



SWISS
INTERNATIONAL
SCIENTIFIC SCHOOL
— D U B A I —

Swiss International Scientific School in Dubai

Health, Safety and Environmental Policy Whole School



SPEAR'S
2022
SCHOOLS
INDEX

CARFAX
EDUCATION

SISD now ranked as one of
the top 100 private schools
in the world.



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1. PURPOSE

The purpose of the Swiss International School (SISD) Health, Safety and Environment (HSE) Policy is to:

- Provide a healthy and safe environment for learning and working, by applying safe practices and conditions, for the whole school community including students, employees, parents, and the wider community who come into the school premises.
- Identify and manage known and potential safety hazards to students, staff, and visitors within SISD.
- Ensure compliance with Dubai Health Authority, DHA, Dubai Healthcare City Authority's DHCA, the Knowledge and Human Development Authority KHDA and Dubai Municipality DM standards and regulations concerning health and safety.
- Provide education to all personnel on the elements of the HSE Policy and ensure that all members of the school community understand and are aware of their responsibilities in maintaining a healthy and safe environment.
- Identifying procedures to prepare and respond to and recover from potential safety related incidents.
- Reduce the risk of safety related incidents by proactively evaluated systems in place and making necessary changes through the leadership and departmental participation.

2. OBJECTIVES OF HEALTH, SAFETY & ENVIRONMENT POLICY

- To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for students, staff, and visitors.
- To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them.
- To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.
- To create for employees, as far as is practicable, a safe working environment where potential work-related stressors are avoided, minimized, or mitigated through good management practices, effective human resources policies and staff development.
- To have an effective system for communicating and consulting on health and safety matters and securing the co-operation of employees and students in implementing the Health and Safety Policy.
- To ensure proper procedures are followed in any incident situation.

3. APPLICABILITY

This policy is applicable to all SISD Students, Teachers and Admin Staff, Visitors, and the wider SISD Community.

4. DEFINITIONS & ABBREVIATIONS

- 4.1.** SISD: Swiss International Scientific School in Dubai
- 4.2.** DHA: Dubai Health Authority
- 4.3.** DHCC: Dubai Healthcare City
- 4.4.** DHCA: Dubai Healthcare City Authority
- 4.5.** KHDA: Knowledge and Human Development Authority
- 4.6.** DM: Dubai Municipality
- 4.7.** RTA: Roads & Transport Authority
- 4.8.** HSE: Health, Safety and Environment
- 4.9.** HSE Committee: Health, Safety and Environment Committee
- 4.10.** HSE in-charge: Health, Safety & Environment in-charge, used interchangeably with HSO: Health and Safety Officer. Head of Facilities is the designated HSO
- 4.11.** CPR: Cardio-Pulmonary Resuscitation
- 4.12.** AED: Automated External Defibrillator
- 4.13.** AHA: American Heart Association
- 4.14.** ASHI: American Safety and Health Institute
- 4.15.** Casualty: a person who has suffered an injury or sudden illness.
- 4.16.** CPR Responder, First Aider, First Aid Provider: A trained individual holding a valid first aid certificate to provide first aid to a casualty
- 4.17.** PPE: personal protective equipment
- 4.18.** Hazardous Material: A substance is chemically reactive when it is unstable or could react when exposed to another compound. Hazardous waste that is considered chemically reactive is likely to explode or produce harmful fumes when exposed to other compounds. A flammable substance is anything that is likely to catch on fire, and corrosive substance is something that can corrode, or break down, metals
- 4.19.** Material Safety Data Sheet (MSDS): Is a document that provides workers with procedures for safely handling or working with a particular substance, it includes technical information like boiling points, toxicities, reactivity's, and various numbers. And instructions regarding necessary protective equipment, how to handle spills, first aid suggestions, storage and disposal, and the general health effects. The exact contents and requirements vary by country
- 4.20.** Risk: Define exposure to the chance of injury or loss, hazard or dangerous
- 4.21.** Incidents: An incident usually refers to an unexpected event that did not cause injury or damage this time but had the potential. "Near

miss" or "dangerous occurrence" are also terms for an event that could have caused harm but did not

