

NIMS HEALTH AND SAFETY POLICY

1. RATIONALE

All the members of the school community have responsibilities for everyone's health, safety and welfare. The governing body should enlighten and ensure that the school staff and premises comply with the health and safety policies and practices.

All the teaching and non- teaching staff members should give consideration that the school building and school equipment are safe and do not pose a risk for people in the school premises. It is each and every individual's responsibility to abide by the health and safety policy.

The approach of health and safety policy aims to promote a safer working environment resulting in the avoidance of accidents and incidents inside the school premises.

The policy aims to identify the key issues associated with health and safety in school. Thus, the principal, who has been delegated responsibility, has a significant role in governing health and safety policies and procedures in the school.

The school's health and safety policy is included in the staff handbook, reviewed annually and presented to staff at the beginning of the academic year. New staff is made aware of the policy as part of their induction.

All employees have a duty to work in a safe and responsible manner, to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves and others and to submit suggestions for the improvement of standards in health and safety within the school to the Principals.

Any member of staff who is found to be deliberately or consistently negligent in the performance of their duty with relation to the school's health and safety policy will be subject to disciplinary action.

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the school shall manage a full risk assessment to ascertain the action required to minimize the risk. The findings of this risk assessment may lead to the exclusion of that pupil from further participation in that area to which the risk assessment applies.

1. AIMS AND OBJECTIVES

- To provide and maintain a safe and healthy environment throughout the school site.
- To establish and maintain safe working practice and procedures amongst staff, pupils, volunteers, those hiring the premises and all those on the school site.
- To make necessary arrangements to health, to handle the school

equipment's storage and transport with safety and absence of risks to health.

- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down protocols in case of accidents and medical treatments.
- To provide guidance on the use of school vehicles.
- To provide standard safety training programs to employees and pupils.
- To teach safety as an integral part and lay down procedures for use in case of accidents.

2. GUIDELINES

A. Role of Governing body

- To decide the policy.
- To implement strategic guidance.
- To monitor health and safety issues.
- To provide adequate resources.

B. Responsibilities of the governing body (committee)

The Governing body brings the contents of this policy and associated documentation to the notice of all members of staff and makes arrangements for the regular review and monitoring of this policy and the arrangements and procedures contained herein.

The Convener of the Committee is responsible for periodical site inspections to address any health and safety issues including the following:

- To provide staff and pupils training development programs for instructions, training, information and supervision.
- To monitor the efficiency of staff and pupils' performance.
- To ensure the school premises have a safe and healthy environment.
- To enhance the development and maintenance of proper health and safety practices in the school.
- To ensure sufficient arrangement to provide protection to all employed staff, play areas, school premises and laboratories.
- Display of statutory notices.
- Compliance with health and safety checks (water, fire, electricity).
- Designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of this safety policy.

C. Role of staff, pupil and parents :

“The school has a ‘duty of care’ to all pupils.”

- Ensure that all staff have read the health and safety policy.
- Adequate supervision’ during arrival and dispersal
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Report to the authority (supervisor/ Head of Section/ Principal) situations which may present serious or imminent accidents to the staff or students in the school

- Report concern of abuse of pupils to the authority. Staff must have access to Emergency contact details at all times
- Supervisor should share information of the child with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff is asked to familiarize
- Staff must ensure that fire exits are unlocked and free from obstruction themselves with this
- All materials and tools must be stored safely. The tops of cupboards are not to be used for storage.

Pupils are expected to:

- To be self-disciplined
- To commit with attendance and punctuality
- To bear the responsibility of learning and behavior, and to have positive attitudes towards learning.
- To commit with the positive behavior and to seek to achieve outstanding standards of behavior.
- To commit with respecting the laws listed in the Bylaw and deal with them as a responsible person.
- To respect the others and participate actively in school life to prove himself and develop his mental and bodily abilities and talents.
- To be keen to represent his school in the school meetings regarding evaluating his behavior optimally.
- To be aware of the different characteristics of the others and take care of their feelings.
- To adopt conscious decisions concerning his health and safety.
- To show understanding and appreciation to the culture, customs and traditions of the United Arab Emirates, other cultures of the world, the values of Islam and its role in the UAE society.
- To respect the natural environment in his school and to avoid harming it (rationalization of the consumption of water, electricity, plants and pets in the school).

Parents are expected to:

Support the school in any health and safety matters reported to them through Circulars, talks and newsflash.

D. RESPONSIBILITIES DURING SCHOOL EVENTS

- A risk assessment must be carried out and appropriate action taken for all performances and events.
- A file of all paperwork/contacts is stored in the administration center
- A risk assessment has been completed and appropriate safety measures adopted and enacted;
- The group leader has experience in supervising the age groups

- going on the visit and will organize the group effectively;
- Non-teacher supervisors on the visit are appropriate people to supervise children;
- Parents have signed consent forms;
- Adequate first-aid provision will be available;
- The mode of travel is appropriate;
- Travel times out and back are known including pick-up and drop-off points;
- The group leader, group supervisors and nominated school contact have the names of all adults and pupils travelling in the group, and the contact details of parents and the teachers’
- Health and hygiene.
- Preparing pupils so that they understand the aims and objectives of the visit/activity, how to avoid specific dangers, what standard of behavior is expected
- Dress code of the school is maintained.

Parents: The group leader must ensure that parents are given sufficient information so that parents can make an informed decision with regard to the suitability of the visit for their child.

