THE INDIAN HIGH SCHOOL

AL GARHOUD CAMPUS

HEALTH AND SAFETY POLICY INCLUDING SECURITY

Academic Year 2026 - 2027

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1. RATIONALE

The Indian High School – Al Garhoud is dedicated to safeguarding and promoting the welfare of all pupils. The school fosters a safe environment for everyone by implementing strong safeguarding practices and ensuring that all adults working on campus, including volunteers, pose no risk to children. All stakeholders are informed, trained to respond appropriately to concerns, and kept up to date with the latest policies and procedures.

2. SCOPE

This policy applies to all stakeholders of the school community. The scope of the policy covers the following areas:

A. School Security
B. Health and Safety
C. Risk Assessment
D. Educational Excursions
E. Medical Emergency
F. Emergency Evacuation

3. POLICY STATEMENT

The Indian High School- Al Garhoud is dedicated to ensuring the safety and well-being of all people within the school community through implementing effective security measures.

The policy is essential to-

- ensure the integrity of the security of the school is maintained to the highest practicable standard
- ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors
- prevent or minimize the impact of a disaster on the student, staff and the school premises and other facilities and ensure that staff understand the process of risk assessment and how it can be integrated into effective management practices
- ensure that all near-miss incidents (including minor incidents) are reported, recorded and investigated
- providing a safe and healthy environment by protecting students, staff and visitors from injuries and diseases (within the school or while on tour) when reasonably possible to do so
- establish procedures for the administration of first aid, emergency treatment and emergency medication to students in the school
- establish and practice a common medical emergency response plan (MERP).
- identify the emergencies that may arise in the school and set forth provisions and standards to be followed in case of a medical emergency
- ensure that safety precautions at The Indian High School comply with all relevant health and safety regulations and procedures for the safe evacuation of staff and students in case of an emergency
- aid positive interaction with friends and teachers, promote friendship, mutual understanding, team spirit away from the school site without compromising their safety

- ensure that the use of social media is responsibly undertaken

4. <u>School Security</u>

The Indian High School- Al Garhoud is dedicated to ensuring the safety and well-being of all people within the school community through implementing effective security measures.

4.1 PROCEDURAL STEPS

4.1.1 Security Cabins

- Security Cabins are located at the following points at The Indian High School – Al Garhoud campus:

Gate No. 1
Gate No. 3
Gate No. 4

- Security Guards utilize Walkie Talkie for immediate communication as the need arises. Torches are used during night patrolling/checking the premises.
- These cabins will always be manned every day by Security Staff.

4.1.2 Duty Rotation of Security Staff

Security Staffing Details – The Indian High School, Al Garhoud Campus

The Indian High School – Al Garhoud Campus employs security personnel from external agencies to support the school's own security staff.

Deployment of Security Staff

Security personnel are deployed according to the following schedule and gate-wise positions:

Gate No.	Location	Time Slot	Security Details
Gate 1	Opposite Al Metro Garhoud Station	6:00 AM to 6:00 PM	2 guards stationed during the day
Gate 3	Opposite Welcare Hospital	6:00 AM to 6:00 PM	2 guards during the day
Gate 1	Opposite Al Metro Garhoud Station	6:00 PM to 6:00 AM	1 guard during the night
Gate 3	Opposite Welcare Hospital	6:00 AM to 6:00 PM	1 lady security guard assigned for internal patrolling
Gate 4	Opposite Welcare Hospital Internal (Not accessed by parents/students)	6:00 AM to 6:00 PM	Manned by school staff only

4.1. Performance Evaluation & Compliance

- Performance evaluation of the security guards hired from the external agency will be conducted quarterly.
- The security in charge must ensure that all guards deployed by the agency possess valid **DPS cards**.
- Copies of the valid DPS cards must be regularly updated and maintained in school records.

4.2. Operation of Gates

Gate No. 1

- Opened for 30 minutes before and after school start and end times on working days, or as required.
- Locked daily at 6:00 PM by the security guard.

Gate No. 2

- Remains closed and is opened only in emergencies.

Gate No. 3

- Always operates 24/7 with a security guard on duty.
- The barricade remains closed and is raised only to allow vehicle access.

Gate No. 4

- Opened for 30 minutes before and after school start and end times on working days, or as required.

Special Occasions

- Gates may be opened as per the schedule issued by the Admin Manager.
- An additional security guard will be deployed whenever gates are opened for special events.

4.3. Entry and Exit of Students

- School buses enter the school premises by Gate 1& 4
- Students using their own transport shall enter and exit the campus only through Gate No. 1 and Gate No. 3, and strictly during the promulgated timings.
- Students using their own transport who arrive late may enter through Gate No. 1 only. Entry through Gate No. 1 is permitted for a maximum of 10 minutes after the commencement of scheduled school hours, as all other gates are closed shortly thereafter.
- Students whose parents/guardians arrive late for pick-up shall wait at the Own Transport Waiting Area (Gate No. 1) under the supervision of a nanny until they are collected.
- An escort card is mandatory for all parents, guardians, and authorized third-party individuals responsible for dropping off or picking up a child. The card must be used to punch in during both drop-off and pick-up.
  Parents requesting early dismissal for their child must submit an Early Leave request through the parent portal. Once approved by the Section Supervisor, an exit slip is generated in the CRM system. The H2H team processes the request and issues the exit slip, which is then verified by Security before the student is permitted to leave the campus.
- Students who stay back on the campus for extra-curricular activities/ sports etc. can enter and leave through Gate No. 1 only as per the timings and arrangements made for such activities.