- 4.22.** Near Misses: Unplanned event that did not result in injury, illness, or damage – but had the potential to do so. The fact sheet stresses that although near misses cause no immediate harm, they can precede events in which a loss or injury could occur

5. RESPONSIBILITIES

- 5.1.** It is the responsibility of all individuals at SISD to follow and implement this policy.
- 5.2.** The Head of Facilities is the assigned HSO/HSE in-charge and is overall responsible for ensuring that the elements of this plan are implemented. The HSO is part of the HSE Committee who overview all HSE matters and conduct investigations in into incidents.
- 5.3.** The HSE Committee consists of the Head of School/CEO, Head of Operations, Deputy Head of School, Head of HR, Head of Facilities, and School Doctor.
- 5.4.** HSE Committee meetings are held weekly and actions arising out of the meetings will be recorded in the meeting minutes. Records of school inspections (including Dubai Municipality, Dubai Health Authority, and DSIB / KHDA) are discussed at these meetings as well.
- 5.5. The HSO and members of the HSE Committee shall take on the following responsibilities:**
- Set the standards outlined within this policy for health and safety, and to ensure that this document is updated, reviewed, and communicated regularly.
 - Ensure that facilities, equipment, and systems of work are safe and without risks to health.
 - Provide information, instruction, training, and supervision as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
 - Ensure the site is maintained in a safe condition and without risks to health.
 - Maintain the access to and exit from the site in a condition that is safe and without risks to health.
 - Help secure a working environment that is safe and without risks to the SISD students, staff, and community.
 - Provide adequate arrangements for staff welfare at work and the welfare of students and other visitors.
 - Ensure that there are procedures in place to respond to any emergency situations, and that these procedures are practiced on a regular basis.
 - provide advice and consideration on health and safety matters and that all staff members are educated on applicable HSE issues

- Investigate all incidents relating to HSE issues. All incident reports should be investigated to identify the root cause(s) of the incidents to develop an action plan that help in improving the processes and preventing the reoccurrence of the incidents in the future, following the Incident Reporting Policy.
- undertake regular site inspections to ensure that a healthy and safe environment is maintained, by conducting regular walkabouts to assess the standards of health and safety around the school.
- Ensure compliance with the regulatory authorities.
- Ensure the handling, storage or transport of articles and substances will be safe and without risk to health.

5.6. SISD Clinic/Healthcare Team must:

- Provide first aid and resuscitation to unwell or injured individuals during school operational hours.
- Ensure compliance with the guidelines and regulations from the authorities.
- Ensure that first aid kits are affixed at various locations around the school and that these are checked on a regular basis.
- Ensure that all medicines are kept in a locked cabinet in the clinics/medical rooms and that the administration of these medicines is controlled.
- Report all accidents/incidents and complete the appropriate documentation while informing the HSE Committee.
- Promote healthy living and lifestyle choices throughout the community.

5.7. SISD Staff Members must:

- Take reasonable care of their health and safety at work and that of other persons who might be affected by their acts or omissions at work.
- Cooperate with management in respect of complying with HSE requirements and take responsibility for the day-to-day implementation of the HSE policy.
- Report immediately, or as soon as practicable, any defects noted with plant equipment,
- machinery or the workplace generally to their line manager. Line managers must raise the issue with the HSO or HSE Committee.
- SISD staff must also be aware to complete an incident form for any related HSE issue, as per the Incident Reporting Policy, to report any accident, near miss incident, dangerous occurrence, or case. Staff must cooperate with management in investigating such accidents or incidents.
- Ensure the safe keeping of their personal belongings and lock away all valuable school assets at the end of the day.

5.8. Contractors, services providers, and external staff must:

- Familiarize themselves with all hiring and HSE policies and ensure complete compliance with them.
- Take reasonable care of their health and safety at work and that of other persons who might be affected by their acts or omissions at work.
- Cooperate with the management and their line managers in respect to complying with HSE requirements, and exchange information on hazards and risks.
- Deploy safe systems of work to ensure works undertaken within occupied areas of the premises are adequately controlled.
- Report any defects, hazards, or risks without delay.
- Operate any activity in a safe and secure manner and be vigilant.

5.9. SISD Students are expected to:

- Comply with school rules relating to general behavior.
- Adhere to instructions and guidance for safety within the school.
- Take note of and observe safety announcements or notifications provided for safety in the school.
- In cases of emergency to remain quiet, listen and follow instructions given by staff.
- Not misuse any equipment or facilities in the school.

