

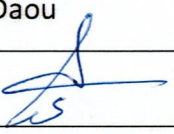


BELVEDERE INTERNATIONAL SCHOOL

HEALTH AND SAFETY EMERGENCY PROCEDURES

2024-2025

Review Date:	November 2024
Next Review Date:	November 2025

Principal	Mr. Ismat Daou		
Signature		Date:	8/11/2024
BIS Board of Governors	Dr. Salem Aldarmaki		
Signature		Date:	

Belvedere International School is committed to providing a safe and healthy workplace for all students. Belvedere International School further recognises its responsibilities to provide a safe and healthy work environment for employees, contractors, clients, visitors, and the public.

Creating a safe work environment and caring for the environment is the responsibility of all Belvedere International School personnel and contractors at every level of the organisation. To achieve the Belvedere International School Health and Safety Policy's stated purposes, the commitment and contribution of each and every staff member is required to implement the procedures detailed in this appendix.

Introduction

Statement of Intent

Health and safety is of vital importance to the staff, students and visitors of Belvedere International School and we will take all reasonable steps to provide a safe environment for students, staff and visitors. All personal data/information maintained in this respect will be held in the strictest confidence.

Responsibilities

Governing body

The governing body shares with the Principal overall responsibility for health and safety within the school campus. For its part the governing body will;

- Ensure health and safety has a high profile.
- Ensure adequate resources for health and safety are available.
- Monitor and review the health and safety policy annually.
- Agree to appropriate training for staff in relation to health and safety.
- Monitor health and safety within the school campus via the Principal's report.

The Principal will:

- Consult staff and provide training opportunities in health and safety.
- Develop a health and safety culture throughout the school.
- Take day to day operational decisions.
- Ensure staff are aware of their responsibilities.
- Appoint a Health and Safety representative.
- Induct all new staff in health and safety procedures and associated contingency plans.

All staff will:

- Support the implementation of Health and Safety arrangements.
- Take reasonable care of themselves and others in their care.
- Ensure that their class room or work area is safe.
- Report shortcomings to Safety Officer/Facility Manager immediately so they can be recorded in the site Maintenance record file and take corrective action.
- All staff will carry out monitoring on a day to day basis of their working areas.
- Fire exit will remain clear of obstructions all the time and fire doors closed.
- Students will not be in a classroom unsupervised at any time.
- Scissors, craft knives, glue or any potential hazards must be stored in a locked cupboard.
- All class room will be well ventilated.
- Students will be encouraged to drink water frequently throughout the day so as to stay well hydrated.
- Use lights and air-conditions when necessary (NB. Lights and air conditioning should always be turned off when leaving the room).
- Teachers must be aware of student leaving the classroom ensuring use of the badge provided.
- An adult must lead the class/group when moving around the building, e.g. going to play areas.
- Teachers will be in their room ready to receive students at the beginning of each session.
- If the teacher does not have notification of a change in the person collecting, the student is not to be released. Any unclaimed students are to be taken to the reception by 15:00.

- If at any time a child is thought to be missing, reception is to be informed immediately. They will inform the Principal/Vice principal who will organize a search of the premises.

The Admin Manager/Facility Manager will:

- Inform contractors when on the site that they are expected to follow school safety procedure. The Admin Manager and Facility manager /Safety Officer will liaise with the contractors as appropriate.
- Use the site maintenance record file to record any Health and Safety/Maintenance issue and ensure immediate actions carried out when necessary.
- Will monitor school grounds and premises daily with the Health and Safety officer and provide a report to the principal.
- Arrange for electrical equipment will be tested regularly in accordance with ADEK regulations.
- Will visually check plug and leads monthly.
- Ensure firefighting equipment and the fire alarm system are maintained regularly and document recorded.
- Maintain PE equipment and record in the register.

General Health and Safety arrangements

Smoking and drinking of alcohol are not permitted anywhere on the school site or in the school building. Sign 'No Smoking within 100 meters of this premises' in place around the premises.