4.4. Entry and Exit of Staff

- All staff will enter and leave the campus as per their working hours.
- No staff can leave the campus mid-session without submitting a duly authorized exit slip to the Security Guard at Gate No. 1& 3. If the staff is using the school bus, it will be the responsibility of the respective Bus Driver to collect the slip and hand it over to Security Guard at Gate No. 1&3 when exiting. In all other cases, the slip shall be handed over to the Security Guard at Gate No. 1&3. Exit slips are forwarded to the HR Department.

4.5. Movement of Vehicles

- Only the following vehicles are permitted to enter the school campus.
  - Official cars – marked/numbered.
  - School buses and vans
  - Any car belonging to members of the Board of Trustees/Management
  - VIP Guests

- Staff cars (except specified vehicles) and private vehicles are not permitted to enter the campus.

- Special permission is to be obtained from the admin department for entry to private vehicles by contractors for delivery/collection of authorized goods

4.6. Movement of Items

- The Security Guards shall inspect all private vehicles for items brought in and taken out.
- Only items accompanied by a Gate Pass will be permitted to be taken out of school. They would be mentioned in the register, and returnable items would be duly entered in the log once they return. It will be checked with the departments concerned once a week until the items are returned.
- All items brought into the school shall have a delivery note or authorization for supply.
- The security guard informs the concerned department/staff when an item is brought in by suppliers for them.
- On detecting any items being brought in/taken out unauthorized, the security guard shall stop the item at the gate and inform the Admin Manager.

4.7. Entry of Visitor/Contractors/Parents, etc.

- Visitors, contractors, parents, vendors, etc., are permitted for entry through Gate No. 1. The Security Guard ascertains the purpose of the visit, and only those visitors with specific and authorized purposes are allowed access. Details of contractors/supplier maintenance workers are entered.
- Details of visitors are recorded at Gate No. 1&3 before they enter the campus with a visitor pass.
- Upon completion of the visit, the Visitor's pass will be collected back at the security, and the time of exit will be entered in the register.
- Regular vendors such as cleaning staff, suppliers of snacks in the canteen etc., will be permitted to enter the campus after writing their names in the register at the security.

4.8. Special Occasions

- A special team of security officers will be constituted for the specific purpose of security and maintaining student discipline during major programmes/functions in the school.
- This team will be posted at security-sensitive points, blind spots etc., with the specific task of patrolling such areas regularly and ensuring that students are behaving appropriately, and no untoward incident occurs.
- All security personnel will be responsible for ensuring that students and guests exit the campus at the end of a given program and that campus discipline is not violated by any individual(s)

4.9. Lost and Found Items

- During daily cleaning, all lost items found lying around in the school by the cleaning agency are to be deposited with security.
- Any lost item found by any other person must also be deposited with security.
- Security notes down the item's details, name of the finder, time etc.
- Security forwards the object to the admin department along with the details (if any).
- In case of items lost by students, concerned teachers of the Supervisor are likely to receive the information/complaint.
- The complaint receiver is to check with security if the item has been found and deposited with them.
- If not found, the concerned Supervisor will investigate the loss.
- In case the loss is profound in nature, the matter is reported to the Headmaster/Principal for further necessary actions.

4.10. General Security – Security Patrol

- No person, vehicle or item is permitted to enter the campus without security clearance (Form – details of guest/Vehicle Record/Visitors Pass)
- No person, vehicle or item is permitted to exit the campus without security clearance (Countersign earlier Form – details of guest/Vehicle report/Visitors Pass)

- A Security Guard will patrol all areas of the school at regular intervals, checking for the presence of unauthorized personnel/goods within the campus.

PATROL TIMINGS:

- **6:00 AM to 6:00 PM:** 12 rounds (1 round every hour)
- **6:00 PM to 6:00 AM:** 4 rounds (1 round every 3 hours)
- Security Patrol will verbally inform the Headmistress /Admin Manager immediately if he observes any student discipline issue:
    - Suspicious movements of students anywhere on the campus
    - Presence of students at unauthorized points on the campus
    - Presence of students beyond permitted timings
    - Unauthorized person/vehicle

He will then submit his observations as a written report (Register Entry)

- Cleaners return the keys to security for safekeeping after completing their cleaning work at night-Gate No 3. The security Guards keep all duplicate keys to offices and all the blocks.
- Security Patrol will also report any damages/breakages/faults in the equipment or fittings observed during his rounds.
- Security personnel are responsible for the opening and closing of all blocks. Each block is assigned to a designated security guard, and separate registers and checklists are maintained to record and monitor these activities.

