



Health & Safety & Risk Assessment 2025-26

Aim of Policy

- To fulfil our duties as an employer and learning provider to protect the health, safety and welfare of our employees, students, visitors and others who may be affected by our undertakings, in so far as is reasonably practicable.
- To proactively manage health and safety within the school as a workplace and learning environment, not only as a legal duty but also as good practice which will prevent work related incidents/accidents and ill health and increase employee and learner morale and motivation.
- In order to do this, Dove Green Private School will:
- Conduct risk assessment for continual improvement of health and safety management and performance and prevention of injury and ill health.
- Promote standards of health and safety that will, as a minimum, comply with the provisions and requirements of the local acts, all other statutory provisions as well as our own standards.
- Provide and maintain appropriate systems to ensure a safe and healthy working/learning environment and to protect employees, students and others from harm, in so far as is reasonably practicable.
- Make available such resources to fulfil this policy; in the form of finance, equipment, personnel and time as are necessary.
- Define individual responsibilities for health and safety matters.
- Provide all employees and students, including temporary staff, with sufficient information, instruction, training and supervision that they need to work safely and efficiently.
- Ensure that any external partners are checked for suitability in terms of health and safety.
- Provide and maintain a system to ensure that accidents and 'near misses' are fully investigated and appropriate action taken to reduce the likelihood of their reoccurrence.
- Conduct periodic reviews and revise the policy where necessary to ensure it remains relevant and effective, and to make policies easily available to all employees and students.

1. Health & Safety at DGPS

Healthy and Safety at DGPS is the responsibility of all staff and students. DGPS has a Health and Safety Policy which is designed to enable all members of the school community to go about their everyday business with the knowledge that they can do so, safely and without risks to their health. Safety is achieved when all the risks we face in the course of our everyday life are properly managed and assessed to a level that is acceptable. The Policy confirms a positive Health and Safety culture throughout all of its activities, and it creates the framework on which the structures for Health and Safety across DGPS can be established. It will be constantly reviewed and updated to ensure that it remains effective.

2. Contacts at DGPS

The responsible Health and Safety Officer for DGPS Dubai is Chandra Pratap [048837474 Ext104].

The Main Switchboard Number is: 04 883 7474

DOVE GREEN PRIVATE SCHOOL

4.Introduction

The Health and Safety Policy is set out in accordance with the provisions of the Health and Safety at Work Act. The Policy applies to all employees and Students, and to all persons carrying out work for or on behalf of DGPS.

5.Involvement of Individual Members

Dove Green Private School expects all individuals in the school community to take reasonable care for the health and safety of themselves and of others that may be affected by their acts or omissions and to co-operate in the achievement of the above objectives. Dove Green Private School has overall responsibility for the administration and implementation of the school Health and Safety Policy.

6. Information, Instruction, Training

Dove Green Private School recognises the importance of having well informed competent staff to achieve a safe working environment. The safety training needs of all staff will be regularly assessed by the Health and Safety Officer. Ongoing consideration will be given to the requirements of new legislation and relevant local legislation in the UAE.

7. Procedure for dealing with Health & Safety Problems

An employee or learner with a complaint about health and safety should initially refer the matter to his or her immediate line manager, or programme leader in the case of students. If satisfaction is not achieved at that level, it is up to him or her to raise it with the Dove Green Private School Health and Safety Officer. Head of Department or Head of School or the (preferably in that order)

8. Fire Safety

All employees will be provided with adequate information on fire safety from the Health and Safety Officer at DGPS. Suitable arrangements relative to the risks will be made with regard to fire drills, fire alarms and fire precautions.

8. Medical Staff

Throughout the school, adequate arrangements are made for first aid and medical support and there is a doctor and nurse based on site.

Medical Aid: Where the situation is serious - or if in doubt.

1. Contact Reception () via the internal phone system and ask for the Doctor/nurse and Ambulance to be called.
2. Give the location of the person requiring medical aid and details of their condition.

First Aid: Where the situation is not serious.

In the event of a person sustaining an injury whilst on school premises they should seek the assistance of the doctor or nurse. During normal working hours the doctor and nurse will be available in the school. Outside of normal working hours, where there is a school event or external exams, there will also be a doctor or nurse on site.

9. Emergency Procedures Fire Action:

On Discovering a Fire

1. Operate fire alarm using nearest "Break Glass" point.
2. Notify the school Security – or Reception and ask for the Fire Brigade to be called and give location and extent of fire.

DO NOT ATTEMPT TO TACKLE A FIRE UNLESS YOU HAVE BEEN TRAINED TO DO SO.

