



DUBAI BRITISH SCHOOL

Health and Safety Policy (H&S)

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Principal	
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PART ONE

STATEMENT OF POLICY

1. Dubai British School recognises 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.
2. Dubai British School is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
3. Overall responsibility for safety with the School rests with Taaleem Board. The day to day management of safety is delegated to the School Principal. The School Board will ensure, as far as is reasonable practical, that:
 - 3.1 the premises are maintained in a safe condition
 - 3.2 safe access to and egress from the premises is maintained
 - 3.3 all equipment on premises and the premises is safe to use
 - 3.4 appropriate safe systems of work exist and are maintained, including those for off-site visits
 - 3.5 sufficient information, instruction, training and supervision is available and provided
 - 3.6 arrangements exist for the safe use, handling and storage of articles and substances at work
 - 3.7 a healthy working environment is maintained including adequate welfare facilities
4. The School Board also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, pupils, members of the public, contractors, volunteers etc. are or may be affected by the School's activities, the Board will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.
5. The Board will endeavour, within its allocated resources, to set aside adequate finance for this policy statement to be properly implemented.
6. All staff are required to comply as a condition of their employment. Employees are reminded of their duties:
 - 6.1 to take care of their own safety and that of others; and
 - 6.2 to cooperate with the Board and the Senior Leadership Team
7. All relevant regulations and codes of practice, adopted by the School as appropriate, will be complied with
8. All pupils and students and visiting workers of the School are required to comply with the health and safety procedures of the School. This responsibility applies whenever these individuals are working on behalf of the School or remote from the School's premises.
9. All staff and students must be given adequate training, information and supervision in relation to the hazards present within Dubai British School as a whole and those within their specific area of work. To this end all staff and students, upon signing in with security at the School, will be given a leaflet describing the basic safety arrangements and contacts within the School. In addition, detailed codes of practice for work with specific hazards are given in the School Safety Manual.

10. The principle 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.
11. Each individual on Dubai British School premises has a responsibility to ensure that the School remains a healthy and safe environment. However the day to day responsibility for safety within DBS rests with the Secondary Heads of Department and Primary Key Stage Leaders, who are required to carry out regular safety inspections at least once a term. Secondary Heads of Department and Primary Key Stage Leaders must ensure that all activities are assessed and that appropriate precautions are taken.
12. All members of staff and students have an individual responsibility for safety.
13. An internal Health & Safety Committee has been established by the School Principal, who in turn will report to the Taaleem/School Board. The committee ensures that the School carries out activities, wherever they are undertaken, safely and with regard to 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.
14. Consultation with staff and/or their representatives will be held as and when appropriate on all matters affecting the health and safety of staff.
15. A copy of this Statement of Policy will be provided to every member of staff within the Shared area and on E1. Copiers will also be posted on noticeboard in the staffroom.
16. This Statement of Policy will be reviewed at least annually and revised as and when necessary.
17. This Statement of Policy, together with the organizational structure and the following arrangements and procedures, has been approved by the School Board.

Signed

Simon Jodrell
School Principal

PART TWO

THE HEALTH AND SAFETY COMMITTEE

1. Terms of reference

Group / Team / Committee	Health and Safety
Original Formation	May 2016
Members Appointed by	Principal
• Area of mandate	Student Services (Section E), Health & Safety
• Reporting to	Principal
• General aims	To ensure the safety and well being of all students, visitors and staff at all times and minimise potential health & safety risks.
• Committee Tasks	<p>-To develop a risk matrix and mitigation measures for all identified health & safety issues.</p> <p>-To ensure all capital assets are in good order and the environment risk is minimised, (fire hazards & general maintenance)</p> <p>-To ensure all sections of departments of the school are aware of their area and responsibilities and employ good house keeping measures.</p> <p>-To develop an environment policy for DBS, define an inspection team and inspections frequencies.</p> <p>-Develop a standard policy and procedure, with simple reporting forms separating health & safety issues from general maintenance.</p>
• Frequency of meetings	Per Term
• Committee Members & responsibilities	<p>Principal</p> <p>Head of Secondary</p> <p>Head of Primary</p> <p>Head of Accounts</p> <p>Facilities Manager</p> <p>Director of Sports & Activities</p> <p>Head of Science</p> <p>Head of Expressive Arts</p> <p>School Nurse</p>
• Renewal of mandate	

2. Reporting Accidents and Incidents

The Departmental Safety Supervisors report to the Health & Safety.

PART THREE ORGANISATION

In order to achieve compliance with the Board's Statement of Policy various members of the School community will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for Health and Safety Management is attached as Appendix 1

1.0 The Responsibilities of the Board

- 1.1** In carrying out its responsibilities, the Executive Board, in consultation with the Principal will:
- 1.1.1 Make itself familiar with the School's policy and all related advice and guidance
 - 1.1.2 Ensure that there is an effective and enforceable policy for health and safety throughout the school
 - 1.1.3 Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made
 - 1.1.4 Identify and evaluate all risks relating to
 - The premises
 - School activities
 - Educational visits
 - School-sponsored events
 - 1.1.5 Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, pupils and others
 - 1.1.6 Create and monitor the management structure to enable the implementation of health and safety
- 1.2** In particular the Executive Board undertakes to provide:
- 1.2.1 a safe place for staff and pupils to work including safe means of entry and exits
 - 1.2.2 plant, equipment and systems of work which are safe
 - 1.2.3 safe arrangements for the handling, storage and transportation of articles and substances
 - 1.2.4 safe and healthy working conditions which take into account all appropriate UAE Government requirements, School adopted codes of practice and guidance
 - 1.2.5 supervision, training and instruction so that all Executive Board Members, staff, pupils and others can perform their school-related activities in a healthy and safe manner. All staff will be given training which is appropriate to their duties and responsibilities. Wherever training is required for the safety of staff, pupils and others, the Executive Board will ensure that such training is provided. Pupils will receive information considered appropriate to the school-related activities they are carrying out. All training will be regularly updated.
 - 1.2.6 the required safety and protective equipment and clothing together with the information regarding its use
 - 1.2.7 adequate welfare facilities

