

Raha International School
Health and Safety Induction Presentation
for Staff



Taaleem OSH Statement

- Taaleem is committed towards the protection of health and safety
- A comprehensive health and safety framework has been developed to achieve this
- The Taaleem Policy is renewed annually and is signed by the CEO
- We believe we can achieve outstanding OSH (occupational, safety and health) performance by:
 - Promoting a culture of responsibility and accountability towards H+S
 - Pursuing best practices and allocating necessary resources
 - Minimizing the health and safety hazards in our schools
 - Preventing injury to all stakeholders
 - Providing effective training to our staff
 - Creating a positive OSH culture through effective communication
 - Identifying workplace hazards
 - Always striving for improvement

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School Layout and Overview

 **RAHA
INTERNATIONAL
SCHOOL**
Gardens Campus

 **taaleem**
Inspiring young minds



RAHA INTERNATIONAL SCHOOL - MASTER PLAN



School Layout and Overview

- 2260 students, 284 staff

Gates open from

Gate 1 - 24/7

Gate 3 07:30 – 07:50 Weekdays

12:50 – 13:10

13:50 – 14:10

14:50 – 15:20

15:50 – 16:15

} Monday – Thursday

11:45 – 12:20 Friday

Gate 5 06:30 – 07:45 Weekdays

15:00 – 17:00 Monday – Thursday

12:00 – 12:45 Friday

Gate 8 06:15 – 17:40 Weekdays

Gate 9 07:30 – 07:50 Weekdays

High-Risk Entities

High Risk: If an entity is classified as a High-Risk Entity, it shall develop a full OSH MS in compliance with the requirements of the OSHAD-SF and submit it to the concerned SRA (ADEK) for approval.

Entities that have been classified as high risk shall be nominated to develop, implement and maintain an operational OSH MS to manage the OSH hazards and risks of their operations in compliance with the OSHAD-SF.

Risk Classification's Criteria

The schools are classified either as High-Risk Entities or Medium Risk Entities. This will be determined as per the below criteria:

- Nature and Complexity of Operations (including the type of Tasks/ Activities);
- Number of Employees (excluding contractors).
- Maximum Number of Other Persons (including students and contractors).
- Use/ Handling of Hazardous Materials (including hazardous wastes).
- Complexity of buildings and associated structures.
- Entity Land Area (size of operations); and
- Number of Locations.



Operations Team



Marthinus Neethling
Head of Operations



Rudi Pretorius
Facilities Manager



Pieter Tepper
Operations Administrator



Aysha Rababah
Health and Safety Officer / Transport
Coordinator



Central Office Health and Safety Team



Gavin Hyatt
Head of Operations, Taaleem



Ryan Ormrod
H+S Manager



Naglaa Radwan
H+S Manager

Being a High- Risk entity

- Being a High-Risk Entity School means that Health and Safety is a shared responsibility between all the staff, students, contractors, and even visitors.
- Our school will have 3 audits a year. Internal Audit, 3rd Party Audit, and OSHAD Audit.
- During those audits, the audit team may approach you to check if you're aware of the status of your school (Being a High-Risk Entity).

Communication of OSH Roles, Responsibilities and accountabilities

HR communicates the OSH roles, responsibilities, and accountabilities through the following ways:

- Meetings
- Job description
- E-mail

Teachers' Roles and Responsibilities

- Bring up OSH concerns to the attention of his/ her direct Supervisor or OSH department.
- Exercise effective supervision of their pupils and know the procedures in respect of fire, first aid, and other emergencies, and carry them out.
- Follow the OSH procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Heads of Department/School Principal on OSH equipment and on additions or necessary improvements to plant, tools, equipment, plant, or machinery.
- Regularly check their classrooms for potential hazards and report any observed to the Facilities Manager.
- Report all accidents, defects, and dangerous occurrences to their Head of Department in the first instance
- Be vigilant in the work area, identify and report to their Supervisors about imminent dangers/hazards/concerns to the environment, health and safety.
- Always follow the standard operations control procedures so as to avoid any activity which might lead to OSH incidents/non-conformities.