5.10. Parents and members of the school community need to:

- Comply with the school's HSE Policy and familiarize themselves with it.
- Ensure that students attend school in good health and that appropriate equipment and clothing is provided for their children.
- Provide information promptly to the school about absences, illnesses, changes in family circumstances or other issues that affect the welfare of their child.
- Parents have the prime responsibility for their child's health and must provide
- the school with information about their child's medical condition on admission and whenever their child's health status changes.
- Adhere to instructions and guidance for safety within the school.
- Ensure that the school has up to date contact information and that any changes to details are communicated to the school
- Use common sense at all times and to take responsible care for their own safety and that of others.
- Report potential hazards without delay.
- Ensure that access and exit routes are clear, emergency equipment is not tampered with, and clear signage exists giving instruction in the event of an evacuation.
- Take an active role in promoting a positive Health and Safety culture throughout the community.
- Operate any activity in a safe and secure manner and be vigilant and good role models.

6. HSE PROCEDURES & PRACTICES

6.1. IMPORTANT NUMBERS

- **Security Number:**
 - Extension: 499
 - Direct landline: 04 375 06 99
 - Mobile Number: 055 570 46 89

- **EY/PRY Clinic**
Primary building ground floor, room G06:
 - Extensions: 123 / 125
 - Mobile Numbers: 052 609 5453 / 052 690 7261

- **School/Sports Clinic**
Sports Complex:
 - Extensions: 172 / 173
 - Mobile Number: 055 611 44 18

- **MAKANI Number:**
 - 3195 889006

6.2. SITE SECURITY

- 24/7 security provided by an externally appointed company approved and licensed by Dubai Police. All reasonable steps have been implemented to prevent unauthorized entry.
- A network of CCTV's monitored by the security guards.
- Inside and outside parking are available. Indoor parking is accessed via a security barrier and the entrance to the site is access controlled.
- Routine patrols are conducted within the school campus and along the external perimeter of the site.
- During school hours, outside of the normal drop off and pick up times, visitors must sign in with the Security Office or the Reception desk.
- A lanyard system is put in place to maximize safeguarding and child protection.
- An emergency plan and rapid response procedure are in place to deal with any emergency, as well as a lockdown procedure of any threats.

6.3. VISITORS

- A visitor is defined as any person seeking to enter a school building who is not an employee of the school, or a student currently enrolled in that building.
- All visitors must report to school security desk and reception to sign in.
- All visitors moving around the school site must wear a visitor's badge.

- Visits may be prohibited at certain times e.g., while standardized testing or other assessments are being conducted.
- All visitors must be made aware of the school emergency procedures by the member of staff supervising their visit.
- All school visitors must always comply with the school's policies, administrative rules, and regulations.
- Any visitors on site who are not recognized, or who are not appropriately "badged" should be politely asked their business.
- Staff and students should be encouraged to report immediately any visitor who is not wearing a badge.
- If any visitor experiences any health-related issue, the school clinic team must be contacted and dispatched to provide first aid to the visitor.
- If a visitor is not conducting themselves appropriately, within the premises, the school security should be contacted immediately.
- Please refer to the Visitor Policy & Procedure

6.4. HR PRACTICES

- All staff, including external providers, are thoroughly vetted with regards to police clearances, work permits, visas, and qualifications.
- External providers and contractors are monitored by the Facilities team and the HR team.

6.5. SAFEGUARDING

- The school has a separate policy dealing with the safeguarding of children and young people.
- A designated School Safeguarding Lead has been appointed as part of the Child Protection Team.
- All staff, including external providers, are provided with safeguarding and child protection training before interacting with children.

6.6. HSE DURING OPERATIONAL HOURS

- Guidelines and procedures on safe practices in a teaching environment are adopted and adhered to.
- The school recognizes that a balance must be achieved between independent learning and the necessary supervision to ensure safety.
- Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use.
- Teachers will conduct risk assessments where and when necessary and inform all non-teaching staff of the safety procedures and practices related to any of the activities that they support or supervise.