24 hours CCTV camera surveillance is in operation around the school.

24 hours security is in operation on the school site.

Access control doors are in operation to restrict unauthorised entry to the site.

Entry logging protocols are in place for visitors to the site.

Daily Health and Safety reports are completed by the Health and Safety Officer and distributed to the management team.

Equipment

Staff should follow the guidance on using controlled or hazardous substances in science, technology and arts.

Any equipment in school should be used and stored safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately, labelled and brought to Facility & HSE office in order that arrangements for repair or replacement can be made swiftly.

No second-hand equipment/own equipment must be introduced to school without the former agreement of the Principal.

Any electrical equipment used in outside areas must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over wire.

Electrical sockets should be switched off before a plug is removed.

Hazardous substances such as glazes, cleaning materials etc. are kept locked in appropriate storage areas.

All chemicals for the science labs are stored in fire resistant cabinets with exhaust system to avoid accumulation of fumes.

PE staff should review health and safety hazards with the students before starting activities in any lesson.

MSDS sheets should be kept for all chemicals in school.

Hazardous substances and cleaning materials stored in quantities greater than 1 litre should be kept in locked storage at all times and decanted into liter bottles or smaller for use.

Curriculum - Use of resources

All students will change into suitable clothing for the activity in which they will participate.

Teachers should, where possible, change into appropriate clothing when leading PE lessons whilst respecting local culture in their dress code. This sets a good example to the students and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a student should an accident occur.

The wearing of excessive jewellery is not permitted within the school. If ears are pierced, only studs may be worn and but must be removed or taped over for P.E, A watch may be worn if it is named and not of any great value.

Teachers will collect all such items prior to the PE lesson and store them safely in a locked drawer.

Each student should be taught how to lift and move equipment, techniques should be revised at least annually with a new class. Students should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.

General Safety

In order to improve safety for everyone in school measures have been taken to restrict access into the school building. Students should use the designated entrance only and parents should enter by the main entrance only.

All staff should wear their ID badges at all times.

Access control doors are provided to restrict unauthorised entry. Staff should have their access cards with them at all times.

All parents and visitors must report to the school reception and sign the visitor's book where they will be issued with a visitor's badge. Reception /security will allow the persons to access through the door only if required. All visitors must sign out when leaving the school building.

All major maintenance works will only be permitted after the school hours.

Contractors and visitors in the school building during the school day must be accompanied by a staff member at all times. Contractors can only work after school hours.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be challenged and reported to the school office immediately.

Parents are requested not to bring their cars onto the school site.

Staff cars should be parked in the marked bays only. Other areas should remain clear.

Delivery vehicles are expected to use the delivery area. Wherever possible deliveries should be made once the students are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. They should also inform the Admin manager/Facilities Manager and/or Principal if they are working alone. Where lone working is unavoidable staff should inform the Facilities Manager and/or Admin manager.

Fire doors must be unlocked when staff are working on the premises.

When two or more people work late they should try to leave the building together.

Members of staff are allowed to leave the site for 10 minutes per day leaving for any longer can only be with the permission of the Principal. The book in Reception must be signed on leaving and re-entering the site during the day.

Finger print / face scanning must be done by all staff at the beginning and end of the day.

Supervision of Students

School Hours:

Monday to Thursday 07.15 am to 15.15 pm

Friday 07.15 am to 12:30 pm

Office Hours

Monday to Thursday 07.15 am to 15.15 pm

Friday 07.15 am to 12:30 pm

Staff Supervision Duties

- Teachers will supervise students arriving for school according to the duty rota.
- Teachers will supervise the students leaving school according to the duty rota.
- Teachers will supervise students in canteen, playgrounds, corridors etc. during the break times.
- Teachers have a legal responsibility to attend their supervision duties at break, lunchtime, before and after school and at session change over times.
- All FS to Year 5 staff should accompany their children to and from lessons, break and lunchtimes.
- All members of staff are responsible for making sure that their classroom is clear of students during break times.
- All staff have a collective responsibility for student safety at all times and should speak to students whenever the need arises.
- All staff are responsible for keeping their work space clear and hazard free.
- All staff have the responsibility to report any hazardous situations, unsafe acts, unsafe practices or unsafe conditions they find to the Health and Safety Officer/Facility Manager.

