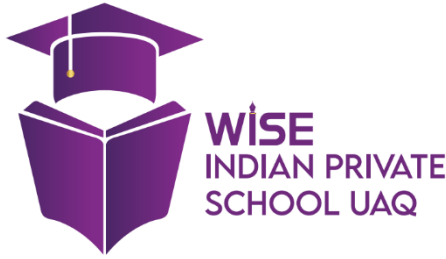




Health and Safety Policy

WISE INDIAN PRIVATE SCHOOL	
King Faisal Street	
Al Riqqah,	
Umm Al Quwain, UAE	
Tel: 00971 6 766 5588	

POLICY NAME	Health & Safety Policy			POLICY NO.	WISE/POL/HR/001-001
EFFECTIVE DATE	APRIL, 2022	DATE OF LAST REVISION	APRIL, 2026	NEXT REVIEW	January, 2027

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PART 1

GENERAL GUIDELINES

- Wise Indian Private School recognizes and accepts responsibility as an employer for providing so far as is reasonably practicable, a safe and healthy work environment for all its employees, students and visitors.
- Wise Indian Private School is committed to ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed.
- Wise Indian Private School will ensure that:
 - the premises are maintained in a safe condition
 - safe access to and from the premises is maintained
 - all equipment on premises and the premises is safe to use
 - appropriate safe systems of work exist and are maintained, including those for offsite visits
 - sufficient information, instruction, training and supervision is available and provided
 - arrangements exist for the safe use, handling and storage of articles and substances at work
 - a healthy working environment is maintained including adequate welfare facilities
- All staff are required to comply as a condition of their employment. Employees are reminded of their duties:
 - to take care of their own safety and that of others; and
 - to cooperate with the Board and the Senior Leadership Team
- All relevant regulations and codes of practice, adopted by the school as appropriate, will be complied with
- All students, staff and visitors of the school are required to comply with the health and safety procedures of the school
- All staff and students must be given adequate training, information and supervision in relation to the hazards present within Wise Indian Private School as a whole and those within their specific area of work.
- The principal objective of all safety procedures is to control hazards and minimize risk. This is best achieved by preventing the hazard from arising. Risk assessments are carried out for all activities and where appropriate protective clothing, precautions and equipment must be used to control the hazard. In addition, appropriate information, instruction and training will be provided.
- Everyone on Wise Indian Private School premises has a responsibility to ensure that the school remains a healthy and safe environment.
- All members of staff and students have an individual responsibility for safety.
- An internal Health & Safety Committee has been established by the School Principal, who in turn will report to the management. The committee ensures that the school carries out activities, wherever they are undertaken, safely and with regards with the health and safety of all its students, staff, visitors and those who may be affected by its activities. It aims to ensure that the best health and safety practice is followed in all School activities, so far as is reasonably practicable.
- Consultation with staff and/or their representatives will be held as and when appropriate on all matters affecting the health and safety of staff.
- A copy of this Statement of Policy will be provided to every member of staff. Copiers will also be posted on noticeboards in the staffroom.
- This Statement of Policy will be reviewed at least annually and revised as and when necessary.
- This policy guidelines, together with the organizational structure and the following arrangements and procedures, has been approved by the School Management.

PART 2 ORGANIZATION

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1.0 The responsibilities of the management

- 1.1 The school management will monitor all the health and safety procedures and will be responsible to ensure that all the health and safety measures are followed in the school.
- 1.2 The school management will take all reasonable steps to provide safe and healthy conditions at the school.
- 1.3 Accepts that health, safety, and wellbeing are an integral part of all its activities and will take steps to manage all the functions and activities related to the school.
- 1.4 Will provide the necessary information, instruction, and training to all staff and students where applicable.
- 1.5 Will dedicate a person who will take care of activities related to health and safety and provide co- operation to carry out their duties effectively.
- 1.6 Is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modifying the policy considering new guidelines and other changing circumstances.
- 1.7 Making Health and Safety as a joint responsibility to create and maintain a safe and healthy working environment.
- 1.8 Developing a disciplinary action mechanism to ensure that there are no violations. This policy document will be reviewed as and when required or annually.