- Risk assessments are conducted for activities to determine where close supervision is required, suitable group size, suitability for whole class participation, where specific skills need to be taught, use of PPE, and levels of hygiene required.
- Students are always supervised, including breaks and playtimes.
- Staff members must ensure that they are present on the relevant playgrounds from the time that outdoor play begins until it is finished.
- All play areas are closely supervised, particularly areas containing large playground equipment. Staff on duty are to report any broken or unsafe playground equipment
- Attendance registers are recorded daily, and absences monitored.
- Health and safety inspections are carried out at regular intervals.
- A lifeguard is present during swimming pool operational hours.

6.7. TRIPS & EVENTS

- Guidelines and procedures are followed to ensure safety of students during school trips, in-house events, and activities.
- HSE, medical, and safeguarding briefings are arranged before all trips and especially before overnight trips.
- Risk assessments are conducted before any event and field trip, to be finally approved by the Head of School.
- School buses are available for school visits and trips.
- Please refer to the Field Trip Policy

6.8. ARRIVAL, DISPERSAL & TRANSPORT

- Designated drop-off and pick-up zones are specified around the school which are patrolled by the security team and SISD staff at peak times. These areas are communicated to parents.
- Drop-off and pick-up times are staggering to maximize the safety of students.
- Transport, drivers, and bus attendants are hired from a vetted school transportation provider as required by the RTA.
- School buses are parked in a dedicated depot during drop-off and pick-up times.
- Bus trips are escorted by bus attendants who monitor trips to and from the school, as well as drop-off young students to their classrooms.
- All school buses conform to all RTA regulations and are strictly monitored by Head of Operations and Head of Facilities.
- Incidents, injuries, and medical emergencies occurring on the buses are reported to the school via Bus Incident Form, following the School Bus Emergency Procedure.

6.9. DISABLED ACCESS

- A designated disabled parking space is provided in the indoor parking.
- Ramps are provided at all curbs to allow access to wheelchairs and other disabilities.
- Disabled toilets are designated throughout the school.
- During Evacuation or Fire Drills a specialized chair is used by designated members of staff to assist with any evacuation of disabled students.

6.10. EMPLOYEE SAFETY

- All employees have a responsibility in promoting safe and healthy work practices.
- Anything provided by SISD for your health and safety should not be intentionally or recklessly misused.
- You should not attempt to tamper or operate any equipment that you are not authorized/qualified to use.
- You should ensure prompt reporting of any incident that has led or may lead to injury, damage/loss of personal or SISD property.
- Ensure that you do not expose yourself or others to personal risk or injury.
- Be vigilant always to safeguard our working environment against the threat of potential fire, flooding, and other emergencies.
- Ensure you are aware of the following:
 - Emergency Evacuation Procedures and nearest emergency exits
 - Nearest first aid kits and AED
 - Nearest first aid provider
- Any activities that involve significant manual handling tasks will be risk assessed and where appropriate, training provided for the staff.
- Line managers are responsible for assessing the appropriate approach to handling and may seek advice from the HSE Committee

6.11. LONE WORKING

- Employees must declare their intention to work after school hours or in the weekends to their line managers beforehand. They must also inform the Security team of their time of arrival and location of working for safety and evacuation purposes.
- Line Managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks.
- Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety
- The Facilities team will be responsible for ensuring that lone-working contractors are always working on site safely.

6.12. FIRE HAZARD & RESPONSE

- A fire plan, indicating position of assembly points, fire exits, etc., along with fire evacuation signs are displayed throughout the school.
- The school meets all the requirements set out by the Civil Defense and Dubai Municipality with regards to fire-fighting equipment, legislation in the use and the maintenance of fire extinguishers.
- Fire extinguishers are kept on all levels of the school building and are easily accessible.
- Records are kept on maintenance arrangements, including inspections on alarms and fire extinguishers.
- Fire drills are carried out at routinely with evacuation times recorded and feedback recorded on exit procedures.
- All employees are required to:
 - Memorize the evacuation procedure, and the emergency exits and assembly point location.
 - Become familiar with the position of firefighting equipment and the correct method of operation of extinguishers and never interfere with or misuse the fire equipment.
 - Keep fire exits, routes and access to firefighting equipment clear of any obstructions; do not wedge fire doors open.
 - Keep all working areas free of waste as far as possible and those areas which are not easily accessible. Keep all combustible materials at safe distance from heating appliances.
 - No smoking on the premises.
 - If anything is noticed that could be a fire hazard, it should be rectified if easy and safe to do so or reported to the HSO.