4.11. Action in case of fire

- Emergency exit routes are displayed in every classroom, office, and staff room
- Enough fire extinguishers are placed in every school block.
- A fire detection system fitted in the school gives out the alarm for fire.
- The matter is reported by the quickest means to the Security, admin in charge and Principal.
- As soon as information is received, Civil Defense is contacted. He will also alert the firefighting agency of the school.
- In the case of an emergency evacuation. areas are marked in the school for assembly of students and staff during emergencies like an outbreak of fire and natural calamities such as an earthquake or flash flood (Chart for assembly in case of emergencies)
- The fire alarm is turned off after the fire is under control.
- Mock drills are conducted each term to familiarize students and staff with emergency exit routes and designated assembly points. An annual fire drill is carried out in coordination with the Civil Defense/Firefighting Agency. Additionally, all administrative staff, drivers, security guards, and designated fire marshals from each section receive training in First Aid and Fire Prevention.

4.12. Action in case of other emergencies

Earthquake

- As soon as any indication of an earthquake is felt or known, students follow the safety precautions and protect themselves wherever they are, as suggested to them during the Earthquake safety drill.
- Once the earthquake is over, the admin team calls to vacate the building. The Supervisors must ensure that buildings are evacuated orderly, and all students are gathered on the school grounds, class-wise. Students, staff, and visitors reach the marked assembly points. Teachers check whether all students have reached the assembly area from their respective classes.
- The admin in charge will set up an emergency communication Centre at any suitable location (like near the security gate) using available land telephone lines and mobile phones.
- Police and Civil Defense are to be contacted to assess the situation.
- All office boys will gather near Security Gate No 1 and take instructions from the admin incharge.
- All other staff- teaching and non-teaching- are to assemble on the Grass area to assist where necessary.

- Class teachers to ensure every student is accounted for. If anyone is missing, a thorough search in all the buildings is to be carried out by the Admin Manager.
- Security ensures that the learners are permitted to leave only with their parents or on the school bus. The own transport students are not to go on their own. All transport must be kept ready to return students to their homes if necessary.
- The School Medical Officer will provide emergency medical assistance where necessary.
- Information may be conveyed to parents using email or SMS/WhatsApp.
- Arrangements to be made for food/refreshment as necessary.

4.13. Any Other Emergency

- For other emergencies, including natural calamity, riots or any other unforeseen circumstance, the CEO, Headmistress and Supervisors will meet urgently and decide on a suitable course of action.
- As a rough guideline- attention is to be paid to the following points:
    - Communication with Police, Civil Defense and Parents
    - Security of Students
    - Transportation and safe return of students
    - Security of buildings and property
    - Medical Aid
    - Food/refreshment and shelter

4.14. Emergency evacuation Plan

- Floor plans are displayed in all classrooms, offices, and auditoriums. Emergency exits and staircases are marked and indicated all over the campus.

4.15. Keys Management

- The security cabin will keep a list of keys with their type (master/original/duplicate), numbers, and use.
- Key is issued after entering the person's name, signature, and time of issue. Authorization for the issuance of keys is mentioned in the key list. However, Cleaners/Electricians/AC mechanics/Plumbers/Gardeners/Carpenters/Contractors are issued keys by signing into the key register for their respective jobs.
- Issued keys are returned to the security department, which enters the return time and signs it.
- In case of a lost/broken key, the security department immediately informs the admin department to make duplicate keys or a new lock.
- Emergency access is only allowed to CEO/Department Heads/Headmistress/ Admin-in-charge.

5. HEALTH AND SAFETY:

Staff (including teachers and others) are responsible for ensuring that they carry out their duties safely without risking themselves, the pupils or visitors. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The principal, who has been delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

5.1. PROCEDURE

This procedure describes the objectives and systems to provide:

- All reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

- Formulate effective procedures for use in case of fire and for evacuating the school premises.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

5.2. RESPONSIBILITY AND AUTHORITY

The Headmistress, Supervisors, Teachers in charge and the Administration are responsible for implementing the procedure. This procedure is authorized by the C. E. O. and any changes therein can be made with his approval only.

Roles and Actions: The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **school management** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues in the school.
- Maintain the premises in a condition that is safe and without health risks.
- Ensure sufficient funds are available to provide, as necessary, protective equipment for all staff employed in the school, for the safe handling of apparatus, instruments, equipment and other chemical substances in the laboratories.

The **Headmistress** will:

- Liaise with outside agencies that can offer expert advice.
- Ensure that all staff fulfil their duties per this policy.
- Formulate and coordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant to staff on an annual basis, or as and when necessary, reporting back to the Health and Safety Sub-Committee.
- Ensure relevant staff have access to appropriate training.