2.0 The responsibilities of the principal

- 2.1 As well as the general duties of all members of staff, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practical steps to achieve this through Senior Managers, Key Stage Leaders, teachers and others, as appropriate.
- 2.2 The principal is required to take all appropriate and necessary action to ensure that proper health and safety standards are always maintained. In particular, the principal will, on a day-to-day basis be responsible for:
 - 2.2.1 ensuring safe working conditions of the school premises and facilities
 - 2.2.2 always ensuring the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
 - 2.2.3 ensure safe working practices and procedures throughout the school so that all risks are controlled
 - 2.2.4 arrange systems of risk assessment to allow the prompt identification of potential hazards and where appropriate ensure that the Executive Board are made aware of the findings
 - 2.2.5 identify the training needs of the staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
 - 2.2.6 ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk
 - 2.2.7 collate accident and incident information and, when necessary, carry out accident, incident and near misses' investigations and implement any remedial action to prevent reoccurrence, monitor the standards of health and safety throughout the school, including all school-based activities
 - 2.2.8 monitor the management structure, in consultation with the Executive Board; consult with members of staff including members of the Safety Committee on health and safety issues and

3.0 The responsibilities of the Admin Officer & HSE Officer

- 3.1 In addition to general duties which all members of staff have, AO and HSE Officer will be directly responsible to the principal, or the member of staff nominated by the principal, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility
- 3.2 As part of their day-to-day responsibilities, they will ensure that:
 - 3.2.1 safe methods of working exist and are implemented throughout their area of responsibility
 - 3.2.2 health and safety regulations, procedures and codes of practice are being applied effectively
 - 3.2.3 staff, pupils and others under their jurisdiction are instructed in safe working practices
 - 3.2.4 new employees working are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the principal as necessary

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- 3.2.5 Regular safety inspections are made of their area of responsibility as required by the principal or as necessary
- 3.2.6 Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- 3.2.7 all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorized persons only 3.2.8 appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work, hazardous and highly flammable substances in the department in which they work are correctly stored and labeled, and exposure is minimized they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety
- 3.2.8 all health and safety information are communicated to the relevant persons, and they report any health and safety concerns to the principal

4.0 The responsibilities of the staff

- 4.1 All staff members are responsible for the health and safety arrangements in relation to staff, students, and domestic staff under their supervision, in particular, they will monitor their own work activities and take all reasonable steps to:
- 4.2 Exercise effective supervision over all those for whom they are responsible, including students
- 4.3 Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimize the possibility of mishap
- 4.4 Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- 4.5 Provide written job instructions, warning notices and signs as appropriate
- 4.6 Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- 4.7 Minimize the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process

PART 3

GENERAL ARRANGEMENTS

1. Accidents - recording, reporting and investigating

- Special care should be taken to minimize the risks of the following:
 - Most work area accidents result from slips, falls, lifting objects, punctures or cuts, and being caught in between objects.
 - Slippery floors, unclean spillage cause slips. Trips occur over objects lying on the ground or jutting out into aisles or because of poorly maintained floor surfaces.
 - Falls can be from standing on chairs to reach an object.
 - Floors should be level, and the use of mats is discouraged.
 - Freestanding fittings should be completely stable or secured to the wall or floor.
 - Filing cabinets should be placed so that they do not open into aisles and should never leave the cabinet drawers open. For stability, load cabinets starting from the bottom and do not open more than one drawer at a time.
 - Equipment using hand-fed processes, such as electric staplers and paper shredders should be guarded and Staff trained in their proper use.
 - Many pieces of equipment using electricity can mean trailing cable, overloaded circuits, broken plugs, and sockets.
 - Working Practices: Use proper working practices to minimize any accidents.
- The school will report and investigate seriously all accidents & incidents. The school will adhere to the procedures adopted by the school for accident reporting and investigation. This will include any person on

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school premises

- In line with the procedure, all staff are encouraged to report accidents & incidents. Line Managers will investigate such incidents and identify and implement means to prevent any recurrence
- All completed accident/incident/near miss form will be submitted electronically to The Admin Officer and HSE Officer

2. Arrival & Departure

- 2.1 The school bus will enter the school through the bus entry gate only.
- 2.2 The attendants will guide students of class KG to grade 2 to their classrooms.
- 2.3 Members of staff supervise students arriving at and leaving from the reception gate in front of the school.
- 2.4 Parents' entry beyond the reception area will not be allowed.
- 2.5 The gates and doors will be opened before the school bus arrival time and will be closed once all the buses have departed.
- 2.6 Vehicle movement at the front gate will be monitored to avoid crowding.