6.13. EXTREME WEATHER

- Weather temperatures are monitored and dictate outside activities and play.
- Please refer to the Hot & Severe Weather Policy.

6.14. EMEREGENCIES & RESUSCITATION

- The school clinic team members provide first aid and resuscitation to unwell or injured persons in the school.
- The school ensures adequate number of trained and certified staff on the school premises to ensure a safe environment, and prompt first aid treatment for students, visitors, and staff members, should an emergency arise.
- All accidents to students and staff are recorded by the school clinic team daily. If a serious accident occurs at school an ambulance will be called, and the child/employee transferred to the hospital arranged for emergency transfer unless otherwise requested by the parents. The child will be cared for by the clinic team or first aid

trained member of staff. A member of staff will accompany the child to the hospital.

- Trained staff, i.e.- first aid providers or CPR responders, can provide first aid and assist a casualty until the clinic team members arrive.
- SISD follows the latest CPR guidelines published by AHA and ASHI, as dictated by the health authorities.
- In cases of emergency and in the unavailability of the clinic team, staff members are responsible for the following:
 - Decide with government healthcare services to provide ambulance services in case of emergency and non-emergency transfer of their patients.
 - Call the hospital of choice to arrange for patient transfer. Preferred Medical Facility: City Hospital Mediclinic, DHCC, Dubai
 - 04 435 9999 or 800 1999
 - Provide the following information:
 - Company Name.
 - Your name and phone number.
 - MAKANI Number: **3195 889006**
 - Exact location within the building.
 - Nature of the emergency.
 - Do not hang up until advised to do so by the dispatcher.
- Please refer to the Procedure and Policy for Accidents, Injuries and Medical Emergencies.

6.15. FIRST AID KITS & AEDs

- First aid kits are placed throughout SISD premises in strategic locations.
- The clinic team check first aid kits routinely to restock/replace items as needed.
- Locations of the first aid boxes are shared on the Clinic and Healthcare folder on the school's SharePoint and shared with staff members via email.
- Please notify the school clinic team if you use a first aid kit to be refilled.
- AEDs are placed in strategic locations and a list of their locations is also shared with staff.
- Please refer to the First Aid and Emergency Policy.

6.16. ACCIDENTS, INCIDENTS AND HAZARD REPORTING:

- The Incident Reporting Policy must be adhered to while reporting any incident or accident.
- Incidents, accidents, or injuries in the workplace must be reported to the HSE in-charge or the clinic team.
- Hazards or risks identified in the workplace must be reported immediately by staff members to the HSO or Facilities team who will investigate the hazard/risk.

6.17. COVID-19

- The school follows the guidelines and protocols relating to COVID-19 as issued by the KHDA and the health authorities.
- Please refer to the COVID-19 Protocol and Stay Home if Unwell Policy.

6.18. RISK ASSESSMENT

- Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the HSE Committee and will consider all the relevant regulations and code of practice.
- Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically.
- Risks should be assessed in a manner that ranks them by severity/probability for prioritization and control measures identified and put in place that are proportional to the level of risk.
- Any significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary. The outcome of the risk assessments should be communicated to those affected and maintained on the records of the department.
- Risk assessments should be reviewed at least annually or where there is a change in circumstances.

6.19. UTILITY SYSTEM & SITE MAINTENANCE

- SISD operates and maintains all utility systems such as emergency power systems, electrical distribution, emergency power, heating, ventilation, and air-conditioning, plumbing and facility communication systems.
- SISD also maintains regular maintenance records that detail current and accurate inventory of system and components of the utility systems that require regular observation and / or maintenance.
- Site maintenance is undertaken by a certified and approved external provider company who report to the Facilities Team.
- Preventive Maintenance Plans for ensuring ongoing performance for MEP equipment's (i.e., AHU, FAHU, Pump, Electrical DB's others).
- Drinking Water:
 - SISD has drinking water fountains/dispensers for the students and staff in all floors which has classes and portable water dispensers in all Admin Offices to have adequate filtered cold drinking water facilities. Water dispensers are easily accessible for disabled persons.
 - Drinking water are cleaned and maintained regularly. Fountains/dispensers are inspected by Dubai Municipality

approved contractors to prevent contamination. Full water analysis reports are submitted.

