



# LOCAL HEALTH AND SAFETY POLICY DOCUMENT

Policy Name	***
Policy Identification Number	NASAD-HR-001
Policy Version Number	V1.0
Date of Validatio	August 2023
Date of Review	August 2024

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-CL-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	September 2024
Nord Anglia International School Abu Dhabi	

## Table of Contents

Table of contents	Page 1
Revision History	Page 2
Abbreviations & definitions	Page 3
Introduction	Page 4
Responsibilities	Page 5
Fire Alarm and Emergency Evacuation	Page 6
Health and safety	Page 10

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	

## Revision History

<u>Revision Date</u>	<u>Version Number</u>	<u>Revised By</u>	<u>Change Summary</u>
August 2023	V1.0	Senior Leadership Team (SLT)	New Document
September 2024	V2.0	Senior Leadership Team (SLT)	Added new staff names- H&S responsibilities, Fire Alarm and Emergency Evacuation & Health and safety sections in the policy document.

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	



## Abbreviations & Definitions

<u>Abbreviation</u>	<u>Definition</u>
SLT	Senior Leadership Team
NASAD	Nord Anglia School Abu Dhabi

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	



## Introduction

This document has been written to ensure that local health and safety arrangements are clearly identified, described, and controlled. It is our commitment to planning and managing health and safety.

### **Safety Policy Statement**

The employees of this organisation support the Safety Policy Statement written by the Chief Executive Officer for Nord Anglia Education Ltd, the operator of the British International School, Abu Dhabi.

The overall responsibility for health and safety on this site lies with:

<b>Name:</b> Liam Cullinan	<b>Job title:</b> Principal
----------------------------	-----------------------------

Day to day responsibility for co-ordinating this policy is delegated to:

<b>Name:</b> Ryan Connolly	<b>Job title:</b> Operations Manager
<b>Name:</b> Michael Connor	<b>Job Title:</b> Head of Primary

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	

To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

<b>Names:</b> Michael Connor Callum Brooks Ryan Connolly Stephen Moffatt Marie Connolly Gemma Brown Samantha Eschoe Rebecca Thorne Sheree Hay Sakti Kumar Paula Verde	<b>Areas:</b> Primary School All Sports facilities Operations Manager – school campus Secondary School Director- Performing Arts EYFS SENCO KS2 KS1 Facilities School Clinics
--	--

### Employee Responsibilities

All employees must:

- co-operate with Supervisors and Managers on health and safety matters.
  - fully support all aspects of safeguarding and health and safety.
  - take responsible care of their own health and safety; and
  - report health and safety concerns to the persons named below.

<b>Names:</b> Ryan Connolly	<b>Areas:</b> Operations Manager
--------------------------------	-------------------------------------

### Health and Safety Risks Arising from Our Work Activities

Local Department Heads and Managers have a responsibility to take ownership of risks identified. Review of risk assessments will be undertaken by:

<b>Names:</b> Callum Brooks- ALL PE related	<b>Job titles:</b> Director of Sport
<b>Name:</b> Ryan Connolly	<b>Job Titles:</b> Operations Manager
<b>Name:</b> Michael Connor	<b>Job Title:</b> Head of Primary

### Consultation with Employees

Employee representatives are:

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	

<b>Names:</b> Liam Cullinan Michael Connor Callum Brooks Ryan Connolly Anjali Nair	<b>Job titles:</b> Principal Head of Primary Director of Sport Operations Manager Operations Assistant
---	---

**The local Safety Committee meeting details: Meetings are held once a month.**

<b>Names:</b> Ryan Connolly Callum Brooks Paula Velarde Marie Connolly Liam Cullinan Michael Connor Anjali Nair	<b>Job titles:</b> Operations Manager Director of Sports (only when applicable) School Clinic Manager Head of Creative Arts (only when applicable) Principal Head of Primary Operations Assistant
--	--

**Staff and Visitors, Emergency Procedures, Security and Fire Safety**

The safety of all staff and visitors is important; it will be necessary for the school to take responsibility and inform any visitors of the safety arrangements that apply. As a minimum the staff and visitors must be made aware of the following:

- signing in and out
  - first aid
  - fire safety
  - welfare
- site specific safety arrangements

The visitor's book is in:

**Location:** Security Office for all visitors

Other security arrangements such as Door Swipe Cards, Keys and Intruder Alarms are listed below:

**Please detail:** Ongoing – access cards in high-risk areas like Labs, DT, pools, sports

In the case of an emergency follow the instructions on the Fire Action Notice, dial 999 from the nearest telephone. This connects you directly to the Emergency Services.