3. Contractors

The school has issued guidance for Contractors on Site. These guidelines include:

- 3.1 checking the competence of contractors, visiting workers and service providers. Competence can be judged from experience, recommendation, pre-selection evaluation, written documentation, written undertaking of training and competence, or a combination taking into consideration the nature and scale of the works required)
- 3.2 examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions etc.
- 3.3 the HSE Officer, having clearly identified personnel who are points of contact for contractors and visiting workers
- 3.4 having all significant and unusual hazards and risks on site clearly identified
- 3.5 exchanging information on hazards and risks
- 3.6 Arrangements for monitoring and controlling works in progress. Key areas to focus attention re
 - 3.6.1 segregation of traffic and pedestrians
 - 3.6.2 segregation of contractors and occupants of the school (wherever possible)
 - 3.6.3 safe systems of work to ensure works undertaken within occupied areas of the premises are adequately controlled implications on fire precautions due to possible increased risk and interference with fire alarm system
 - 3.6.4 system and routes for evacuation
 - 3.6.5 safeguarding the welfare of students, staff and visitors
- 3.7 Communication. The school recognizes that it is crucial that issues related to premises' works are communicated effectively. This includes:
 - 3.7.1 providing contractors with copies of any appropriate hazard registers and records telling contractors about hazards on site
 - 3.7.2 asking contractors about the hazards and risks which are being brought on site e.g. creating noise, dust, fumes etc.
 - 3.7.3 asking contractors about any possible interference with normal working practices e.g. re-routing of emergency escape routes
 - 3.7.4 controlling access so that contractors know who may also be working on the site
 - 3.7.5 sign off/safe completion certificates
 - 3.7.7 ensuring completion of the Logbook by contractors and visiting persons held at Reception
 - 3.7.8 the school translating/explaining any essential documentation, as necessary, so that all contractors and visitors are aware of all requirements
 - 3.7.9 the school translating/explaining any instructions or questions, as referred to above, so

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4. Cleanliness and Hygiene

A clean environment, reduce the risk of getting sick, reflect the professional Image of Staff and the School. A clean and organized work area is a productive work area as it provides an easily accessible place and reduced clutter. It will also save time and effort in finding things that eliminate frustration and allow the staff to focus their energy on the main work.

- 4.1 Air fresheners or exhaust fan should be installed to remove odor.
- 4.2 For hand wash, soap cans are installed in all bathrooms.
- 4.3 Regular cleaning of all the washrooms.
- 4.4 Teachers ensure that their classrooms are neat and tidy before ending their lesson
- 4.5 classroom bins are emptied at regular intervals during the school day
- 4.6 Supervisors are responsible for monitoring the cleanliness and tidiness of classrooms, and for putting measures in place where necessary to ensure that students keep their rooms clean and tidy
- 4.7 students' bags must be kept in lockers or placed under desks to avoid creating a hazard in the classroom
- 4.8 Dispose of trash in trash bins only and empty the trash bin regularly.
- 4.9 Timely cleaning of each classroom, staff room, halls, prayer rooms, corridors, dusting moping of workstation, and other facilities in the school.
- 4.10 Cleaning of glass doors and windows, keeping the area tidy and free of clutter and obstacles.
- 4.11 Arranging and putting items in the storage, designated area like drawers, file cabinet, etc.
- 4.12 Hygiene and cleanliness in the pantry should be maintained at the highest health standards.
- 4.13 No waste, solid or liquid should be accumulating and should be disposed of regularly.
- 4.14 Regular inspection and pest control should be conducted.

5. Drugs & Alcohol, Medication, Diseases & Medical Conditions

5.1 School is committed to providing a healthy and safe workplace for the Staff and their customers. The purpose of the Drugs and Alcohol guidelines is to ensure the safety and awareness of Staff and to ensure compliance with applicable legislation and regulations. Drugs and Alcohol guidelines are also intended to make Staff aware of the severe penalties that can be implemented if they fail to comply with the requirements.