- Water tanks cleaning takes place regularly. Water analysis is done by an independent DM-approved contractor on all water storage tanks. A full report and water analysis reports are submitted after.
- All Plumbing system are maintained by Effective management to accommodate facility needs.
- All HVAC system are frequently maintained and inspected.
- Correct temperature, humidity and air flow maintained to ensure a comfortable environment inside the facility, regardless of the climatic conditions outside.
- Grounds, landscapes, grass, vegetation, and plants are regularly mowed and maintained by an approved external contractor.
- Swimming pools are routinely cleaned, and deep cleaning is completed during school closure.
- External contractors, who report to the Facilities Team, maintain, and monitor the pools for cleanliness, temperature, chlorine, pH levels, and microbiological analysis.
- Waste disposal is undertaken by a DM-approved waste removal company. Medical waste is collected by a separate contractor who is DM and DHA approved.

6.20. CLEANING & HYGIENE

- Sanitary facilities are being maintained in a clean hygienic condition and free from odor with regular cleaning.
- Routine cleaning of all areas of the school is undertaken by a certified and approved external provider company and is supervised by the Facilities Team.
- During school hours, male and female cleaners oversee regular cleaning of the toilets and cafeteria on a rotational basis and other social areas such as staff and student common rooms.
- When areas are soiled by body fluids or potentially infectious material, all organic or soiled matter is removed. Cleaning commences then with soap and water and the area is then disinfected with a DM approved disinfectant solution.
- Washrooms:
 - Washrooms are always kept clean. Cleaners inspect and clean the washrooms and toilets multiple times a day.
 - Toilets are thoroughly cleaned and disinfected daily and are washed down with a DM-approved sanitizing solution.
 - Washrooms have sufficient toilet paper and soap, easily available and in easy reach for all. This is the responsibility of the cleaners to maintain.
- Hand sanitizers are located throughout the school.
- MSDS (Material Safety Data Sheet) information is held for all chemicals used and all are approved for use in schools.
- Care is taken when cleaning with dangerous or poisonous chemicals or substances. Cleaning with these substances is only permitted when children are not directly present.

6.21. PEST CONTROL

- SISD is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides.
- While pesticides protect children and property from pests such as insects, weeds, and rodents that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children and employees.
- To minimize potential pesticide exposure to children, pest control practices in this school may involve a variety of effective chemical and non-chemical methods.
 - Ensure to have an agreement with Dubai Municipality approved and licensed company.
 - Ensure that pesticides are used only by certified pesticide applicators or individuals operating under their supervision.
 - Ensure that pesticides are not used when children are present or are likely to be exposed to a liquid pesticide residue.

6.22. ELECTRICAL SAFETY

- All electrical sources in SISD are according to local regulations (DEWA) standards to ensure the health and safety of each person is not compromised.
- All electrical panels are visibly labelled on the external surface of the panel door. The label must state "electrical hazard" for electrical sources.
- All electrically operated medical equipment is routinely checked by an authorized person. Evidence of last checked date are kept as records.
- The instruction manuals and guidelines and operating procedures are available for verification and include calibration and validation requirements.
- Electrical Safety checks are included in annual service of the equipment and separate print out of this retained for records.
- All maintenance, calibrations, repairs, and safety checks are to be clearly and fully documented in service reports.
- The use of 2 pin pugs is discouraged in SISD. Standard 3 pins adaptors must be used. Similarly, in the case of extension boards the cables must be secured and not run across access routes or over loaded.
- It is forbidden to replace burnt-out fuses, or fit fuses which have a higher rating than the specified rating.
- Electric heaters, motors, fans, transformers, etc. must not be covered, but are to be protected so that they are not subjected to moisture, water, oil, or steam.
- During break in the work and when work is finished for the day, lighting, electric motors, are to be switched off.