- 1.3 So far as is reasonably practical, the Executive Board, through the Principal, will make arrangements for staff, including temporary and volunteer helpers and those on fixed term contracts to receive comprehensive information on
- 1.3.1 this policy
 - 1.3.2 all other relevant health and safety matters
 - 1.3.3 the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

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 maintained at all times. 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 ensuring at all times 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
 - 2.2.9 encourage staff and others to promote health and safety

3.0 The Responsibilities of Supervisory Staff

- 3.1 In addition to general duties which all members of staff have, supervisory staff 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 Supervisory staff includes Principal, Headteachers, Deputy Headteachers, Curriculum Coordinators, Key Stage Leaders, Faculty Leaders, Year Group Leaders, Facilities Manager, Office Manager, Cleaning Supervisor

3.3 As part of their day-to-day responsibilities they will ensure that:

3.3.1 safe methods of working exist and are implemented throughout their area of responsibility

3.3.2 health and safety regulations, procedures and codes of practice are being applied effectively

3.3.3 staff, pupils and others under their jurisdiction are instructed in safe working practices

3.3.4 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

3.3.5 regular safety inspections are made of their area of responsibility as required by the Principal or as necessary

3.3.6 positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others

3.3.7 all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only

3.3.8 appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work

3.3.9 hazardous and highly flammable substances in the department in which they work are correctly stored and labeled, and exposure is minimised

3.3.10 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

3.3.11 all health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Principal

4.0 The Responsibilities of Teachers

4.1 Class teachers are expected to

4.1.1 exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out

4.1.2 follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice e.g. CLEAPS and to ensure that they are applied

4.1.3 give clear oral and written instructions and warnings to pupils where necessary

4.1.4 follow safe working procedures personally

4.1.5 require the use of protective clothing and guards where necessary

4.1.6 make recommendations to the Principal or Head of Department of health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery

- 4.1.7 integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with the National Curriculum requirements for safety education
- 4.1.8 avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization and
- 4.1.9 report all accidents, defects and dangerous occurrences to the Principal or Head of Department.

5.0 The Responsibilities of all Employees, including Temporary Staff & Volunteers

- 5.1 Apart from any specific responsibilities which may have been delegated to them, all employees must
 - 5.1.1 act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
 - 5.1.2 observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety
 - 5.1.3 act in accordance with any health and safety training given
 - 5.1.4 report all accidents in accordance with the agreed procedure
 - 5.1.5 cooperate with other persons to enable them to carry out their health and safety responsibilities
 - 5.1.6 inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
 - 5.1.7 inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements
 - 5.1.8 exercise good standards of housekeeping and cleanliness
 - 5.1.9 know and apply the procedures in respect of fire, first aid and other emergencies
 - 5.1.10 cooperate with those staff delegated responsibilities for health and safety by the Principal
- 5.2 All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered
- 5.3 Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. The employee's immediate Line Manager must approve such reassignments.

6.0 The Responsibilities of the School Health & Safety Chair

- 6.1 The School Health and Safety Chair has the following responsibilities:
 - 6.1.1 to coordinate and manage the annual risk assessment process for the school
 - 6.1.2 to coordinate the annual general workplace monitoring inspections and performance monitoring process
 - 6.1.3 to make provision for the inspection and maintenance of work equipment throughout the school
 - 6.1.4 to manage the keeping of records of all health and safety activities with the nurses
 - 6.1.5 to advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors

- 6.1.6 to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the School generally and
- 6.1.7 carry out any other functions devolved by the Principal or the Executive Board

7.0 The responsibilities of Pupils

- 7.1 Pupils in accordance with their age and aptitude are expected to:
 - 7.1.1 exercise personal responsibility for the health and safety of themselves and others
 - 7.1.2 observe standards of dress consistent with safety and/or hygiene
 - 7.1.3 observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency and
 - 7.1.4 use and not willfully misuse, neglect or interfere with facilities or equipment provided for their health and safety

8.0 The responsibilities of Visitors, Members of the Public and Volunteers

- 8.1 Visitors and members of the public are requested to cooperate with the health and safety arrangements put in place by the school to protect them when using the school premises and grounds
- 8.2 Where volunteers are employed to undertake work on behalf of the school, or provide services such as ECAs, they will for all intents and purposes be regarded as employees (see 5 above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessments and implementation of control measures, together with ensuring that volunteers and providers of services have received adequate information, instruction, training and supervision for the tasks they will be undertaking.
- 8.3 Health & safety guideline card for DBS should be given to all visitors/supply staff at the Security Gate when signing in.

PART FOUR

GENERAL ARRANGEMENTS

Health, Safety and Welfare

The following procedures and arrangements have been established within our School to minimise health and safety risks and maintain them at an acceptable level

1.0 Accident Reporting, Recording and Investigation

- 1.1 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 school premises and applies to sub-contractors (see Part Two, Point 2 and Appendix 2).
- 1.2 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
- 1.3 All completed accident/incident/near miss form will be submitted electronically to The School Safety Officer using the School's official Incident Report Form

