

Health & Safety Manual Handbook

Academic Year 2023 - 2024



POLICY STATEMENT	3
HOW TO USE THE HEALTH AND SAFETY MANUAL	3
GENERAL SAFETY GUIDELINES	4
SPECIFIC SAFETY GUIDELINES	6
A) SAFETY IN THE CLASSROOM	6
B) SAFETY IN THE CORRIDORS	7
C) SAFETY IN THE OFFICES	8
D) SAFETY IN THE GYMNASIUMS/OUTDOOR PLAY AREAS/POOL/EQUESTRIAN	9
E) SAFETY ON BUSES AND DURING FIELD TRIPS	10
F) SAFETY IN THE SCIENCE LABORATORIES	11
G) SAFETY OF STAFF	13
H) SAFETY OF VISITORS	14
I) HEALTH AND FIRST AID	16
J) NUTRITION	19
K) NON-SMOKING ENVIRONMENT	20
L) FIRE PREPAREDNESS	22
M) BOMB THREATS	28
N) LOCKDOWNS	29
O) SEVERE WEATHER AND NATURAL DISASTERS	32
P) RISK ASSESSMENTS	33
Q) ACCIDENTS AND INVESTIGATIONS	35
R) GENERAL HOUSEKEEPING	38
S) GENERAL SERVICES DEPARTMENT	39
T) HEALTH AND SAFETY TRAINING	42
U) HEALTH AND SAFETY COMMITTEE MEETINGS	43



POLICY STATEMENT

The Canadian School Bahrain (CSB) is committed to providing a safe and healthy school and workplace for all school community members. To facilitate this, CSB has established a Health and Safety Committee (HSC) and program. CSB will provide the requisite training to ensure that all supervisory personnel are aware of the school's safety requirements.

Accordingly, all CSB supervisory personnel shall ensure that all employees under their direction are properly trained and knowledgeable about their duties, and shall promote strict observance of established procedures and safe work practices.

All employees are expected to observe established procedures and follow the directions of their supervisors, report unsafe conditions or acts, and perform their duties in a manner that meets the objective to eliminate accidents and enjoy an injury free workplace.

HOW TO USE THE HEALTH AND SAFETY MANUAL

The purpose of this manual is to assist the school community in reducing health and safety risks to children, staff, and visitors. As well, it meets the current legislation and accreditation requirements.

This manual has been developed using a variety of sources of information. Such sources include a review of recent literature and various government and children's service documents on current health and safety issues which are relevant to child care, with consultations with local and international health and safety services. As a working document, this manual is updated regularly as needs and circumstances change.

This manual is structured under the following headings for easy use:

Safety Overview: A statement about the intended goal for the school.

Procedures: Recommended practices and actions related to the goal. **Responsible Person(s):** All personnel related to the goal.

This manual is designed for use by staff that assist in identifying and handling potential health and safety hazards. The HSC will discuss, adapt, provide training of and implement this manual. An important part of this process will be to advise staff and families of key developments or changes relating to health and safety requirements. The school will ensure that staff has undergone the recommended training when administering any first aid or emergency medical treatment to a child or other person.

GENERAL SAFETY GUIDELINES

Closed Campus

CSB is enclosed by a security wall with security guards posted at access gates. During school hours, all visitors must obtain permission to enter the campus and they must wear a visitor's pass at all times.

In order to ensure that our children are safe and accounted for at all times, CSB does not allow students to leave the campus during school hours unless they have obtained a leave form. As well, young students must be escorted by an adult.

CSB has CCTV cameras in place to monitor the campus.

Prevention

CSB has a Health and Safety Committee (HSC) with representation from each division of the school. This team meets regularly to review health and safety concerns, to make recommendations for campus improvements, and to recommend adjustments to the school's Emergency and Crisis Response procedures. Our HSC conducts regular campus-wide safety walk-throughs. The purpose of these walk-throughs is to identify potential hazards and needed repairs in all areas of the school campus.

Emergency Procedures

CSB has detailed emergency procedure plans to ensure the safety of our students, staff, and community members in the event of emergencies and heightened health and safety risk situations. Such emergencies include fire, lockdowns, earthquakes, and bomb threats.

Child Protection Policy

Every member of our CSB community is entitled to work and play in an enjoyable and safe environment. CSB has a moral and legal obligation to ensure that teachers, coaches, and volunteers provide students with the highest possible standard of care.

CSB is committed to safeguarding children from harm and abuse. We will follow procedures to protect children and report any concerns about their welfare to the appropriate authorities.

CAMPUS SAFETY



CANADIAN
SCHOOL
BAHRAIN



SPECIFIC SAFETY GUIDELINES

A. Safety in the Classroom

Safety Overview: Our school is responsible for maintaining healthy and safe classrooms.

Procedures:

The teacher will:

- Ensure that students are supervised at all times.
- Ensure that classroom rules are posted in the classroom.
- Maintain a record of all students' health conditions.
- Report any student behavioral issues (e.g. bullying, aggression, neglect) to the school social worker and administration.
- Be aware of consequences from the Student Behavior Booklet.
- Avoid choking hazards such as small toys, beads, hard candy, balloons in classrooms.
- Report slippery floors, stairs, and untidy carpets to housekeeping or the general services department.
- Practice evacuation procedures with students. Ensure students are familiar with the location of fire exits.
- Refrain from using water kettles in the classroom.
- Refrain from using incense, sparklers and candles in the classroom.
- Ensure that their emergency folder is accessible in their classroom. This folder contains the Health and Safety Manual, the fire exit map, red and green cards, the latest class list with updated parents' contact numbers, and a record of all students with health conditions. An emergency folder is provided for each classroom.
- Ensure that classroom furniture and equipment are free from rough surfaces, sharp edges, projections, and small pieces that can be broken off. Report any unsafe furniture and equipment to the general services department.
- Ensure students are instructed on safe and respectful use of classroom cupboards, lockers and furniture.
- Ensure classroom furniture layout is safe.
- Discourage running in classrooms and hallways.
- Refrain from placing students' projects near air conditioners or lights and avoid attaching projects to any unstable furniture.
- Report any electrical issues in the classroom (e.g. damaged sockets, wires on the floor) to the general services department.
- Report inconveniences in ventilations, temperature, and lightning to the general services department.
- Report computer-related risks such as malfunctioning screens to IT.

