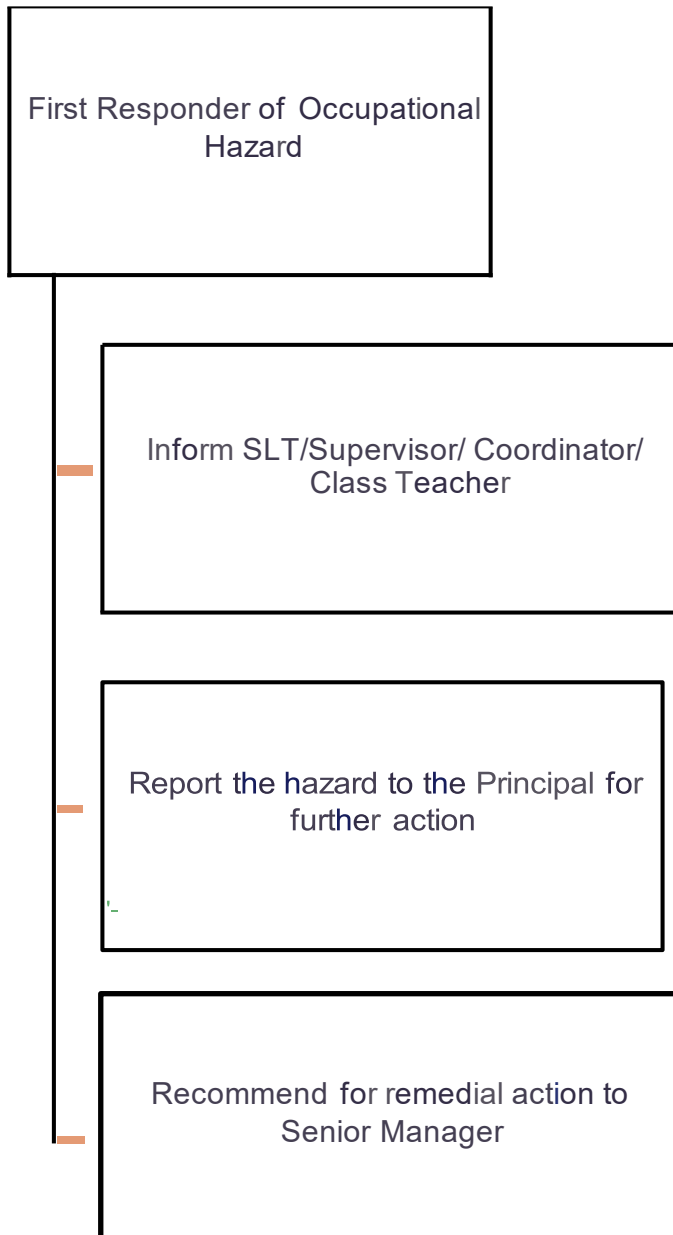
- Discipline Policy
- Anti-Bullying Policy
- Wellbeing Policy
- BYOD policy

Procedure for Handling a Medical Emergency/ Casualty



Procedure for Reporting Occupational Hazards

Below is the protocol for reporting Occupational Hazards such as broken furniture/equipment, modification or maintenance of facilities/estate or health and hygiene related facilities.



Health and Safety Action Team:

Principal and Director

Vice Principal (Academics)
Senior Headmistress (Grades XI-XII)
Senior Mistress (Phase in charge- Grades IX-X)
Senior Headmistress (Grades VI-VIII)
Headmistress (Co-curriculum)
Headmistress (Reading and Teacher Training)
Senior Mistress (Phase in Charge- Kindergarten)
Senior Mistress (Phase in Charge- Grades I & II)
Senior Mistress (Phase in Charge- Grades III- V)
Senior Mistress (Pastoral Care & Co-curriculum)
HOD Counselling and Deputy Child Protection Officer
Student Advisor
MHEA Club Outreach Student Officer -Boy
MHEA Club Outreach Student Officer -Girl
Assistant MHEA Club Outreach Student Officer -Boy
Assistant MHEA Club Outreach Student Officer- Girl
Wellbeing Ambassador- Boy
Wellbeing Ambassador- Girl
Assistant Wellbeing Ambassador- Boy
Assistant Wellbeing Ambassador- Girl