10. Safety of Students

Each member of staff shall assume that initially all students are untrained in matters of safety. Members of academic staff, and where appropriate members of the non-academic staff, have a duty to inform and instruct students so far as is reasonably practicable in all matters necessary to ensure their health and safety whilst working in school. Potentially hazardous equipment and substances shall be used by students only if adequate precautions have been taken. Written instructions to students in their practical work shall draw attention to potential hazards of the material and equipment to be used. Hazardous or potentially hazardous substances shall only be introduced into practical work for students where there is no suitable less hazardous substitute. If hazardous substances must be used, a risk assessment should be undertaken in accordance with the requirements of the Control of Substances Hazardous to Health Regulations 1988 (amended 2002).

11. Access Outside normal working hours

Access to an area outside of normal working hours is subject to the discretion of the Head of the department with any specified conditions. Working alone in a lab or workshop after regular hours is not allowed. If you are in the school outside normal hours, you need to sign the after-hours book at the security desk when entering and leaving.

12. Accident, Incident and Dangerous Occurrences

The details of every injury, accident, or dangerous incident (including near misses) occurring in the school must be reported to the school Health and Safety Officer as soon as possible by telephone and/or Email after the incident, and in any case within 24 hours.

Details of all such incidents must be recorded on the appropriate forms. The Health and Safety Officer shall keep a central record of all such accidents and incidents.

13. Contractors

To ensure fairness and equity in all contracts, Dove Green Private School requires all contractors to comply with the standards stipulated in the Health and Safety Policy. Dove Green Private School has to ensure that any contractors fulfil these requirements. Prior to the placing of any contract for work to be carried out at the school, sufficient investigation will be made to ensure that the contractor has the competence necessary to perform the contract without risk, so far as is reasonably practicable, to the health or safety of any person who may be affected by the contract. Contracts will be monitored and those contractors not complying with such health and safety standards will be dealt with in an appropriate manner, including where necessary, termination of contract.

14. The Presence of Animals in Dove Green Private School Buildings

Members of staff, students, visitors, contractors of Dove Green Private School and members of the general public are not allowed to bring domestic or other animals into the school.

15. Use of Mobile Phones and two-way radios whilst driving on Dove Green Private School

All drivers of Dove Green Private School or hired vehicles or those using private cars for Dove Green Private School business, must not use handheld mobile telephones or similar devices whilst driving.

16. Children Present at the School outside of school hours

Any young persons and children brought onto or entering the school buildings and site outside of school hours must be kept under supervision and control to ensure their safety and that of others who may be affected by their activities. This includes during pick up before and after school.

17. Health and Safety Auditing

The purpose of health and safety auditing is to enable the senior management of the school to:

- (a) ensure that the school is satisfying its legal requirements
- (b) identify any need for improved performance standards
- (c) promote greater awareness of safety throughout the school
- (d) assist in the appropriate review of the School Health and Safety Policy.

The primary objectives of the policy are:

(a) To ensure compliance with all statutory requirements relating to fire safety and fire precautions in all premises owned or occupied by DGPS.

(b) To safeguard and ensure the well-being of all persons using DGPS premises and facilities and protect all property and equipment against the dangers of fire and smoke.

(c) To ensure that the fire precautions and procedures established in DGPS Dubai premises involve the minimum disruption to teaching and research and are in harmony with the school environment.

Responsibilities Health & Safety Officer

The Health and Safety officer has the ultimate responsibility for ensuring the implementation of the appropriate guidance in respect of fire precautions and fire safety across the school. The principal duties and responsibilities of the Health & Safety Officer are:

- To ensure the school complies with all relevant fire legislation.
- To arrange, supervise, liaise with electricians and other contractors and record the routine inspection and maintenance of firefighting equipment, fire escapes, detection systems, hydrants, emergency lighting, sprinklers and all other related systems.
- To monitor and audit records relating to fire and emergency equipment.
- To ensure that the school has adequate and appropriate fire notices and signs.
- To investigate, action, record and maintain information on each fire alarm activation and produce statistics on such occurrences.
- To liaise with and advise the Principal and relevant members of the academic team on fire procedures and fire drills.
- To ensure that appropriate licences and certificates are obtained, and their conditions observed.
- To liaise with the Fire Authority, other external inspectors and insurance assessors.
- To maintain an up-to-date library of fire related reference material.
- To prepare and circulate letters, reports, documents and notices on fire safety matters and pursue any follow up actions.

Nominated Fire Marshalls in the School

Members of the academic team will be appointed as Nominated Fire Marshalls. The Fire Marshalls will be responsible for carrying out the undernoted duties:

(a) Supervise the effective day-to-day implementation of the Fire Safety Policy established for the premises.

(b) Ensure that all staff participate regularly in fire safety training and fire drills, attend fire and evacuation drills/exercises, and be responsible for the co-ordination and direction of staff actions at a serious fire, in accordance with the emergency plan.