Responsible Person(s):

- HSC
- Administration
- General services department
- Housekeeping department
- IT department
- Teaching and non-teaching staff
- School nurse



B. Safety in the Corridors

Safety Overview: Our school is responsible for maintaining a high standard of cleanliness and safety in the corridors.

Procedures:

The school staff will:

- Report any unsafe furniture or equipment to the general services department.
- Report any slippery floors, stairs or uneven surfaces to the housekeeping department.
- Ensure that students walk in the corridors rather than run.

The housekeeping department will:

- Maintain a high level of hygiene in the corridors.
- Display the "WET FLOOR" signs whenever floor cleaning is in progress.
- Store cleaning trolleys in a safe and secure location.

The general services department will:

- Label all electrical connections.
- Repair any electrical damages or hazards.
- Remove all unnecessary materials that may obstruct safe movement in the corridors.
- Provide safe storage and retrieval of materials above "normal" heights such as on shelves and in or on cupboards.
- Ensure that all facilities are outfitted with fire extinguishers that are regularly maintained.
- Provide clear signage of fire exits in the corridors.
- Ensure the availability of housekeeping personnel with clear schedules and hand overs.
- Ensure that electrical rooms are locked at all times, and not used for storage or for staff break periods. Only authorized people may access these rooms.
- Ensure that all student lockers are closed when not in use.

Responsible Person(s):

- HSC
- Administration
- General services department
- Housekeeping department
- Teaching and non-teaching staff

C. Safety in the Offices

Safety Overview: Our school is responsible for maintaining the health and safety in our work areas by preventing injuries and accidents in the school environment.

Procedures:

The following should be reported to the general services department:

- Internal construction modifications needed and/or renovations.
- Unsafe positioning of furniture.
- Unstable structures in the working area.
- Problems with ventilation, temperature and lighting.
- Hazards with portable appliances, extension cords, and switches.
- Electrical damages (e.g. damaged sockets, cables and wires).
- Problems in washrooms.
- Computer-related hazards are to be reported to the IT Department.

Responsible Person(s):

- HSC
- Administration
- General services department
- Housekeeping department
- IT department
- Teaching and non-teaching staff

D. Safety in the Gymnasiums/Outdoor Play Areas/Pool/Equestrian Arena

Safety Overview: Our school is responsible for maintaining health and safety in outdoor and indoor facilities during physical education and recreational activities.

Procedures:

The HSC will:

- Regularly check outdoor play areas and play equipment for health and safety hazards.
- Maintain safe layout of outdoor play areas.
- Coordinate with housekeeping to maintain a clean playground.
- Minimize playing outdoors during extreme weather conditions.
- Keep a detailed record of all accidents provided by the school nurse.
- Coordinate with the general services and housekeeping departments if:
climbing and play equipment are not stable, well-maintained or damaged
soft fall ground cover under outdoor climbing and play equipment is not adequate.
- Coordinate with the school nurse to investigate any student accidents occurring on the playground.
- Monitor the weather conditions and inform the administration if students should stay indoors during assemblies and breaks.

The administration will:

- Provide safe play rules and areas.
- Facilitate the supervision and visibility of children.
- Set up a duty chart to monitor the premises during early morning in the playground, break times, and dismissal time.

The teachers will:

- Ensure the play area and equipment are safe before use.
- Report any potential hazards with equipment and facilities to the general services department.
- Respond effectively to accidents and injuries during physical education and recreational activities.
- Ensure students are dressed appropriately for physical activities.
- Supervise students at all times.
- Encourage students to clean the playground after each use.
- Educate the students to play in a safe manner during physical education and recreational activities.
- Ensure the safe use of physical education equipment by the students.
- Contact the school nurse in case of any emergency.

Responsible Person(s):

- HSC
- Administration
- General services department
- Housekeeping department
- School nurse
- Teaching and non-teaching staff



E. Safety on Busses and During Field Trips

Safety Overview: Our school is responsible for the health and safety of all students on school busses and during field trips.

Procedures:

The HSC will:

- Ensure that all students are trained on how to safely evacuate the bus in case of an emergency.
- Ensure that the bus driver has his/her school bus driver license from the traffic directorate.
- Ensure that all busses are equipped with fire extinguishers.

The administration will:

- Ensure all students understand that the bus driver is in charge of the bus at all times.
- Ensure the safety of all students in the bus stop area.
- Educate the students with the proper bus behavior and safety information.
- Ensure that any student who repeatedly violates the safety and bus rules will be denied the privilege of going on field trips and is subject to disciplinary actions that are determined by the administration.
- Ensure that first aid kits are available during field trips.

The teachers will:

- Ensure that all students are on their designated busses.
- Ensure that students do not sit in the front passenger seat.
- Ensure that all students wear their seatbelts.
- Ensure that all students are accounted for when arriving and departing.

Responsible Person(s):

- HSC
- Administration
- Field trip coordinators
- Bus service provider
- Teachers

F. Safety in Science Laboratories

Safety Overview: Our school is responsible for maintaining health and safety for all students and staff in our science laboratories.

Procedures:

The teachers will:

- Instruct their students on science laboratory safety practices.
- Wear personal protective equipment, demonstrate safe behavior, and promote a safe environment.
- Post safety rules and practices in all labs.
- Ensure that all middle/high school students read the “Laboratory Safety Booklet for Students”, and then sign and return their safety contracts prior to commencing lab work.
- Explain in detail to the students the consequences of violating the health and safety procedures.
- Educate students on the location and proper use of all safety and emergency equipment (e.g. sand bucket, eye wash, first aid kit, fire blanket, fire extinguisher) prior to commencing lab work.
- Be aware of the possible risks of experiments and do their utmost to minimize these risks by using the appropriate methods advised by the lab technician.
- Encourage students to report any accidents, regardless of how serious they are.
- Complete an accident report for any accidents that occur.
- Inform the school nurse of any injuries.
- Inspect all glassware and equipment before use.
- Report all breakages to resource coordinator.
- Safely dispose of all broken glassware in the sharp materials container.
- Discard any items found to be faulty if they cannot be used safely.
- Report all spillages to the lab technician or the general service department so that appropriate measures can be taken to contain, neutralize, and dispose of the threat.
- Close and secure the gas safety valve before leaving laboratories.
- Follow the fire evacuation procedures posted on the lab doors.