- 2.0 Contractors and Service Providers (such as ECAs)**
 - 2.1** The School has issued guidance for Contractors on Site. These guidelines include:
 - 2.1.1 checking the competence of contractors, visiting workers and service providers. Competence can be judged from past 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)
 - 2.1.2 examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc.
 - 2.1.3 the Facilities Manager, having clearly identified personnel who are points of contact for contractors and visiting workers
 - 2.1.4 having all significant and unusual hazards and risks on site clearly identified
 - 2.1.5 exchanging information on hazards and risks
 - 2.2** Arrangements for monitoring and controlling works in progress. Key areas to focus attention are
 - 2.2.1 segregation of traffic and pedestrians
 - 2.2.2 segregation of contractors and occupants of the school (wherever possible)
 - 2.2.3 safe systems of work to ensure works undertaken within occupied areas of the premises are adequately controlled
 - 2.2.4 implications on fire precautions due to possible increased risk and interference with fire alarm system
 - 2.2.5 system and routes for evacuation
 - 2.2.6 safeguarding the welfare of students, staff and visitors
 - 2.3** Communication. The school recognises that it is crucial that issues related to premises' works are communicated effectively. This includes:
 - 2.3.1 providing contractors with copies of any appropriate hazard registers and records
 - 2.3.2 telling contractors about hazards on site
 - 2.3.3 asking contractors about the hazards and risks which are being brought on site e.g. creating noise, dust, fumes etc.
 - 2.3.4 asking contractors about any possible interference with normal working practices e.g. re-routing of emergency escape routes
 - 2.3.5 controlling access so that contractors know who may also be working on the site
 - 2.3.6 sign off/safe completion certificates
 - 2.3.7 ensuring completion of the Log Book by contractors and visiting persons held at Reception
 - 2.3.8 the school translating/explaining any essential documentation, as necessary, so that all contractors and visitors are aware of all requirements
 - 2.3.9 the school translating/explaining any instructions or questions, as referred to above, so that the instructions are clearly communicated and answers understood
- 3.0 Curriculum Design**
 - 3.1** To be developed.
- 4.0 Classroom Safety**

- 4.1 The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- 4.2 Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use. Teachers must be familiar with and follow all guidance adopted by the School including CLEAPS, AfPE (formerly BAALPE) which is specific to each department.
- 4.3 All non-teaching staff must be informed of the safety procedures and practices related to any of the activities that they support
- 4.4 Schemes of work will be reviewed to assess the risk in all activities in order to determine:
 - 4.4.1 where close supervision is required
 - 4.4.2 suitable group size
 - 4.4.3 suitability for whole class participation
 - 4.4.4 where particular skills need to be taught
 - 4.4.5 personal protective equipment (PPE)
 - 4.4.6 levels of hygiene required

- 5.0 **Drugs, Medications, Diseases and Medical Conditions**
 - 5.1 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.
 - 5.2 The School recognises that children with medical needs have the same rights of admission to school as other children.
 - 5.3 The School follows the UAE Ministry of Health Guidelines for Private Schools in Dubai.

- 6.0 **Electrical Equipment (fixed and portable)**
 - 6.1 Fixed and portable electrical checks will be carried out annually.

- 7.0 **Evacuation, Lockdown and Off-Site Evacuation**
 - 7.1 Evacuation Procedure has been developed and adopted.
 - 7.2 Off-site evacuation to be developed and approved.
 - 7.3 Lockdown policy has been developed.

- 8.0 **Fire Precautions and Procedures**
 - 8.1 The School has adopted the guidance from The UK Department of Communities Local Government **Fire Safety Risk assessment – Educational Premises**
 - 8.2 The designated Fire Warden has responsibility for the implementation of the Fire Management Plan by:
 - 8.2.1 detailing any significant findings from the fire risk assessment and practice drills and recording any action taken
 - 8.2.2 fire drill and evacuation training of all relevant people
 - 8.2.3 planning, organizing, policy and implementation, monitoring, audit and review
 - 8.2.4 the arrangements for a coordinated emergency plan of action in the case of a fire

- 8.3** The Facilities Manager has responsibility for:
- 8.3.1* testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
 - 8.3.2* testing of fire warning systems, including weekly? alarm tests and periodic maintenance by a competent person
 - 8.3.3* recording of false alarms and fire drills carried out
 - 8.3.4* testing and maintenance of emergency lighting systems
 - 8.3.5* testing and maintenance of extinguishers, hose reels, fire blankets, emergency torches etc.
 - 8.3.6* testing and maintenance of other any other safety equipment such as fire-suppression and smoke control systems
 - 8.3.7* maintenance and audit of any systems that are provided to help the fire and rescue service
 - 8.3.8* all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

9 First Aid

- 9.1** The School follows the UAE Ministry of Health Guidelines for Private Schools in Dubai.
- 9.2** The School will follow the above guidance and provide sufficient and appropriately qualified first aid staff.
- 9.3** The School clinic has developed the First Aid Policy and Procedures manual as per the UAE Ministry of Health Guidelines for Private Schools in Dubai and with the School Doctor's guidance.

10 Glass & Glazing

- 10.1** All glass in doors and side panels shall be certified safety glass. All replacement glass must be of the same safety standard. Through continual assessment of the premises any glass found to be below this safety standard will be covered with safety film until such time as it can be replaced by glass of the required standard.

11 Hazardous Substances

- 11.1** The School has adopted the Control of Substances Hazardous to Health (COSHH) in respect of managing hazardous substances. Where hazardous substances are used, Line Managers themselves, or a designated employee, will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate risk first and foremost.
- 11.2** The Facilities Manager will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment for all cleaning materials and substances brought onto the premises by contractors e.g. for fumigation and pest control and adopt a hierarchy of control measures seeking to eliminate risk first and foremost.

12 Health & Safety Advice

- 12.1** The School will seek to obtain the best advice from government departments, relevant authorities and professional bodies in the UAE and overseas and adopt policy and guidance as appropriate.
- 12.2** All policies to do with health and safety will be ratified by the Executive Board for adoption by the School.

13 Handling & Lifting

- 13.1 Any activities that involve significant manual handling tasks will be risk assessed and where appropriate, training provided for the staff.
- 13.2 Line managers are responsible for assessing the appropriate approach to handling and may seek advice from the School Nurse.

14 Inclusion

- 14.1 For more complex needs the school has adopted the UK Department for Education and Council for the Disabled **Including Me**.

15 Lone Working

- 15.1 Line Managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts
- 15.2 Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety
- 15.3 The Facilities Manager will be responsible for ensuring that lone-working contractors working on site safely at all times.

16 Maintenance/Inspection of Equipment

- 16.1 The School has yet to adopt guidance on servicing, testing and inspection issued by an identified, competent/certified person at least annually – eg Civil Defence.