All **Staff** will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of your own health and safety and that of others who may be affected by their actions.
- Ensure that pupils use equipment and apparatus safely in laboratories and on the ground.
- Report to the Supervisor/ Headmistress, situations which may present a serious or imminent danger to the staff and students in the school.
- Report any concerns of abuse of pupils to the Headmistress.
- The supervisor should share the 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 themselves with this.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and their classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

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

5.3. PROCEDURAL STEPS

5.3.1 Medical Centre

- The Medical Centre has the School Health Service Plan
- It includes First aid & Medicine Administration, Periodic comprehensive medical examination, Immunization of students, management of chronic cases, and control of infectious diseases.
- The school medical center maintains all records as per Dubai Health Authority guidelines.
- The immunization program in school is organized in collaboration with the Dubai Health Authority.
- Portable first aid boxes are carried on all educational visits and are strategically placed at evenly distributed points throughout the school. The school staff is trained to use the First Aid kit in case of emergency.

5.3.2 Child Protection, Supervision of Pupils, Educational Visits

- The school follows established Child Protection Guidelines, with copies distributed to all staff members. Students are periodically made aware of these guidelines. The policy is also available on the school website. The school is committed to creating a safe and abuse-free environment for all children.
- The school has Cyber Security and Social Media Guidelines and Policies in place.
- Behaviour Policy mentions school rules as well as rewards for students.
- The Designated child protection officer (DCPO) maintains records in case of any child abuse case reported. The DCPO handles child abuse cases sensitively.
- Teachers are on duty during arrival, recess, and departure. The duty is assigned by the supervisor.
- A teacher-student ratio of 1:25 is followed for Educational/ Outdoor Visits. An activity report is submitted to the activity supervisor.

5.3.3 School Security

- The school has security personnel on the roll and has a contract with an agency to provide security on a regular basis.
- The visitor's record is maintained at the security gate and an entry pass is issued. The security guard checks visitors' ID cards for verification.
- The security records Vendors' entries and issues pass to them.
- Out passes of students and staff are collected before allowing them to exit during working hours.

5.3.4. Absentee Confirmation

- Attendance is recorded at three key points during the day to ensure student safety and accountability:

  1. When boarding the bus in the morning.
  2. In class at the start of the session.
  3. At dispersal, when students leave the school.

  The total number of absentees in each class is recorded and consolidated at the school level. If there is no prior notification about a child's absence, the school will contact the parent to enquire about the student.

5.3.5. Late Arrivals

- Pupils are expected to arrive at school by 6:50 a.m. (Girls) and 8:30 a.m. (Boys). A grace period of 10 minutes is permitted after the start of the school day. Students arriving within this period must enter through the main entrance.

Early Dispersal

If a child needs to leave early, parents are required to fill out an exit ticket on the CRM well in advance. Parents/guardians who come to collect their child must report to the H2H office and present their Emirates ID for verification before the child is released. Students are not allowed to leave the campus without the Supervisor's approval, and a message is sent to security at the gate for verification.

KG Classroom Safety Features

- Furniture: Child-friendly with rounded edges; chairs, tables, and shelves are designed at appropriate heights to ensure comfort, accessibility, and independence.
- Doors: Equipped with finger protectors for safety.
- Storage & Equipment Height: Materials, learning resources, and fixtures are placed within easy reach of children while ensuring safety, encouraging self-directed learning, and preventing accidents.

5.3.6 P.E., Games and Sports Activities

- Regular Timetable for Pre KG to Gr 4 for P.E and regular games period for grades Pre KG to Grade 4 during school hours for pupils' discipline and good health. Students learn basic skills of various games during the games period.
- P. E. teachers carry a first aid box for outdoor P.E./ games classes.
- Soft-floored to provide a safe environment for physical activities for KG students.
- Students are instructed to keep themselves hydrated.
- There are no sharp edges on the sports equipment and sports fields are without any trips and hazards.
- Weekend sports clubs for basic sports training are organized.
- Before/ After school, sports training is organized to train school teams for various sports.
- Staff are on duty during recess in the playground.

5.3.7 School Buses

To ensure the safety and well-being of students during transportation, the following precautions are strictly implemented in accordance with RTA regulations:

- **Emergency Equipment**: Every school bus is equipped with a **fire extinguisher** and a **first aid box**.
- **First Aid Training**: All transport staff undergo **annual first aid training** to respond effectively in case of medical emergencies.
- **Supervision on Buses**: **Bus monitors** are assigned to each bus to maintain safety, order, and discipline throughout the journey.
- **Driver Training**: Bus drivers receive **regular training** both in-house and through the **RTA** to ensure compliance with the latest safety and operational standards.
- **Parental Interaction**: Drivers are specifically trained to **communicate patiently with parents**, fostering a respectful and cooperative relationship.
- **Punctuality and Safety**: Drivers are held accountable for maintaining **punctuality** and always ensuring the safety of children during transit.

5.3.8 School Canteen and Nutrition Standards

- Canteen staff use gloves and caps for distributing food items among students.
- Chillers, heaters, and warmers are in good condition, and their temperature is controlled.
- The canteen store is checked regularly. Pest control is carried out periodically.
- Students are provided with easy access to safe drinking water. Water filters are replaced frequently.
- Staggered timings for recess enable all students to have easy access to snacks.
- Dubai Municipality licensed vendors to supply food items to the school canteen.