First Aid

Response to medical emergencies and accidents involving students or staff

School staff are expected to take reasonable action as responsible adults, to deal initially with the injury before the student receives professional medical treatment.

The school has a trained nurse who are stationed in the clinic.

Staff or students should not be moved until the nurse has attended the scene.

Disposable gloves should always be used when dealing with blood and then be placed in the bio-medical waste bin.

First aid boxes are stationed in each area and in all science rooms. First aid kits for school field trips and journeys are stored in the medical room and must be taken on any field trip by School Nurse.

If a student experiences a minor injury or medical episode the School nurse should record the clinic visit in the daily log and the student's medical file. They should issue a notification of the incident for the parent's information.

If a student or staff member experiences a medical emergency or serious injury, the VP or Principal will be called, the senior member of staff will liaise with the nurse and decide whether to call an ambulance. The nurse will keep written records of medication administered and any vital signs recorded to pass to the paramedics or parents. The parents will be contacted and informed of the Belvedere International School actions. If the parents cannot get to school before the ambulance leaves the school nurse or a senior member of staff will accompany the child or staff member to the hospital and wait until the parents arrive.

A note should be made in the Accident Book, which is kept in the medical room, of all injuries and actions taken. Serious accidents may require statements from all staff involved.

Any student that goes home should be recorded as having done so and the class/home teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the nurse's station.

All major injuries should be reported to the Health and Safety Officer by school nurse with the details for the injured party, location and first aid given.

Investigation of any incidents related to students will be completed by Principal/Vice principal.

Control measures will take to avoid a reoccurrence and document recorded.

Serious incidents should be reported to ADEK's H&S Division within 24 hours and be followed up with the submission of a full investigation report within 30 days.

Medication Policy

If a student requires prescribed medicines whilst in school, the parents must complete an Administration of Medicines/Treatment (Form of Consent) which is available from Reception.

Once completed these forms should be kept in the clinic.

All medication should be stored safely in the medical room.

All medication, except inhalers, must be recorded when taken on the appropriate administration of Medicines/Treatment Form, which is kept in the nurse's office.

All students with asthma or a record of acute allergic reactions should have inhalers and epi pens available within date at all times in the clinic.

It is the responsibility of the class teachers to ensure students have access to inhalers/medicines on any off-site educational visits.

Allergies

Information about students who suffer from an allergy will be notified to relevant staff class and homeroom teachers. The School nurse will administer adrenaline via an Epi Pen when necessary. Student medical issues are shared with relevant staff.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately. ADEK's guidance on the reporting of diseases will be followed. If in doubt outbreaks of certain illnesses should be reported to the Principal who will follow the matter with the relevant authorities.

Staff Health and Welfare

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Principal, the Vice principal or school's nurse as soon as possible.

The Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the Principal PAs office.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

All staff should ensure staples, pin board pins etc. are not left on the floor after their works.

Staff should not climb on chairs or tables. A stepladder is available for use.

Both staff and students should take care when moving or lifting equipment. If in doubt seek help.

VDU Operators

Admin staff using VDUs should vary their work routines and follow guidance on regular eye tests. A 20 minute break should be taken after 2 hours of continual use

Off Site Activities

Any visit off site must be approved by the Principal or Vice Principals.

The Health and Safety Officer will carry out a pre visit and complete the risk assessments for all trips.

For any educational visit to take place off the school site within the emirate, the ADEK educational visit application pack must be completed and submitted to the appropriate approving department two weeks in advance of the trip.

