



School of Modern Skills Health and Safety Policy (Site Safety, Logistics, and Security)

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Table of Contents

AIM	4
KHDA PROTOCOLS	4
PARKING	4
SECURITY	5
TOILETS	6
PRAYER ROOMS	6
SMOKING	6
VISITORS	6
CONTRACTORS ACCESSING SITE	7
DELIVERIES AND PERSONAL POST	7
TAKEAWAYS OR FOOD DELIVERIES	8
HOT DRINKS	8
STAFF ID CARDS	8
SITE MAINTENANCE	9
THE SCHOOL CLINIC	9
ACCIDENTS AND INCIDENTS	9
STAFF ACCESS TO PREMISES 'OUT OF HOURS'	9
CLEAN DESK AND CLUTTER-FREE	10
SHREDDING AND CONFIDENTIAL DOCUMENTS	10
NETWORK AND INTEGRITY	10
EMAIL SECURITY	11
INTERNET ACCESS	11
REMOVAL OF HAZARDOUS WASTE	11
GENERAL INFORMATION ON EVENTS (MANDATORY AND GOOD TO KNOW)	12
ADDITIONAL NOTIFICATIONS	12
GENERAL INFORMATION AND HEALTH AND SAFETY	12
SCHOOL HOLIDAYS	14
PURCHASES	15
ELECTRICAL EQUIPMENT	15
SANITIZATION & CLEANING	15
STATIONERY AND RESOURCES	16
STATIONERY	16



AIM

The aim of this Information booklet is to ensure that a safe place to study, work and visit exists for all persons who have reason to enter the premises.

KHDA PROTOCOLS

The school adheres to the KHDA protocols, please see the below link. These protocols change due to the situation and may affect the logistics of the school.

<https://www.khda.gov.ae/en>

Health and Safety Committee:

- The Health and Safety Officer is the chair of the Health and Safety Committee. He is responsible for handling all the health and safety issues in the school.
- The Health and Safety Committee should have regular meetings to evaluate the level of safety and the quality of healthy lifestyle followed in the school.
- The Committee should ensure that all the required documents/reports and forms are filled and kept in files.
- The Committee should be aware of its role and responsibilities.
- The Committee should ensure that staff, students, and visitors are applying Health and Safety regulations, rules, routines, and procedures effectively.
- The Committee should report any defects in the premises, school, equipment, and facilities that they observe to the principal.
- The Committee should take an active interest in promoting Health and Safety and suggest ways of reducing risks in the school.
- The Committee should promote programs about healthy food and lifestyle.
- The Committee should encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end, the School works with the school canteen staff and the student council in providing menu options that support these aims.

PARKING

Parking is available for staff inside and outside the premises, where possible staff should car share as there are limited spaces available, however, staff should still follow the guidance issued by the authorities.



All drivers are required to observe the signage displayed, limit their speed and adhere to any directions issued by security guards.

Staff using the car parks do so at their own risk and will be liable for the full cost of any damage caused.

Gates 1,2,3 for student drop off and pick up only at boys' camps and Gates 1,2, for student drop off and pick up only at girls' camps.

Gate 4 is open and manned by security. Access is for staff. All staff should park furthest away from the school buildings so parents have the easiest access.

Gate 5 is for entry of school buses only at the boys' campus.

Gate 3 is for entry of school buses only at the girls' campus.

SECURITY

Guards oversee security on the site on a 24/7 rotation basis. Guards assist students, parents, and staff at the crossing area at pick-up and drop-off times however, security is EVERYONE's responsibility.

Security of Valuables (Staff and Students)

It is important that all staff exercise caution with both personal and school valuables such as devices, mobiles, cameras, memory sticks, handbags, etc. Please label common possessions for identification purposes and keep personal possessions out of sight.

All departments have locked storage areas and the appropriate staff are issued with keys so valuable resources can be secured. Keys are assigned to the appropriate staff responsible for these storage areas and can be collected by contacting alec.brown@dubai-sms.com.

All non-valuable property (uniforms, water bottles, etc.) that is found is collected by security at the end of the day and placed in the lost property zone.

At the end of each Term, all non-valuable property, which has not been collected will be given to charity. All valuable property that is found or handed in is passed to security, if there is a name or identifier then the owner will be traced. If there is no identifier, then the item will be logged in the system by security and secured for safekeeping. This system is managed in conjunction with Dubai Police.