5.3.9 Library, Auditorium

- An adequate number of fire extinguishers are available in the auditorium and library.
- Fire Exits are sufficient and are marked.

5.3.10 Fire Drill and Evacuation Plan

- A mock fire drill is conducted twice a term. Evacuation time is recorded and reported. Civil Defense is also called to conduct fire drill in the school.
- A resource person is outsourced, and staff is trained to combat any emergency.
- Exit indicators are placed in the corridors
- Plans showing exit routes are displayed by the door of each classroom.

5.3.11 First Aid

- First Aid training is conducted annually for all the teaching and non-teaching staff.
- Bus Drivers and conductors are given training for the usage of First Aid box.
- First Aid boxes are periodically checked and refilled by the school Medical Centre at the beginning of each school term (April, September and January) and as and when needed.
- Usage of First Aid boxes is updated and recorded in all the buses/labs.
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5.3.12 Contracts with Outsourced Agencies

- The school has an agreement with an outsourced cleaning agency.
- The list of approved staff working in school from the out-sourced agencies is checked.
- The ID cards of these out-sourced staff working in school are checked.
- The cleaning log is maintained and recorded.
- Pest control is done as per the agreement between the school management and the agency.
- The A.C. Ducts are cleaned, and A. C. maintenance is taken care of as per the agreement.
- Fire safety equipment (Hose reels and fire extinguishers etc.) are rechecked and refilled periodically by the outsourced agency as per the agreement.
- Fire safety panels are checked regularly, and a checklist is maintained.
- School facilities (such as furniture – if broken, electricity, etc.) are monitored and a checklist is maintained.

6. RISK ASSESSMENT:

Risk assessment in the school is a valuable tool in protecting students, staff, and visitors by analysing hazards and identifying risk reduction measures.

The school management, administration and staff will identify all the risks/ hazards associated with their area of responsibility that could be expected to cause harm. Risks can be identified as:

6.1. TYPES OF RISKS

6.1.1 Physical:

- **Equipment**: sports, carpentry, construction, gardening, etc.
- **Personnel**: Potential personnel risks due to environmental, health and safety issues, and electrical issues.
- **Facility**: Vulnerability of building to external factors such as earthquake, tsunami, flood, lightning and other natural factors, vulnerability to manmade risks such as sabotage, roof maintenance and overhead water tank leakage.
- **Fire Safety**: Evacuation procedure, Exit routes, Assembly point and Fire department contact.
- **Security**: Proper checking of outside vehicles on the premises, ID Cards of all workers working on the premises, monitoring of students by faculty.

6.1.2 Emotional:

- **Personal issues**: Sadness, fear, difficulty in rebounding from setbacks,
- **Social issues**: Arguing, temper outburst, non-cooperation at home and school,
- **Academic Skills**: Performance in the class, comparison of performance by teachers and parents, self-evaluation on the academic performance, homework status

6.1.3 Personal:

- **Family factors**: poverty, parental unemployment, low educational status, family breakdown, domestic violence, etc.
- **Personal Factors**: physical or mental health issues, disability, dependency, learning difficulties, lack of involvement in decision making.

6.2. PROCEDURES

During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The school's environment, both indoors and outdoors.
- All surfaces, both indoors and outdoors.
- All equipment is used by children or staff.

On discovering a hazard, staff will take all steps necessary to make themselves and any other people potentially affected safe. They will then notify the Admin Dept and ensure that a record is made. The Headmistress is then responsible for ensuring that any necessary action is taken.

6.3. NEAR MISS

Near Miss is an incident or unsafe condition with the potential for injury.
Near misses or close calls can happen all around us, but do not need to keep re-occurring needlessly. Instead, we can use them as a tool to prevent future incidents and serious injuries from happening.
Reporting near misses is everyone's responsibility including non-teaching staff, teachers, and leaders. All employees should encourage the reporting of near misses, as we all want to go home injury-free at the end of each workday.
Parents/visitors are also encouraged to report any near miss they spot, and focus is prominently placed in areas they visit.

6.4. PROCEDURE

- Near misses are spotted.
- The employee identifies the incident by completing a "Near-Miss Report Form."
- Employees submit the "Near-Miss Report" to the Health & Safety Department.
- The Health & Safety Department, along with the school administration officer, investigates the incident and takes corrective action(s) to prevent re-occurrence.
- The administrative Officer follows up with the employee regarding corrective actions.
- Record to be maintained.

7. EDUCATIONAL EXCURSIONS:

The Indian High School, Al Garhoud provides rich and varied experiences by offering relevant and valuable outings to facilitate the personal, social, and emotional development of its students.
An educational excursion is any student activity conducted outside the school site that is organised by the school and approved by the Headmistress.