Nominated Fire Marshalls should have as many deputies as are required to ensure that a responsible person is always available to assume the above range of duties. Nominated Fire Marshalls will observe basic fire precautions and participate in either induction or refresher training at least once a year. Through practical instruction and theoretical training every member of staff will be made aware that he/she has duties and responsibilities in respect of fire safety and fire precautions.

Liaison with the Fire Authority

Dove Green Private School recognises the importance of liaising with the Local Authority Fire Brigade in respect of fire precautions and possible firefighting at the school. Liaison will be co-ordinated by Dove Green Private School as the Academic Provider and the Nominated Fire Marshalls will assist as necessary. This will include visits, familiarisation, periodic exercises and consultation regarding matters including structural fire precautions, current legislation and codes of practice.

4.0 Fire Procedures

Dove Green Private School has a clear procedure to be followed by all staff and students at the school in the event of fire and fire alarms.

The principle objective of the procedure will be to achieve a rapid and effective response to all fire alarms and fire emergencies consistent with the safeguarding of life and property.

The procedure will include actions for:

- I. Raising the alarm in the event of fire.
- II. Calling the fire brigade.
- III. Notifying essential personnel
- IV. Staff and learner action on hearing the fire alarm
- V. The co-ordination of emergency action
- VI. First aid fire-fighting
- VII. The control of fire and smoke
- VIII. The isolation/disconnection of services as necessary
- IX. The evacuation of personnel
- X. Assessment and reporting of the event.

'Fire Action' notices will be displayed at the school in a conspicuous position indicating the action to be taken on discovering fire and on hearing the fire alarm.

5.0 Means of Escape

There must be adequate means of escape from the school buildings established according to the undernoted principles:

- I. The occupants of a building should be able to turn their backs on a fire wherever it occurs and travel away from it directly through corridors, circulation spaces and stairways to a place of safety.
- II. As far as practicable, there should be an alternative means of escape from any point in a building in the event of normally accepted escape routes becoming blocked or dangerous to use.
- III. As far as practicable, travel distance should conform to appropriate standards and guidelines.
- IV. Access and egress must always remain unimpeded.
- V. Instructions in respect of fire doors, emergency exits and the like, must be strictly visible and always enforced.
- VI. Building, maintenance and engineering work in progress must not prejudice the
- VII. Means of Escape or the Means for Securing the Means of Escape.

Where work impinges on Means of Escape routes, alternative arrangements must be implemented. Such alternative arrangements must be identified and maintained as an approved alternative

Means of Escape.

Escape routes and emergency exits at the school will be sign posted with signs conforming to appropriate standards.

Every member of staff will be made aware that he/she has a responsibility to ensure that escape routes are always kept clear.

All staff are responsible for ensuring that the identified Means of Escape is maintained, e.g. kept free from combustible materials and obstructions at all times.

6.0 Structural Fire Precautions

6.1 Dove Green Private School recognises the importance of incorporating structural fire precautions in the buildings for which it is responsible, utilising compartmentation whenever practicable and fire resisting materials and methods of construction.

6.2 All building schemes, including alterations to existing premises, will comply with the requirements of building legislation and with all other standards and approved codes of practice.

7.0 Fire Detection and Warning

At the School there will be an Automatic Fire Detection or Fire Alarm systems in accordance with the appropriate standard. The complexity of the system will be governed by the use of the building.

The maintenance and servicing will be the responsibility of Dove Green Private School. All tests and faults will be recorded.

8.0 Fire Fighting Equipment (FIRST AID)

At the School, first aid firefighting equipment will be provided and positioned according to:

- (i) (ii) The nature of the fire hazard

The recommendations of the appropriate authorities.

- (ii) With all new building projects, the requirements for fire-fighting equipment will be determined at the planning stage by consultation with the appropriate authorities to ensure compliance with the law. All new extinguishers will conform to the appropriate standard.

Dove Green Private School will appoint a fire appliance maintenance contractor who will be appointed to provide an annual maintenance service and inspection of all fire-fighting appliances of various manufacture, all in accordance with the recommendations of current standards. All appliances inspected shall have labels attached indicating the date of inspection or test and signature of inspector and sealing strips or tags.

Through training and instruction every member of staff will be made aware of:

- (i) (ii) The location and use of firefighting equipment. The need to keep firefighting equipment accessible and free from obstruction at all times.

10.0 Access for Fire Appliances

As far as practicable, the Health & Safety Officer and Senior Leadership Team will agree access routes for fire appliances to school premises.

The Health & Safety Officer will make the necessary arrangements for these routes to be kept clear of parked vehicles and other obstructions.

All staff members will, during annual training, be made aware and reminded that they have a responsibility for ensuring that access routes are kept clear.

11.0 Surface Finishes, Furniture, Furnishings, Textiles

Dove Green Private School will ensure that furniture, surface finish of walls and ceilings, curtains and other items conform with the appropriate standards current at the time they are purchased to maintain fire retardancy.