E. ROLES RESPONSIBILITIES OF SCHOOL HEALTH CARE PROVIDERS

(As per guidelines of MOH – Sharjah)-CLINIC STAFF.

The Clinic of the school plays an important part in ensuring the overall health and safety of staff, students and visitors at school. The school license is revalidated each year as per the Ministry Of Health -Sharjah guidelines.

i).PROFESSIONAL ACCOUNTABILITY OF SCHOOL DOCTORS

Table :1	School Doctors (Medical Officer) Duties / Responsibilities/ Activities
DUTIES RESPONSIBILITIES	ACTIVITIES
Maintenance of Health school Environment	In coordination with the Licensed school Health Nurse, regularly Checks the school's environment to ensure its cleanliness and safety in line with the Sharjah MOH and Municipality.
Physical/Medical examination of students	Plans and conducts comprehensive medical examinations on students as per school Health Record at school entry, and at least once every year. Screening the student for all body systems.

	Records all findings in the school Health Record, specifying any defect or abnormality.
	Refers and follows up students with abnormal findings to the Health Clinics of Sharjah and Ajman or to their family physicians for further investigation and health care. Informs parents on "Parents Notification form".
First Aid Care/ Emergency Care	Attends promptly to students with injuries or other conditions requiring Immediate attention.
	Writes a standing order of drugs/treatments, which can be administered to the student by the Licensed school Health Nurse in the absence of the Medical Officer.
Prevention and Control of Communicable Diseases	Share in planning, assessing and attending immunization sessions, Which will be conducted in the school to be available for any untoward reaction including anaphylaxis due to immunization.
	Advises the parents to keep the student at home during the communicable period of that particular disease. Maintain effective relationship with parents, families and local authorities.
Health Education	Participates in planning and conducting health education activities in the school.
Maintenance of Records and Reports	Filling, maintaining and sending records and reports as prescribed in the Guideline.
Professional update	To Update knowledge, skills and practice related to school Health Requirements. Basic Life Support training given according to MOH Sharjah.
	Attending the CME classes regularly as given by MOH Sharjah.

♦ PROFESSIONAL ACCOUNTABILITY OF SCHOOL NURSES

Table :2	School (Health) Registered Nurse Responsibilities / Functions / Activities
RESPONSIBILITIES/FUNCTIONS	ACTIVITIES
In the absence of the School Medical Officer, provides first aid/ Emergency care to sick or Injured students.	Ensures that all medical supplies and equipment needed for first aid and emergency care are available and in working condition in the school clinic (as listed in the standard requirement).
	Assesses needs of students (examines/ observes/ measures vital signs) who require first aid care.
	Administers the first aid care appropriate to

	his/her condition or needs.
	Informs the parent, through the school authorities, about the student's Condition.
	Transfers the student to the Accident/Emergency of the nearest hospital as Per the standard procedure.
Assists School Medical Officer in conducting medical examinations to the students. Assesses student to detect early signs and symptoms of health problems	Ensure and prepare all the needed supplies/ equipment for the medical Examination of the students.
	Provides privacy to the student during medical examination.
	Checks that all finding and recommendations are recorded in the Student's School Health Record.
	Monitors students who are frequently absent from school due to health related problems.
	Coordinates with classroom teachers to: • Observe and report student with unhealthy practices • Report presence of potential hazards in the classroom. • Motivate students to enhance healthy practices. • Maintain a sanitary and safe environment in the classroom.
Monitors and maintains growth and development of Students.	Measures height and weight of students and calculates BMI at the start Of academic year. For those students with deviations from normal Measurements, repeat the measurements regularly.
	Refers to the School Medical Officer, Students whose growth and Development measurement show deviations from normal.

iii).IMMUNIZATION

Immunization is a proven tool for controlling and eliminating life-threatening infectious diseases and is one of the most cost-effective health investments.

Standard Immunization Schedule is shown in table: 3

Table :3 Immunization Schedule				
Vaccine s	Age/year s	Interva l	Dose	Remarks
D	5- 6	2½ years interval from the first booster	0.5 ML	Only for children not Tap/OPV 2nd Booster Vaccinated in child health services.
Varicella	5- 6	3 month After 1 st dose	0.5 ML	If Not Vaccinated in the child health services.
MR 2nd dose	5- 6	4 Years	Single	If 2nd MMR was not Given along with 2nd booster keep 5years intervals.
Tdap booster	1 5	5 Years interva l	0.5 ML	Td if not given at 15years it can be given up to 18 years. No OPV should be given after 15years.
Giving extra vaccines as per the school health ministry guidelines.				

- The school clinic is a vaccine qualified clinic.
- Parents and students are informed about vaccination regularly through consent forms and the school provides immunization to all students' according ministry rules.
- All concerned parents must provide 'Consent for Immunization' of their ward in the following prescribed form to the school.

iv). COMMUNICABLE DISEASES AND INFECTION CONTROL

Certain communicable diseases are designated as “notifiable” so that public health measures can be taken to prevent large outbreaks among children and others. Because of the danger to student and employee health, school management is required by law to safeguard the health of any student or employee who has contracted or been exposed to a communicable disease.

❖ Role of Concerned Parties in Handling Communicable Diseases in Schools:

A. Schools Responsibilities:

The schools should have policies/procedures for:

- Providing orientation, In-service education and resource materials for school personnel regarding management of communicable diseases
- Education of parents to keep children home when there are signs of disease and to secure appropriate treatment.
- Record-keeping and retrieval procedures regarding non-immunized children.