If you find a valuable item, please hand this in immediately to security or reception with the details of where it was found. If you lose a valuable item, please ask the school receptionist of security to check the log.



TOILETS

Toilets are clearly signed as 'Adult Toilets' these are for staff and adult visitors and should not be used by students. Staff should not use toilets designated for students.

PRAYER ROOMS

There are dedicated male and female prayer rooms in the school, these are available for both staff and student use. KHDA protocols will dictate opening times. See also <https://www.khda.gov.ae/en>

SMOKING

The whole site includes the car parks are no smoking areas.

VISITORS

If you are arranging for a visitor, please always inform healthandsafety@dubai-sms.com of the expected time of arrival, and ask your visitor to report to gate 2 and sign the visitors' book. This process also ensures visitors' safety if a fire evacuation or drill should take place during their visit. Each visitor will be issued a color-coded visitor's badge.

When your visitor arrives, they need to provide their name, contact details, and which staff member they are visiting. and are required to provide contact tracing information. Security will direct them to the reception where you can meet them. Visitors and parents are welcome in the reception, administration, and finance of the school.

If your visitor will be entering the student area of the school whilst the students are present, they are required to submit the following documents prior to entry. Please liaise with Alec Brown, the Operation Manager at alec.brown@dubai-sms.com.

Documents required:

- Copy of EID or Passport

For longer-term visitors or consultants who will be on site unaccompanied they will also be required to submit the following:



- Police clearance/good conduct certificate
- Evidence of safeguarding or attending the school in-house presentation. All visitors, except parents must be escorted/accompanied the whole time they are on the premises and you must escort them back to the exit point/reception at the end of the visit. If during the visit there is an evacuation, please escort your visitors to the assembly point/administration staff who can reconcile the visitor's log. Staff are asked to be vigilant at all times; if you meet a "visitor" without a visitor's badge, please inquire/report to reception or security. When visitors are on site to attend an event the relevant gates will be opened to allow entry, the venue will be signposted and security arrangements will be considered as part of the event risk assessment completed by the staff coordinating the event and all the preventive health measures will be applied.

CONTRACTORS ACCESSING SITE

Restrictions apply to contractors visiting the premises, we have contractors who work at the school on a daily basis, these include our ground staff, cleaners, catering staff etc. All these staff have been vetted by the school, the mandatory documents have been submitted and they have undergone child protection training, this means they can be around the school premises unaccompanied. Other contractors who only come for emergency work during the school day would be accompanied by security or facilities staff. The facilities team will liaise directly with school security regarding contractors on site

DELIVERIES AND PERSONAL POST

All school-related deliveries take place outside of school hours whenever possible. Personal posts delivered to the school PO box can be collected from the main reception. For items that need to be signed for please give your mobile number to the courier and make arrangements to meet them at the security gate. Reception and security staff are not responsible for accepting personal posts or deliveries. For parcel deliveries, all staff should arrange to have parcels delivered to their home address. If delivery does come to school staff would need to meet the courier and place the item directly in their vehicle. Parcels cannot be left with security.



TAKEAWAYS OR FOOD DELIVERIES

No takeaway deliveries are permitted during operational school days, this applies to students, security will not permit them to enter.

HOT DRINKS

If you take drinks out of this location, please use a cup with a lid and return it and wash it once finished, or use a disposable cup. Please note that kettles and fridges are not permitted in offices, classrooms, and stores. Kettles and microwaves are not permitted in offices and storerooms only dedicated areas where the facility is provided by the school. There are refrigerators in the teacher rooms and pantries for staff to keep lunch boxes etc during the day but these need to be cleared at the end of each day. For hygiene reasons food left in refrigerators will be disposed of.

NOTE: We have many staff and students with severe allergies should be reported to the clinic and health and safety department.

STAFF ID CARDS

Staff ID badges should be worn during working hours and at any internal/external event where you are representing the school. All staff should wear the ID on the issued lanyard. Please ensure that your lanyard is always in good clean condition. Staff ID Cards are issued by the IT department. Lost/Stolen cards should be reported immediately so they can be canceled. New cards can be purchased at a cost that should be paid to the cashier. Staff ID cards will be canceled by IT on your last working day. Should you have a reason to enter school after this time, this should be during the school day and via gate 2. You will be required to sign in as a visitor and you will be escorted to the main reception. Staff who have left our employ will not be allowed to enter the premises outside school hours.