PROCEDURE

- The Headmistress will be responsible for approving all educational excursions.
- The Headmistress will ensure that clear and comprehensive information is conveyed to parents regarding full details of time, location, cost, travel plans, educational activities, supervision, and transport arrangements.
- Parents will be asked to sign a form acknowledging the receipt of the information about the excursion, providing medical history and any medication requirements, and giving their consent for their child to participate.
- Teachers will supervise students.
- First Aid qualifications will be kept up to date. First Aid equipment appropriate to the excursion will be readily available.
- The ratio of adults/students will be appropriate to the age of the students and the type of activities planned.
- For any educational excursion, the accompanying staff members must carry a record of students' significant medical conditions.
- At an appropriate time, students will be given a briefing concerning the excursion, the potential hazards, and precautions to be taken, and the expected behaviour of the students, particularly during transport (school bus) to and from the venue.

8. MEDICAL EMERGENCY:

- The school medical Centre recognizes its responsibility to provide adequate and appropriate first aid and emergency treatment to pupils and staff, and the procedures in place to meet that responsibility.
- School Medical Centre and staff are licensed by the Dubai Health Authority. School medical officers are trained in Basic Life Support [BLS], Pediatric Advanced Life Support [PALS] and Advanced Cardiac Life Support [ACLS]. The school nurses are trained in Basic Life Support (BLS) and are skilled in managing major injuries or medical emergencies appropriately.
- First aid boxes have been supplied to various departments throughout the school campus and on all the school buses. These are refilled regularly.
- Training in 'Basic First Aid' and 'Medical Emergency Response' is provided annually to the school staff members.
- The School Medical Centre maintains all incident records.

- In case of an acute medical emergency, the school doctor may administer emergency medications to the student based on the assessment, in the best interest of the health and safety of the student.
- In case of a low-level emergency, in which the student can be managed in the school clinic, necessary first aid and/or emergency treatment is provided by the school medical team. Parents are informed and asked to collect the students from school. The student is referred to a clinic or a hospital for further management.
- In case of a major emergency, the student may be transported to the nearest hospital with the parent's consent in an ambulance/school transport, if deemed necessary by the school doctor. In such a case, the student is accompanied by the school nurse.
- During field trips, the trip coordinator ensures that a school nurse or a staff member trained in first aid accompanies the students, and that all necessary first aid supplies, as well as a list of students with chronic medical conditions and their required medications, are taken along. In the event of a minor illness or injury, the school nurse administers first aid on-site and informs the School Medical Center with all relevant details. In cases of major illness or injury, the trip coordinator immediately notifies the school medical team and administration, and the student is accompanied by the nurse to the nearest hospital or clinic. Following any medical emergency, a complete report of the incident is submitted to the School Medical Center for documentation and record-keeping.

PROCEDURES TO BE FOLLOWED IN CASE THE CHILD IS FOUND TO BE SICK IN CLASS

- The Teacher sends the child to the medical centre.
- The child is assessed in the medical centre, and if:

1) Found to be fit is sent back to the class
2) Found to be suffering from a minor ailment, treatment is given, and child is sent back to class. Parents are informed about the medical condition of the child if needed.
3) Found to be seriously ill, the parents are informed by the medical centre about the medical condition of the child and instructed to come and pick the child.

In such a situation (where a parent has been called by the medical centre to pick up the child), the sequence of steps is as follows:

- The parent/guardian is instructed to come to the H2H office with their Emirates ID for verification.
- The child will remain in the medical centre after the call has been made to the parent.
- The school nurse creates an exit request for the concerned child in mograsys and the concerned section supervisor is informed accordingly.
- The support staff at the medical centre then goes to the concerned section to collect the personal belongings of the child.
- Once the exit is approved the child is handed over to the parent/guardian.
- The security department at gates 1 & 3 will ensure that the child leaves the school after confirming the approval for early exit.

9. EMERGENCY DRILLS:

The safety of all students, visitors and staff is paramount. In case of an emergency, the policy ensures the evacuation of students and staff within the shortest period. This policy outlines the guidelines and

behaviour that all staff and students are expected to follow in case of an emergency in a calm and organized manner.

9.1. FIRE EVACUATION PROCEDURE

- The awareness-building activities are planned twice a year
- Drills: Group-wise mock demonstration is carried out
- Emergency: Students are informed through the fire alarm and public address system to evacuate when needed.
- Exit
    - Evacuation: movement (to be drilled)
    - Emergency exit arrows lead the students to the nearest exit of the buildings to enable students to move speedily to the allocated area (drill).
    - Entry to a safe area in the emergency assembly point is known to the students and practiced through drills.
    - Fire Marshals and Asst. Fire Marshals direct the movement of students.
- Usage of Fire Extinguisher and water hose

Staff under each supervisor, physical education teachers, office staff, office boys and drivers are trained in using the equipment under a qualified instructor (as part of the training programme and drills).

DRILL

- All team members involved are made aware of the plan for an emergency.
- The format prepared for execution is given to all concerned. (Notice issued)

9.2. EARTHQUAKE EVACUATION PROCEDURES

If you are indoors when shaking starts:

- "DROP, COVER AND HOLD ON." If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- Avoid windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets filled with heavy objects.
- Do not try to run out of the structure during strong shaking.
- Stay away from buildings. Glass from tall buildings does not always fall straight down; it can catch a wind current and travel great distances.
- Do not use elevators.
- If you use a wheelchair, lock the wheels, and cover your head.