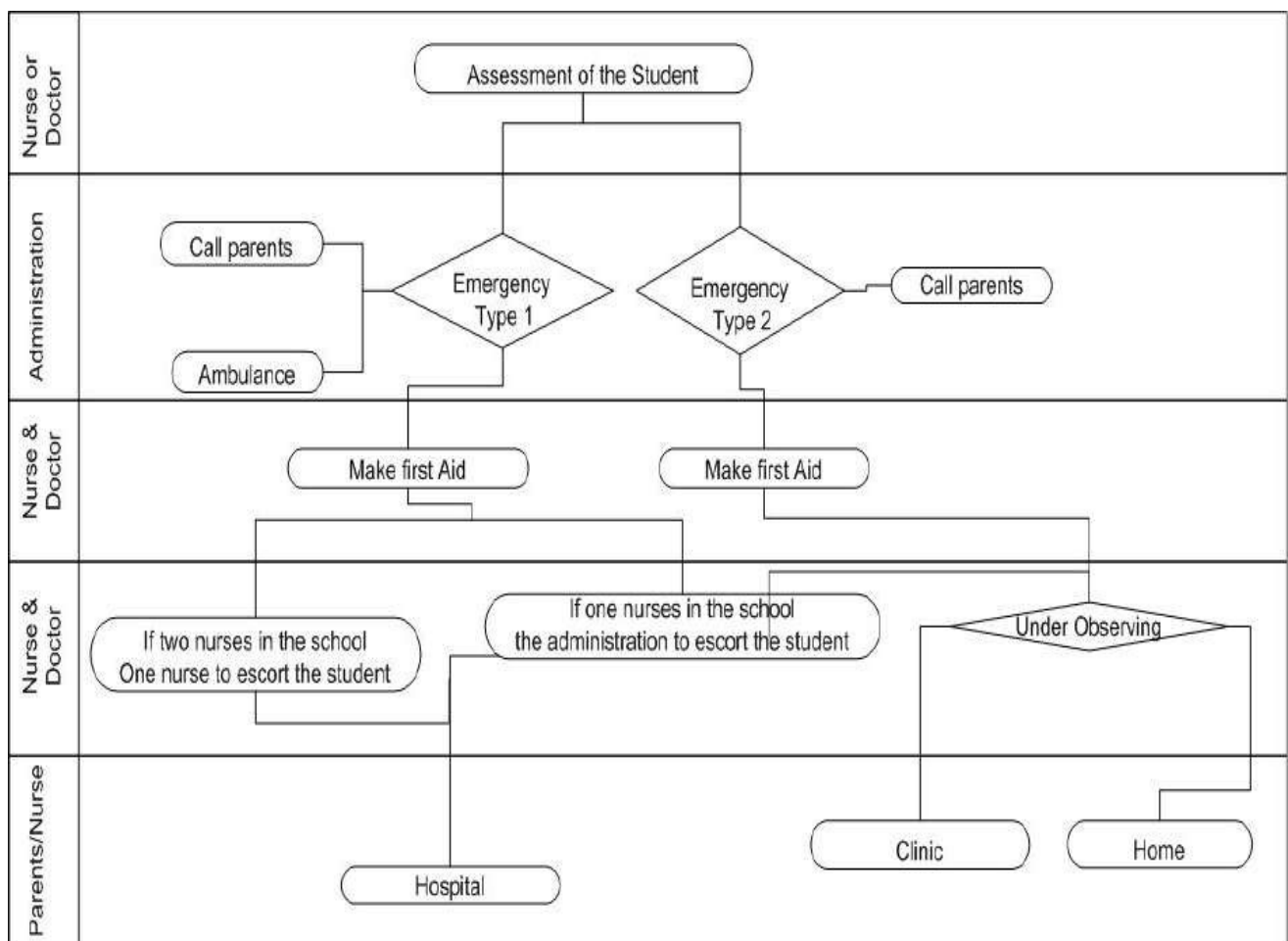
- Exclusion and follow-up of children who are not immunized against vaccine preventable diseases or who have contracted a communicable disease or infestation.
- Designating the school nurse (or other school official) for the reporting of “notifiable” communicable diseases.
- School nurses can aid parents by referring them to public health nurses if there is need. In some schools, the school nurse or school physician may be delegated to take on more direct responsibility for nursing or medical assistance to the child.

B. Student's Responsibilities:

- Remain home when ill.
- Report to the teacher when they feel sick at school;
- Avoid close contact with other children who have respiratory or communicable diseases;
- Practice good habits of cleanliness
- Dress appropriately for the weather.

❖ **EMERGENCY PROTOCOL**

- School should have an emergency plan which includes policies and procedures to provide immediate care during emergency (following figure).
- The School Health& Safety Committee shall review the policy on a regular basis and keep updated.



3. SAFETY DURING THE EDUTAINMENT VISIT

- While organizing the edutainment visits or tours, Head of Section, Section Supervisors and the Teachers should have the responsibility to ensure that the proper safety standards have been taken for the students' safety.
- School clinic nurse and the portable first aid kits should accompany with the students during Students' educational visits or tours.