17 Personal Protective Equipment (PPE)

- 17.1 Line Managers will assess the need for PPE.
- 17.2 Where it is assessed that PPE is required it shall be appropriately selected and provided.
- 17.3 A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when necessary.
- 17.4 Staff are responsible for ensuring that they use PPE where it is provided.

18 Risk Assessments

- 18.1 The School has adopted a Risk Assessment Procedure which should be followed as guidance to the risk assessment process
- 18.2 Risk assessment is the responsibility of the School's managers at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken, **recorded and filed** for significant activities
- 18.3 Risks should be assessed in a manner that ranks them by severity/probability for prioritization and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on the records of the department. Risk assessments should be reviewed at least annually or where there is a change in circumstances.

19 Safeguarding Pupils & Students

- 19.1 See DBS School Child Protection Policy.

20 School Trips & Off-site Activities

- 20.1 See the School's Policy on Educational Visits.
- 20.2 The school follows the UAE Ministry of Education's guidance in regard to all school trips and off site activities.

21 School Transport

- 21.1 The Principal is responsible for, in conjunction with the driver; ensuring that vehicles kept or hired by the school are operated in accordance with the law.
- 21.2 Staff must not use their private vehicles for transporting students.

22 School Security (including Violence to Staff, Theft & Losses)

- 22.1 Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the Principal.
- 22.2 Managers are responsible for assessing the risks of violence towards staff
- 22.3 Where violence is identified as a significant risk, Line managers will ensure that appropriate control measures are put in place
- 22.4 Staff must report incidents of violence and aggression in the same way as accidents (See Appendix 2).
- 22.5 See the School's Policy on Security and the Car Park (See Appendix 1).
- 22.6 All thefts and losses must be reported to the Principal. Any stranger in a department should be challenged as to his/her business, without personal risk, and if no satisfactory answer is received Security should be contacted.

23 Staff Consultation

- 23.1 The Executive Board, through the Principal, will make arrangements for full and proper consultation with employees on health and safety matters.

24 Staff Health & Safety Training and Development

- 24.1 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.
- 24.2 Line Managers will ensure that the School's CPD Coordinator is kept fully informed and provided with copies of all training records.
- 24.3 Where training expertise is required from outside the School, the Line Manager will arrange this through the School's CPD Coordinator. Staff must be trained on Health and Safety policies and procedures during orientation week at the beginning of each school year.
- 24.4 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.

25 Smoking, Dogs and other Prohibited Items

- 25.1 Dubai British School has a no smoking policy. Nobody may smoke on school premises.
- 25.2 Dogs may not be brought onto school premises without permission of the Principal.
- 25.3 Neither alcohol or pork products may be brought onto school premises.
- 25.4 The School has adopted a "No Nuts" policy due to the ever-increasing amount of students with severe nut allergies. This is a school wide policy including, staff, students and visitors.

26 Staff Well-being/Stress

- 26.1 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
- 26.2 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.
- 26.3 Staff may choose to self refer to the School Counselor, if they wish

27 Sun Protection

- 27.1 See Cancer Research UK's **Sunsmart** Guidance which is a school wide policy and applies to all members of the school community.

28 Use of VDUs/Display Screens

- 28.1 The majority of staff in the school are not considered to be Display Screen Equipment (DSE) users.
- 28.2 All employees who are classified as users of DSE will have an ergonomical assessment of their workstations. A user is defined as someone who spends at least 2 hours continuous use of a VDU in the school day.

29 Vehicles on Site

- 29.1 The Principal will endeavour to
 - 29.1.1 Segregate access for vehicular and vulnerable (pedestrians and cyclists) traffic.
 - 29.1.2 Design an access and on-site traffic flow system that separates vehicular and vulnerable traffic.
 - 29.1.3 Avoid same-access for all wherever possible.

30 Working at Height

- 30.1 Line Managers will ensure that working at height is risk assessed in accordance with the UK Health & Safety Executive Guidance and that appropriate control measures are put in place to mitigate these risks.
- 30.2 Staff have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

31 Work Experience

- 31.1 Work experience coordinators will ensure that the appropriate working practices as decided by the School and outlined in the UK Work-Related learning and the Law – Guidance for Schools and the school-business link Work Experience – A Guide for Secondary Schools are followed at all times.

32 Workplace Inspections and Premises Risks

- 32.1 Line managers are responsible for undertaking workplace inspections every half-term.
- 32.2 The Facilities Manager will ensure that hazards associated with premises are monitored and controlled.

33 Pool Usage Policy

- 33.1 Swimming company to carry out daily inspections to the pool and its surrounding and report to the Director of Sports and Activities who will immediately inform the Health & Safety Chair.
- 33.2 School Pool Usage Policy (see Appendix 3).

34 Disabled Access

- 34.1 A designated disabled parking space is provided at the front of the Main Entrance to the school.
- 34.2 Ramps are provided at all curbs to allow access to wheelchairs and other disabilities.
- 34.3 A disabled toilet is situated in the Nurses Office on the Ground Floor and is for use by males and females.
- 34.4 During Evacuation or Fire Drills a Harnessed Chair is situated on the 2nd Floor by the main stairway. Designated members of staff will go there to assist with any evacuation of disabled students, staff or visitors.

35 Extreme Weather Conditions

- 35.1 High Temperatures
 - 35.1.1 Amber Break – Break time is the normal routine. At lunchtime the students are eat their lunch in the House Bowls and then can play outside. No vigorous play and they are to remain in shaded areas at all times.
 - 35.1.2 Red Break – All students are to remain indoors throughout breaks and lunchtime. Primary will go to their classrooms and Secondary have designated classrooms on each floor.
 - 35.1.3 Bus Nannies – During Amber and Red breaks bus nannies will be designated Primary Classrooms and Lunch time House Bowls to supervise.