The lab technicians will:

- Clearly label all safety equipment and familiarize students and teachers of its location.
- Check all safety equipment on a regular basis and complete the correct maintenance forms if needed.
- Store all chemicals according to international standards and guidelines.
- Ensure that only authorized and experienced staff (e.g. lab technicians and laboratory coordinators) check chemicals arriving at the school.
- Ensure that all chemicals are transported in the school in a safe manner according to international guidelines; preferably when no students are present or there are no labs in progress.
- Ensure that two people supervise the transportation of chemicals in the school.
- Ensure that only authorized personnel enter the chemicals storage area. Any maintenance needed must be done under the supervision of the lab coordinator or a lab technician.

- Label all chemicals with the full name, concentration, date of preparation, received by, and opened by dates.
- Ensure that only qualified personnel prepare chemicals following safety guidelines in the material safety data sheet.
- Discard chemicals in a safe manner to prevent injury to persons and to the environment.
- Never allow students to discard chemicals down the drain.
- Treat all biological specimens as bio hazards, and discard them correctly and safely.
- Ensure that no human bacterial growth experiments are incubated at 37 °C.
- Turn the gas on prior to each lab session, and turn it off as soon as the session is over.
- Ensure all teachers and students are able to use the gas in a safe manner, and know how to safely turn the gas on and off.

Responsible Person(s):

- HSC
- Administration
- Teachers
- Science coordinators
- Lab technicians
- General services department
- Housekeeping department

G. Safety of Staff

Safety Overview: Our school is responsible for maintaining the health and safety for all employees. Our aim is to ensure the physical environment is safe and healthy in order to accomplish our duties.

Procedures:

The HSC will:

- Identify, assess, and control the risks to health and safety in the work place.
- Investigate accidents that may have resulted in harm to employees.
- Provide clear instructions to staff on actions to take, in the event of any emergency.
- Monitor and review the safety policies and procedures, and make adjustments whenever necessary.
- Ensure that all staff have access to, and have read the school's Health and Safety Manual.
- Train all staff on accident reporting and healthy work practices.
- Ensure that the HSC members are well informed about first aid.
- Clearly display safety information on notice boards and posters.

The administration will:

- Provide information, instruction, supervision, and training to ensure all staff are competent to carry out their tasks.
- Provide safe equipment and safe working practices, and to keep and maintain the school equipment in adequate condition.
- Provide a clean, comfortable, and appropriate staff room for the staff members to rest and have their breaks during the day.
- Provide instruction of new employees on health and safety.
- Ensure that human resources has updated all employees' medical information.

Responsible Person(s):

- HSC
- Administration
- Human resources department
- School nurse
- Teaching and non-teaching staff

H. Safety of Visitors

Safety Overview: The school is responsible for ensuring the health and safety of all visitors in our school at all times.

Procedures:

The security staff will:

- Welcome all visitors at the security gates.
- Confirm with the intended department where a visitor has an appointment. Collect the visitor's ID in exchange for a school visitor badge.
- Ensure that no visitors are on the school premises before or after school hours, unless permitted by the administration.
- Ensure the visitor's ID card is returned and the school visitor badge is collected when the visitor leaves the school.

The staff will:

- Escort visitors to their intended location.
- Guide the visitors to the assembly point during evacuations.
- Have visitors shelter in the nearest office or classroom during lockdown procedures.
- Meet with visitors away from classes while classes are in session.

The visitors will:

- Use the main gate at all times (Gate 1) when visiting school premises.
- Provide the necessary ID to the security at the gate in exchange for a visitor badge.
- Wear the visitor badge at all times during school visit.
- Make an appointment with the intended department prior to visit.
- Follow the staff instructions during evacuation and lockdown procedures.
- Adhere to the school hours while visiting the finance department.

Responsible Person(s):

- HSC
- Security staff
- All staff
- Visitors

HEALTH & FIRST AID



I. Health and First-Aid

Safety Overview: Our school is responsible for maintaining health and safety within the school community by providing medical care and first aid to students and staff when required.

Procedures:

The school nurse will:

- Be available in the clinic during school hours.
- Ensure that the clinic is appropriately stocked with required medication and equipment.
- Conduct regular checks of expiry dates of all medications and equipment.
- Label cupboards and organize medications and equipment in a safe manner.
- Ensure that students with serious medical conditions are classified and listed at the beginning of each school year in coordination with parents, and shared with the administration and teachers.
- Ensure that staff with any serious medical conditions are classified and listed at the beginning of each school year, and this information is shared with the human resources department.
- Keep medical reports and information about each student/staff safely secured in the clinic.
- Continue follow ups with students and staff to ensure overall health and safety awareness.
- Keep a record of all student immunizations in the school medical records.
- Check the student vaccinations according to the schedule of the Ministry of Health with cooperation with the Ministry of Education.
- Communicate with the Ministry of Health when infections are reported nationally.
- Ensure random medical checkups are done for early detection and control of infections.
- Provide written and verbal medical advice and prepare written medical instructions to maintain a healthy school environment.
- Regularly visit the canteen to ensure that food is healthy and food preparation areas are safe and sanitary.
- Provide training and workshops to educate the school community about their health.
- Provide, maintain, and distribute wheelchairs in each building and sports halls.

• First Aid kits:

- Ensure that all First-Aid kits are well-equipped and ready for use.
- Ensure First-Aid kits are available in each school building and accessible at all times.
- Label each First-Aid kit with a list of all medications which include expiration dates.
- Provide a First-Aid kit to the event coordinator for field trips.

- **Minor incidents:**

- Immediately treat all minor incidents such as scratches, paper cuts, headaches, stomach ache, and minor trauma in the school clinic.
- Record all treatments in the student's medical file and communicate to the parents via email or a phone call.
- Notify the administration when a student leaves the campus due to health issues.