4. CHILD PROTECTION

The entire staff members of the school should know the child protection policy in detail and all must attend the child protection training program. The UAE's Child Protection Law takes effect on June 15, reporting cases of child abuse or negligence is now mandatory for all members of the community with the ultimate goal of transforming families and society and not dividing them. The Federal Law No 3 of 2016, formerly named Wudeema Law, was drafted in the memory of Wudeema, an eight-year-old Emirati girl who was starved and tortured to death in Dubai by her father in 2012. The law ensures that every child in the UAE, whether a resident or tourist, has the right to live and be safe, be educated, and be protected from neglect and all forms of abuse, whether physical, sexual, verbal, emotional or psychological. According to this law if a child is found in harm's way the violators will be slapped with a fine ranging from Dh5, 000 and Dh50, 000 and/or imprisonment of not more than 10 years, depending on the type of violation (*Gulf News*; 23rd June 2016).

(For further details see the child protection policy of the school).

5. SCHOOL SECURITY

- Security at the two entrance should maintain the visitors' register properly.
- Security should not allow any student to go out without the approved permission slip during the school hours.
- Security should organize the own transport students in proper and safe way
- While they are going out.
- Security should check and ensure own transport students parent id card –
- While parent pick their child

6. ELECTRICAL MAINTENANCE & OTHER INSPECTION.

Building Maintenance staff will be responsible to look after whole premises and report to the Admin Manager in time, if he observes any irregularity or to repair anything. Maintenance team, he should procure the materials and repair all equipment's in time.

- Electrician should go around the entire building and premises periodically to ensure all the switches, sockets, wires are fixed without any damage.
- All the portable electrical apparatus and equipment's in use at the school should be inspected and checked often to maintain the safety.
- Staff electricians should ensure that no electrical wires are on the way when the students and staff are working. Staff electricians should ensure

that all the DP Box and other electrical boxes should be locked with the lock.

- Staff should ensure that the proper lights are available in all the floors and corridors.
- Teaching staff should not keep the laptop on the teacher's table to use the Overhead projector instead they can use the table type cupboard adjoining the wall near the white board in all the classrooms.
- It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil within the school.
- Any work of an electrical nature on any conductors or circuit must be carried out only by competent staff and qualified electricians.
- All installations and electrically operated tools and equipment must be maintained in good order and subject to regular inspection and testing as appropriate by a competent person. A record of such testing must be kept by the Facilities Manager.
- If any item of electrical equipment fails to function properly the user must immediately report the fact to the Facilities Manager. On no account must amateur fault-finding be attempted, even after switching off and disconnection from the power supply.
- The only time a machine can be opened is when clearing a paper jam on a photocopier or a printer. In such instances the power must be switched off, the machine unplugged and the manufacturer's instructions followed

7. FIRE AND SAFETY PROGRAM IN SCHOOL

The Safety officer has overall responsibility for ensuring that fire Precautions and procedures are adhered to; that an emergency plan is in place; periodically Health and Safety / Fire inspections. The fire alarm is automatically linked to the Fire Service so that there is an immediate response to the fire alarm unless a pre- arranged fire drill has been arranged by the Safety Officer.

The Safety officer is responsible:

- To conduct MOCK fire drills 3 times in a year and safe evacuation.
- To give awareness by conducting training programs to the staff and students.
- To check and refill the fire protection equipment (fire extinguishers) quarterly with help of an authorized company.
- To fix the evacuation plan and the exit sign board visible in all the classrooms, corridors and all floors of the school.
- To ensure that in case of an emergency, all the emergency doors are opened using a pushing method.
- All combustible materials and liquids are stored properly.
- Local fire authority, ambulance and police numbers are displayed in all the classrooms and in the main notice board.
- Formal certification and Fire equipment's maintenance contract.
- To provide Green phosphoric jackets.

A.FIRE INSTRUCTIONS

Team members undergo the statutory and the required training programs on a regular basis. It is the duty of all members of staff to do all in their power to prevent injury and loss of life in the event of a fire. Salvage of the building and equipment is of secondary importance.

All staff must make certain that they are fully conversant with:

- The routes of escape in the case of fire, and location of the assembly area
- The method of sounding the alarm;
- The location and operation of the various firefighting appliances;
- The procedures and responsibilities set out in this policy.

B.FIGHTING A FIRE

No member of staff, student or visitor should attempt to fight a fire unless trained to do so. It is the policy of the school that firefighting is best left to the professionals. Attempts to fight a fire should not be carried out if:

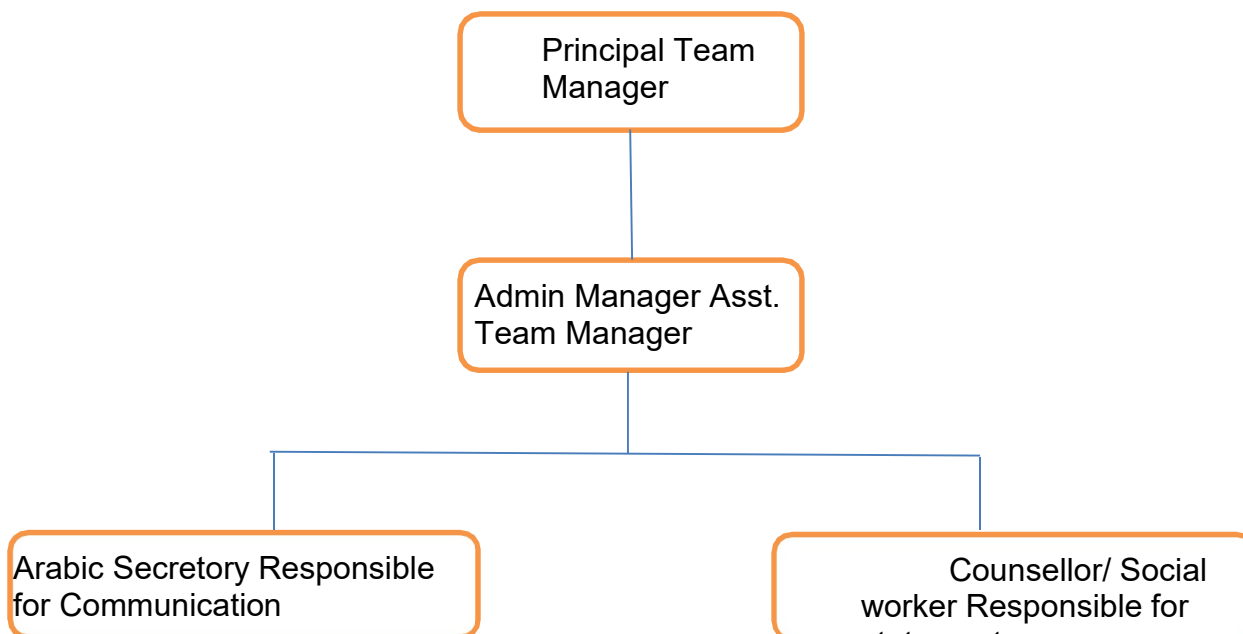
- It is larger than a waste paper bin;
- It cannot be put out with one extinguisher;
- Smoke is affecting breathing;
- The way out cannot be seen (the exit must always be visible and should be behind the person to enable a hasty retreat if necessary);
- Gas cylinders or chemicals are involved;
- The efforts are not reducing the size of the fire.

8. PLAYGROUND SAFETY

- Quality playing equipment's and products are checked regularly by the technician and physical education teacher.
- A suitable atmosphere is provided to avoid stress and strain for the students and staff.
- ID cards are avoided during play time to stop unwanted accidents.
- Play area and walking way should be monitored with CCTV cameras.
- Drinking water and first aid is also provided for the playground.



Special team of
Emergency management organization structure
2024-2025



Sl.	Name	Role in Emergency	Direct No:	Designation
1	Mr. Shajahan. K. Mohammed	Team Manager	0503727338	Principal
2	Mr. Mohammed Selvakku	Asst. Team Manager- Safety Officer	0566454832	Admin Manager
3	Mrs. Nagla Abbas	Responsible for communication	0555894764	Arabic Secretary
5	Mr. Intiyaz Abbas	Responsible for statement	0501945622	Counsellor / Social Worker
6	Dr. Huda Mohammed	Aid Support Team Lead	0559969141	Medical Director
7	Mr. Nisar	Evacuation Lead	0588587159	P E Teacher

ROLE AND RESPONSIBILITIES OF EMERGENCY MANAGEMENT TEAM			
Designation	Name	Role	Duties
Principal	Mr. Shajahan K M	Team Leader	➤ Review & Execute the relevant School health and safety policy. ➤ Conduct & review training activities. ➤ Conduct a risk assessment for hazards or emergencies. ➤ Planning and monitoring the activities of emergency. ➤ Handling the emergency situation. ➤ Playing the role of Team control and guidance.
HoS (6-12 Girls)	Ms. Saleena Pannikote	Assistant leader	
Admin Manager	Mr.Mohammed Selvakku	Assistant leader	
HoS (K.G)	Mrs. Nusrath	Member	
HoS (Primary)	Mrs. Fathima Nasreen	Member	
HoS (6-12 Boys)	Mr. Arif Karuppamveetil	Member	
Social Worker	Mr. Intiyaz Abbas Saheb	Member	

Volunteer Teams in Educational Institution

Evacuation & Rescue Team			
Occupation	Name	Role	Duties
PE Teacher	Mr. Nisar (Block-A)	Team Leader	➤ During the time of fire emergency the fire team takes the initiative to use or guide the use of fire extinguishers. ➤ Active participation in the Fire fight training programme. ➤ Helping the Evacuation team during a fire emergency. ➤ Contributing in implementation of health and safety policy related to fire.
Supervisor	Mr. Abdul Jaleel (Block- A)	Member	
Supervisor	Mrs. Aseena (Block -A)	Member	
Teacher	Mr. Hussain (Block- A)	Member	
Supervisor	Mr. Noushad (Block C)	Member	
Supervisor	Mrs. Najla Block B)	Member	
PE Teacher	Mrs. Neethumol (Block B)	Member	
Aid Support Team			
Occupation	Name	Role	Duties
Doctor	Dr. Huda	Team Leader	➤ Reporting to the emergency spot immediately. ➤ Providing first Aid ➤ Communicating with the Emergency Management Team for further steps. ➤ Following the health and safety policy.
Staff Nurse	Mrs. Viji (Block A & C)	Member	
Staff Nurse	Mrs.Ashwathi (Block B)	Member	

Fire Safety Team			
Occupation	Name	Role	Duties
PE Teacher	Mr. Nisar (Block A)	Team Leader	➤ Responsible for shifting the student and staff to a safe place during an emergency and managing evacuation assembly points. ➤ Organizing evacuation drills once in 3 months. ➤ Active participation in the Evacuation training programme. ➤ Contributing in the implementation of health and safety policy related to evacuation and rescue.
Teacher	Mr. Hifzur Rehman (Block C)	Member	
Teacher	Mr. Akhil Pradeep (Block A)	Member	
PE Teacher	Mrs. Neethumol (Block B)	Member	
Supervisor (3-5)	Mrs. Najla (Block B)	Member	
Supervisor	Mrs. Nazneen (Block B)	member	
K.G Coordinator	Mrs. Swetha (Block B)	Member	

The Principal responsible for declaring an emergency and leading the emergency operation. She/he must ensure good communications and the activation of the disaster recovery plan.