- 5.1.1 Illegal and non-prescription drugs and alcohol are not permitted at School, staff accommodation, or any other premises falling under School.
- 5.1.2 Any Staff / contracted Staff found in possession or under the influence of drugs will be subject to disciplinary action including termination of employment and shall be reported to the relevant authorities as applicable.
- 5.2 Parents have the prime responsibility for their child's health and MUST provide the school with information about their child's medical condition on admission. The admission process cannot be completed without the completed medical consent/history forms. Parents, and the child if appropriate, should obtain details from their child's doctor, if needed.
- 5.3 The school recognizes that children with medical needs have the same rights of admission to school as other children.
- 5.4 The school follows the UAE Ministry of Health Guidelines for Private Schools in Dubai.

6. Electrical Equipment

- 6.1 Only use approved tools, cables, and lights.
- 6.2 Ensure proper ventilation of work area Lab, machinery - computers, photocopiers.
- 6.3 Report the maintenance team in case any damage is noticed to electrical equipment.

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7. Evacuation

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps. Site personnel should know at least two evacuation routes.

- 7.1 Emergency exits
- 7.2 Evacuation routes
- 7.3 Locations of fire extinguishers
- 7.4 Fire alarm pull stations' location
- 7.5 Assembly points

8. Emergency Reporting and Evacuation Procedures

Types of emergencies to be reported by site personnel are:

8.1 Medical Emergency

Your actions during the first minutes of an emergency can be critical. Generally, you should phone Ambulance and ask for assistance whenever someone is seriously ill or hurt.

8.2 Fire Emergency

When the fire is discovered:

Notify the local fire department by calling 997

8.3 Extended Power Loss

In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

In case any event is organized at the school where mass crowd is expected there should be an adequate arrangement of supplementary power supply.

8.4 Chemical Spill

- 8.4.1 Any hazardous/dangerous chemicals should be marked clearly.
- 8.4.2 The storage area should have restricted entry for an authorized person only.
- 8.4.3 Chemical details and action in case of chemical emergency should be placed near the storage area.
- 8.4.4 Staff should use Personal Protective Equipment (PPE) while handling such chemicals.
- 8.4.5 Chemicals should be placed in the right store as per correct storage standards

9. First Aid

The school clinic Nurse or certified first aiders will be responsible to conduct the first aid as required. First aid is the immediate, temporary treatment given in the case of an accident or sudden illness before the service of the physician arrived. Proper first-aid measures reduce suffering or control the condition for further worsening. First aid should be for prompt attention, given to injuries such as cuts, scratches, bruises, and burns, which are minor in nature. The first aid equipment and box are the important health and safety requirements. Following are the guidelines relate to first aid.

- 9.1 The first-aid box will be maintained and readily accessible during all the working hours with the minimum prescribed contents.
- 9.2 Each first-aid box should be placed in a clearly identified and readily accessible location.
- 9.3 First-aid box and equipment should be checked frequently to ensure they have full stock and all items and in usable condition.
- 9.4 First-aid items should be replaced by the dates given and expired items disposed of safely.
- 9.5 The first-aid box should protect the contents from dampness and dust.
- 9.6 The school should keep records of cases reported at the clinic with details including name, date & time, type of injury or illness, first aid treatment given, a parent contacted, the hospital contacted, etc. as per clinic record form.

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10. Personal Protective Equipment (PPE)

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, and safety harnesses. PPE is required while working to avoid the risk of health hazards or injury. It is the prime duty of Staff to use PPE for self-safety.

11. Risk Assessment

Risk assessment is the method to examine what could cause harm or can be hazardous to people. Based on the identification of the practicable risk reasonable measures can be taken to reduce or prevent harm. The risk assessment will be a continuous process.

Risk Assessment Process:

- 11.1 Study process, activity, or task subject to the assessment as well as equipment, tools, and materials to be used in it to identify environmental aspects, health, and safety hazards associated or arising from it.
- 11.2 Identify all vulnerable individuals exposed to such aspects and hazards along with the nature of their work, numbers, and exposure periods.
- 11.3 Understand who might be harmed and how they might be harmed.
- 11.4 Identify the currently available control measures and procedures.
- 11.5 Evaluate environmental aspects and health and safety hazards in terms of its severity (Consequences) and Likelihood (Probability) of occurrence by considering activities, previous accidents, assessment, auditing, and accident investigation reports findings, and recommendations for continual improvement. Refer Severity & Likelihood Assessment Indicators table.
- 11.6 Prepare a plan of action to be taken to reduce the risk.
- 11.7 Implement additional control measures where possible and practical.
- 11.8 Review and update the risk assessment.