- Isolation is necessary, must be carried out before undertaking any repair/maintenance work on electrical installations.
- The Electrical board, Isolator box should be padlocked during the maintenance progress time.
- The sign "maintenance in progress" should be hanged at the point of Isolation.
- Electrical sources, cables, boards, and appliances should be kept a safe distance away from water sources. Electrical devices which are designed to be near or contain water.

6.23. COMPRESSED GASES

- All stored Cylinders should be labeled – Empty / In-Use / Full status condition.
- Cylinders should be properly always secured whether attached to a wall or cylinder rack.
- Caps used for valve protection should always be kept on the cylinders except when the cylinder is being used.
- Cylinders should not be used for rolling, supports, or any purpose other than the transportation and supply of gas.
- Cylinders should be stored in a well-ventilated area away from flames, sparks, or any source of heat or ignition.
- No smoking signs posted and clearly visible to show the presence of compressed gas cylinders.
- Wrappers shall be removed from cylinders prior to storage.
- Before equipment is disconnected from a cylinder, the cylinder valve is closed, and pressure released from the device.
- Do not attempt to repair cylinder valves or their relief devices while a cylinder contains gas pressure. Tag leaking cylinders or cylinders with stuck valves and move to a safe, secure outdoor location.
- No flammable gases or liquids stored with oxygen and nitrous oxide.
- Full and empty cylinders of all gases should be stored separately and identified by signs to prevent confusion.
- No source of open flame is permitted in areas where compressed gas cylinders are in use.

7. DISASTER MANAGEMENT AND CONTROL PROCEDURES

- Please refer to the Emergency Response Plan, Emergency Evacuation Procedures, and Lockdown Procedures.

7.1. FIRE RESPONSE/EMERGENCY EVACUATION

- The school is linked to a 24/7 response system, which is a direct link to the emergency services in the event of an alarm sounding.
- Access and egress routes are monitored to ensure they are always free from obstruction and clearly signed.

- Civil Defense approved contractors are appointed to maintain the firefighting equipment and the fire alarm system. Compliance is monitored internally by the Facility Supervisor, the Head of Operations and externally by Civil Defense. Periodic external inspections of the systems are carried out to ensure compliance and advise on new or best practice.
- Evacuation Procedure in the event of fire:
 - If you discover a fire, do not panic.
 - Remove anyone from immediate danger; this means from the room/ office of origin or in the immediate vicinity of the fire if it is safe to do so.
 - If the fire is small and contained, locate the nearest fire extinguisher, and use it (if you know how to use it).
 - Locate the nearest fire alarm/ break glass point and activate it.
 - Close the door of the room of origin, without taking personal risks.
 - Alert people in the surrounding rooms/offices.
 - Leave the building by the nearest emergency exits.
 - DO NOT try to use the elevators as a means of leaving the building.
 - Report to the Assembly Point (Football Field).
- Identify and familiarize yourself with your nearest fire exit and escape routes as soon as possible. All fire exits and escape routes are clearly marked within SISD premises.
- Please refer to the Full Campus Emergency Evacuation Procedure.

7.2. ELEVATOR FAILURE

- If you become trapped in an elevator, activate the elevator emergency alarm within the elevator car.
 - Stay calm.
 - Activate on-board emergency telephone or alarm.
 - Keep the occupants of the elevator calm.
- If you hear an elevator alarm, please take the following actions:
 - Keep the occupants calm and wait for help to arrive. Do not attempt to exit the car unless directed to and assisted by emergency personnel.
 - Elevators have mechanical safety brakes that will operate in all situations, even during power failures.
 - DO NOT attempt to open the elevator car door.
- The activation of an elevator lobby smoke detector will cause building elevators to return non-stop to the main floor and lock with the doors open. Never use an elevator to evacuate a building.

7.3. VENTILATION PROBLEM

- If Smoke or Bad Smell come from the ventilation immediately inform security emergency number on 00971 55 281 4906 and/or SISD facilities department

- Evacuate the building if necessary or instructed by security/facilities department.
- Use standard evacuation procedure as mentioned above.