An emergency is defined as an incident which causes or threatens death, injury or serious disruption to the normal working of the school and may require the assistance of outside agencies to ensure that the organization returns to normal.

➤ Emergency situations might include:

- Adverse media publicity;
- Outbreak of food poisoning/communicable disease;
- A pupil goes missing;
- Accidents or casualties of a pupil
 - Serious road traffic accident
 - Serious injuries/death on school trips
 - Suicide of pupils or staff
 - Terrorist or criminal activity
 - Major arson attacks
 - Severe illness/death of staff or pupils;
 - Industrial incidents;
 - Fire, flood, burglary, criminal damage.

❖ **DISASTER RECOVERY PLAN**

- The disaster recovery plan is updated annually and activated immediately by the Principal or designated person when there is an emergency. The aim of the disaster recovery plan is to ensure that in the event of a fire or other emergency, everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that:
- The school can be safely evacuated or children assembled in school.
- All relevant information is made available to the emergency services.
- Notices detailing the action to be taken in the event of an emergency are posted.
- Those persons with specific duties are identified.
- Those persons with specific needs or disabilities are catered for.
- A copy of the disaster plan/resources is kept by the Safety officer on the shared server and local disk. It includes: copy of the health and safety policy (emergency procedures and disaster recovery).

The ***'Emergency Telephone Tree'*** details a lead person to start the chain of calls with an official message. Each person calls the next person to give the agreed message. The last person calls the first person to confirm the chain is complete. In large schools several chains may be activated at the same time.

EVACUATION

- In the event of a fire or other emergency the alarm will sound. Those in charge of pupils should instruct them to.
- Stop working and line up in silence.
- Walk straight to the assembly point at the back of the school in silence via the nearest fire exit.
- Staff must not delay evacuation in order to close windows and doors or fight fires.
- Pupils not in class should immediately leave via the nearest fire exit and then join their class at the assembly point.
- Form tutors should take out the register if they have it in their possession and call the register ensuring that each pupil answers his / her name individually. Staff to hold the register up high to indicate all pupils are present.
- The receptionist is responsible for taking out any registers and signing in books from the Main Office and conducting a register of visitors.
- The Admin Manager is responsible for phoning the emergency services and reporting to the senior member of staff co-coordinating the emergency.
- The Head Master is responsible for conducting a staff register.
- Contractors are responsible for checking the presence of their employees and reporting to the named person in charge of staff.

❖ **ASSEMBLY OF PUPILS INSIDE THE BUILDING FOR EXTERNAL EMERGENCIES.**

The incident or emergency may be outside of the building e.g. poisonous gas cloud. A group text is sent if the emergency requires pupils and staff to be secure inside.

❖ **MANAGING AN EMERGENCY AND ACTIVATING THE DISASTER RECOVERY PLAN**

- The designated persons responsible for co-coordinating an emergency are Principal/ Headmaster.
- The designated person is responsible for directing the situation.
- The Admin Manager is responsible for bringing the disaster recovery plan/resources to the designated person. A designated person must open a log of events/actions detailing what happens and where, date and times of action and by whom which includes the following as appropriate.
- Emergency evacuation or assembly inside the building including disabled persons on school premises.
- 999 call to the emergency services and any other authorities involved in the incident: call out of relevant specialist personnel (internal and/or external) to provide assistance.
- Inform NIMS Head Office of the emergency.
- Organize treatment of casualties.
- Direction of emergency services to relevant areas/individuals.
- Information to all staff on site and off site referring to the 'Emergency Tree' and staff signing in and out register.
- Commissioning an investigation/enquiry if appropriate.

❖ **MAKE ARRANGEMENTS TO REUNITE PUPILS AND ADULTS WITH FAMILIES**

The designated person must arrange for:

- Designated staff to contact all parents using prepared statements.
- Establish and offer useful contact numbers (for information or support).
- Consider requesting help from police if unable to contact.
- Arrange an appropriate location for parental collection of children.
- Identify any absent staff and pupils and arrange for them to be briefed.

❖ **Recovery Plan**

The designated person must:

- Set up arrangements to deal with enquiries:
- Contact NIMS for advice re issue of press statements;
- give known facts, initial actions being taken and expressions of sympathy (names not to be released until police and families have given permission);
- caution staff not to talk to the media;
- Continue log.
- Organize restoration of building and facilities: - supervise the restoration of all facilities and services to a level essential for the core activities or the provision of suitable alternative accommodation.

9. SCHOOL CANTEEN

The nutritional value and quality standards are adhered for all the packed snacks available in the school canteen according to Sharjah Municipality Guidelines and approval.