Staff ID cards are also used for photocopying and printing All the main printers and those in the Elementary and Secondary reprographic rooms have 'follow me' printing and copying therefore you will require your ID to release your printing or copy documents. Staff ID card is also used to enter and exit each section.



SITE MAINTENANCE

The maintenance and upkeep of all areas of the school including grounds, classrooms, AC, electrical and plumbing issues, and cleaning is overseen by the Facilities Manager. If you need to report any problems, please email med.ali@dubai-sms.com.

THE SCHOOL CLINIC

The school clinic is fully equipped and managed by a full-time doctor and 2 full-time nurses. Their role is to provide the below to all students and staff. E-mail the clinic team at clinic@dubai-sms.com

- Emergency response and treatment
- Medical assistance and advice
- The point of contact for Dubai Health Authority (DHA)
- Share best practices issued by World Health Organization (WHO)
- Promote healthy lifestyle

ACCIDENTS AND INCIDENTS

Accidents

If you have an accident on the school premises you must report this. The injured person should report to the school clinic where the injury will be assessed. All accidents must be reported, and the clinic staff will initiate an accident form. If the accident is related to an issue on the site, then the accident form will be forwarded to the Health and Safety Officer for follow-up and action.

Incidents

All incidents must be reported to security; you can do this in person or by emailing alec.brown@dubai-sms.com. Security will initiate an incident form and forward this to Administration and Health and Safety Officer for follow-up and action. Details of accidents and incidents are recorded by the Health and Safety Officer.

STAFF ACCESS TO PREMISES 'OUT OF HOURS'

Staff are welcome to work in school out of hours as required. They should enter and leave the premises via gate 2 where they are required to sign in with security so there is a record of who is on-site in the



event of the alarm sounding. Staff may hold student activities or revision sessions on site but outside of normal school days except for announced public holidays when school is closed for all activities.

Prior to the session staff should notify the Operations Manager after completing the risk assessment form so that any planned maintenance can be rearranged. The organizing staff member is responsible for all students on-site out of hours and must be on site before students are allowed in and must be the last to leave the premises. Where the session is for only 1 student a second member of staff is required to be present at all times for safeguarding. In all circumstances, staff should ensure that lights and A/C's are turned off and doors locked, if applicable when you leave.

CLEAN DESK AND CLUTTER-FREE

The school promotes a clean desk and clutter-free environment to ensure we get the best results from our cleaners, who operate overnight.

SHREDDING AND CONFIDENTIAL DOCUMENTS

To support a clutter-free environment, we request that we utilize the software systems that we have in place for document storage where possible. Across the school we promote 'shred as you go' and there is a confidential waste disposal bin in the main admin area this is emptied and shredded monthly by an external company.

NETWORK AND INTEGRITY

Passwords. This is fundamentally the only way you can ensure no one has access to your personal area. It is important you change your password from the default password to something more secure.

It is good practice to change your password regularly and you will automatically be reminded to do it at certain times during the school year.



EMAIL SECURITY

Please be vigilant when responding to emails and please verify the sender to avoid any inconvenience from fake emails.

INTERNET ACCESS

For those new to Dubai, the internet filtering provided by the service provider in the UAE is very high in comparison to those in other countries. As a result, you may find you do not have access to some pages you might normally have access to in other countries e.g. The National Lottery – which might be used for probability in Mathematics but is banned as it is associated with gambling, which is illegal in the U.A.E. Please avoid accessing restricted websites in order to respect the culture of the country.

If you have problems accessing any web pages or any doubts about any email received, please send a request via email to it.helpdesk@dubai-sms.com.

REMOVAL OF HAZARDOUS WASTE

The disposal of chemicals/glass/sharps from the science department is completed as per Dubai Municipality regulations. The process can be costly and lengthy therefore it is essential that the following steps are taken in a timely manner to ensure compliance. Science Department to notify by email alec.brown@dubai-sms.com with all the details of the products for disposal. For each separate item, the following information is required.

