CAPITAL SCHOOL BAHRAIN

Health & Safety Policy

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Table of Contents

1. General Guidelines....3
2. Site Security....4
3. Safety Policy....5
3.1 Transportation - Buses....5
3.2 School Evacuation and Fire Safety Code....5
3.2.1 The following procedures should be undertaken:....6
3.2.2 Evacuation of pupils....6
3.2.3 Assistance for disabled persons....7
3.4 Fire prevention equipment....7

This policy is to be confirmed by the Principal and will be updated as required, annually.

1. General Guidelines

All staff and pupils should be familiar with safety policies and procedures.

All staff have a responsibility to maintain a safe, secure and healthy environment throughout the School.

The School will:

- Appoint a Campus Manager who will hold key responsibility for health and safety and ensure that the premises comply with the requirements of MoE's health and safety checklist for private schools.
- Establish and maintain safe working procedures for staff and pupils;
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Ensure the provision of sufficient information, instruction and supervision to enable all pupils and staff to avoid hazards;
- Encourage staff to contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- Formulate effective procedures for use in case of fire and for evacuating the School premises;
- Lay down procedures to be followed in case of accidents and emergencies.

All staff and pupils are required to familiarise themselves with the safety policies and procedures of the School. These rules will serve as a guide and will govern the actions of every individual while he or she is within the School premises. It is expected that everyone will take responsibility for having a complete understanding of their duties and responsibilities to keep everyone safe.

All adults in the School have a duty of care towards our pupils.

All members of the School community, including visitors to the School, are obliged to comply with the Health and Safety Policy and regulations of the School.

All staff are obliged to act responsibly to ensure that pupils feel safe at all times.

The School has a clinic staffed by a full-time nurse. The nurse compiles and updates all pupil medical records. Parents are responsible for notifying the School of pupils' health conditions and requirements, including medications and risk management procedures. The nurse will contact

parents in the event of illness at the School. Records will be kept of all minor injuries attended to. No medications will be given without the prior permission of parents.

The School will employ a qualified nurse who will be responsible for:

- pupil welfare provision, including pupil health care;
- all minor treatments and ensuring that pupils who are on medication take their prescribed medicines;
- treatment of minor injuries and incidents;
- keeping records of all health incidents that are reported;
- referring all emergency and major health incidents to the hospital.

The School's leadership team will refer all major incidents to the police or Bahrain emergency services with regard to fire and water accidents. MoE will be immediately informed of all major incidents.

Teachers are required to carry out risk assessments of all practical work and to ensure the safety of activities.

All health and safety incidents or issues will be logged and reported to both the principal, person with responsibility for health and safety and the nurse.

2. Site Security

The Security Guard at the main gate maintains a record of visitors entering and leaving the site during the working day. The Campus Manager is responsible for supervising essential maintenance work when this is being carried out by external contractor staff after the school day.

Staff are expected to carry out the following end-of-day actions to support campus security:

- Lock all flammable materials away.
- Secure all valuable equipment.
- Do not leave any cash unsecured overnight.
- Remove all rubbish or waste from the building and place it in secure storage.
- Make sure that everyone has vacated the premises and that all rooms, especially toilets, have been checked.
- Make sure external lighting is working correctly.
- Ensure all windows are shut and locked.

- Ensure all internal doors are closed to prevent the spread of fire.

The Security guard is expected to carry out a search of the main building when the teachers have left, to ensure that the rooms are secure and that no-one remains in the building.

3. Safety Policy

3.1 Transportation - Buses

- Buses are used for transporting same pupils to and from the School.
- When enrolling new pupils, parents fill a registration form to use the bus service, providing their address details, phone numbers (landline and mobile numbers) and the name of the person who will pick the pupil up.
- Each bus has an assigned number and pupils are assigned to buses according to the area they live in, while complying with the appropriate number.
- Meetings with drivers are held periodically with emphasis on the School's goal of maintaining pupils' safety and security. Drivers are responsible for checking the whole bus before it is parked at any time to ensure no child is left on the bus by mistake.
- Meetings with bus monitors are held periodically to ensure safety and to solve problems; they will report any poor, disrespectful or dangerous behaviour to school management.
- For each bus, a list of pupil names, bus number and phone numbers of drivers and bus monitors is produced.
- A safe waiting area with an assigned supervisor is provided for pupils not taking the bus.
- Periodic maintenance of buses will be scheduled, with an emphasis on internal and external cleanliness.
- When travelling on the bus, pupils are expected to take care of themselves, their property and each other. They should embark and disembark only when the bus has come to a complete stop and on the monitor's instruction.