If you are outdoors when shaking starts:

- Move to a clear area if you can safely walk. Avoid power lines, buildings, and trees.
- If you are driving, pull to the side of the road and stop. Avoid stopping under overhead hazards.

Once the earthquake stops shaking:

- Check the people around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger.
- Check around you for dangerous conditions, such as fires, downed power lines and structure damage.
- If you have fire extinguishers and are trained to use them, put out small fires immediately.
- Turn off the gas only if you smell gas.
- Check your phones to be sure they have not shaken off the hook and are tying up a line.

If you are trapped in debris:

- Move as little as possible so that you don't kick up dust. Cover your nose and mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shouting only as a last resort

9.3. FLASH FLOOD

<u>Before Flood Disaster</u>

For Emergency Response Agencies

Make sure that all evacuation materials and tools are in good condition.

- The evacuation vehicles should always be on standby.
- Medication and first aid supplies should be available.
- Regular training and research on the latest evacuation plan.
- Conduct and participate in disaster response exercises.

For The Students Monitor your surroundings.

Monitor Weather Radio, local television, and radio stations. If a **flash flood warning** is issued for your area.

Climb to safety immediately.

- Flash floods develop quickly. Do not wait until you see rising water.
- Get out of low areas subject to flooding.
- If driving, do not drive through flooded roadways!

Be prepared to evacuate.

- Identify places to go.
- Identify alternative travel routes that are not prone to flooding.
- If told to leave, do so quickly.

Review your Family Disaster Plan.

- Discuss flood plans with your family.
- Decide where you will meet if you are separated.
- Designate a contact person who can be reached if family members get separated. Make sure every family member has contact information.

Protect your property.

- Disconnect electrical appliances. Do not touch them if you are wet or standing in water.
- Move valuables and furniture to higher levels.
- Move hazardous materials (such as paint, oil, pesticides, and cleaning supplies) to higher locations.
- Bring outside possessions indoors or tie them down securely. This includes lawn furniture, garbage cans, and other movable objects.
- Seal vents to basements (if any) to prevent flooding

<u>During Flood Disaster</u>

- During a flood or tsunami, the critically important thing is to get out of the water and to higher ground. Tsunamis are violent, fast, and destructive much more so than they may appear at first glance. What looks like a slow-moving cascade of water from above is a rushing wave dozens of feet high to someone caught in it

- Because every community is different, emergency response agencies have a slightly distinct set of roles and activities. Depending on the local community's needs, a Unit may perform only some or all of these roles. Below are the procedures for evacuation during flooding.

Notification Of Emergency Response Agencies

Notification of law enforcement agencies, fire, and medical agencies will be contacted by the Office of Emergency Services.

Responsibilities And Capabilities During Flood Operations Office of Emergency Services

Police

The police are responsible for public safety in the areas. They will assist in rescue activities, evacuations, and will provide general security for impacted areas.

Road Safety

Road Safety is responsible for maintaining roads and facilities. They also help with road diversion. They may transport personnel and materials at the request of the Emergency Services Coordinator to assist flood-fighting operations.

Fire Service

The fire department will assist in rescue operations, and where the area is in a fire district, will assist in the protection of property.

Resource Needs

The agencies will respond to requests for direct flood-fighting assistance, or materials, on a mutual aid basis.

9.4 SHELTER-IN-PLACE PROCEDURE

Purpose

Shelter-in-Place is used when conditions outside the school may pose a risk and it is safer to remain inside the building and move to designated Safe Zones.

Shelter Announcement

Normal: "Attention please. Shelter in Place. Move to your designated Safe Zone immediately."

Drill: "Attention please. Shelter Drill Practice. Move to your designated Safe Zone immediately."

Response Procedures

Teachers shall:

- Stop activities and calmly direct students to the designated Safe Zone.
- Take the attendance register and emergency folder.
- Account for all students and report any missing or injured students.
- Escort students safely and quietly and take attendance upon arrival.
- Keep students calm and follow Emergency Response Team instructions.

Students shall:

- Stay calm and follow teacher instructions.
- Walk quickly and quietly to the Safe Zone.
- Stay together with their class.
- Remain in the Safe Zone until the **All Clear** is given.

Staff, Visitors and Contractors shall:

- Proceed to the nearest designated Safe Zone.
- Follow instructions from school emergency personnel.

- Remain there until further notice.

During Shelter

- Teachers shall conduct attendance checks.
- Students shall remain calm and seated.
- Keep aisles and exits clear.
- No one shall leave the Safe Zone unless directed by authorized personnel.

Responsibilities

Headmistress / Incident Commander: Assess the situation, activate Shelter-in-Place, coordinate with emergency services, monitor safety, and issue the All Clear.

Safety Team: Assist with movement, verify attendance, monitor conditions, and provide updates.