The trip parental permission letter must be sent for every off site educational visit and must include medical, allergy and parent emergency contact details.

One copy of the official list of the students and adults in the party on a school visit and their contact numbers must be kept in the Principal PA's office. The list(s) should also include the registration number of any vehicle(s) involved

If the party is travelling on two or more coaches it should be clear on the official list of students and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The student: adult ratio recommended for the activity in the ADEK guidance must be met as a minimum.

Where the visit is outside of school hours, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted and adults should ensure that seat belts are used by all staff and students at all times.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured in any accident.

Students should not sit in the front seats of the bus or coach nor in the centre back seat unless they have a 3-point seat belt.

Students should not be seated by a bus or coach emergency exit.

Students are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible: Plastic gloves: First aid kit (containing official list of adults and students on the party, plus the school name and telephone number); Drinking water and beaker: Paper towels and tissues; and sick bags.

NB: The school nurse is responsible for ensuring students have access to inhalers and their medication where necessary.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety.

Evacuation Procedures

Evacuation procedures are practiced 4 times yearly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan and should be displayed around the school.

Induction training on Health and Safety and Emergency evacuation procedure will be provided to all staffs prior to the starting every academic year.

Fire Safety Procedure

Belvedere International School will provide a safe and healthy working environment with respect to fire safety in its establishment.

The Health and Safety Officer will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or popped open.
- Checking whether fire extinguishers are in place and without any visual damage.
- Checking general housekeeping standards are adequate.
- Checking building is generally tidy.
- Ensuring rubbish and waste materials are not being allowed to accumulate.
- Ensuring there is no storage above 2m, in unsuitable locations, electrical rooms, under stairwells etc.
- Ensuring waste containers are stored externally in a secure area.
- Ensuring firefighting equipment and alarm system are maintained regularly and document recorded.

Responsibilities:

Classrooms-Class teachers should close windows and doors when all students have departed and change the card to green to verify the room is empty.

Securing medical room and clinic - School nurse.

Taking first aid kit and emergency medication to assembly points – School nurse.

Phoning fire service - Receptionists.

Unlocking gates to allow access - Security.

Contractors and visitors book - Security.

To print maintain and distribute student fire registers – Reception.

Students check – Teachers

Teachers check – MLT

Admin check – Mr. Eili.

Bus staff check – Ms. Maitha.

Full Staff and Students final clearance – Mr. Ismat.

Ground floor check to ensure nobody is trapped- Mr. Mahmoud.

First Floor check to ensure nobody is trapped - Mr. Glenn.

Fire drill is conducted a minimum of 4 times a year. A record of this is documented by Health and Safety officer in HSE office.

A fire safety risk assessment is carried out by the Health & Safety Officer and Facilities Manager each term. A report is then presented to the governing body.

The dry contact automatic release on the activation of the fire alarm should be tested weekly with during the fire alarm test.

All automatic fire detection and fire suppression systems and extinguishers are checked on a regular basis. This is recorded in the Facilities Management file.

The Facilities Manager will be responsible for the upkeep of the Facilities Management file.

Evacuation Procedures

The overall aim is to save lives and therefore effective evacuation is of paramount importance.

Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by activating the nearest fire alarm point.

Fire drills are carried out at least 4 times a year and recorded in the HSE file.

Fire drills are reviewed with feedback invited and informing future practice.

On hearing the alarm:

Direct students to walk quietly to the nearest clear exit and then walk quietly in single file to their assembly point.

Teachers must ensure nobody is taking any personal belongings with them.

The teacher must ensure that the classroom is empty, windows are closed, turn the card to green before leaving the classroom and closing the door behind them.

Everyone on site, students and adults, must leave by the nearest clear exit.

Reception will call the fire brigade and the school nurse will check that the medical room is empty.