When the emergency operator answers state:

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	

The Emergency Service you require (e.g., Fire, Police, Ambulance)
Your full telephone number: T: +971 2 699 3333
Your full address: <b>Nord Anglia International School</b> <b>Al Reem Island, Abu Dhabi corner of Al Matla'I St &amp; Al Oud St</b> <b>Opposite Sorbonne University</b>

**Fire Alarm details:**

Main panel is situated in the main reception and is maintained by the facilities management operator. All faults should be reported to the Operations Manager/Facilities Supervisor. Integration of the panels in future planning.
---

**OR**

Should any warning be given verbally, please follow the instructions on the Fire Action Notice in corridors.

If you hear the warning you will need to evacuate the building immediately.  
When outside make your way to the nearest assembly point at:  
See assembly points below.

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	





The name of the Fire Precautions Manager / Incident Managers are:

<b>Name:</b> Ryan Connolly Liam Cullinan Michael Connor	<b>Job title:</b> Operations Manager Principal Head of Primary
--	---

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	

Fire extinguishers are located at all entrance and exit points to the building.

**Emergency fire evacuation alarm will be tested on:**

This is done once a term as per ADEK to a maximum of 4 per year

Do not obstruct entrance and exit doors or fire extinguishers.

In the event of the school receiving a bomb threat, a warning will be given, and evacuation procedures will be implemented – please proceed to the assembly points or as directed by SLT.

**Detailed Fire Procedure**

Upon alarm activation the following procedure will be implemented

**Fire Panel Checked**

<b>Incident Manager</b>	<b>Name:</b> Head of Security
<b>Cover</b>	<b>Name:</b> FP Head Supervisor
<b>Cover</b>	<b>Name:</b> Operations Manager

If the activation is designated real, then one of the following will contact the Emergency Services. Fire panel is linked to Hassantuk monitoring system a call will be made by Hassantuk to FM Supervisor to check status

<b>Main Receptionist</b>	<b>Name:</b> Jay-Ann Marquez
<b>Cover</b>	<b>Name:</b> Jasmina
<b>Cover</b>	<b>Name:</b> Sakthi Kumar

If the activation is false or a test the alarm will be silenced by the Head of Security once the building sweep has been complete.

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	

**The Building Sweep will be carried out by Security as they are fully trained to handle this.**

Staff are responsible for registration of the class they left the building with.

When the sweep has been completed the personnel tasked with this must report to the Incident Manager to confirm that their area is clear. During a routine practice the timing must not cease until the sweepers have reported all areas clear.

Upon completion of the registers the Principal / Incident Manager will give all clear to return to the building.

If the activation is real, the Emergency Plan may be instigated by the Incident Manager / Principal.



**Fire Assembly 1**

- Ground Floor - R025-R032
- First Floor - R101-R108
- Science - R138
- Second Floor - R201-R207

**Fire Marshal SLT**

Liam Cullinan  
Stephen Moffat  
Leanne Smith



Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	





## Fire Assembly 2

Use pedestrian gates only

- EYFS - R001-R020
- Ground Floor – R053-R058
- First Floor - Performing Arts
- Second Floor - R201-R207  
ART & DT

### Fire Marshal SLT

Michael Connor  
Gemma Brown  
Sam Eschoe



## Fire Assembly 3

Sports Wing

- Ground Floor - R045-R052
- Year 1 - R033-R036
- First Floor - R127-R131
- Science - R134-R139
- Second Floor - R226-R235

### Fire Marshal SLT

Ryan Connolly  
Ella Boothroyd



Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	

### Safe Handling and use of Substances

The following person(s) will be responsible for:

- identifying all existing and new substances and processes that require a COSHH assessment.
- ensuring actions required to control the risks are implemented e.g., supply and use of PPE.
- Provide employees with access to information contained within the assessments.