- **Serious incidents:**

- Monitor all students with chronic illnesses such as diabetes on a daily basis.
- Supervise the student or staff in the clinic and carry out the necessary First Aid procedures in the event of a serious incident such as fractures, burns, head injuries, or fainting.
- Call parents/family to take the patient to the hospital.
- In case of emergency, call the ambulance and accompany the patient to the nearest hospital and inform the parents/family.

- **Management of head lice:**

- Conduct regular checks for lice with pre-school and primary students.
- Check a child's head for lice in privacy.
- If head lice are detected, notify teachers in private. The child will not be removed from class immediately, as this can cause embarrassment and may lead to ridicule.
- Notify parents about the head lice situation in a professional manner. All treatment options and procedures must be fully explained to parents.
- Provide parents with a written prescription for lice shampoos.
- Re-check the student has to present him/herself to the infirmary on the 4th day after detection of head lice. Once cleared by the nurse, the child can proceed to class.
- In the event of a lice outbreak in a class, the entire class will be screened privately and the nurse will notify any affected parents individually.
- Confidentially report all cases of head lice to affected staff members. It is not necessary for all staff to know the details of the particular child.

Responsible Person(s):

- HSC
- Administration
- School nurse
- Teachers

HEALTHY HABITS



J. Nutrition

Safety Overview: Our school is responsible for maintaining health and safety in our school canteen and promoting healthy eating habits.

Procedures:

The administration will ensure that:

- All canteen staff have a medical report from the Ministry of Health assuring they are free of contagious diseases.
- Food provided by the canteen meets the “National Dietary Guidelines for Children” from the Ministry of Health.
- Drinking water is provided and available for students and staff.

The school nurse will:

- Ensure that food and beverages sold in the school’s canteen are healthy and of maximum nutrition.
- Ensure that the school canteen only sells milk (white, chocolate, flavored), juice, and water as a beverage.
- Ensure that all forms of candy, chocolates, and crisps are not permitted for sale in the school canteen.
- Make students aware of the importance of hand washing before eating.
- Promote healthy eating in the school (e.g. banners, posters, and flyers).

The canteen staff will ensure that:

- Food is properly stored and refrigerated.
- Food is protected from contamination.
- Frozen food is kept frozen.
- High standard of personal hygiene is maintained by canteen staff.
- Hands are washed before and after food preparation and handling.
- All cuts and skin abrasions are covered.
- Disposable gloves are worn when serving food.
- Staff hair is covered by disposable caps at all times.
- Food areas must be left in a clean condition at all times.
- Food contact surfaces (countertops and cutting boards) are cleansed and sanitized before and after food preparation.
- Food prepared on site should normally be consumed within the day of preparation.
- Food storage and food processing procedures adhere to food safety standard guidelines.

Responsible Person(s):

- HSC
- General services
- School nurse
- Canteen contractor
- Administration

K. Non - Smoking Environment

Safety Overview: Our school is responsible for maintaining health and safety by promoting and enforcing a non-smoking environment. Electronic cigarettes/vaping are considered the same as tobacco cigarettes at CSB.

Procedures:

The administration will ensure that:

- Staff are aware that smoking is prohibited on school property at all times.
- Staff found smoking on the school campus are reported to the human resources department.

The school counselling department will ensure that:

- Students are educated about the dangers of smoking.

The general services department will ensure that:

- No smoking signs are posted at all school entrances.

Responsible Person(s):

- HSC
- Administration
- School counselling department

FIRE PREPAREDNESS



L. Fire Preparedness

Safety Overview: Our school is responsible for maintaining health and safety by ensuring that fire safety and fire evacuation plans are clear, communicated, understood and practiced.

Procedures:

The HSC will:

- Ensure that the school community practices a fire drill at least once every term.
- Improve the fire evacuation procedure by meeting regularly with the Fire Evacuation Team (FET).
- In case of fire alarm, identify the location of the fire by looking at the fire panel screen.
- Ensure that all staff are aware of the assembly point. They also need to be acquainted with the location of the fire extinguishers and the fire exit doors.
- Ensure that all staff are trained on fire fighting and fire evacuation procedures.
- In case of uncontrollable fire, call the emergency line at '999'.

The administration will:

- Ensure that all staff are familiar with the Fire Evacuation procedures.
- Ensure that evacuation maps are posted at all doorways.
- Provide each classroom with an emergency folder.
- Assign specific staff to assist students who require extra help.
- Ensure that teachers have a current student list including parent contact information.
- Ensure that teachers are taking and updating attendance.
- Ensure that a megaphone is available.

The staff will:

- Know that the signal for a fire drill is a continuous alarm.
- Remain calm, and activate the nearest fire alarm in case of fire.
- If the fire is small, activate the nearest fire alarm and use the fire extinguisher to extinguish the fire.
- If the fire is out of control, activate the nearest fire alarm and safely make your way to the assembly point via the nearest exit.

The Fire Evacuation Team will:

- Proceed immediately to their designated area and ensure that all students and staff are evacuated in a safe and orderly manner.
- Ensure that everyone has left the building by checking each class, office, toilet, and corridor.
- Ensure that all doors are closed.
- Once you are in the fire assembly point, ensure no one re-enters the building until it is announced that it is safe.
- Check for teachers holding a red card and write down the names of any missing students and their class. Take this list immediately to the principal at the assembly point.
- The principal and deputy principal are responsible for communicating with the other FET members to confirm the presence of any missing students.
- Ensure that all teachers lead their students to their assembly point.
- After the fire evacuation has ended, complete a Fire Drill Evacuation Form.

The teachers will:

- Be familiar with the evacuation maps displayed near the classroom doors.
- Ensure that their emergency folder is accessible in the classroom. This folder contains the Health and Safety Manual, the fire exit map, red and green cards, the latest class list with updated parents' contact numbers, and a record of all students with health conditions. An emergency folder is provided for each classroom.

