

Health and Safety Policy Kent College Dubai



KENT COLLEGE
DUBAI

**Approved by
Principal:**

Tim Hollis

Date: 1 December 2018

**Approved by
KCD Board Representative:**

Andrew Spencer

Date: 1 December 2018

Last reviewed on:

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Next review due by:

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KCD Authorized Stamp



Kent College Dubai Health & Safety Policy

Applies to: Senior School, Junior School, and Early Years Foundation Stage

Introduction

1. This is a statement of policy by Kent College of its intentions, organization, and arrangements for ensuring the health and safety at work of its pupils, employees, visitors, and contractors, whilst on Kent College premises, other premises under overall control by Kent College, or conducting work elsewhere on behalf of Kent College.
2. Supplementary to this general policy statement, workplace Risk Assessments will be developed, maintained, and acted upon to control risks. There will be, where required, specific policies/procedures etc. describing, in detail, health and safety provisions for maintaining safe workplaces and working practices in each part of the organization.

Statement of intent

3. It is the policy of Kent College to ensure, so far as reasonably practicable, the health, safety and welfare of its employees whilst they are at work, also of others who may be affected by their undertakings, and to comply with the health and safety regulations and all other related and subsequent regulations, including those implementing Dubai, UAE and GCC Directives. The responsible officer for this policy is the Head of Operations and Support services.

Objectives

4. To comply with the statement of policy, Kent College will target the following objectives:
 - to set and maintain high standards for health and safety throughout the organization and any other areas under overall control by Kent College.
 - to identify risks and set in place programmed to remove or reduce those risks.
 - to ensure, where reasonably practicable, that contractors working on Kent College's behalf, work to the same high standards of safety as Kent College itself.
 - to ensure, where reasonably practicable, that everyone to whom this policy applies is given the necessary information, instruction, and training to enable them to work in a safe manner.
 - to develop campaigns and other means to promote and encourage safety and health awareness of employees and others affected by their undertakings.
 - to monitor its operations regarding health and safety management; to ensure where reasonably practicable, that the health and safety of the public is protected, particularly related to children and young persons.
 - to ensure that, where reasonably practicable, adequate consideration is given to the protection of the environment.
 - to ensure that, where reasonably practicable, these standards are communicated to all employees and contractors.
 - to provide appropriate Health & Safety training for staff.

Responsibilities and management structure

5. All Kent College personnel who appoint others to carry out duties on behalf of Kent College are required to ensure that those persons are competent and have adequate resources about health and safety. Kent College personnel are to ensure the prevention of ill health and the avoidance of accidents. To promote safe and healthy workplaces, the following

responsibilities have been established:

The Chief Executive Officer

6. The Chief Executive Officer accepts full responsibility for Health and Safety within the School. Through the Operational Risk and Safety Committee and through the implementation of this policy, they will constantly monitor the effectiveness of the implementation of the Head of Operations and Support services' Policy and will revise it where necessary. The Operational Risk and Safety committee will ensure that any changes in this policy will be drawn to the attention of all employees.

The Operational Risk and Safety Committee

7. An employee of Aldar Education, who will also be a member of the Operational Risk and Safety Committee, will be nominated with special responsibility for Health and Safety at the school. Any Health & Safety issues are to be held on record by the Head of Operations and Support services.

Principal

8. The principal is responsible to the Operational Risk and Safety Committee for the overall management and internal regulation of the school. In liaison with the Head of Operations and Support services, the principal is charged with monitoring the effectiveness of the Health & Safety policies contained in this document. Specifically, the Principal will (with the assistance of the Head of the Junior School):
 - ensure the cooperation of staff at all levels to ensure the effective working of this policy.
 - ensure that members of the Senior Leadership Team, Heads of Year, Heads of Department, and subject coordinators fully understand their responsibilities for Health & Safety and are given both the time and the support to carry them out.
 - take steps to ensure that any changes in curriculum and any changes in working practices by staff are considered for their health and safety implications.

The Head of Operations and Support services

9. The Head of Operations and Support services is the Responsible Officer for Health & Safety matters, and it will be assisted by the School Facilities Manager. The Head of Operations and Support services & School Facilities Manager will:
 - Monitor the effectiveness of the policy and report back to the Executive Board, the Principal and Head of the Junior School as appropriate.
 - Recommend changes in the policy in the light of experience.
 - Ensure the completion of all Risk Assessments
 - Be responsible for obtaining, interpreting, and disseminating all relevant health and safety information to the school via the normal line-management structure.
 - Be the liaison point with the school's Health & Safety consultants and ensure that their services are used fully to obtain the above information.
 - As part of the line management function, be responsible for the safe operation for all administrative, maintenance, cleaning, and domestic staff.
 - Be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the school functions are fully used and kept up to date.