- The School Doctor created awareness about the importance of a balanced healthy lifestyle by conducting healthy food campaigns for the students every now and then.
- School doctor and teachers are monitoring the eating habits of students during Recess time.
- The Admin Manager is inspecting the school canteen on a regular basis regarding the expiry dates of food products and the general cleanliness of the canteen.
- Adhering to the Sharjah Municipality and Sharjah Ministry of Health.
- Canteen vends Sharjah Municipality's approved food products only.
- School will be provided easy access to safe drinking water and it's distributed to different locations from one stainless steel tank (rust proof) with the proper connections. School maintenance team will be replacing the filter periodically and it's well maintained in a hygienic way.

SUPERVISION OF STUDENTS

- Teaching staff and other supervising staff maintain good order and discipline to safeguarding their health and safety at all times.
- Teacher always presents in class when students come into the class in the morning.
- Staff is punctual in collecting the students from the playground.
- The same duty applies when staff supervise students during any sports camps after school.
- If any teaching staff knows that he / she is unable to undertake a duty on a certain time or day, then he organizes another staff to cover up his / her duty to avoid further risk to the students.
- Other staff on duty inform this with their higher official about their duties.
- The teaching and non-teaching staff supervises the students at each exit during the dispersal after the school.
- If a parent fails to collect their ward after the school, the concerned responsible staff communicates with the parent. If a parent cannot be communicated, it is informed to the higher official for the further follow up.

10. SAFETY IN LABORATORIES

A. CHEMISTRY LAB

- The In charge of the labs and subject teachers should ensure that all the chemicals are kept in the proper place and locked properly and should not leave the key anywhere in the lab visible for the students.
- Acids are stored in the acid storage cabinet in the chemistry lab.

i. TEACHERS' RESPONSIBILITIES

- Teachers follow and enforce safety rules, procedures and demonstrate safety behavior and promote a culture of safety. They should be proactive in every aspect of laboratory safety, making safety a priority.

ii. UPKEEP OF LABORATORY AND EQUIPMENT

- Conduct regular inspections of safety and first aid equipment as requested by the administration. Record the inspection details and the inspector's initials.
- Never use defective equipment

iii. RECORD KEEPING

- Keep original records on safety training of staff.
- Keep records of all laboratory incidents.

iv. SAFETY AND EMERGENCY PROCEDURES

- Educate students on the location and use of all safety and emergency equipment prior to laboratory activity.
- Identify safety procedures to follow in the event of an emergency / accident.
- Provide students with verbal and written safety procedures to follow in the event of an emergency / accident.
- Know the location of and how to use cutoff switches and valves for the water, gas, and electricity in the laboratory.
- Know the location and how to use all safety and emergency equipment (i.e., safety shower, eyewash, first aid kit, fire blanket, fire extinguisher and mercury spill kits).
- Keep a list of emergency phone numbers near the phone.
- Conduct appropriate safety and evacuation duties on a regular basis.
- Explain in detail to students the consequences of violating safety rules and Procedures.

v. PREPARING FOR LABORATORY ACTIVITIES

- Before each activity in the laboratory, weigh the potential risk factors against the educational value.
- Have an understanding of all the potential hazards of the materials, the process and the equipment involved in every laboratory activity.
- Inspect all equipment / apparatus in the laboratory before use.
- Before entering the laboratory, instruct students on all laboratory procedures that will be conducted.
- Discuss all safety concerns and potential hazards related to the laboratory work that students will be performing before starting the work.

vi. ENSURING APPROPRIATE LABORATORY CONDUCT

- Be a model for good safety conduct for students to follow.
- Make sure students are wearing the appropriate personal protective equipment (i.e., chemical splash goggles, laboratory coats, mask and gloves).
- Enforce all safety rules and procedures at all times.

- Never leave students unsupervised in the laboratory.
- Never allow unauthorized visitors to enter the laboratory.
- Never allow students to take the chemicals out of the laboratory.
- Never permit smoking, food, beverages or gum in the laboratory.

vii. LAB ASSISTANT RESPONSIBILITIES

- Perform regular inventory inspections of chemicals.
- Update the chemical inventory at least annually, or as requested by the administration.
- Do not store food and drink with any chemicals.
- If possible keep all chemicals in their original containers.
- Make sure all chemicals and reagents are labeled.
- Do not store chemicals on the lab bench or on the floor.
- Ensure chemicals not in use are stored in a locked facility with limited access.
- Know the storage handling and disposable requirements for each chemical used.

viii. Make certain chemicals are disposed properly as per the appropriate chemical disposal regulations.

ix. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All PPE will be regularly inspected and kept in good order.
- Staff and pupils must be trained in the correct selection, wearing and use of PPE.
- It is the responsibility of all staff and pupils to wear such PPE as required, using it in the proper manner, and reporting any defects immediately.
- Records of the issue and maintenance of all PPE must be kept and its use monitored as part of the ongoing risk assessment process.

x. PROTECTIVE CLOTHING

Appropriate protective clothing must be worn by staff, pupils and others involved in activities which could lead to entanglement, be subject to harmful liquid spillages, or high temperatures including naked flames.

In areas exposed to high temperatures and naked flames overalls must be of an appropriate type of material. Protective clothing made from synthetic fibers must not be used unless supplied specifically for the purpose.

All aprons and overalls must be cleaned every week.

xi. EYE PROTECTION

It is a requirement to wear eye protection when an assessment shows that a risk of injury which cannot be otherwise eliminated exists.

