



Health and Safety Policy

A. Aim

- To have procedures, that would ensure the health, safety and welfare of learners and staff.
- To provide safe and healthy environment for all learners and staff employees with adequate facilities and arrangement for their welfare.
- To develop safety awareness among learners and staff
- To carry out risk assessment regularly and introduce any necessary control measure immediately.
- To protect the buildings and other property against any form of disaster

B. Emergency procedures

1. In the Case of Illness

If any person on the campus suddenly becomes ill, the matter should be immediately reported to the hostel Mistress or Master who will immediately call for the laid down medical help if required.

2. In the Case of Accident

In case of minor accidents, the female patient should be brought to the Resident Mistress and male patients to the Resident Master.

In either of the cases, the officers will immediately summon emergency medical help if required and inform the coordinating member of staff on campus.

3. In Cases of Illness or Accident Away from School.

Staff conducting parties of students outside the school should ensure that they have the mobile telephone numbers of the Front Desk Unit. In the event of a potentially serious accident the Front desk unit should be immediately informed, who will then take action to inform emergency contacts as necessary.

In such situation, the teacher will remain with the child and other children until the situation is fully under control.

C. Fire

- There should be an emergency signal: long alarm signals (beeps or siren)
- State Fire brigade/Police telephone line be pasted on walls.
- Various fire extinguishers must be positioned in each building.
- Action to be taken:
 1. Evacuate all persons as swiftly as possible by the shortest and safest route.
 2. Teachers calm learners.
 3. Everyone assembles at either of the two emergency assemble points.
 4. Staff ensure nobody runs or panic
 5. Hostel officers take roll call at the emergency assemble point
 6. Keep all windows and doors open
 7. Management evaluate situation and calls the Fire Brigade
 8. The College fire fighting equipment are used in the interim by the emergency team.
 9. In cases of localized fire outbreak, all learners move to the emergency assemble point in a single file.
 10. In the case of wild fire, learners should not attempt to take anything while moving to the assemble point. Staff may attempt to put off small fires before the arrival of the fire brigade.
 11. Training of all staff and students on the above procedure be repeated once per term.

D. Robbery

1. When a robbery is suspected, stay calm and adhere to criminal(s) demand.
2. Do not make eye contacts with criminal(s)
3. Do not take unnecessary risk
4. The officer on duty reports the situation to the Principal as soon as possible

E. Explosions

1. There should be an emergency signal: long alarm signals (loud beeps or siren)
2. Management evaluate the situation and call the required emergency unit
3. Teachers calm all learners
4. Learners and staff are moved to assemble points
5. Roll call should be made at each assemble point
6. Nobody should run or panic

F. Heavy Thunder strike and strong breeze

1. All persons should make dua after the thunder strike
2. The dua should be learnt by all persons on campus.
3. Everyone should be calmed.
4. Scared students should be taken to resident officers or student managers

5. In case of any destruction, collapse of wall or structures after the breeze, learners are to be calmed and moved to the emergency assemble point.

G. General

1. In laboratories, teachers must be aware and make learners aware of safety guidelines relevant to each subject. Lab coats, hand gloves, goggles etc.
2. Teachers must know how to apply emergency measures in case of accidents for all practical classes.
3. The school must have enough information on the medical background of each learner.
4. No learner or staff must run on any stair case or corridor. Warning of this must be pasted on such path ways
5. The ascender on the stair case must wait for the descender when using the stairs.
6. In cases accidents, the student manager or either of the hostel managers is to be informed immediately.
7. All wet floors must be kept dried at all times.
8. All school vehicles must have seat belts for each seat and all staff or learner must fasten the belt when seated before the vehicle moves.

H. Staff on Duties

1. Staff must be at alert and vigilant at all times.
2. Gate keepers must keep all gates locked at all times and follow instructions on the entrance and exit of persons.
3. Report suspicious looking persons, parcels or vehicles to management immediately.
4. Keep watchful eyes over the learners.

I. Visitors

1. Must report at the reception and identify themselves at the front desk.
2. May under no circumstances proceed to any classroom or hostel (unless accompanied by supervised staff member)
3. Visitors must wear (VISITOR'S TAG) when moving on campus.
4. Will not be permitted to carry anything while moving round the school.

J. On Site Contract Workers and Labourers.

1. Must be under constant supervision of authorised contractor.
2. Must wear (VISITOR'S TAG) when moving on campus.
3. Must leave school premises on or before 7pm unless alternative arrangements have been made by the Admin Coordinator

K. Events or Functions

1. There must be “no access” to restricted regions of the school for parents and other visitors.
2. Main gate shall be the only access point into school premises for visitors
3. The school must indicate parking areas for guest and this must be orderly and secured
4. There must be a security team on patrol and at strategic positions in and outside the school

5. In situations where events shall hold in rented halls, adequate security arrangement must be made for staff, students and guest.
6. Any trouble maker will be removed from the school premises immediately.

L. Cyber Safety.

Use of IT Gadgets

- No student should use any electronic gadget without the permission of the IT officer.
 - No student is allowed to bring any storage devise, digital camera, electronic player(MP3, MP4,etc) telephone, CD, DVD to campus without the permission of the Admin Coordinator
 - No laptop should be carried around when opened.
 - No laptop should be taken out of the IT room without its bag.
 - No laptop should be used when not placed on a desk.
 - No tablet should be taken out of the IT room without its pouch.
 - No tablet should be used when standing
 - Do not tamper or intrude into another person's folder on any laptop or tablet.
 - Do not log unto the internet without the permission of the IT officer.
 - No student should touch the IWB, TV or projector without the permission of a teacher
 - Other rules concerning the usage of IT resources are as follows
1. Staff should only access, attempt to access, download, save and distribute age-appropriate and relevant material.
 2. Everyone must **not** access inappropriate material.
 3. Materials with islamically controversial contents(videos or words) are also considered in appropriate within the school premises. These sorts of materials should not be sent to any student by any staff during holidays irrespective of the student's Islamic level.
 4. You must ensure that any privately-owned IT resources that you bring to school do not contain any inappropriate material.
 5. If anyone accidentally access inappropriate material, immediately minimise the screen window, or turn off the monitor, and inform a teacher immediately. He/she must not show others.
 6. Each on should only use the internet, email, or IT resources for positive purposes; not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.