- Where individual employees in the various domestic functions listed above are given posts of intermediate responsibility, identify those posts and ensure that those individuals are given the necessary instruction and encouragement to carry out the functions that they have been given.
- Ensure an effective system for the reporting back of all accidents, incidents, near misses and damage to school property and investigate accordingly. The results of these investigations will be dealt with through the line management function.
- Ensure that the ordering of any hazardous or toxic substances is carried out through the Head of Operations and Support services so that decisions can be taken for any additional Risk Assessments.
- Liaise with outside bodies who may from time to time use the facilities of the school and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the school procedures and that the school itself is appropriately indemnified.
- Be responsible for the selection of maintenance contractors and the monitoring of all activities on the school premises.

Fire Officer (Facilities Manager)

10. The Fire Officer will:

- Liaise directly with Civil Defense and any other relevant fire safety authorities.
- Coordinate fire drills, liaising with the Operations Manager, Principal and Head of Junior School, and maintain a record of the results.
- Liaise with the School Head of Operations and Support services in respect of testing of fire alarms, emergency lighting and exit routes.
- Routinely check the effectiveness of the system for recording staff and pupils' location in the event of an emergency
- be the first point of contact for the school in the event of a fire.
- Arrange staff training in respect of evacuation, fire extinguisher and fire warden training.

Individual Responsibilities

11. All employees are required to:

- co-operate in the implementation of the requirements of all Health & Safety legislation, related codes of practice and safety procedures / instructions.
- refrain from doing anything or omitting to do anything that causes danger to themselves or others.
- immediately bring to the attention of their line manager, any situation or practice of which they are aware, which may lead to injury or ill health.
- take responsibility for good housekeeping in the area within which they work.
- report all accidents, incidents, and dangerous occurrences in accordance with company guidelines.
- follow the advice given in Health & Safety training to control workplace risks.

Contractors

12. All contractors working on Kent College premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. While on Kent College premises (or elsewhere on Kent College's behalf, contractors are legally responsible for ensuring their own safety and the safety of their workforce and for ensuring that their

work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

Contractors are required to sign in and out at the main reception and obtain the relevant contractor badge during term time and during the holiday periods.

Communication

13. The name of the persons appointed with responsibility for health and safety on Kent College premises will be clearly communicated and displayed on Health & Safety posters around the site. The designated person with site responsibility will ensure that any relevant information to ensure the control of risks at that premise is communicated to all staff and visitors.

Consultation & Training

14. The Executive Board of Kent College is committed to involving employees at all levels in the maintenance of health and safety standards, and to providing them with adequate information, instruction, and training. External Health & Safety consultants will be used to provide professional health and safety advice as required. Health and safety will form part of the regular agenda of items discussed at management and staff meetings at all levels.

Policy Review

15. The effectiveness of this Health & Safety policy and other specific policies in use throughout the organization will be regularly reviewed, usually annually and revised as and when necessary.

General Arrangements

16. Kent College will ensure that there are arrangements in place to cover first aid, fire and emergencies, accident reporting, Health & Safety monitoring, and liaison with the regulatory authorities. This includes all Kent College offices and sites. It will be dealt with by maintaining school-wide health & safety management procedures. The names of those appointed with key health & safety responsibilities will be clearly displayed.
17. Kent College is a no smoking school.

Inclusion Statement

18. Kent College Dubai aims to enable all pupils the opportunity to achieve their best academically, emotionally, and socially by:
 - Providing high quality learning to enable all pupils to acquire the skills, knowledge, and concepts relevant to their future.
 - Promoting an ethos of care, mutual respect, and support, where effort is valued, and success celebrated.
 - Enabling pupils to become active, responsible, and caring members of the school and wider community.

The schoolwork towards these aims by:

- Promoting high quality learning to ensure the progress of all pupils through quality first teaching.
- Providing high quality curriculum entitlement and a high-quality learning environment.
- Promoting the Kent College Learner Profile attributes to enable pupils to value themselves and each other.