Principal's Roles and Responsibilities

- Ultimately responsible for the entity's OSH performance.
- Allocate adequate resources for OSH management (eg. budget, human resources, equipment, etc);
- Allocate responsibility for OSH management and delegation of authority.
- Ensure that entity have effective emergency procedures.
- Define OSH Objectives, Targets and Programs.

Head of Operations' Roles and Responsibilities

- Overall control of OSH related costs within the school.
- Liaising with the Facilities Manager with regards to the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties engaged for.
- Assess implementation of financial management and provide advice including on implementation and setting of contracts taking into consideration of health and safety.
- Supervise the monitoring of the OSH budget and implementation of income and expenditure

Facilities Manager's Roles and Responsibilities

- Arranging for the maintenance and repair of the school facilities and equipment in order to minimize any OSH issues identified.
- Shall identify the OSH training needs for the maintenance staff and arrange for training in consultation with the OSH Officer.
- Shall ensure that the risk assessment and aspects and impacts analysis are carried out for all activities.
- Maintain records related to the OSH performance for the third parties.
- Ensure the safe storage and disposal of the waste material.
- Ensuring cleaning is of a satisfactory standard
- Managing the site services team roles effectively to ensure that monitoring of the premises and associated services, systems and equipment.
- Ensures that contactors are monitored and are performing as per school's procedures and report back the non-conformities to the Contractor's Supervisor and HSE officer.

Admin.HR & Manager's Roles and Responsibilities

- Include OSH roles and responsibilities in job descriptions, induction training and performance management programs
- Provide information and statistics to assist in the calculation and analysis of key performance indicators
- Participate in the development of OSH strategy and implementation plans
- Participate in the development and awareness of OSH policies and procedures

Accounts Administrator's Roles and Responsibilities

- Include OSH requirements in tender and procurement procedures and documents
- Ensure OSH performance is included when evaluating and monitoring service providers/contractor's overall performance

Contractors and Visitors' Roles and Responsibilities

- Complying with RIS OSH Policy and rules and regulations.
- Correctly using tools, equipment, and personal protective equipment (PPE) in accordance with agreed safe work practices.
- Ensuring that work is not undertaken for which the employee feels they have not received adequate information and or instruction.
- Meet the requirements of the RIS OSH Manual, and contractual OSH obligations.
- Ensure the safety of their employees while working for RIS
- Develop and train their employees in procedures adequate to ensure safe operations.
- Provide their employees with all necessary protective and safety equipment.
- Contractors must abide by all applicable laws and regulations.

First Aid Trained Staff

- Rachel smith
- James Graham
- Walter Clarke
- Emma Zeiler
- Miranda parchoma
- Abdellatif Chokri
- Hannah Lindo
- Kerry Mesmer
- Lisa Corbett
- Reem Da'abes
- Aysha Rababah
- Pieter Tepper
- Luke Clarke
- Osama Abu Jafar
- Elissa Ballard
- Alison Wighton
- Joan Lubos
- Corrine Moustache
- Jennalyn Boston
- Haily Blunden
- Marida Quirke
- Liezyl Tabo
- Nadine Kharbutli
- Senan Kilbride
- Bozena Gabryzewska
- Carol Davidson
- Kate Clohessy
- Katee van Campen
- Lindsay Mujana
- Najwa Chishty
- Nicola Sue Maclachlan
- Nicole Ducry
- Portia Marimo
- Rachna Chandra
- Roisin Schmitz Hensman
- Ruba Abu Hijab
- Shahna Abdul Kareem
- Symunek Taylor
- Tania Tufft
- Mohammed Razib Chowdhury
- Alwina Van Dyk
- Anne Raagas
- Estee Caplen
- Jennifer Leather
- Jenalyn Boston
- Louise O'Connor
- Mindri Pretorius



Basic Fire Fighting Trained Staff


- Anne Raagas
- Carlos Gonzalez
- Jane Savimaki
- Louise O'Connor
- Mairead Ryan
- Mindri Pretorius
- Mohammad Arif
- Mohammed Razib Chowdhury
- Nicole Ducry
- Rebecca Clarke
- Rudi Pretorius
- Shankar Kumar Shrestha
- Shawna Pope
- Teejay Button
- Zafar Ahemed