- Details of each product
- Product name and expiry date
- Quantity and size dimensions
- Photograph

Facilities And Maintenance Department To Complete The Following

Log on to Dubai Municipality <https://www.dm.gov.ae/> On the home page select Request for Permit of Wastes Disposal (Hazardous/Trade Wastes/Unwanted Materials). Use the information provided by the science department to complete the form with the chemical details and upload the corresponding photographs and submit. After submitting, please email alec.brown@dubai-sms.com to advise. The



acknowledgment email with a request number will be sent to our compliance manager as the registered person. This request number is required to complete the process. Once the request is approved Dubai Municipality will issue a permit for disposal. Forward the permit to a waste management contractor i.e. (...) for a quotation to remove, issue an LPO, and arrange the collection. Notify the science department of the collection date so they can ensure the items are fully labeled and easily identifiable.

GENERAL INFORMATION ON EVENTS (MANDATORY AND GOOD TO KNOW)

KHDA Regulations

- KHDA has issued a directive that events are not allowed on school premises on announced public holidays when school is closed, this includes student revision sessions. If the proposed event date is an exam or fixed and of significant importance special approval will be required prior.
- If you are holding an event on a Friday/Saturday or in the evening you need to get approval prior from KHDA.
- All articles and adverts relating to events require KHDA approval prior to being aired or published.

ADDITIONAL NOTIFICATIONS

In addition to any KHDA approvals we will need to notify SMS security for the following.

- Events at the weekends or in the evenings.
- Events during and outside the school day when large volume of buses or traffic is expected.
- If you are planning to go out into the SMS community.

GENERAL INFORMATION AND HEALTH AND SAFETY

- Home-baked foods or drinks are not permitted to be brought to school for sharing or selling.
- We promote a healthy lifestyle therefore, carbonated drinks, fast foods, candy, chips, etc. are not allowed.
- Music or loud events must observe the mosque timings; these can be found on the web.



- If you are using the swimming pool for your event our school lifeguard must be on duty and present on the poolside the whole time.
- On the actual day of your event general directional signage will be posted around the school on your behalf. As an organizer, you need to provide detailed event signage for the main entrance or specified point of entry.
- Displaying posters and marketing your event within the school, please use the appropriate digital signage screens and ensure all is removed after the event.
- All student helpers must be supervised by a member of staff on-site, this includes out-of-hours and weekends.
- A risk assessment should be completed for each event by the event organizer, especially where visitors are invited onto the site. Completed Risk Assessments should be submitted to line managers and Principals for sign-off. Once signed off a copy should be forwarded to the Operations Manager.
- Outside catering companies are not allowed on site without a permit from Dubai Municipality, this must be obtained prior to the event, takes approx. 10 days to process and incurs a charge for the catering company. If you need advice on this, please contact med.ali@dubai-sms.com
- Strobe lighting, flash photography, and smoke machines all require the audience to be notified/advised prior to the event.
- Smoke machines require coordination with facilities as they will activate the fire alarm.

Support is on hand to help your event run smoothly

- For set-up arrangements alec.brown@dubai-sms.com
- For IT and/or AV (Audio Visual Support) it.helpdesk@dubai-sms.com.
- Events or setting up for events that may clash with outside hire Abeer Waleed at abeer.alardah@dubai-sms.com
- If you are expecting visitors, whether other schools, parents, or other guests contact Rehab prc@dubai-sms.com this will inform the reception so they can welcome your visitors.
- If you are collecting money, raising money for charity, or charging in any way, contact w.gouda@dubai-sms.com
- If you need more information to be placed on the website or social media or you need a marketing banner or wish to advertise, contact the Social Media Manager. abeer.alardah@dubai-sms.com
- If you need more information to be placed on social media or communicated to the school community or you need a marketing banner or wish to advertise in the media, please contact



Marketing and Media in the relevant school. Please note that advertisements may require KHDA approval prior.

Inviting Other Schools

- Ensure the representative from the other school has your contact details.
- Ensure you stipulate the earliest arrival time and which entrance to use.
- Ensure they provide you with a list of names of the visiting students as they enter the school. This should be done on the day of the event, so the information is accurate. Lists emailed in advance are not appropriate.
- Ensure that they understand they are responsible for their visiting students until the end of the event and all have been collected.