• Upon hearing the fire alarm:

- Immediately stop all work and remain calm.
- Check the classroom door before opening it. If it is safe, take emergency folder and lead students to their assembly point. If it is unsafe, find an alternate route to exit the building or shelter in place if there is no safe passage out of the classroom.
- Lead your class in an orderly manner to the nearest exit route away from the fire. Preschool and grade one teachers are to have an adult at the front and at the back of the line if possible. Classes with only one adult are to have the adult lead the class out of the building.
- Do not wait for missing students (in toilets, nurse, detention, etc.). The Fire Evacuation Team is responsible for evacuating them.
- Leave personal belongings and students' bags.
- Shut all doors before leaving.
- Do not use elevators.
- Ensure that there is no rushing, yelling or pushing to the assembly point.
- If the corridors are filled with smoke, ensure students crawl or crouch down and touch the walls to find their way out.
- Take attendance of your class at the assembly point.
- At the assembly point, raise your 'green' card to indicate that all your students are present, or 'red' card to indicate that students are missing.
- Upon hearing the 'ALL CLEAR' signal and after being instructed by the Fire Evacuation Team, quietly return to your class.

The social worker will:

- Bring the following to the assembly point:
 - List of all absent students and students who have left school early.
 - Updated list of all students along with their parents' and emergency contact numbers.
 - List of all the students with health conditions.

The school nurse will:

- Submit a daily list of students using a wheelchair or crutches to administration.
- Accompany any student in the clinic to the assembly point and guide them back to their homeroom teacher.
- Check on students with health problems.
- Leave a wheelchair on the ground floor for any disabled students.

• Bring the following to the assembly point:

- List of all the students who were sent home on that day.
- List of all the students/staff with health problems.
- First Aid kit and all medications for students with health conditions.

The human resources officer will:

- In case of any absentees in the Fire Evacuation Team (FET) members, inform the HSC to allocate a substitute.

• Bring the following to the assembly point:

- List of all absent staff and staff who have left school early.
- List of all the part-time staff, along with their work schedule.
- List of all the third-party employees (canteen staff, housekeepers, security).
- Ensure that all the staff are present at the assembly point.

The head of security will:

- Prohibit any individual from entering the campus.
- Guide visitors who are inside the building to the assembly point.
- Ensure the safety and presence of all the security staff at the assembly point.
- In case of fire, ensure that one of the security officers is at the gate in order to escort the fire vehicles.

• Bring the following to the assembly point:

- List of all the staff who left the premises during the day.
 - List of all the staff and students who left the premises and came back during school hours.
 - List of all the visitors who are present during the fire evacuation.
-
- Record the attendance of all third-party employees on a daily basis (housekeeping, security, etc.).
 - Ensure that all third-party staff are safe during the fire evacuation.

The head of general services will:

- Ensure that the fire vehicles' emergency lane is clearly painted.
- Check all escape routes to ensure they are clear and free of obstructions for their entire length.
- Check all emergency lighting systems.
- Maintain all fire doors and emergency exits.
- Ensure that all exit signs are visually inspected for operation.

- **Inspect all fire extinguishers as follows:**
 - Confirm the extinguisher is visible, unobstructed, and in its designated location.
 - Verify the locking pin is intact and the tamper seal is unbroken.
 - Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle.
 - Confirm the pressure gauge or indicator is in the operable range or position, and lift the extinguisher to ensure it is full.
 - Make sure the operating instructions on the nameplate are legible and facing outward.
 - Check the last professional service date on the tag. A licensed fire extinguisher maintenance contractor must have inspected the extinguisher within the past 12 months if new, and every 6 months afterwards.
 - Initial and date the back of the tag.

- **Inspect the fire hose reel as follows:**
 - Completely extend the fire hose from its reel.
 - Check that the fire hose and reel are in good condition.
 - Check that all the couplings and joints are water tight.
 - Check that the spray nozzle can be opened and adjusted easily.
 - Test water flow rate, static pressure, and dynamic pressure.

Visitors will:

- Once the fire alarm is sounded, make their way to the assembly point via the nearest exit.
- Follow the instructions given by the FET or any staff member.
- Cooperate with the FET. Leave your child in line at the assembly point.
- If they are accompanying their child during the fire evacuation, go to the assembly point and escort their child to their homeroom teacher.

* **Students with disabilities during fire evacuations**

- Student will be the last to leave the class so as to avoid being pushed.
- Student will receive immediate help from the Buddy System.
- Student will get out of his/her wheelchair and sit on the steps. S/he will be assisted by FET members to descend the stairs.
- The school's nurse will provide a wheelchair on the ground floor.
- The Buddy will accompany the student to the assembly point, and ensure their safety.

Responsible Person(s):

- HSC
- Fire Evacuation Team (FET)
- Administration
- School nurse
- Security department
- General services department
- Human resources
- School social worker
- Teachers
- All staff

SAFETY THREATS



M. Bomb Threats

In the event of a bomb threat, evacuation is compulsory and will follow the school's fire evacuation procedures. However, the assembly point will be off the school campus.

Safety Overview: Our school is responsible for maintaining health and safety of the school community in the event of a bomb threat. All bomb threats must be treated as a serious matter. To ensure the safety of the school community and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal school activities. The procedures described below must be implemented regardless of whether the bomb threat appears real or not. All staff with external telephone lines should have a copy of the Bomb Threat Response (BTRR).

Procedures:

If a bomb threat call is received:

1. Stay calm.
2. Do not put the caller on hold.
3. Do not attempt to transfer the call.
4. Do not hang up the phone no matter what. If possible, have someone else use another phone to call 'CSB On Call' – 666 113 00.
5. Note the phone number on the caller ID.
6. Inform civil defense regarding the threat immediately. Be sure to include the location and appearance of the object when reporting.
7. When safe to do so, complete the Bomb Threat Response Report (BTRR).
8. Start immediate evacuation of school. Fire evacuation drill process must be followed.
9. Students, faculty and staff must exit school premises and assemble outside the school building.
10. Parents must be contacted and asked to have their child collected.
11. Pre-approved SMS must be sent to all community members about the status and any such message should be worded to avoid panic among parents, faculty and staff.
12. Do not handle the object, clear the area immediately.