- Aysha Rababah
- Mariam Dawass
- Shahna Abdul Kareem
- Rachana Chandra
- Jen Leather
- Anna Buys
- Benjamin Crosby
- Sreeja Jayasree
- Ellen Aiad
- Romalyn Palmera
- Anna Marinova
- Khalid yousaf
- Gladys Reyes
- Sharen Baretto



Security Arrangements

- Staff should always wear their ID lanyards
- All visitors must be signed in at security

Lanyard Color Coding	
	GREEN - Staff
	RED - Parents
	YELLOW – Bus Drivers, Nannies & Bus Supervisors
	PURPLE- ILSA staff & ECP Providers
	BLACK – Visitors, Contractors & Deliveries



Swimming Pool Safety

- Staff should not be working poolside alone
- It is important that the swimming pool is locked securely when not in use
- Under no circumstances are children allowed unsupervised access to the pool area



Fire Safety

- It is important to know your fire assembly points and your safe routes of egress from the building



Fire Safety

- Only use a fire extinguisher if:
 - You are trained to do so
 - You know the classification
 - You have a fire extinguisher
 - It is not spreading rapidly
 - You have a clear escape path
 - It is safe to do so



Emergency Procedures – Fire



DO NOT PANIC
PRESS THE ALARM BUTTON



IF POSSIBLE
CALL THE FIRE BRIGADE



DO NOT USE LIFTS
USE THE STAIRWAY



REPORT TO YOUR
ASSEMBLY POINT SOON



LEAVE THE BUILDING
BY NEAREST EMERGENCY EXIT



DO NOT RETURN
TO THE BUILDING UNTIL AUTHORISED TO DO SO



DO NOT STOP TO COLLECT
PERSONAL BELONGINGS



FOLLOW THE INSTRUCTIONS
AT ASSEMBLY POINT

Emergency Procedures – Fire

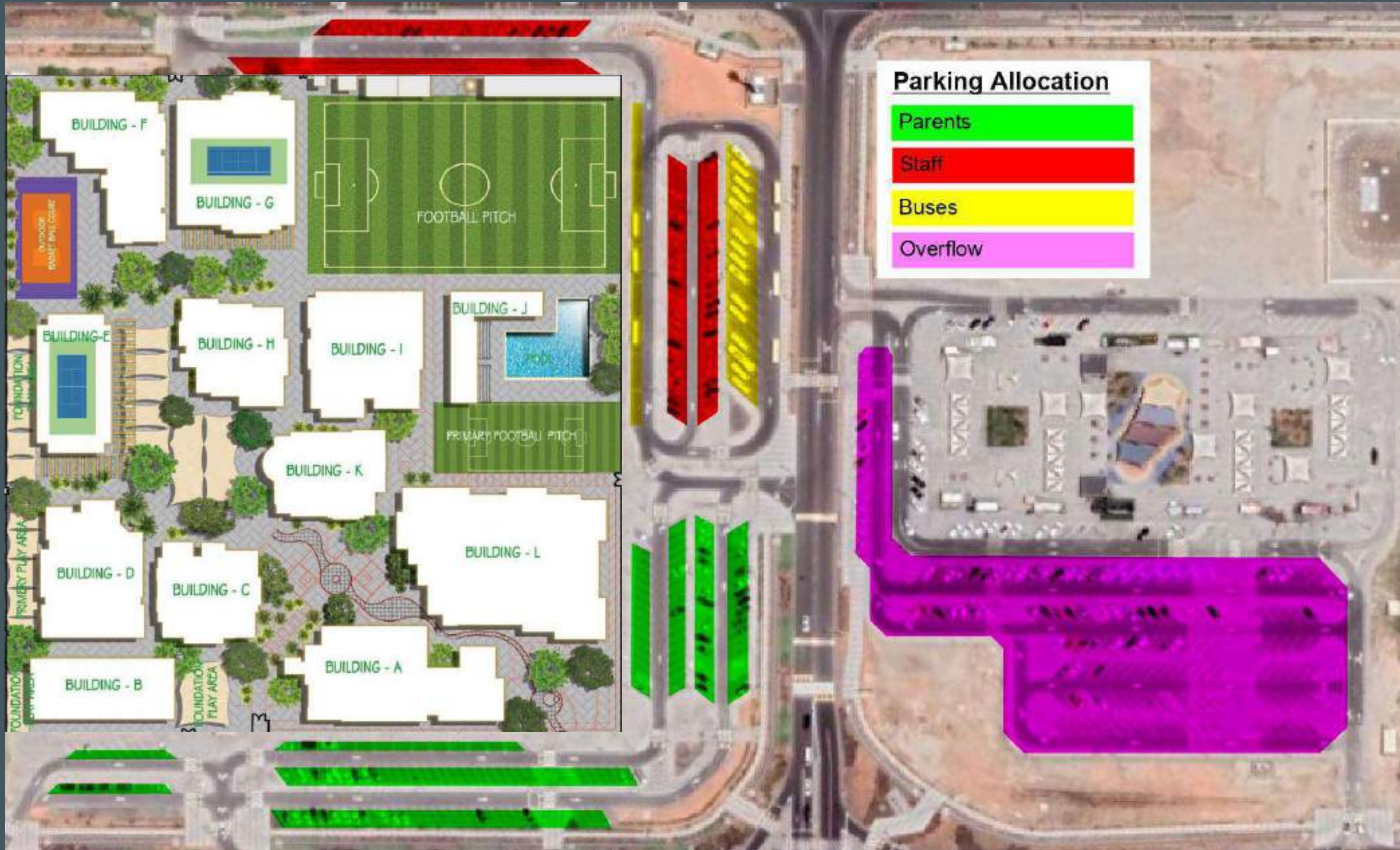
- Fire assembly point location
- Upon exiting the classroom, the teacher should retrieve the fire evacuation pack.
- Hang 'room checked clear' tally on the door when exiting
- Guide students to the fire assembly point
- Fire sweepers will then conduct a check of the building
- At the assembly point, all staff and students are to be mustered, **green** card to indicate everyone is present
red card indicates individuals are missing