3.2 School Evacuation and Fire Safety Code

The purpose of the Emergency Evacuation Procedures is to provide for:

- Fire and hazard prevention;
- Safe and orderly evacuation of people from the building in an emergency;
- Early control of the fire or emergency; and
- Speedy resumption of duties once the emergency is brought under control.

The School will have evacuation procedures which are practised with staff and pupils at the beginning of each academic year and each subsequent term so that everyone knows how to move out of the building and where to assemble in the case of an emergency. It is important that everyone remains calm and arrives safely at the designated assembly point(s) so that everyone can be accounted for.

Floor maps with evacuation routes marked will be included as part of the policy and procedures, for example, and all pupils and adults will be advised to follow the instructions which will be posted in classrooms and teaching areas for emergency exits. Teachers should make a head-count at the assembly point following an evacuation and check this against the attendance record. The School will invite the appropriate authorities to observe an evacuation practice at least once each year and will take action on any recommendations to ensure the safety of all.

3.2.1 The following procedures should be undertaken:

- Setting a duty roster for pupils' safety and security while ascending and descending stairs;
- Establishing an evacuation plan for all classes and offices and all corridors, in and out;
- Providing pupils and staff with relevant periodic training for evacuation procedures;
- Distributing designated staff throughout the School during the evacuation process;
- Holding fire evacuation drills on a termly basis, ensuring that pupils know how to follow the fire evacuation plan and successfully evacuate the building;
- Assign a security guard at the main entrance during school hours;
- Contracting with a company for periodic maintenance of:
  - Fire alarm systems
  - Fire extinguishers;
- Contracting with a company for periodic maintenance of electricity;
- Contracting with a company for periodic maintenance of the buildings;
- Posting the School's plan for fire and emergency evacuation throughout the school;
- Ensuring all new and existing staff are fully informed of the School safety procedures;
- Updating these procedures as appropriate.

3.2.2 Evacuation of pupils

The following procedures are to be followed for an emergency evacuation of the building(s):

- No adults or pupils should stop to collect bags, books or other personal belongings.
- Sign-in books and class attendance registers must be kept readily available so that administrators and guards can retrieve these easily as they leave the office/main gate.
- The nurse should have an emergency first aid kit ready to take to the assembly area.
- The nurse will assist in moving any patients in the clinic area to the outside assembly point, so that they can assemble with their class.
- In the event of the emergency bell sounding during a break, all staff are to assist pupils and make their way to the assembly area.

When an evacuation alarm is sounded, any person in charge of a class, or other meeting should instruct pupils to proceed quietly and quickly to the nearest exit - clearly identified throughout the building. When all pupils have left the room, the person in charge should leave and close the door to prevent spread of fire and smoke.

The following instructions are provided for all pupils and staff: If you discover a fire or emergency: Sound the fire alarm system

If you hear the fire alarm:

- Walk quietly but quickly to the nearest exit and proceed to the assembly point outside the building.

In order to prevent injury and possible panic during evacuation:

- Do not run, push, or overtake.
- Do not return to your desk, office or room.
- Do not return to your building until the 'all clear' is given.

3.2.3 Assistance for disabled persons

For the purposes of evacuation procedures, people should be considered as disabled if they are unable to evacuate the building without assistance, or if their time to exit the building would be much greater than for the average person.

- Arrangements are made for a person to be assigned to assist each disabled person in an emergency. This person should be someone working in close proximity to the disabled person and he or she should assist the disabled person to a pre-determined safe area.
- During evacuation, disabled persons should be assisted to safe areas which should be adjacent to fire isolation stairs. This will allow them to be evacuated safely without increasing risks to other adults or pupils.
- It is essential that the evacuation of disabled pupils and staff and their assigned assistants forms part of the fire and emergency drills for the building.

