



# LITTLE FLOWER ENGLISH SCHOOL DUBAI

## OCCUPATIONAL SAFETY AND SECURITY POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. TAQUIYA
Role	ADMIN MANAGER
Date of review	20-03-2024
Date of next review	20-03-2025
Signature	



## **OCCUPATIONAL SAFETY AND SECURITY-POLICY AND PROCEDURES**

### **1 POLICY STATEMENT**

Little Flower English School will provide and maintain a safe and healthy work environment in its workplaces.

### **2 POLICY RULES**

Safety Officer will:

- implement the school's occupational safety and health procedures to reduce hazards and risks, and to continually improve safety and health in the workplace; and
- communicate to employees and contractors their obligations

Principal and SLT should be aware of all occupational safety and health procedures.

Contractors engaged on a contract for service are considered to be employees of the person engaging them, and have the same obligations and protections assigned to employees in relation to matters over which principals/line managers have capacity to exercise control.

### **3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE**

SLT is responsible for implementation of the policy.

Governors and Principal are responsible for compliance monitoring of the policy.

### **4 SCOPE**

This policy applies to all employees.

The policy will provide a systematic approach to managing occupational safety and employee wellbeing in order to continually improve workplace safety performance

## **PROCEDURES**

### ***ROLE OF SLT***

#### **TRAINING AND INDUCTION**

SLT will:

- Provide induction, supervision, information, instruction and training in occupational safety and health to enable employees to undertake their duties safely and to remove, as far as practicable, exposure to hazards;
- Make available to employees the Occupational Safety and Health Policy and Procedures
- Communicate to employees and contractors the requirements in regards to:
  1. Protocols for the Management of Blood Borne Viruses and Hepatitis A in school workplaces;
  2. School Standards for Maintaining a Smoke-free Workplace

Safety Officer will:

1. identify occupational safety and health hazards in the workplaces, assess risks, and implement effective preventative measures;
2. maintain a record to show that regular workplace inspections are conducted;
3. inform all employees on occupational safety and health policy and procedures
4. are required to promote a safe and accident prevention culture at the workplace.

SLT should inform all employees of the school to resolve any work or personal issues that may affect their well-being and productivity.

#### **PLANT, EQUIPMENT AND HAZARDOUS SUBSTANCES**

Safety Officer will:

- maintain plant, equipment and systems of work such that employees are not exposed to hazards in the workplaces;
- where hazardous substances such as chemicals are present in the workplace, confirm that their handling, labelling, processing, storage, transportation and disposal is carried out in such a manner as to avoid exposure to hazards; and
- provide personal protective equipment where required.

Guidance Fire extinguishers should be routinely checked and evacuation drills conducted on a regular basis.

## **ACCIDENT/INCIDENT INVESTIGATION**

Safety Officer will:

- undertake thorough investigations of accidents and incidents in the workplace;
- record accidents/incidents and injuries at the workplace, details of investigation conducted and control measures implemented to prevent further occurrences; and
- forward the report to the Principal Records should also be kept of any witness and third party