Classes should stand still and quiet until asked to re-enter the building,

NB: As the fire attendance register reflects the true number of students in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to Mr. Glenn office. Please ensure that students arriving after registration have been recorded

Reception should update the fire registers to reflect late arrivals and early leavers so they are reflective of the number of children on site at the time of the alarm activation.

Students with physical disabilities should make their way to the nearest exit if they are on the ground floor or the nearest stairwell if they are on the first floor. Once the other children have cleared the access to the stairwell the disabled student should start to descend the stairs with the support of their shadow and Mr. Glenn will support descent when they have finished their sweep.

If any visitors are present the adult with whom they are working should ensure that they know what to do. All visitors should assemble at the assembly point at the front of school.

Children using the pool should use the cover ups provided at the side of the pool and evacuate the building as quickly as possible.

Should the fire cause a hazard near to the assembly point – teachers should relocate the children to a point at a safe distance from the buildings using exit gate 1 and 2.

If The Building Has to Be Evacuated During Lunch time.

On hearing the alarm;

Students walk quietly to the nearest exit and then walk quietly in single file to the assembly points.

Everyone on site, students and adults, must leave by the nearest clear exit.

Reception staff will call the fire brigade and the school nurse will check that the medical room is empty.

Class teachers will check fire registers, Reception staff will check the signing in book.

The Security will ensure there is access for the fire brigade.

The Vice Principals and Head of the Arabic team will check that all adults are accounted for and present and the Principal will ensure everyone is out of the building.

Please check where your nearest Alarm Point is situated, where the nearest evacuation point is for your class and where the next closest evacuation point if should the nearest one be blocked.

If The Building Has to Be Evacuated During School dismissal time.

On Hearing the alarm;

Bus Supervisors will take a head count and take the students present in the auditorium to the buses and repeat the head count and take the bus register.

Students proceeding to the auditorium will be directed straight to the buses by the teachers on duty.

Teachers on duty will report to security if anyone is missing from a bus register having checked their bus with their bus supervisor. The driver will do this if the teacher is not present

Bus coordinators will supervise the outside area as children move to their buses.

Mr. Mahmoud in ground floor and Mr. Glenn will sweep first floor.

Parent pick-up students will be head counted and escorted by the teacher on duty to the assembly area where the head count will be repeated.

FS teachers on duty will do a head count and escort pick up children to their assembly point.

Reception staff will call the fire brigade and the school nurse will check that the medical room is empty.

The Security will ensure there is access for the fire brigade.

The Vice Principals and Head of the Arabic team will check that all adults are accounted for and present and the Principal will ensure everyone is out of the building.

Emergency lockdown procedure

When you hear, "LOCKDOWN" announcement.

Classroom teachers are to:

- Quickly glance outside the classroom to direct any students or staff members in the corridor into your room immediately.

- Lock your door. If a door can't be locked, attempt to quickly block the door with tables and chairs.
- Lower or close any blinds.
- Place students against the wall, so that the intruder cannot see them by looking in the door. Look for the 'Safe Corner'.
- Turn out lights and computer monitors. Keep students quiet.
- Remain indoors and under lockdown until you receive an "all clear" from authorized personnel.

Note: All staff members will be provided with their class registers on evacuation. This will aid in accounting for all students if an evacuation is required.

- Physical education classes being held in the gym and outside areas should move into the nearest classroom or any nearby room which has a safe area.
- Any students in the cafeteria should move to the nearest prayer rooms, office, clinic or classroom.
- If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate to depending on the situation.
- If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
- Anyone in the hallway should move to the closest classroom immediately.
- Nurses/cafeeteria workers/support staff should stay in the area they are in, secure the doors, and turnout the lights.
- Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.
- Remain indoors and under lockdown until you receive an "all clear" from authorised personnel even in the event of a fire alarm.

- If an evacuation occurs, all persons/classrooms will be directed by police or authorised staffs to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class.