3.4 Fire prevention equipment

Arrangements are made to periodically monitor the condition of all fire prevention equipment. This would include the periodic visual inspection of fire extinguishers and the fire alarm system. The School's safety policy complies with the MoE Inspection Safety Requirements shown below.

FIRE PRECAUTIONS	Y	N	N / A	COMMENTS / ACTIONS NEEDED
FIRE ALARM CALL POINTS TESTED WEEKLY AND RECORDED?	✓			Every 3 months
REGULAR FIRE DRILLS CONDUCTED AND RECORDED?	✓			
FIRE ALARM AUDIBLE IN ALL AREAS?	✓			
SMOKE DETECTORS TESTED?	✓			
FIRE DOORS (INTERNAL AND FINAL EXIT) OPERATIONAL AND UNOBSTRUCTED?	✓			
EVACUATION NOTICES POSTED IN EACH CLASSROOM AND FIRE ACTION NOTICES ADJACENT TO CALL POINTS?		✓		Only in corridors
EMERGENCY EXITS / ROUTES CLEARLY SIGNED?	✓			
FIRE EXTINGUISHERS SUITABLE, IN PLACE AND TESTED ANNUALLY? (DATE IDENTIFIED ON FIRE EXTINGUISHERS	✓			
ELECTRICITY CUPBOARD AND THOROUGHFARE AND CORRIDOR AREAS KEPT FREE OF COMBUSTIBLE MATERIALS?	✓			
FIRST AID / MEDICATION	**Y**	**N**	**N / A**	
FIRST AID BOXES IN APPROPRIATE PLACES AND MAINTAINED, NO UNAPPROVED CONTENT (MEDICINES ETC.)	✓			
EYEWASH FACILITIES EASILY ACCESSIBLE AND KEPTSTERILE?	✓			
CERTIFIED FIRST AID PROVIDERS AVAILABLE AT THE SCHOOL DURING THE SCHOOL DAY AND ON SCHOOL TRIPS	✓			
MEDICINES (INCLUDING EP I-PENS ETC.) STORED APPROPRIATELY?	✓			
GENERAL	**Y**	**N**	**N / A**	
NO VISIBLE DAMAGE TO FABRIC OF BUILDING	✓			

WRITTEN POLICIES AND PROCEDURES FOR HEALTH AND SAFETY	✓			
ALL STAFF AWARE OF POLICIES AND PROCEDURES	✓			
HOUSEKEEPING & GENERAL ENVIRONMENT	**Y**	**N**	**N / A**	**COMMENTS / ACTIONS NEEDED**
WORK AREAS & WALKWAYS CLEAN AND FREE FROM RUBBISH AND OBSTRUCTIONS	✓			
FLOORING CLEAN AND IN GOOD CONDITION AND FREE OF SLIP / TRIP HAZARDS (E.G. NO RIPPED CARPETS, BROKEN TILES)	✓			
TEACHING AND COMMUNAL AREAS CLEAN AND TIDY	✓			
ITEMS STORED AT HEIGHT (EG FILES / FOLDERS ON SHELVES) ARE ACCESSIBLE, SECURE AND SAFE	✓			
WALLS / WALL COVERINGS CLEAN AND IN GOOD CONDITION (PAINT NOT flaking, NO DAMP ETC)	✓			
LIGHTING ADEQUATE	✓			
DOOR MATS IN GOOD CONDITION (NO DOORWAY THRESHOLDS PRESENTING TRIP HAZARD	✓			
FURNITURE IN GOOD CONDITION	✓			
HANDRAILS SECURE	✓			
WINDOWS OPENING ONTO EXTERNAL WALKWAYS / PLAY AREAS RESTRICTED / BARRIERS IN PLACE	✓			
GLAZING FILMED / SAFETY GLAZING IN VULNERABLE AREAS		✓		
NO SMOKING SIGNAGE IN PLACE AT ENTRANCES	✓			
STORAGE SAFE AND SECURE, ACCESS RESTRICTED TO AUTHORISED PERSONS	✓			
AIR CONDITIONING WORKING WELL AND IN GOOD REPAIR	✓			
ELECTRICAL / GAS	**Y**	**N**	**N / A**	**COMMENTS / ACTIONS NEEDED**