Appendix 1: School Security and Car Park Safety

<p>Introduction and background</p>	<p>1.1 There is a need to ensure maximum safety and security at the school's perimeter, entry points and in pick up/drop off zones.</p> <p>1.2 Staff use swipe identity cards to register their presence on school days, while also signing in at the front desk. At weekends and on school holidays they sign in at the security gate.</p> <p>1.3 Parents are an integral part of the school community and also have widespread access to the school campus during and after the school day. In the past they have been identified at the entrance gate by a key fob. This is no longer regarded as an adequate proof of identity</p> <p>1.4 Visitors to the school are numerous and their safety is also the school's concern.</p> <p>1.5 Safe driving and good parking is essential within the school perimeters</p>
<p>Objectives</p>	<p>2.1 To provide a secure environment for our students, staff, parents and visitors on site.</p> <p>2.2 To ensure security at all entry points to and exit points from the school</p> <p>2.3 To enable staff, parents and visitors to identify themselves as they enter and remain on the school campus.</p> <p>2.4 To ensure effective tracking of everyone on site in the case of an emergency</p> <p>2.5 To promote a high degree of safety in the school car park</p>
<p>Policy Area</p>	<p>This policy relates to the following school policy areas:</p> <p>E: Student services (Security)</p> <p>G: Student and Community Life</p>
<p>Policy / Procedure outline</p>	<p>Issue and Validity of ID passes</p> <p>4.1 All staff are issued with a permanent swipe card used to register entry to and exit from the school campus.</p> <p>4.2 All parents and guardians shall be issued with a laminated printed pass for the current year.</p> <p>4.3 On request to the Database manager the school shall also issue passes for the current year to household helpers and drivers</p> <p>4.4 Passes shall be issued at the start of the academic year or when the family join the school</p> <p>4.5 Parent and household passes shall be valid until September 30 of the following year, by which time passes for the new academic year must be carried.</p> <p>4.6 Parent and household passes should be surrendered when children leave the school</p> <p>Presenting and carrying the passes; signing in.</p> <p>4.7 Staff use their swipe cards during school days and sign in at the gate at all other times</p>

	<p>4.8 Parent and other family passes should be shown to the security staff when entering the school at the front gate at all times.</p> <p>4.9 Passes should be carried at all times when on campus and must be produced on request</p> <p>4.10 When entering the school before 08.00 or between 12.45 and 15.00, there is no obligation for parent or household pass holders to sign the security book if carrying a pass, which must still be shown to the security personnel. At all other times, visitors with security passes must sign the security book when entering the school and when leaving. Those arriving before 08.00 and who then stay after 08.00 must sign the security book.</p> <p>4.11 All community members visiting the school and not carrying a pass must automatically sign in at the front gate, whatever their time of arrival</p> <p>Other visitors</p> <p>4.12 All visitors who are not members of the DBS community are required to sign in at any time</p> <p>4.13 All visitors, both adults and children to the school attending activities after 17.00 (Tennis, swimming, football, basketball etc.) must sign in as a coach, participant or spectator whether or not they are DBS students or hold family passes.</p> <p>Car Parking and security</p> <p>4.14 Only members of the DBS or Taaleem community are permitted to park in the school car park.</p> <p>4.15 Parents who park in the school car park are still required to sign in at the front gate if they stay on campus between 08.00 and 14.30 on a school day</p> <p>4.16 On occasion, members of the public will be offered parking facilities in school if attending a function, event or activity at the school. They too must sign in at the front gate having parked.</p> <p>4.17 In 2009-2010 the school will review the issue of car park passes</p> <p>4.18 Five car park spaces will be reserved at the front of school at any one time: one for the office manager, two for the nurses, and two for visitors.</p> <p>4.19 The speed limit in the school car park is 15 kph.</p>
<p>Staff responsibilities</p>	<p>The Senior Leadership Team</p> <ul style="list-style-type: none"> 5.1 Review and contribute to the policy 5.2 In the person of the Principal, carry out general supervision of the policy 5.3 Monitor implementation when on duty 5.4 Brief parents and staff about the policy 5.5 Assist duty staff at all times <p>The Office manager</p> <ul style="list-style-type: none"> 5.6 Advises the Principal on policy development 5.7 Works with the Facilities manager to implement the policy

	<p>The database manager</p> <p>5.8 Prepares, issues and keeps a record of passes issued</p> <p>5.9 Communicates with those requesting replacement or household passes.</p> <p>The facilities manager</p> <p>5.10 Supervises the security staff in the implementation of the protocol</p> <p>5.11 Plays an active role in perimeter duties and supervision at drop off and pick up times, ensuring a high degree of safety.</p> <p>Staff</p> <p>5.12 Implement the safety aspects of the policy when assigned pick up and drop off duties.</p> <p>5.13 Assist students to cross car lanes and car park areas when on morning and afternoon duties in the pick-up and drop off zones</p> <p>5.14 When walking through the car park or pick up/drop off zones remain alert to the safety and needs of student pedestrians</p> <p>Security company personnel</p> <p>5.15 Enforce all gate & perimeter fence activity required by the policy</p> <p>5.16 Ensure that all gates opened for drop off and pick up are manned and that security is enforced</p> <p>5.17 Ensure safe and efficient parking and traffic flow in, to and from the car park</p> <p>5.18 Check every hour that the two Foundation side gates (one emergency; one into the main Foundation exit) into the car park are securely closed</p> <p>5.19 Patrol the school pedestrian crossing at the beginning and end of the school day</p> <p>Staff, parents and household pass holders</p> <p>5.20 Are asked to carry their passes at all times when on the school campus, showing them as necessary</p> <p>5.21 Must respect the requests of the security guards and duty staff</p> <p>5.22 Should drive carefully, parking so far as they are able between the white lines and not encroaching on the pavement</p> <p>5.23 Must not use the emergency side gate next to Foundation to enter the car park as pedestrians, as it cannot be secured from the car park side</p>
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Appendix 2: Accidents and Incidents Reporting Form

