



## **Tawam Model Private School Health and Safety Policy**

Tawam Model Private School is committed to providing a safe and healthy learning environment for all students, staff, and visitors. This policy aims to ensure compliance with the regulations and requirements of the Department of Education and Knowledge and to promote practices that support health and safety within the school.

### **Objectives:**

1. Provide a safe and healthy environment for students, staff, and visitors.
2. Ensure compliance with the regulations and requirements of the Department of Education and Knowledge regarding health and safety.
3. Promote health and safety awareness among students and staff.
4. Reduce health and safety risks and incidents within the school.

### **Responsibilities:**

#### **1. Assistant Principal:**

- o Ensure the implementation of the health and safety policy within the school.
- o Provide the necessary resources to implement this policy.
- o Appoint a health and safety officer within the school.

#### **2. Health and Safety Officer:**

- o Monitor the implementation of the health and safety policy.
- o Organize regular health and safety training sessions for students and staff.
- o Conduct periodic risk assessments and take necessary corrective actions.

#### **3. Staff and Employees:**

- o Comply with all health and safety procedures.
- o Report any health and safety incidents or hazards.
- o Participate in health and safety training and activities.

#### **4. Student:**

- o Comply with the health and safety instructions provided by the school.
- o Report any injuries or hazards they may encounter.

### **Procedures:**

#### **1. Periodic Assessments:**

- o Conduct regular risk assessments in all school facilities, typically supervised and monitored by ADEK.
- o Identify potential hazards and take immediate corrective actions.



## **2. Training and Awareness:**

- o Organize regular training sessions for students and staff on health and safety procedures..
- o Distribute awareness materials related to health and safety.

## **3. Accident Reporting:**

- o Provide a system for reporting accidents and injuries in accordance with ADEK's policy on this matter.
- o Investigate accidents and take necessary actions to prevent recurrence.

## **4. First Aid:**

- o Provide first aid kits in strategic locations within the school and on school buses.
- o Train a number of staff members and bus supervisors to administer first aid.
- o Ensure regular follow-up from the school clinic.

## **5. Public Health:**

- o Promote personal hygiene and cleanliness among students, staff, school buildings, and school buses.
- o Provide clean and sanitary facilities, including restrooms and dining areas..

## **6. Emergencies:**

- o Develop detailed emergency plans for dealing with major incidents such as fires and earthquakes.
- o Conduct regular evacuation drills for emergency situations.
- o Implement risk assessment models for student trips or external excursions.

## **Evaluation and Review:**

### **1. Periodic Evaluation:**

- o Conduct regular assessments of the effectiveness of the health and safety policy in accordance with ADEK's health and safety policy.
- o Collect feedback from students and staff to improve the policy through daily school performance records (supervisors' daily logs, school clinic records, student and staff attendance records).

### **2. Annual Review:**

- o Review the policy annually to update it according to the latest regulations or changes in regulations provided by the department.
- o Make necessary amendments based on the results of periodic evaluations.



Tawam Model Private School is committed to providing a safe and healthy environment for everyone. We rely on the cooperation of all to ensure the success of this policy and to achieve its objectives.

**Signature:**

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Health and Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_