7.4. BOMB THREAT

- Bomb threats can be received by various means including over the telephone, post, fax, or email.
- Should you receive a threat by telephone then we require you to complete the Bomb Threat Checklist (Appendix A), as soon as possible, for you to recall the conversation as accurately as possible. You can print the form from the public folder in the SISD server. Please familiarize yourself with this form to ensure what information you should be noting. Once completed please hand it to the Head of Facilities.
- Should a threat be received by post, fax or email please hand it over to the HSO / Head of Facilities immediately.
- Please alert the HSO or the HSE Committee, or the most senior member of staff available at the time.
- The decision to evacuate the building is the responsibility of the SISD Facilities Management Department.
- The standard fire evacuation procedure should be followed. Please refer to the Full Campus Emergency Evacuation Procedure

Bomb Threat Checklist

Time Received: Time Ended:		Caller's Voice (Tick off)			
Caller No: Date:		Calm	Loud	Whispered	Ragged
EXACT WORDING OF THE THREAT		Angry	Laughter	Nasal	Clearing Throat
		Excited	Crying	Stutter	Cracking Voice
		Slow	Normal	Lisp	Disguised
		Rapid	Distinct	Raspy	Accent
		Soft	Blurred	Deep	Familiar
If familiar, whom does it sound like?					
Questions to ask the Caller			Background Sounds (Tick off)		
1. When will the bomb explode?			Voices	Clear	Animal Noises
2. Where is the bomb?			Music	Static	House Noises
3. What does it look like?			Street	Booth	PA System
4. What type of bomb is it?			Motor	Local	Office Machinery
5. What will cause it to explode?			Crockery	Long Distance	Factory Machinery
6. Did you place the bomb?			Other:		
7. Is there only one bomb?			Threat Language (Tick off)		
8. Why did you plant a bomb?			Well Spoken (Educated)		Foul
9. Where are you now?			Taped		Irrational
10. What is your name?			Message Read by Threat Maker		Incoherent
11. What is your address?			IMPORTANT:		
			Ensure the call is reported to the School Principal, the HSO (00971 55 591 2393) and Security Emergency Number (00971 55 570 4689)		
Characteristic of Caller			PERSON RECEIVING THREAT		
Sex:	Male	Female	Date:		
Race:	Age:		Name:		
Remarks:			Position:		
Number at which the call was received:			Phone Number:		
Signature			Remarks:		

7.5. TERRORIST THREAT/CIVIL DISTURBANCE

- Any person who becomes aware of a civil disturbance or the likelihood of a civil disturbance at/or within the precincts of any school premises must, as soon as is practicable, notify the nearest security guard.
- Where a civil disturbance immediately threatens a building or area and security staff are not present, staff in that building should if safe, consider any or all the following actions to protect themselves and school property:
 - Close and lock all external doors – considering need for emergency egress.
 - Make special arrangements for any visitors to leave the premises.
 - Ensure that all offices and non-public areas/classrooms are locked.
 - Ensure someone knows where you are.
 - Avoid physical conflict with persons even if provoked.
 - Follow verbal instructions of school security staff, Head of Facilities and/or police.
 - Consider evacuation if your safety is at risk.
 - Call security emergency number 00971 55 570 4689.
- Please refer to the SISD Lockdown Procedure

7.6. EARTHQUAKE

- Earthquakes do not cause death – buildings do, falling heavy objects or collapsing of walls and roofs hurt people, the collapsing walls and the vibrations can cause short-circuiting of live electric wires and cause electric fires, even when there is building collapse, victims are rescued from "void spaces". These spaces are usually around heavy furnishings such as desks and tables.
- To increase your likelihood of surviving any size quake, Drop, Cover and Hold under a desk or table within the first three to four seconds of shaking. Stay there until the shaking stops.
- Keep calm and keep others calm. Do not panic, it will never help.
- The best thing to do as soon as you know you are during a quake is to rush to an open space quickly. (Assembly Point)
- Keep well away from windows, mirrors, and furniture. Stand next to a solid object only, which can withstand any fall and not likely to get crushed easily.
- If trapped, remain near the main wall of the building or the main pillars.
- If trapped, refrain from standing on the terrace or peep out of the windows or doors, remain calm and concentrate near the main walls.
- Head count should be done immediately at the Assembly area and number trapped inside ascertained to effect evacuation after the tremor stabilizes.
- Control room should be informed immediately to notify the concerned Agencies for appropriate aid.
- The main gate should be left open for exit only.

- If you are outside the building, then report to the assembly point as soon as possible and stay away from the building and heavy objects.