ACCIDENT/INCIDENT REPORT FORM

Section A: General Information (Injured Party/Complainant)		
Last Name	First Name	
Staff <input type="checkbox"/>	Student <input type="checkbox"/>	Visitor <input type="checkbox"/>
Department/Year Group	Position	
Daytime Phone Number	Evening Phone Number	
Section B: Description of the Event		
When	Date of Event (dd/mm/yyyy)	Time of Event
	Date Reported	Time Reported
Where	Location of Event (Laboratory, office, stairs etc.)	Floor & Room
What happened? (Description of the event and how it occurred)		
Were you injured? (Description of injury, including parts of the body affected)		
What factors contributed to the event?		
How could the event have been avoided?		
Was First aid administered? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, by whom?		
Signature of Injured Party/Complainant (If applicable)		Date

If form completed by someone other than the injured party, please fill out the following lines:

Form Completed by	Telephone Number
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Signature	Date
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Section C: Details of Injury and Treatment

<input type="checkbox"/> Sprain	<input type="checkbox"/> Bruising/swelling	<input type="checkbox"/> Cuts/scratches	<input type="checkbox"/> Puncture wound	<input type="checkbox"/> Fracture	<input type="checkbox"/> Dislocation
<input type="checkbox"/> Scalds/Burns	<input type="checkbox"/> Concussions	<input type="checkbox"/> Shock	<input type="checkbox"/> Internal Injury	<input type="checkbox"/> Eye Injury	
<input type="checkbox"/> Other (Please Specify) _____					
Type of Treatment: <input type="checkbox"/> Hospital <input type="checkbox"/> Doctor <input type="checkbox"/> First-aid <input type="checkbox"/> Rest <input type="checkbox"/> None <input type="checkbox"/>					
Details of Treatment:					
WITNESS(ES) <i>(Please attach statements)</i> Forename: _____ Surname: _____					
Address: _____ Tel No: _____					

Section D: General Information

Line Manager's Last Name (if applicable)	Line Manager's First Name (if applicable)
Department	Position
Phone Number	
If there was a delay in reporting this event, list reason(s):	
Material Damage YES <input type="checkbox"/>	NO <input type="checkbox"/> Approximate Value:

Section E: Preventative Measures

Cause of event – Root Causes (e.g., unsafe equipment, lack of training, lack of supervision etc.)	
What corrective actions are being taken to prevent recurrence?	
Have person(s) involved received training or instruction in the work or activity being carried out? (if applicable)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Was there any supervision of the work or activity being carried out?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Comments (Additional information on event)	
Line Managers Signature	Date

H&S Committee Use Only

Reviewed by	Date
Distribution: <input type="checkbox"/> H&S Committee	
Follow-Up: <input type="checkbox"/> Supervisor <input type="checkbox"/> Principal <input type="checkbox"/> Facilities Management <input type="checkbox"/> H&S committee <input type="checkbox"/> Other _____	

Appendix 3: DBS School Swimming Policy

T:\B - Curriculum\Secondary Curriculum\PE\Handbook

1. Responsibilities

School Responsibility

The Head of PE will nominate a member of the PE staff who is delegated the responsibility of swimming coordinator and applying the swimming pool safety policy and procedures in the school. This will include the proper operation of the school's own swimming facility or use of a third party pool. It will also include monitoring and recording, for the pool and sessions used, of the:

- Risks assessments
- Pool safety operation procedures (NOP & EAP)
- Monitoring of staff training and maintaining records of qualifications
- All Swimming related communications to staff
- Conditions of pool hire, where appropriate

Teaching Staff

Teachers have a duty of care that operates for any activity in which children are involved; teachers cannot transfer that duty of care to anyone else. This applies to all activities within the school curriculum and to co-curricular activities organised by the school during and outside school hours, whether on or off the school site.

In relation to swimming this means that:

- Appropriate supervision of children when changing
- Control of pupils at all times
- Head counts are taken prior to and after every session
- Normal and emergency procedures are enforced
- Teachers have an overall observation of the teaching of their children and the conduct of the class

Adults Other Than Teachers

Adults other than teachers (AOTTs) can be extremely helpful to support the delivery of swimming in school and in the extended curriculum, whether on or off site. They can:

- Support and work beside teachers
- Supervise changing
- Administer first aid
- Look after any unwell children or children who are not swimming

Teachers cannot transfer their duty of care to AOTTs but where AOTTs have swimming teaching qualifications they may be involved in the teaching of swimming. Higher Level Teaching Assistants who have the required specific competencies may replace a teacher who does not, so long as there is always another teacher present on poolside teaching with the group. AOTTs should be vetted, wherever possible, to work with the children.

Qualified Swimming Teachers

Swimming teachers will be required to hold a relevant ASA level 2 teaching qualification and may be employed by the school to teach swimming. They have responsibility for ensuring the safe conduct of the class in the water and on poolside, in line with good practice and their training, which includes:

- Planning, developing and monitoring the swimming programme in line with the National Curriculum elements
- Preparing schemes of work appropriate to pupils' ages, abilities and interests inline with the National Curriculum learning outcomes
- Co-operating with the class teacher to check numbers of pupils before, during and after each session
- Identifying specific groups for each swimming session
- Being familiar with the Normal Operating Procedure (NOP) & Emergency Action Plan (EAP) for the pool
- Enforcing emergency drills every term
- Working with the lifeguards on duty or, if there are no lifeguards, providing lifesaving and first aid skills on their own or with others
- Affect a rescue if necessary

All Swimming Teachers will be vetted, wherever possible, to work with the children. They will organise non-specialist class teaching staff or/ AOTT and maintain their duty of care for the children. Ideally a level 2 swimming teacher should always be present when children are being taught swimming. In the shallow water school pool (when built) the class teacher, trained to teach swimming (ASA National Curriculum Training course) may be the only teacher present and will take on the responsibilities of the delivery of the lesson. They should not, however, work alone and should have appropriate lifeguard cover.