* Severity & Likelihood Assessment Indicators:

Rating	Severity (Consequences)	Rating	Likelihood (Probability)
1	Insignificant: There are no potential environmental, health, or injury risks.	1	Very Unlikely – There is no precedent in previous similar operations, activities, or tasks.
2	Minor - There is a minor environmental, health, or injuries risks that can be handled in the workplace without further external assistance.	2	Unlikely - There is no precedent recorded in UAE, but it was recorded at least once in previous similar operations, activities, or tasks abroad.
3	Moderate – There is a limited potential for environmental, temporal/acute health impact, or medium-level injuries that may partially / temporarily halt work and the need for external assistance and provision of specialized medical services.	3	Probable – There is at least one precedent recorded in similar operations, activities, or tasks in UAE over the last 3 years.
4	Major - There are a potential critical environmental, long/chronic/permanent health or serious injuries risks that completely stop work and necessitate external assistance and provision of specialized medical services.	4	High – There is at least once precedent recorded in the same operations, activities, or tasks in the Institution over the last 3 years.
5	Catastrophic - There is incurable environmental pollution or a death risk that completely halt work and necessitate external assistance.	5	Frequent – There are frequent accidents recurrence recorded in the said operations, activities, or tasks in the Institution over the last year.

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11.9 Include any additional measures or procedures that may handle and control environmental impacts and health and safety risks and re-evaluate with a view of eliminating or mitigating and reducing it to As Low as Reasonably Practicable (ALARP) as per the following Hierarchy of Control as shown below:

11.10 Document the findings of the assessment in a formal register taking into consideration devising an action plan for the implementation of necessary procedures to manage, control and monitor identified impacts and risks and communicating it to concerned stakeholders as per the following Matrix:

Likelihood (Probability)	Severity (Consequences)				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Very Unlikely (1)	1	2	3	4	5
Unlikely (2)	2	4	6	8	10
Probable (3)	3	6	9	12	15
High (4)	4	8	12	16	20
Frequent (5)	5	10	15	20	25

11.11 While conducting the risk assessment try to understand the risk associated considering the following (but not limited).

- School premises
- Evacuation procedures
- Facilities and exits
- Pantry area
- Buildings and Grounds maintenance
- Electronic equipment
- Cyber-safety
- School transport
- Visitors, vendors, contracted staff
- Laboratories, Assemblies, Prayer room
- School Clinic
- Sports areas and activities
- Vehicle movement
- Furniture
- Electrical points
- Water dispenser
- Washrooms
- Maintenance works at school

12. Safeguarding Students

Please refer to Child Protection Policy

13. School Trips & Off-site Activities

Please refer to Field Trip Policy

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14. School Transport

Please refer to School Transport Policy

15. Staff Health & Safety Training and Development

15.1 Line Managers within the school will undertake a training needs analysis to identify competency requirements of specific job roles in terms of health and safety and will ensure that the appropriate training is delivered and training records kept.

15.2 Where training expertise is required from outside the School, the Line Manager will arrange this through the School's Admin Officer. Staff must be trained on Health and Safety policies and procedures during orientation week at the beginning of each school year.

15.3 Where new jobs or tasks come on stream or when there are changes in health and safety requirements and training, these will be a CPD priority.

16. Smoking, Dogs and other Prohibited Items

16.1 Wise Indian Private School has a no smoking policy. Nobody may smoke on school premises.

16.2 Dogs may not be brought onto school premises without permission of the principal.

16.3 Neither alcohol nor pork products may be brought onto school premises.

17. Staff wellbeing / stress

17.1 Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, job security etc. and implement appropriate control measures, so far as is practicable

17.2 Where workplace stress arises, managers will deal with the situation in a sensitive and constructive manner using all available means including the School's Counselor. 17.3 Staff may choose to self-refer to the School Counselor, if they wish.

18. Extreme Weather Conditions & Natural Disasters

18.1 Earthquake:

18.1.1 Keep away from overhead fixtures, windows, filing cabinets, and electrical power.

18.1.2 Stay calm and await instructions from the Emergency Coordinator.

18.1.3 Evacuate as instructed to the nearest assembly point.

18.1.4 Assist your colleagues with disabilities in finding a safe place.

18.1.5 If you are inside the workplace and not able to evacuate to the safe or assembly point, follow the following image instructions.