The types of events that require lockdowns include situations such as the following:

- Active shooter
- Hostage situation
- Riots
- Police or military activity nearby
- Natural disasters

The safe use of fire extinguishers

Fire extinguishers play a crucial role in fighting fires while they are at an early stage. They can control the fire from spreading if used safely and effectively. Fire extinguishers can be found in the corridors, hallways, laboratories, outside electrical rooms and mechanical rooms either mounted in wall or in clearly marked fire boxes.

Follow the P.A.S.S protocol for safe use of fire extinguishers:

1. PULL - Pull the pin. This will also break the tamper seal.
2. AIM - Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
3. SQUEEZE - Squeeze the handle to release the extinguishing agent.
4. SWEEP - Sweep from side to side at the base of the fire until it appears to be out.

Note: Always activate the fire alarm first. Only use the fire extinguisher if it is small and you are confident to do so. If you have the slightest doubt about your ability to fight a fire....

EVACUATE IMMEDIATELY!

If you use a fire extinguisher, do not return it to its cabinet or bracket. Report the use of any extinguisher immediately to the Safety Officer of Facility Manager.

Clothing fires procedures

- If your clothing is on fire, do not run
- If your clothes catch fire get under the safety shower (if in chemistry lab) and let water flow over burning clothes till the clothes no longer on fire and ask for medical assistance if required
- Otherwise, follow the international protocol of **STOP, DROP and ROLL**
- Immediately drop to the floor and roll repeatedly to extinguish the fire, holding your hands over your face to protect it from flames
- If any staff see a person whose clothing is in fire try to cover them with the fire blankets in the fire boxes without endangering yourself or tell them to follow the **STOP, DROP and ROLL** protocol

Earthquake procedure

If you are indoors teachers should instruct students to follow “**DROP, COVER AND HOLD ON**” procedure.

- Stay inside the classrooms.
- Drop under the tables and hold on. Face away from windows.
- Cover head to prevent being hit by falling objects.
- Hold on to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
- Avoid Doorways. Doors may slam shut and cause injuries.
- If you can't get under something strong, or if you are in a hallway, flatten yourself or crouch against an interior wall and protect your head and neck with your arms.
- Stay away from windows, bookcases, shelves and light fixtures. You could be hurt by shattering glass or falling heavy objects.

If you are outdoors

- Stay outside.
- Go to an open area away from buildings. The most dangerous place is near exterior walls.

Bomb threat procedure

When bomb threat calls are received, the phone call recipient should:

- Take any threat call seriously.
- Stay calm, listen to the caller and do not interrupt the call.
- Signal someone immediately to report the situation to the Principal/ HSE Officer who will then notify the Police and Civil defence.
- Keep the caller on the phone as long as possible and do not hang up
- Write down the caller ID number if available
- Write down the exact words of the caller.
- Make an educated guess as to the caller's sex, age, and accent.
- Identify any background noises.
- Try to keep the caller on the phone and talking by asking the following questions: -
- What is the nature of the bomb?
- When will the bomb explode?
- At what time will the bomb explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- What will set it off?
- Why are you doing this?
- Who are you?
- Even after the caller hangs up, keep the phone off the hook so the police can trace the call.

If evacuation requires follow the same Emergency evacuation procedure as in a case of fire but relocate to the other side of the wasteland behind the school outside the premises wall once you have assembled at the designated assembly point.

Elevator malfunctioning procedure

- The elevator is equipped with a safety device that will automatically bring it to the ground floor and open it in any power failure situation.

- No students are allowed to use the elevator unless with lift pass issued for medical reason and they should be accompanied by an adult.
- If trapped in the elevator, stay calm and press the alarm button to alert the security.
- If the elevator does not seem to be operating properly, inform the Safety Officer or Facility manager immediately.

Critical Incident: Planned Response Road Traffic Accident involving Students/Accident during School Trips.