Lifeguards

DBS has a responsibility for the safety of all who use the pool/s. Whenever children swim, there will be someone present with appropriate lifeguarding, rescue and first aid skills. This must be a teacher, the swimming teacher or an AOTT. The person responsible for lifeguarding, rescue and first aid will:

- Have knowledge of the NOP & EAP
- Be observant of the pool and pool users at all times
- Initiate any rescues or other emergency action required
- Be able to effect a rescue from the bottom of the deepest part of the pool
- Administer first aid
- Prevent unsafe activities
- Assist in the running of emergency drills
- Secure the pool against unauthorised access when not in use
- Communicate clearly at all times with all users / teachers in the pool

Lifeguards must work with class teachers and teachers of swimming. Lifeguard instructions for safe conduct in the pool should be followed at all times.

N.B. A teacher of swimming who is also responsible for lifeguarding should not work alone. Another person should assist with teaching a group of children or assist the teacher with a rescue and first aid, as well as looking after the rest of the children in the event of the teacher having to affect a rescue.

Duty of Care

The delivery of a school swimming programme may involve a number of partners including school teachers, and additional swimming teachers specifically 'bought in' by the school. Whilst issues related to delivery are transferable duty of care must remain the responsibility of the school teachers. Where the school swimming programme is delivered by an external partner, such as for a CCA, DBS has a responsibility to ensure that the designated person(s) is appropriately qualified in the aspects being taught. The school will ensure that the programme is appropriate to the needs of the pupils and the school. An ongoing dialogue between both parties will help to ensure that this requirement is met.

Some school teachers may also hold recognised national qualifications and can, therefore, assume responsibility for all aspects of the programme.

2. Teacher To Pupil Ratios

- Irrespective of the ratio there must always be at least 2 supervisors present on the poolside.

- Pupil/teacher ratios must not exceed 20:1 and for the vast majority of cases in the Primary school swimming should be less than this. The following ratios are based upon safety considerations rather than teaching requirements:

Children under the age of seven 12:1

Irrespective of their swimming ability, group size should be restricted. For Foundation the teacher will teach from the poolside and in addition each pair of children must have an adult supervisor in the water. Where the teaching number is odd, an additional adult is required e.g. 9 children require 5 adult supervisors in the water.

Non-swimmers and beginners 12:1

Normally primary school age, up to Y6, being introduced to swimming who are unable to swim 10 metres unaided on back and front.

Improving swimmers 20:1

Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth.

Mixed ability groups 20:1

Pupils with a range of ability (from improving to competent) where the least able and least confident are working well within their depth. Swimmers' techniques, stamina and deepwater experience should be considered.

Competent swimmers 20:1

Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for 2 minutes.

Swimmers with disabilities

A 1:1 ratio is required for those requiring specific support e.g. a child with epilepsy

3. Lifeguard Provision

There is a UK statutory requirement for a 'lifeguard' to be available whenever a school swimming lesson is taking place. Ideally this will be a designated person with an appropriate nationally recognised lifeguard qualification. The minimum requirement is that the person should be a designated person trained to carry out a rescue and to effect cardio pulmonary resuscitation. The UK Health & Safety Executive 'Management of Health and Safety in the Swimming Pool' states that in certain circumstances a swimming teacher can also be the 'lifeguard' for his/her group subject to holding the appropriate qualifications and or training.

This only applies to 'programmed' swimming. Programmed activity is defined as:

- With a formal structure
- Disciplined
- Supervised or controlled
- Continuously monitored from the poolside

The minimum national qualification for the lifeguarding of a single group engaged in programmed activity is the National Rescue Award for Teachers and Coaches. Where the lifeguard function is being provided for a whole class the recommended national qualification is the RLSS Pool Lifeguard qualification.

RLSS National Rescue Award for Teachers and Coaches Course (NRATC)

This is a 12-hour RLSS / ASA training course which includes theory and practical work, and covers the competencies and skill that enable teachers / supervisors to deal with an emergency in a pool. A section is devoted to first aid and it has a validity of two years.

National Pool Lifeguard Qualification

This is a 38-hour RLSS / ISRM qualification designed to equip lifeguards to supervise public recreational swimming, to implement safe practice, to operate the EAP and perform first aid if required. To maintain their qualification the NPLQ qualified lifeguard must also undertake regular monthly ongoing training and skills practice.

4. Qualifications

The Head of PE has to ensure that any teacher responsible for the delivery of swimming and/or its associated disciplines is appropriately qualified to carry out this role effectively and safely.

School teachers

Where teachers, other than members of the PE Department, have a specific responsibility for a group or groups of swimmers the teacher should also hold an appropriate specialist qualification

Teachers, Teaching Assistants (TAs), Higher Level Teaching Assistants (HLTAs) and AOTTs who cannot swim should not teach swimming but have a pastoral role on poolside. Ideally the best-qualified swimming teacher will teach the least able pupils. However this will need to take into account the ability of all staff in the team to effect a rescue (if necessary) at the depth of water at which they are working.

- Teachers of swimming should hold as a minimum qualification:
- ASA Level 2 Teacher Certificate or equivalent
- RLSS National Rescue Award For Teachers and Coaches obtained within the past 2 years
- Where teaching specialist groups, additional qualifications may be required appropriate to the group, for example: ASA Teacher for Swimmers with Disabilities

- If supervising an un-programmed session the teacher must hold a current NPLQ, swimming teachers should keep their qualifications updated by attending a Continuing Professional Development (CPD) course every two years.

Class teachers /LSA/HLTA

Where a class teacher/ LSA/HLTA is conducting a swimming lesson without a Level 2 Swimming teacher present, that teacher should as a minimum hold:

- RLSS National Rescue Award For Teachers and Coaches obtained within the previous two years or have a qualified lifeguard present (NPLQ)
- Attended the ASA National Curriculum Training course

Class teachers / TLTA/HLTA should never teach swimming without at least one other person present to assist with first aid and rescues if necessary. The numbers and level of support will depend upon the circumstances.