SCHOOL HOLIDAYS

During all school holidays we have an in-depth cleaning schedule, general maintenance, and the majority of our contractors on site to undertake routine maintenance. Prior to any holiday, all staff should ensure that the following is completed.

- Secure or remove all valuables, iPad, cameras, smartboard pens and remotes, etc.
- The windows will be cleaned inside, if there is writing on the glass that you need to keep please sellotape a paper on there saying, 'do not clean'.
- All desks in classrooms and offices should be clear so they are able to be deep cleaned.
- Sanitizing kits to be left on the table.
- In-depth pest control treatment will be carried out, ensure your floor spaces are clear, including storerooms, cluttered spaces mean the treatment is ineffective.
- Unpack any boxes in your storerooms and use the shelf space correctly, throw any waste.
- Whiteboards will be deep cleaned with the solution if you wish to keep anything on
- Email med.ali@dubai-sms.com to advise of any repairs needed in classrooms or offices.
- Remove any foods from fridges around the school and in staff rooms cupboards, all fridges will be deep cleaned, and open foods are thrown away.
- Faculty rooms will be cleared of all chipped or broken crockery, please remove anything you wish to keep or your 'special cup'.
- Check the faculty rooms for personal items, possessions, and boxes you may have brought in.



- Remind students to check the lost property before leaving, left items will be donated to charity.
- Remove any personal items or clothing.

During holidays there is always a skip on site, send an email to alec.brown@dubai-sms.com with any garbage and clearly label it up for removal. We also have a local school now who are happy to take unwanted items that are in good condition, if you have anything you want to donate.

PURCHASES

Staff are discouraged from making individual purchases, especially electrical items. If you must make a purchase, please notify alec.brown@dubai-sms.com for general equipment, or for IT or other related equipment contact it.helpdesk@dubai-sms.com. Staff may also approach their line leaders to make orders and to fill out the purchase request form.

We are introducing PAT on all electrical items (Portable Appliance Testing) this will be phased in for existing items by the maintenance and IT teams.

ELECTRICAL EQUIPMENT

The use of extension leads, and adapters must be kept minimal, please position your desk and tables next to wall sockets to avoid using extension leads and adapters. Portable lamps and lights in classrooms and offices are not permitted. Other decorative lighting i.e. festive decorations that are displayed for a short period must be switched off every day when leaving the site.

SANITIZATION & CLEANING

The cleaning of the school buildings are managed by the Cleaning Services company at the school and takes place in all locations inside and outside. Where required, deep sanitization will be carried out overnight by a specialized company.

To support the daily operation of the schools we have the following in place.

Outsourced cleaners in each block.

They are responsible for toilet cleaning only (these are the corridor toilets and not toilets in classrooms) on a rotational basis throughout the day between 8 AM and 3 PM. They will also respond to incidents such as vomit cleanup, using a specialized spill kit.



Classroom Sanitizing Kits

Each room has a sanitizing kit, which consists of municipality-approved sanitizing spray, paper towels, sanitizer, and gloves. This kit should be in a central place in the room i.e. teacher's desk and away from direct sunlight.

The kit is in place for the teacher/ teaching assistant to use to sanitize during the day as and when required for desks, chairs, and equipment. The kit is replenished every morning before the start of the day if you need more supplies. During the day ask your corridor safe squad to assist.

STATIONERY AND RESOURCES

Small Purchases of Resources. All resources to be purchased must be applied for approval through the Purchase Request Form. All furniture and furnishing requirements should be directed to the Manager of School Operations via line managers and school Principals. Should you need initial advice or guidance contact alec.brown@dubai-sms.com we may have something already available to suit your needs.

AV (Audio/Visual) and IT Purchases, including software and subscriptions (renewals and new) Requirements via line managers and the IT Manager.

STATIONERY

For stationery items please contact shameer.muhammed@dubai-sms.com. Please be specific regarding your requirements. If we have this in the current store it can be issued immediately. If it is not available this will be added to the end-of-the-month order, therefore please plan accordingly,

General stationery will cost the relevant school stationery budget. Specific requirements will cost to relevant department budgets. The school has a vast amount of stationery and resources currently in stock therefore please check options/alternatives before placing a specific order.