Staff and pupils must wear eye protection when involved in any of the following operations:

- using or dispensing liquids which could cause injury;
- when breaking, cutting, dressing, carving, stone, metal and glass;
- any other process involving the production of fine particles;
- Any work which involves the use of sharp pointed materials.

Eye protectors must be readily available, well maintained and carry the relevant code for the type of protection offered.

xii. HAND PROTECTION

Suitable hand protection must be worn whenever the relevant risk assessment indicates

e.g. Rubber gloves must be worn when washing items in hot water or when using certain cleaning agents. Ribbed or similar gloves must be used when a risk of injury from the handling of sharp abrasive objects is present.

xiii. EAR PROTECTION

Suitable ear protection must be worn whenever the relevant risk assessment indicates the need for them.

B. COMPUTER LAB

- The teaching staff should ensure that internet connection will be provided to the students for the learning purpose under the proper supervision.
- The teaching staff should not allow any student to check the power supply for the computer or to do any repairing work in the system.
- The teaching staff should ensure that the students are away from the power socket.

11. SMOKING POLICY

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

All staff are obliged to adhere to, and support the implementation of the policy. Any concerns employees may have regarding smoking at work should be reported immediately to the Principal so that corrective action can be taken if necessary.

Appropriate '**No-Smoking**' signs must be clearly displayed at the entrances to each school. Local disciplinary procedures will be followed if a member of staff does not comply with

This policy and, in the case of repeated offences, may be dismissed from the organization's employ.

12. BULLYING POLICY: [Zero-tolerance policy].

A. REWARD POSITIVE BEHAVIOUR

- Disciplined behavior should be rewarded during the instructional time. This way the student will be more likely to engage in the positive behavior.

B. HAVE OPEN COMMUNICATION

- Class teacher can have meeting with students once in a month. This will provide a way for students to talk about school related or classroom related issues beyond academics.

C. MONITOR HOTSPOTS

- Monitor regularly hallways, bathrooms, playgrounds and buses where the chances of adults' presence are less.

D. DEAL WITH STUDENTS INDIVIDUALLY

- Don't attempt to sort out the facts while everyone is present. Talk individually.

E. DON'T GIVE CHANCE FOR BULLYING

- Try to avoid bullying. If possible, you can take a different route to avoid it.
- Don't hit, kick or push back to deal with someone bullying you or your friends.
- If you are being bullied, inform an adult like teachers, supervisors or Hos.

13. BUILDING MAINTENANCE & INSPECTION

- The maintenance supervisor inspect everywhere as part of his daily routine.
- Urgent and important matters are referred to the Admin Manager immediately.
- All the teaching staff and supervising staff should send the filled maintenance complaint form to the Admin Manager regarding any maintenance issue when they come to know.
- The maintenance supervisor should rectify the maintenance requirement by the supporting and technical staff team and they should get the acknowledgment from the teaching staff who lodged the complaint to get the confirmation.
- Pest Control service must take place in the school as per the norms of the Sharjah Municipality.
- Daily inspection of washrooms is mandatory and the records supporting the same have to be maintained precisely.

REVIEW OF POLICY

- A review of the policy will be undertaken annually by the Governing members. Any amendments or updates will be reported to the full governing body.
- Any new legislation or directives will be incorporated into the policy as necessary.

ANTI-BULLYING AND BEHAVIOR POLICY

Definitions and Types of Bullying:

Definition of Bullying: In the context of these procedures, bullying is defined as unwanted negative behavior, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time.

World Health Organization defines Bullying as a multifaceted form of mistreatment, mostly seen in schools and the workplace. It is characterized by the repeated exposure of one person to physical and/or emotional aggression including teasing, name calling, mockery, threats, harassment, taunting, hazing, social exclusion or rumors. Bullying (including cyber-bullying) is unwanted aggressive behavior by another child or groups of children who are neither siblings nor in a romantic relationship with the victim. It involves repeated physical, psychological or social harm, and often takes place in schools and other settings where children gather, and online.

Impacts of bullying behavior:

A]. Pupils who are being bullied may develop feelings of insecurity, humiliation and extreme anxiety and thus may become more vulnerable. Self-confidence may be damaged with a consequent lowering of self-esteem. While they may not talk about what is happening to them, their suffering is indicated through changes in mood and behavior. Extreme cases of bullying may result in suicide. It is, therefore, essential to be alert to changes in behavior as early intervention can be very effective.

B]. Pupils who witness bullying may also be affected and may suffer in similar ways to those who are bullied. For example, pupils who witness identity-based bullying and share that identity can experience anxiety and feel under threat themselves. Pupils can also feel guilt or distress at not being able to help the person being bullied.

C]. There are also consequences for individuals who engage in bullying behavior. Pupils who become involved in such behavior can be at higher risk of depression. Other possible long-term consequences may include an increased risk of developing an anti-social personality, anxiety disorders, a likelihood of substance abuse and law-breaking behavior in adulthood and decreased educational and occupational attainment.

Background: New Indian Model School (NIMS) Sharjah prevents bullying by establishing and enforcing school rules and policies that clearly describe how students are expected to treat each other in the school premises. For irregularities action to be taken according to **Behavior management MOE Bylaw. NIMS Sharjah introduced marks for behavior.**

Aims and Objectives:

- ❖ To promote a secure and happy, caring environment where kindness