12.0 Electrical Equipment – Per Dove Green Private School Electrical Testing Procedure

As far as practicable, all existing electrical equipment and its wiring will be checked periodically by Dove Green Private School as appropriate, according to a planned preventative maintenance schedule.

All new electrical equipment, including items introduced by students and staff, will be checked by Dove Green Private School staff prior to initial use. All portable electrical appliances will be subject to a periodic test.

Fire precautions associated with electrical equipment in all school premises will be based on current principles and good practice outlined in legislation and approved codes of practice.

13.0 Smoking

Smoking is not permitted on the school premises.

14.0 Chemicals, Solvents & Gases

Fire precautions associated with the use and storage of chemical solvents and gases in School premises will be implemented according to the guidelines set out in legislation, approved codes of practice and manufacturer's instructions.

15.0 Fire Precautions in Specific Areas

Dove Green Private School recognises the importance of enhancing fire precautions in specific areas of high fire risk, e.g., laboratories. Staff working in these areas will be made aware of the specific risks and precautionary measures which have to be followed. The nominated Fire Marshalls will make regular visits and inspections of high fire risk areas at the school to ensure that fire precautions are being maintained to a high standard.

16.0 General Fire Precautions

Through information, instruction and training all staff will be made aware of the general principles of fire safety.

Training will emphasise the importance of adopting safe procedures and reporting to management any breaches of fire safety or abuse of procedures.

17.0 Fire Certificates

Dove Green Private School will ensure that all necessary Fire Certificates are displayed at the school and that they are valid and up to date.

18.0 Staff Training

Fire Safety training will be available to all members of Staff. Dove Green Private School will provide staff training in accordance with statutory and other requirements and associated guidelines.

The aim of fire training is to make all members of staff aware of the Key Teaching Points on fire safety, namely:

(i) (ii) (iii) The nature of fire and smoke. The causes of fire. The principles of fire safety

(iv) Immediate action on discovering fire

- (v) Immediate action on hearing the fire alarm
- (vi) Structural fire protection
- (vii) The control of fire and smoke
- (viii) First aid firefighting and associated equipment
- (ix) The principles and practice of evacuation

The objectives of fire training will be to ensure that every member of staff:

- (i) (ii) (iii) Understands the character of fire, smoke and toxic fumes.

Knows the fire hazards involved in the working environment, Practises and promotes fire safety

- (iv) Knows the immediate action to take in the event of fire

- (v) Understands the principles of evacuation and first aid firefighting.

Dove Green Private School recognises that all staff should have basic instruction in fire safety and training appropriate to their own particular category and specific needs. The Health and Safety Officer will be responsible for ensuring that members of staff receive annual fire safety training. They will be required to maintain a Fire Training Register or records showing the names of all staff, the dates on which they received fire training and the type of training.

19.0 Fire Drills and Exercises

As far as is practicable fire drills will be conducted at the school at least once per term simulating. Fire drills will be organised by the Health and Safety Office in conjunction with the Academic Team.

Fire drill procedures will vary according to circumstances but, in general, an element of surprise will be maintained. Fire drills will not be allowed to prejudice the health and safety of students, clients, residents or staff.

Dove Green Private School will work in conjunction with the Civil Defense.

Fire drills will be monitored, and details recorded to enable the Health and Safety Officer to assess the effectiveness of fire procedures and the adequacy of staff fire safety training.

20.0 Reporting Procedure

For reporting purposes, a 'Serious Fire' will be defined as any fire involving:

- (ii) (iii) Death or serious injury. Closure or evacuation of the area for longer than four hours of a significant part of the school. Destruction of a significant part of a room in School premises.
- (iv) Significant destruction of School property or equipment.

21.0 The Health and Safety Officer will produce a detailed report regarding the cause of the outbreak, measures taken to deal with the incident, problems encountered, recommendations for remedial actions and any other particulars which appear relevant. Wherever possible an assessment of the cost involved will be included.

The results of any ongoing investigation or enquiry will, when available, be attached to the report.

22.0 Fire Risk Assessments

Fire Risk Assessments will be carried out on the premises by the Health and Safety Officer.

Dove Green Private School and the School Heads and Principal will be required to adhere to risk assessments.

Fire Risk Assessments will be reviewed by the Operations Team at intervals not exceeding 1 year.

22.0 Summary

Dove Green Private School recognises their responsibilities for ensuring the observance of all statutory requirements relating to fire safety and fire precautions in all properties owned or occupied by the school.

The aim of this policy is to secure the maximum degree of fire safety in premises for which Dove Green Private School is responsible consistent with operational efficiency, reasonable cost, welfare of the people and maintenance of the school environment

Signed:	
Print Name: Christopher Seeley	Designation: Principal
Date: 22 -09-2025	Policy Review Date: June 2026