Emergency Procedures – Lockdown

- A lockdown will be initiated when there is a concern a situation may cause harm to people present at the school
- All students, staff and visitors will be locked in the building for their own safety
- The alarm will be raised over the schools PA system:
 - ‘Lockdown with intruder’ lockdown for an internal threat (entrances, gates and corridors will not be locked)
 - ‘Lockdown with warning’ lockdown for an external threat (all entrances and gates will be locked)
- On hearing the lockdown signal:
 - Move to the nearest classroom or lockable room
 - Lock door / block the door
 - Lower or close any blinds and turn off lights
 - Stay quiet and stay out of sight, switch off/silence mobile phones
 - Take register, email ‘all present’ to the authorized person or ‘red’ if a student is missing
- Do not exit the room until the ‘all clear’ is indicated, even in the event of a fire alarm

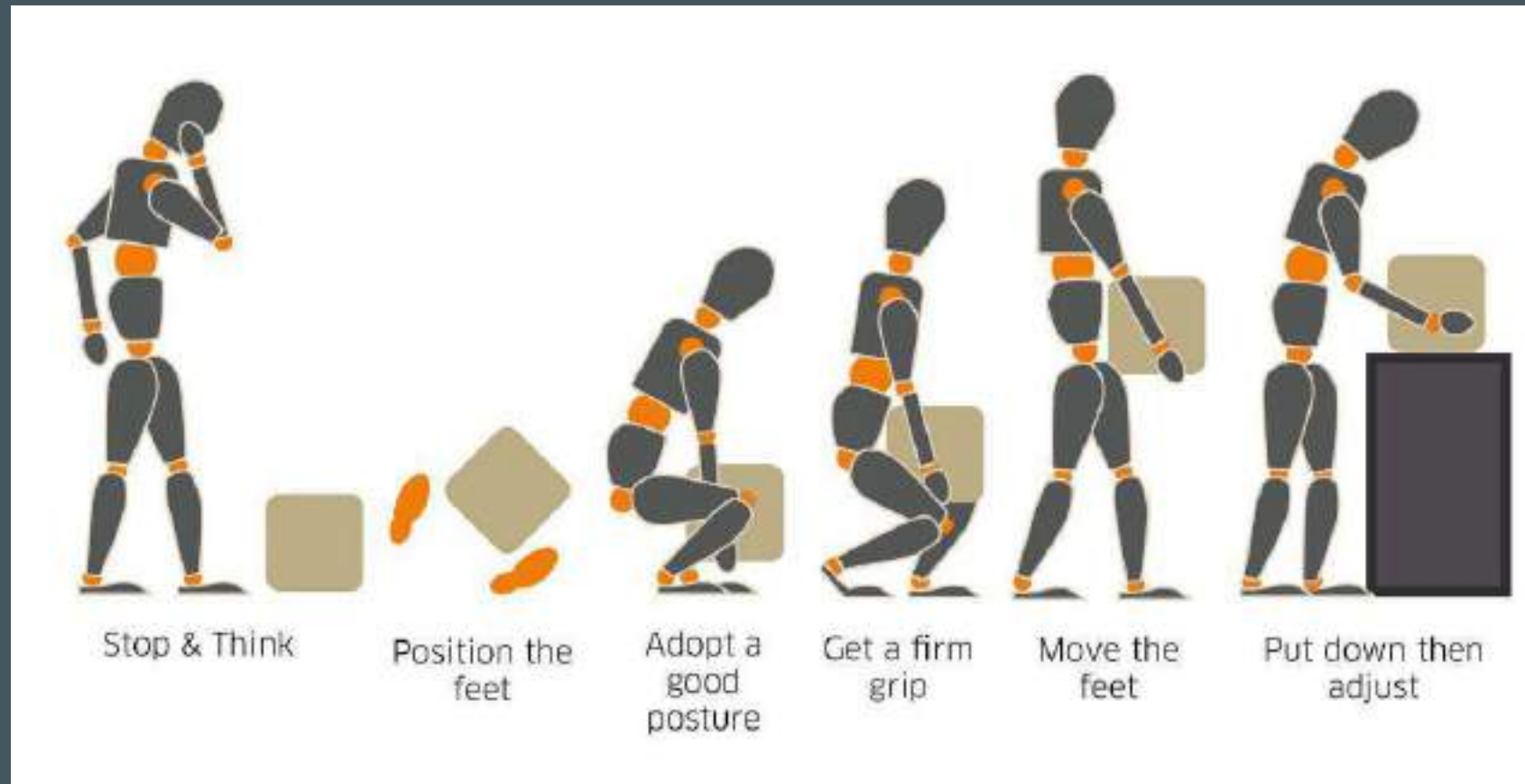
Parking Arrangements



Please utilize the designated staff parking zones indicated in red. In the event that the staff parking area reaches capacity upon your arrival on campus, we kindly request that you utilize the overflow area situated across the road by the food trucks.

Manual Handling

- Before lifting, plan the lift and think TILE
- When lifting keep legs bent and back straight
- Ask for help when it is required



TASK

i.e. the type of manual handling activity, such as pushing, pulling, lifting or carrying etc.



INDIVIDUAL

i.e. the capabilities of the person carrying out the manual handling activity.



LOAD

i.e. the size, shape, surface-type and weight of the object being moved.



ENVIRONMENT

i.e. the area in which the object is being moved.

First Aid and Medical

- First Aid Kits
 - Available in every building and floor of the school
 - Every school bus
 - Clinic
 - Swimming pool
 - Control room
- AED Locations
 - Control room
 - Clinic
 - Swimming Pool
- During school hours – there are first aiders available in every block
- First aid should only be administered by individuals trained to do so
- After school hours – security guards are first aid trained and will be able to assist with any emergency
- An incident report needs to be completed following an incident, injury or near miss



First Aid and Medical



What You Should Know

- It is important that you know the answers to the questions below relevant to your place of work



What are the emergency numbers?



Where is the closest fire extinguisher?



Where is your assembly point?



Where are your fire exit doors and stairways?



Where is the closest first aid kit and AED?

H+S Documents SharePoint Location

- All H+S relevant documentation can be found below:
[General](#)