Adults other than teachers (AOTTs)

Where an adult other than a teacher assists with the teaching of swimming they should be given a clear understanding of what is expected of them. They should be able to affect a rescue at the depth of water in the pool area in which they are working and to have some knowledge or understanding of the principles of teaching swimming. As a minimum they will have attended a course within the previous two years: such as ASA National Curriculum Training course

All accompanying staff and AOTTs should have undergone an induction course, provided by the Pool Manager, on the NOP and EAP of the pool they are using and ensure that they are clear about the role they will be expected to play in an emergency. They should be given a clear understanding of what is expected of them.

Importance of CPD

Continuing Professional Development (CPD) is key to ensuring DBS providing the best possible education in swimming. The school will fund required training for staff. This training could take place in school time or out of school time and will be compulsory for staff who need to update their qualifications. It is the responsibility of the Head of PE to ensure that staff are appropriately qualified. It is the responsibility of individual members of staff to ensure that their qualifications are up to date and bring it to the attention of the Head of PE and the CPOD co-ordinator where qualifications are coming up for renewal.

5. National Curriculum

National Curriculum guidance is available on:

The Standards Site: Swimming activities and water safety

(1) Beginners nbsp nbsp (non-swimmers and developing swimmers)

(2) Developing and competent swimmers
Qualifications and Curriculum Authority - Safe swimming

Foundation, Key Stages 1 and 2

The Importance of Physical Education

- It develops pupils' physical competence and confidence, and their ability to use these to perform in a range of activities
- It promotes physical skilfulness, physical development and a knowledge of the body in action
- It provides opportunities for pupils to be creative, competitive and to face up to difficult challenges as individuals, in groups and in teams
- It promotes positive attitudes towards active and healthy lifestyles.
- Pupils learn how to think in different ways to suit a variety of creative, competitive and challenging activities.
- Pupils learn how to plan, perform and evaluate actions, ideas and performance to improve their quality and effectiveness.
- Through this process pupils discover their aptitude, abilities and preferences and make choices about how to get involved in lifelong physical activity

6. Risk Assessment

Each pool and each session, the children and the staff participating will all have unique features that make particular demands upon safety. Each pool and each session must therefore be dealt with individually. Risk management includes a five-step process

Step 1

Identify the hazards

First you need to work out how people could be harmed.

Step 2

Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name but rather identifying groups of people

Step 3

Evaluate the risks and decide on precautions

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

Step 4

Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after children and staff.

Step 5

Review your risk assessment and update if necessary

It is essential that you review what you are doing on an ongoing basis. Every year or so review where you are, to make sure you are still improving, or at least not sliding back.

Normal Operating Procedure (NOP)

Schools with their own pools will need to draw up or review their own risk assessment as a basis for writing down the safe operating procedures for their pool. This will include the Normal Operating Procedure (NOP) to maintain safety and an Emergency Action Plan (EAP), detailing exactly what everyone does if an emergency occurs. Schools using other people's pools, such as for inter-school competitions, will need to be aware of the NOP in order to ensure that they do what is expected of them to keep themselves and others safe, and aware of the EAP to know what to do in an emergency. Staff will need to be trained to follow the safety rules included in these procedures and should practice emergency procedures at the start of each term with the children in their classes. Training in the NOP and EAP should be recorded by the school, signed by the person giving the training and records kept for a period of at least one year.

The DBS NOP must include:

- A plan of the pool
- A List the key hazards
- Details of the communications methods
- The rules of supervision
- The systems of work and operational systems
- Detailed work instructions
- First aid supplies and training
- Details of alarm systems and other emergency equipment
- Conditions of hire

Emergency Action Plans

An Emergency Action Plan details what everyone should do in the event of a reasonably foreseeable emergency.

This might include:

- Overcrowding
- Disorderly behaviour

- Assault
- Lack of water clarity
- Fire
- Bomb threat
- Structural failure
- Emission of toxic gases
- Serious injury to swimmer
- Discovery of a casualty in the pool

The procedure should explain how to clear the pool and site, the roles of all the staff involved, how to call for help and what help to give to the people involved. All staff likely to be involved in this procedure and all outside user group leaders who may be affected need to be trained to ensure their effectiveness in an emergency. Notices need to be displayed to advise pool users of the arrangements in the event of an emergency. All school classes should run practice drills during the first lessons of each term in order that both staff and pupils recognise the alarm signal and know how to respond to it. Exit doors and signs, fire fighting equipment and alarm points need to be checked regularly to ensure that they are working and accessible. All fire exits must be operable without the aid of a key at all times the pool is in use. These should be checked at the start of every day.

Teacher position

In the situation where the teacher has responsibility for groups comprising more than two pupils the required teaching position is from the side of the pool as this provides the best position to oversee the whole group in terms of safety and to provide appropriate feedback on the performance of each person in the group. This does not preclude a teacher being in the water to assist pupils either on a 1 to 1 or 1 to 2 basis or as an assistant to the class teacher. In fact, for groups of more than two pupils a fully qualified teacher on the poolside supported by an assistant in the water may be ideal. At all times the teacher must be able to clearly see all pupils and be close enough to provide physical support should this be required.

An appropriately qualified swimming teacher operating from the poolside supported by in the water helpers may provide the most effective learning environment for those pupils in the early stages of learning to swim. Their position must be specified in the NOP.

Teacher clothing and equipment

Teachers should change into suitable footwear to be able to move easily around poolside and not bring outdoor dirt onto the pool surround on their feet. They should wear clothes suitable to the humidity and temperatures of the pool and appropriate to the possibility of having to go into the pool to rescue a child. A peaked hat and polarised sunglasses may be beneficial. If teaching for prolonged periods a suitable sunscreen should be worn. Teachers should all be equipped with a whistle and familiar with the signals shown below, to either use their whistle correctly or respond to a whistle communication from someone else:

- **One short blast** calls for attention of pool users
- **Two short blasts** calls for the attention of a lifeguard or member of staff
- **Three short blasts** indicates a lifeguard taking emergency action
- **One long blast** calls for the pool to be cleared