18.2 Sandstorm:

18.2.1 Do wear a mask, handkerchief, or cloth around your nose and mouth to filter out fine dust particles.

18.2.2 Do wear eye protection, as eyes are sensitive when exposed to the allergens leading to eye infections.

18.2.3 Remain Indoors.

19. Bicycle and E-Scooter

19.1 Students who bring bicycles to school must obtain prior approval from the school administration and submit parent/guardian consent.

19.2 Students must ensure that their bicycles are in safe working condition, and the use of a safety helmet and high visibility vest is mandatory.

19.3 Riding bicycles within the school premises is strictly prohibited. Students must maintain 5 kmph speed at the school entrance to their bicycle to the designated parking area. And recommended not to exceed 20 kmph speed on the roads.

19.4 All bicycles must be parked only in the designated parking area and secured properly. The school will not be responsible for any loss, theft, or damage to personal property.

19.5 Students are not permitted to bring electric scooters inside the school.

19.6 Failure to comply with this policy may result in revocation of permission to bring bicycles or e-scooters to the



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school premises.

20. Potential threat Alert (Missile Threat)

20.1 Receive alert from official authorities. HSE Officer will immediately activate emergency response. Announce clearly: *"Shelter-in-place immediately"*. Stop all activities without delay.

20.2 Teachers and ERT will inform students to move immediately to the nearest safe zone area.

20.3 Stay away from windows, glass. (minimum 4 meter)

20.4 In case you are in an outdoor area stop all outdoor activities immediately. Move students to the nearest building (safe zone) safely.

20.5 Always maintain complete silence and discipline to hear further instructions from the authorities.

20.6 During Transit / Buses students must stay away from windows below window level and protect their heads.

Support staff and drivers do not disembark in exposed areas. Be inside the bus until all clear instructions are received.

20.7 Teachers, staff and parents must keep students calm and reassured with psychological support if needed.

20.8 Teachers Conduct student headcount immediately after all clear instruction if any miscount report to HOS will future report to HSE Officer immediately.

20.9 Consult School nurses to provide first aid in case of medical emergency.

20.10 School councilor will give support to any students, staff or teachers in case of panic, trauma.

20.11 Report injuries or damages to HSE officers.

20.12 Do not leave the designated safe zone until an official "all clear" has been issued by the relevant authorities.

21. Use of Outdoor Areas and School Activities During Stable Conditions

21.1 School Day Organization

- Students shall enter in a normal and orderly manner.
- Morning assemblies will continue as usual.
- Outdoor gatherings are permitted under staff supervision.

21.2 Activities and Events

- Outdoor extracurricular activities and events are permitted only when properly organized and supervised.
- Break times must be conducted in designated outdoor areas only.
- Ensure safe, orderly, and supervised student handover during all school events.
- All outdoor activities must be pre-approved and strictly follow established protocols, including emergency preparedness procedures for potential threat alerts.
- In the event of any official alert, the teacher or person in charge must immediately suspend all outdoor activities and direct students to the designated Safe Zones using yellow floor directional markings and the Safe Zone Movement Plan, ensuring relocation within 1 minute without running.
- Follow all emergency instructions issued by the ERT members without delay.
- Ensure overcrowding in outdoor areas is strictly avoided at all times.
- Maintain continuous and effective supervision of students throughout all activities.
- The HSE Officer will conduct training sessions and mock drills for staff and students on Potential Threat Alert procedures.
- In case of any Potential Threat Alert, follow HSE Policy No. 20.

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22. Emergency contact numbers and First Aiders

■ External emergency contact numbers:

CIVIL DEFENSE	997
AMBULANCE	998
police	999

■ Internal emergency contact numbers:

Sl. no	Name of the Person	Designation	Contact Number
1.	Ms. Anjana Iraddi	Principal	0565702544
2.	Ms. Ambika Murlidhar	Admin Officer	0565701899
3.	Mr. Alston Lawrance	HSE Officer (First aider)	0552396845
4.	Ms. Shahila Shawkath	School Nurse (First aider)	0589498802
5.	Ms. Remya	School Nurse (First aider)	
6.	Ms. Fatima Rosly	School Counselor	0502119175
7.	Ms. Shahanas	SEN Coordinator	
8.	Mr. Shefeek PV	Transport Supervisor	0507977649

Revision Date	File Name	Revision
April 18 th 2026	WISEUQAQ/POL/HSE/01	New Policy Drafted

Approved By: Principal