Immediate action:

Remove students from danger if possible/appropriate contact emergency services. Bring students back to school as soon as possible Obtain accurate information and inform school (uncertainty breeds rumours which adds to distress)

Action as soon as possible:

The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office.

If there is death or serious injury the police with the Principal will inform parents.

A mobile/fax line will be used as an outgoing line to leave the main office line free if it is expected that many parents will be trying to contact the school.

Give the same level of information to everyone, provision of a script is sensible, The Principal, Vice Principals and Admin Manager will be responsible for drafting of a script.

The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help The Principal will inform staff and students. (If sending a letter home give detail of the facts, do not apportion blame). Students will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.

School will contact the Chair of Governors. The Principal or Vice Principal following advice from ADEK will inform the press office. Press or media will not be allowed onto school premises.

If there is need for an assembly point the school auditorium or library should be used.

Refreshments would be made in the staff room by members of staff and brought to the hall.

Staff toilets would be available for adults to use.

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action:

If this happens within the close proximity of the school it will be necessary to remove students from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Act as soon as possible. Inform students of the incident. This should be told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep students behind after school, students will stay with their class teacher and parents informed accordingly. Emergency services will advise, Attempt to stick to normal school routines as soon as possible.

Later action:

Principal/ school admin to contact outside agencies where appropriate.

Encourage students to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk students/staff

Monitor effects of all involved.

Organise treatment if necessary.

Adjustments and Risk Management for People of Determination

Belvedere International School will make reasonable adjustments to consider the needs of people of determination. A reasonable modification is to change or build on a physical structure, provide a tool or service, or change or achieve flexibility in policies or procedures, in a way that makes it possible for people of determination to work or participate and benefit from facilities, services and programs in the place of study and work. The goal of reasonable adjustment is to reduce the impact of the disability, and thus increase the person's ability to perform basic work tasks. A reasonable modification will not impose financial or operational burdens on the employer or schools, or change the essential nature of the job, service, product or program. The need to make reasonable adjustments to enable people of determination to enjoy equal opportunities often appears to employers and schools to be more challenging than it really is, because the required adjustments are not as difficult to implement as many employers imagine.

Work-related control measures can include the following:

- Ensure that all employees are trained in the safe handling of various tools and machines.
- Standard safe work practices should be established and implemented, with regular follow-up to ensure that all employees follow agreed safety procedures.
- Organizing a detailed tour for all employees to ensure that they know the locations of all objects and tools, and to enable disabled employees to familiarize themselves with the place and its contents.
- Provide training and safety materials in formats appropriate to the needs of all employees. Such as having large print, easy to read format (simple text with pictograms), or in Braille if necessary.
- Putting occupational safety and health signs printed in large letters in well-lit and easily accessible locations, and providing signs in touch-readable letters if necessary.

- In the event of a hearing impairment, systems are provided with visual signals to warn of dangers, such as lamps that light up automatically.
- Procedures must consider the possible slow movement of persons with disabilities.
- Staff, students, and their families are encouraged to prepare a list of medications, allergies, and equipment, and write down the names, addresses, and contact numbers of doctors, pharmacies, family members, friends, and any other important information.

Risk management for People of Determination

Includes the following reasonable adjustments, but is not limited to:

- Prepare existing equipment or provide new equipment, including chairs, desks, computers, vehicles, and computer hardware and software
- Adapting existing facilities to increase their accessibility/use
- Provide supervision, training and specialized support
- Ample parking space for vehicles
- Installing sensors in automatic moving doors. Talking elevator with touch-readable buttons
- Audio signals in elevators and floor numbers read in Braille
- Attention to escape and emergency procedures and equipment (i.e. escape paths in cases of fire, stair railings, etc.)
- Allocate time for treatment
- Providing computers with reading software
- Attention, when choosing external party/conference/meeting/presentation sites, to be prepared to receive people of determination. Enhance communication, for example by providing readers or translators, or by providing visual and audio alarms