After the call / or if the bomb is located:

1. Staff should inform the Health and Safety Committee on 'CSB On Call' – 666 113 00.
2. The Head of the HSC should inform the executive office.
3. The Head of the HSC should call the Police Emergency Line 999, and evacuate the campus.
4. Never touch a suspicious package.

Responsible Person(s):

- HSC
- Administration
- Security team
- All staff

N. Lockdowns

Safety Overview: Our school is responsible for maintaining health and safety within the school community when a lockdown occurs. A lockdown at CSB means no one enters and no one exits the school. This limits the access to buildings and classrooms. The lockdown is done for the safety of everyone in the school in case of an intruder. A lockdown procedure practice is performed twice a year.

Procedures:

- Never confront an intruder.
- Call the school's emergency hotline 'CSB On Call' – 666 113 00.
- The head of the HSC must inform the Executive Office, and call the police emergency line 999.
- If the school is notified of any unexpected threat, parents and staff will be notified by SMS.
- It is impossible to fully prepare for all possible scenarios when it comes to internal threats, therefore all staff need to use their best judgment with their decision in taking the necessary actions in any unexpected case.
- Inform the students that they are not allowed to use their cellphones during a lockdown. Hundreds of calls being made simultaneously will not only jam the system, but will result in parents arriving at the school which will only increase the danger to everyone.

In case of a lockdown siren alarm:

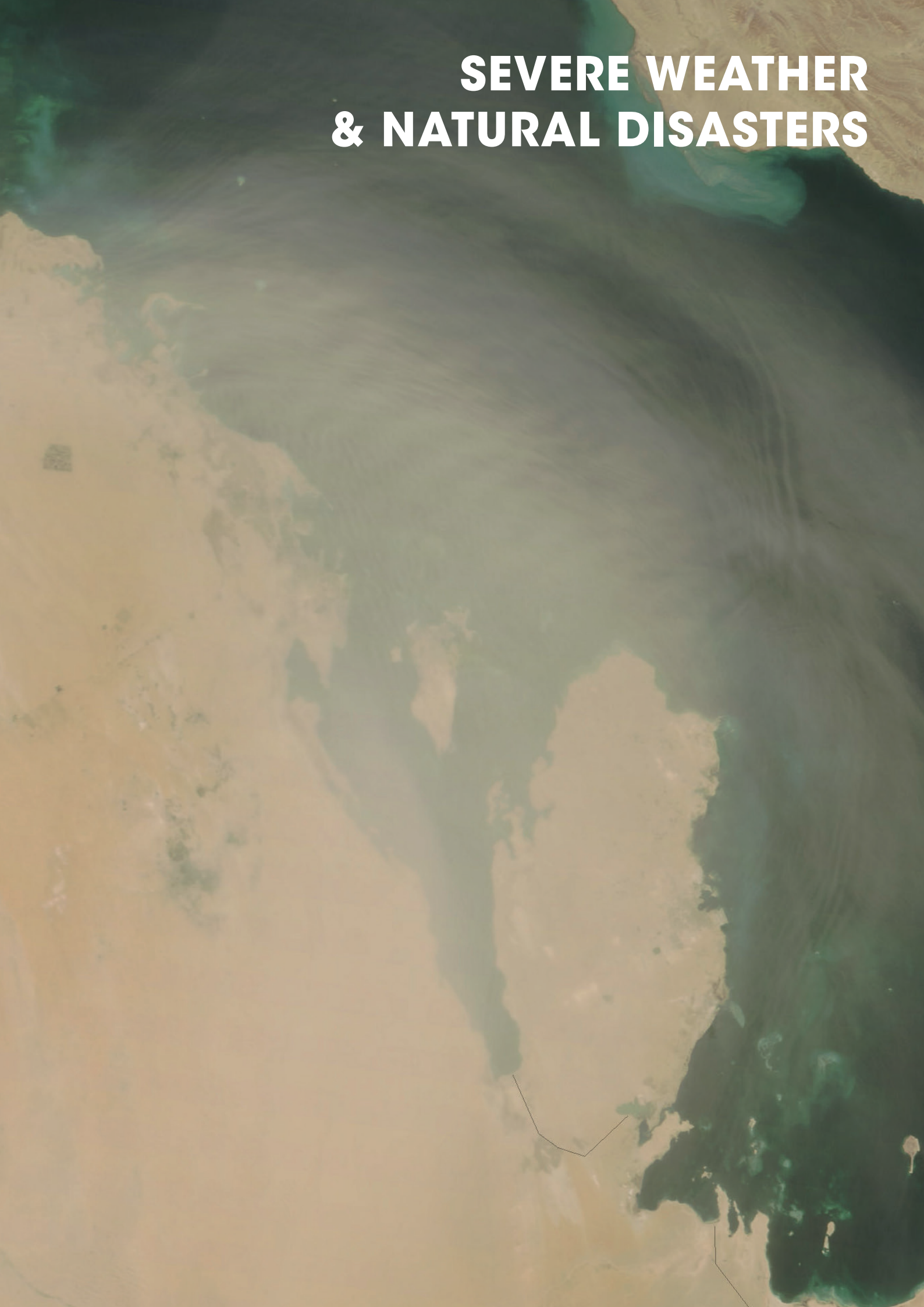
During lesson time:

- Any student or staff in corridors will go to the nearest classroom or office immediately.
- Lock and secure classroom/office with keys or any heavy furniture if required, and stay away from the doors.
- Security staff will be checking all exterior doors to ensure that they are locked.
- All window blinds should be drawn, and windows closed.
- Cover the door's glass by taping a paper over it so that the occupants are not visible from hallway.
- Teachers should take attendance of anyone present in the class.
- Use a card notification system to alert the Fire Evacuation Team (FET) of the status in each room
- Green: Signifies that all students are present.
- Red: Signifies that there are missing/extra students or staff.
- Remain very quiet.
- Put cell phones in vibration, and if there is any necessary communication needed, use text only.
- The sound of 'ALL CLEAR' by Public Announcement (PA) indicates that the building is safe, and that the threat has been dealt with.
- Students should not be allowed out of the classroom under any circumstance before hearing the sound of 'ALL CLEAR'.