<b>Name:</b> Ella Boothroyd Jelanie Atkinson Paula Velarde Ryan Connolly	<b>Job title:</b> Science Teacher Science teacher School Clinic Manager Operations Manager
--	--

### Information, Instruction and Supervision

Important information is displayed on the Health and Safety Notice board located at and maintained by:

<b>Location:</b> Staff Rooms	<b>Name:</b> Ryan Connolly
------------------------------	----------------------------

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	

Health and Safety advice is available from:

<b>Location:</b> Public –Drive (Public) & NAS Intranet	<b>Name:</b> Under Health and Safety
---	--------------------------------------

**Competency for Tasks and Training**

Induction training will be provided by:

<b>Name:</b> Ryan Connolly	<b>Job title:</b> Operations Manager
----------------------------	--------------------------------------

Safety training requests must be submitted to:

<b>Name:</b> Ryan Connolly	<b>Job title:</b> Operations Manager
<b>Email:</b> Ryan.connolly@nasabudhabai.ae	<b>Telephone:</b> T: +971 2 699 3333

**Accidents, First Aid and Work-Related ill Health.**

Persons qualified as First Aid at Work First Aiders and Appointed Persons are:

<p><b>Names:</b></p> <ol style="list-style-type: none"> <li>1. Paula Velarde - School Clinic Manager</li> <li>2. Michael Avenir – Male School Nurse</li> </ol> <p>* Full comprehensive list can be found on the P-Driver under H&amp;S folder</p>	<p><b>Locations: all around school</b></p>
---	--

**First Aid equipment/ AED/ Evac Chairs is located at:**

<b>Location:</b> All key areas of school	See Plan
--	----------

If you have an accident, please proceed to the school clinic who will inform the Operations Manager and SLT.

If you are aware of an accident and that another person needs First Aid, you should immediately make a school nurse aware, an ambulance shall be called if required.

The formal reporting of all accidents and reporting requirements are described in the Accident Reporting and First Aid Procedure in the Company Health and Safety Manual. Sphera Online H&S management system is used by all NAE schools.

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	

All accidents should be advised locally to:

<b>Name:</b> Paula Velarde & Michael Avenir Ryan Connolly	<b>Job title:</b> School Clinic Manager (if requiring medical support) Operations Manager
---	---

Ensure that an entry is made in the Accident log on Sphera.

The Accident Book is located at:

<b>Location:</b> Sphera	<b>Floor:</b> Online system
-------------------------	-----------------------------

**Monitoring:**

Health and Safety Inspections will be undertaken using the Sphera online Audit Checklist Procedure and the Company Health and Safety Policy Manual. Inspections will be undertaken by:

<b>Name:</b> Ryan Connolly	<b>Job title:</b> Operations Manager
----------------------------	--------------------------------------

Persons responsible for investigating accidents and work-related causes of sickness absences:

<b>Name:</b> Line Managers	<b>Job title:</b> Admin Departments / Position of Responsibility holders and Heads of School.
----------------------------	---

The Accident Investigation Report will identify the actions required to prevent reoccurrence and the person responsible for implementing the corrective action.

**Hours of Work:**

Your hours of work will be in accordance with your contract of employment and agreement with your manager.

If you are absent due to ill health, notify your manager as soon as possible.

**Refreshments:**

Provisions for making of hot drinks; a microwave cooker and refrigerator are provided for common use in the:

<b>Location:</b> Staffrooms and Pantry	<b>Floor:</b> First floor and Second Floor
--	--

Please always leave these facilities clean and tidy.

Policy Name	Local Health and Safety Policy Document
Policy Identifier	NASAD-HR-001
Version Number	V2.0
Date of Validation	August 2023
Date of Review	Sept 2024
Nord Anglia International School Abu Dhabi	

Drinking water is available located in:

<b>Location:</b> Entire School	<b>Floor:</b> ALL
--------------------------------	-------------------

<b>Local Management Approval</b>		<b>Senior Management Approval</b>	
<b>Name</b>	Liam Cullinan	<b>Name</b>	Shaun Williams
<b>Title</b>	Principal	<b>Title</b>	Regional Director ME/ASIA
<b>Signature/ Date</b>		<b>Signature/ Date</b>	

<b>Policy Name</b>	Local Health and Safety Policy Document
<b>Policy Identifier</b>	NASAD-HR-001
<b>Version Number</b>	V2.0
<b>Date of Validation</b>	August 2023
<b>Date of Review</b>	Sept 2024
Nord Anglia International School Abu Dhabi	