EMERGENCY SHUT OFFS CLEARLY IDENTIFIED AND FUNCTIONING	✓			
GAS SUPPLIES TESTED ANNUALLY	✓			
PORTABLE APPLIANCES (ITEMS WITH A PLUG) TESTED ANNUALLY BY A QUALIFIED PERSON AND HAVE A STICKER TO IDENTITY THEY HAVE BEEN TESTED?			✓	Done by warranty
PLUGS, SOCKETS, SWITCHES ETC. IN GOOD CONDITION (NOT BROKEN, CRACKED OR LOOSE ETC) AND CHECKED PRE-USE BY STAFF?	✓			
LEADS AND CABLES ARE NOT STRAINED/CAUSING TRIP HAZARDS?	✓			
THE USE Of EXTENSION LEADS IS KEPT TO A MINIMUM, NOT OVERLOADED AND NOT DOU BLED UP.	✓			
TOOLS / EQUIPMENT	**Y**	**N**	**N / A**	**COMMENTS / ACTIONS NEEDED**
ARE TOOLS & EQUIPMENT (INCLUDING LADDERS) STORED SECURE LY & OUT OF REACH OF UNAUTHORISED PERSONS?	✓			
HAZARDOUS SUBSTANCES	**Y**	**N**	**N /A**	**COMMENTS / ACTIONS NEEDED**
IN VENTORY Of CHEMICALS AND MATERIAL SAFETY DATA SHEETS AVAILABLE?	✓			
HAZARDOUS SUBSTANCES STORED IN A LOCKED ROOM / CUPBOARDS?				Pending – Installation of Lab Store Door
ALL CONTAINERS CLEARLY MARKED WITH LABEL TO IDENTIFY THE CONTENTS?	✓			
MAX OF 50L OF HIGHLY FLAMMABLE LIQUIDS TO BE STORED IN WORKROOM WITHIN METAL CABINET	✓			
BOTTLES >10 STORED AT LOW LEVEL	✓			
WELFARE	**Y**	**N**	**N / A**	**COMMENTS / ACTIONS NEEDED**
CLEAN DRINKING WATER AVAILABLE AND LABELLED AS SUCH?	✓			

AIR CONDITIONING OPERATIONAL AND ADEQUATE?	✓			
AIR CONDITIONING NOISE LEVEL ACCEPTABLE?	✓			
SUITABLE AREA FOR STAFF MEMBERS TO REST AND EAT? (CLEAN, WITH SEATING)	✓			
SUFFICIENT TOILET FACILITIES? (1:10)	✓			
SUFFICIENT TOILET HYGIENE FACILITIES?	✓			
CLEAN TOILET FACILITIES?	✓			
ADEQUATE WASHING FACILITES AVAILABLE? (SOAP, WATER AND DRYING FACILITIES)	✓			
GENERAL WORK ENVIRONMENT	**Y**	**N**	**N / A**	**COMMENTS / ACTIONS NEEDED**
IS THERE A REPORT BOOK FOR MAINTENANCE PROBLEMS?	✓			
ADEQUATE SPACE FOR SIZE OF CLASS AND ACTIVITIES CONDUCTED?	✓			
OUTDOOR AREAS	**Y**	**N**	**N / A**	**COMMENTS / ACTIONS NEEDED**
ARE PATHWAYS / WALKWAYS STABLE UNDERFOOT AND WITHOUT SIGNIFICANT TRIP HAZARDS? (EG NO POTHOLES, NO RAISED /SUNKEN SLABS)	✓			
PEDESTRIAN ROUTES CLEARLY DEFINED AND SEGREGATED FROM VEHICLES?	✓			
ADEQUATE ACCESS FOR EMERGENCY SERVICES	✓			
IS OUTDOOR PLAY EQUIPMENT ADEQUATELY MAINTAINED, SHADED AND IN GOOD CONDITION?	✓			
EXTERNAL SHADING ADEQUATE?	✓			
GATES AND FENCING ADEQUATELY MAINTAINED?	✓			
EXTERNAL STORAGE / WASTE BINS SECURED AND LOCATED AWAY FROM BUILDINGS?	✓			

Name of H&S Officer: Agapito Concon

Signed: _____

Date: _____