Teachers: Supervise students, conduct attendance checks, reassure students, and follow emergency instructions.

Student Preparation

Teachers should regularly explain Safe Zones, practise shelter drills, and remind students to remain calm and follow instructions, including when they are in other areas of the school.

All Clear

The **normal school bell** will indicate the **All Clear**. Students and staff may return to normal activities under staff supervision.

9.5. SANDSTORM - SAFETY PROCEDURE

There are three key factors responsible for the generation of sand and dust storms – strong wind, lack of vegetation, and absence of rainfall. The environmental and health hazards of such storms cannot be reduced permanently; however, its impact can be reduced by taking appropriate measures.
Teachers suggest students follow the following during a sandstorm:

- Do wear a mask, handkerchief or fine muslin cloth around your nose and mouth to filter out fine dust particles.
- Do wear eye protection as your eyes are sensitive when exposed to allergens leading to eye infections
- Do wear full-sleeved clothing and cover as much as you can of your body to avoid contact with allergens that could give rise to skin allergies.
- Do wash your hands as soon as you step inside your home. Taking a bath after you get in is also advisable as allergens can get lodged in the crevices of your body.
- Do keep yourself hydrated. Drinking water will prevent dryness inside as dust and humidity steals the moisture away.

The following DON'Ts are especially important for students to understand while in a sandstorm situation:

- Do not expose yourself to this weather if you can avoid it. Stay indoors.
- Do not set your air-conditioning unit to cool, especially when you step inside. The temperature outside is misleading, and your body will not react well to thermos-regulation today, making you more susceptible to viral infections.
- Do not put the air conditioning in the car directly onto your face and in very cool mode as the chances of your directly inhaling fine dust particles are extremely high.
- Do not allow kids to play outdoors.

- Do not eat any food catered outdoors in restaurants or cafes.

10. EVALUATION & REVIEW:

The policy is reviewed annually and/or whenever the regulatory and licensing bodies make changes in the regulations.

11. DEFINITIONS:

- Stakeholders: Management, school leaders, staff, students, and parents as relevant.
- KHDA: Knowledge and Human Development Authority
- MoE: Ministry of Education
- CBSE: Central Board of Secondary Education
- H2H-Happy to help
- DCPO-Designated Child Protection Officer
- First Aid: emergency care or treatment given to an ill or injured person before regular medical aid can be obtained.
- Medical emergency: A medical emergency is an acute injury or illness that poses an immediate risk to a person's life or long-term health.
- Basic Life support: Emergency procedures performed to sustain life. These include cardiopulmonary resuscitation, control of bleeding, treatment of shock, stabilization of injuries and wounds, and first aid.
- Secondary Healthcare: Medical care that is provided by a specialist or facility upon referral by a primary care physician, and that requires more specialized knowledge, skill or equipment than the primary care physician can provide.

12. RELATED FORMS:

- Near Miss Form Instructions
- Health and Safety Records
- School Security Records

13. REFERENCES:

1. KHDA Guidelines
2. The Ministry of Education guidelines
3. Law No. (2) of 2014 Concerning Protection of the Rights of Persons with Disabilities in the emirate of Dubai https://www.cda.gov.ae/ar/aboutus/Documents/Concerning%20Protection%20of%20the%20Rights%20of%20Persons%20with%20Disabilities%20in%20the%20Emirate%20of%20Dubai%20-%20Law%202%20-%202014%20-%20EN.pdf
4. Federal Law No. (29) of 2006 Concerning the Rights of People of Determination https://www.abudhabi.ae/portal/public/en/citizens/religion-and-community/people-of-determination-le/federal-law-no-29-of-2006-concerning-the-rights-of-people-of-determination
5. Rules and regulations laid down by the Dubai Municipality and fire safety.

6. Ministry of Education
   https://www.moe.gov.ae/Ar/ImportantLinks/SiteAssets/EDS%20OEHSMS%20GF-V1.1-2016-Standards.pdf
7. Knowledge and Human Development Authority (KHDA) guidelines
8. The Ministry of Education guidelines
   https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Guidelines%20for%20school%20trips%20and%20events.pd
9. KHDA
10. School Health Guidelines, Dubai Health Authority (DHA)
11. DSIB Inspection Handbook 2014 – 15

14. CROSS REFERENCES – IHS POLICIES:

- ICT Policy
- Behaviour Policy

15. EFFECTIVE AND REVISED DATES:

Template Revisions		
Dates	**Revisions**	**Notes**
April 2017	Original Document	Policy first created
September 2018	Revision 1	Format finalized
September 2019	Revision 2	Policy reviewed
September 2020	Revision 3	Policy reviewed
January 2021	Revision 4	Policy reviewed
April 2021	Revision 5	Policy reviewed
September 2021	Revision 6	Policy reviewed
April 2022	Revision 7	Policy reviewed
September 2024	Revision 8	Policy reviewed
September 2025	Revision 9	Policy reviewed
February -26	Revision 10	Policy reviewed
June -26	Revision 11	Policy updated
September-26	Revision 12	Policy updated