During breaks:

- If the threat is known to be in a certain area, all students and staff should move away from this specific area.
- Teachers on duty and Fire Evacuation Team (FET) are responsible to direct the students to the nearest school's indoor facility.
- Security will guide the school visitors to the nearest school's indoor facility.

SEVERE WEATHER & NATURAL DISASTERS



O. Severe Weather and Natural Disasters

Severe Dust Storms

- Close doors and windows.
- Remain indoors with students if possible.
- If students must travel between buildings, protect mouth and nose from dust particles.

Earthquakes

- The deputy principal or other designate will use the public address system to signal an Earthquake Drill Response "Earthquake. This is an Earthquake Drill".
- Stay calm and direct students to shelter under tables or desks or to sit along interior walls.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Evacuate buildings if alarm sounds or if instructed via the PA system. Teachers should lead students to the Assembly Area, checking for safe routes and hazards along the route.

Emergency Phone Numbers

Fire Department: 997 or 999

Ambulance: 998 or 999

Police: 999

Security Gates: Extension 112

Clinic: Extension 111

Deputy Principal: Extension 101

School Principal: Extension 102

Facility Name: Canadian School Bahrain

Facility Address: Bldg. No. 4499, Road No. 6447, Diyar Al Muharraq 264, Bahrain

If Campus Evacuation Is Ordered

- Teachers will dismiss students individually, using a check-out list.
- All staff will remain on duty until dismissed by administrators.



P. Risk Assessments

Safety Overview: Our school is responsible for maintaining health and safety within the school community. At CSB, risk assessments are done to identify and evaluate the risk level to which they threaten to harm any member of the school community. The assessment should include the control required to eliminate, reduce, or minimize the risks.

Procedures:

The HSC will:

- Look for any hazards.
- Evaluate the risks and decide whether existing precautions are adequate, or whether more should be done.
- Propose corrective actions and provide details of prevention principles.

The staff will:

- Report activities or items which are considered potential hazards to the Health and Safety Committee members.
- Assist in the implementation of control measures.
- Perform a simple risk assessment before any planned activity that involves students.

Responsible Person(s):

- HSC
- Administration
- General services department
- All staff

ACCIDENTS & INVESTIGATIONS



Q. Accidents and Investigations

Safety Overview: Our school is responsible for maintaining health and safety within the school community. All accidents and incidents must be reported, and if necessary, an investigation must be carried out.

Procedures:

In case of accidents:

- Seek immediate medical attention if needed.
- Inform the head of the HSC of the accident.
- Complete an Accident Form Report within a day of the event.
- All Accident Form Reports must be discussed at the Health and Safety meetings.

Investigation procedures for the HSC:

- Conduct the accident investigation at the scene of the event as soon as possible.
- Investigate the people involved in the accident, and any witnesses during separate interviews.
- Complete an accident investigation report in detail, including the signatures of the people involved in the accident and of with the witnesses.

School Clinic

Emergency care for students and staff members who become sick or who are injured at school or at the school campus, is the responsibility of school personnel and an integral part of health services provided by the school's clinic.

Primary role and functions of the school nurse include but are not limited to:

1. Conducting school health services, including physical examinations, and test for hearing and vision.
2. Reporting to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
3. Participating in all school related activities.

The School clinic is located on the ground floor next to the preschool reception. Students must request permission from the classroom teacher to go to the Clinic during class time. The teacher must sign a pass in the student's handbook before sending them to the nurse.

The nurse will not accept any student without a signed pass from the teacher. Unless it is an emergency, the nurse is obligated to send the student back to class for a signed pass, before treating the students.

Clinic Equipment/Medications:

It is the responsibility of the school nurse to coordinate with the purchasing unit of the school to provide all necessary equipment and medications in a timely manner and maintain an updated record of medication expiry dates.

It is crucial that the medication list is an approved list by the Ministry of Health.

Clinic Guidelines

(Same guidelines must be used when allowing students to go to the restrooms)

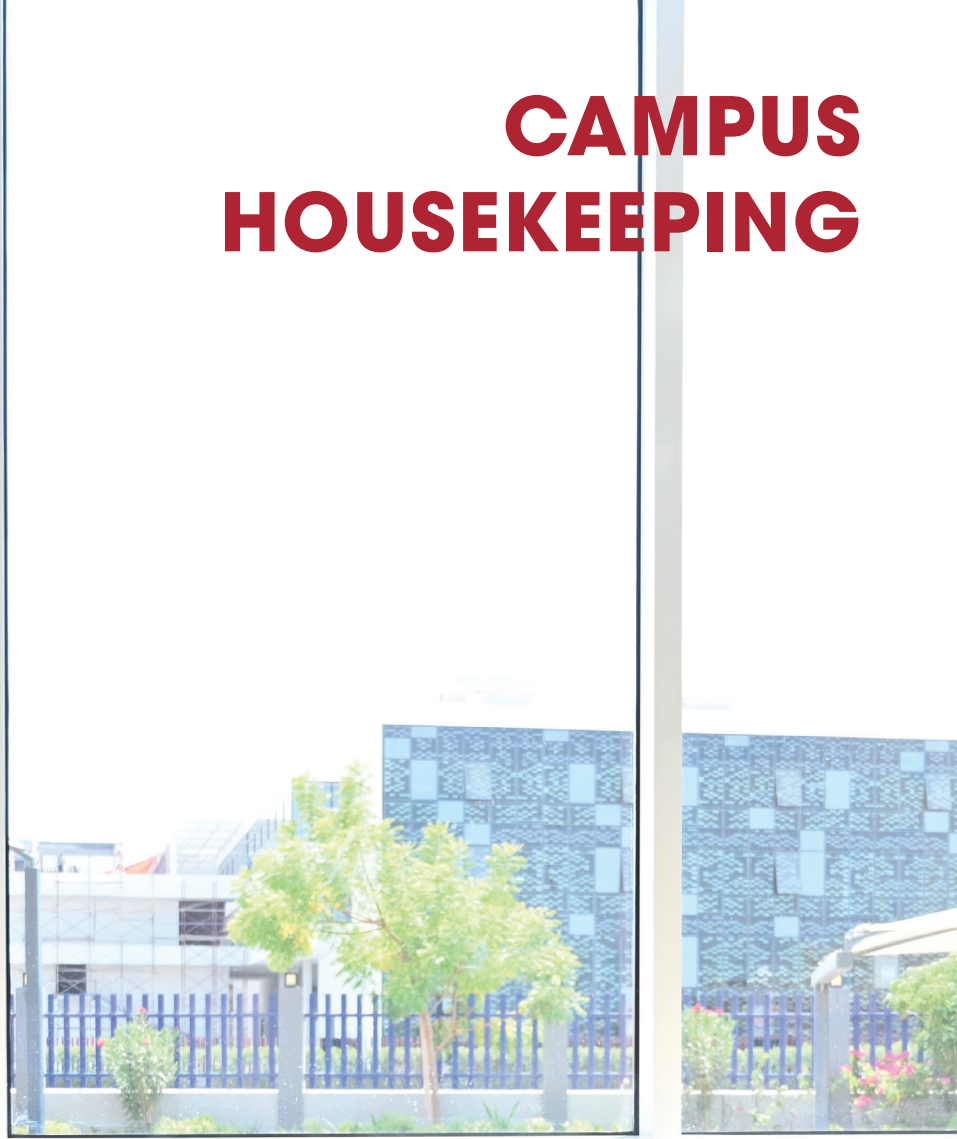
Unless it is an emergency:

- No more than one student may be sent to the Clinic at the same time from the same class. The student must return from the Clinic before sending the next person.
- Students may not be sent to the Clinic towards the end of the period.
- Students may not be sent to the Clinic towards the end of the last period of the school day.
- Teachers must check the hall passes, in case the student has already visited the nurse, before they give permission to send the student to the Clinic.

Responsible Person(s):

- HSC and Safety Committee
- Administration
- School social worker
- All staff

CAMPUS HOUSEKEEPING



R. General Housekeeping

Safety Overview: The following service is the written procedure for general housekeeping at Canadian School Bahrain. These guidelines provide housekeeping standards in this premises to help ensure a safe work environment at all times in all areas for our faculty and students.

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that must be practiced on a day-to-day basis. Orderliness in our workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards and etc.

The following are some good reasons for housekeeping:

- Prevents Accidents.
- Prevents fire.
- Saves time.
- Increases production.
- Protects our products and equipment.
- Reduces our waste.

Procedures:

Housekeeping will:

- Be in correct uniform and avoid long scarves for safety purposes.
- Keep their belongings in their own lockers placed in the housekeeper's room.
- Ensure that there are enough cleaning materials available.
- Ensure that cleaning materials are placed in high cupboard and locked away from student's reach.
- Keep walkways, floors, and stairs clean and dry at all times.
- Clean all ventilation systems.
- Clean up any spills as soon as they occur.
- Ensure that toilet and washroom checklist is available.
- Ensure that toilet rolls and soaps are available at all times.
- Ensure that all toilet floors are kept clean and dry.
- Accumulating waste papers is prohibited and is to be removed regularly (Recommended to recycle).
- Ensure that all sanitizing dispensers are working properly along with regular refilling.

S. General Services Department

Safety Overview: To ensure the safety of all staff and students at school by regularly maintaining the quality and effectiveness of the resources.

Procedures:

General services department will:

- Maintain a neat landscaping appearance-trim lawn, trees, and shrubs.
- Prevent trees and shrubs from obstructing doors and windows.
- Ensure pest control process is carried out on a regular basis.
- Keep any sharp items in the kitchen out of reach from the students.
- Maintain the below resources:
- Ventilation System.
- Fire Extinguishers.
- Fire Detectors.
- Elevators.
- CCTV Camera.
- Electrical Devices
- Water tanks and pipes.
- Drinking water coolers.
- Air conditioning.
- Building renovation.
- Furniture repair.

Toilets and Washrooms:

General services Department must ensure that:

- All cistern flushing is in working condition.
- All toilet pans and washbasin are free of blockages, leakage, or visible damages.
- All taps are shut off effectively to prevent running or dripping water.
- All the lightening and exhaust are working properly.
- All cubicle doors are in good conditions and lockable.
- Floor is kept free from spillages, leaks, and damages etc.
- All walls and cubicle are free from graffiti and in clean conditions.
- All sanitary bins are in good condition and empty regularly.
- The washroom is well ventilated and free from unsanitary odor.

Storage and Disposable Areas:

Our facility securely stores material by piling or arranging it in an orderly manner. The below are procedures on how to store materials in the storage areas:

- Nothing should be stored in areas accessible to students, even though it is temporary.
- The entire storage site must be kept free from accumulation of unnecessary flammable materials.
- Storage may not obstruct or adversely affect any means of exit.
- All materials must be stored, handled, and piled with due regard to their fire characteristics.
- Non-compatible materials which may create a fire hazard must be segregated by a barrier having a fire resistance of at least 1 hour.
- Clearance of at least 40 inches must be maintained between the top level of the stored material and the sprinkler deflectors, as well as the ceiling.
- Clearance must be maintained around lights and heating units to prevent ignition of flammable materials.
- All cleaning materials should be placed in a special storage away from student's reach.

HEALTH & SAFETY TRAINING



T. Health and Safety Training

Safety Overview: The HSC is responsible to ensure that the staff and students are provided with information, instructions, and training related to health and safety issues at CSB. The HSC will provide adequate training to all existing and new staff at the beginning of the academic year and throughout the year if needed.

Procedures:

The Health and Safety Committee must set a Health and Safety training plan for the whole academic year.

The plan should consist of the following:

- Health and Safety Manual handling.
- Training for fire evacuation procedures for all staff and students.
- Training for lockdown procedures for all staff and students.
- Emergency first aid training.
- Training on how to use the fire extinguishers and fire hose.

U. Health and Safety Committee Meetings

Safety Overview: Canadian School Bahrain has a Health and Safety Committee with representatives from all school divisions. This committee meets regularly for the purpose of reviewing the Health and Safety practices, policies, and procedures in operation at the school. Meeting notes will be sent to Senior Administrators and are kept on file with the Principal's Office. The committee is responsible for making recommendations for improvements to the administration team.

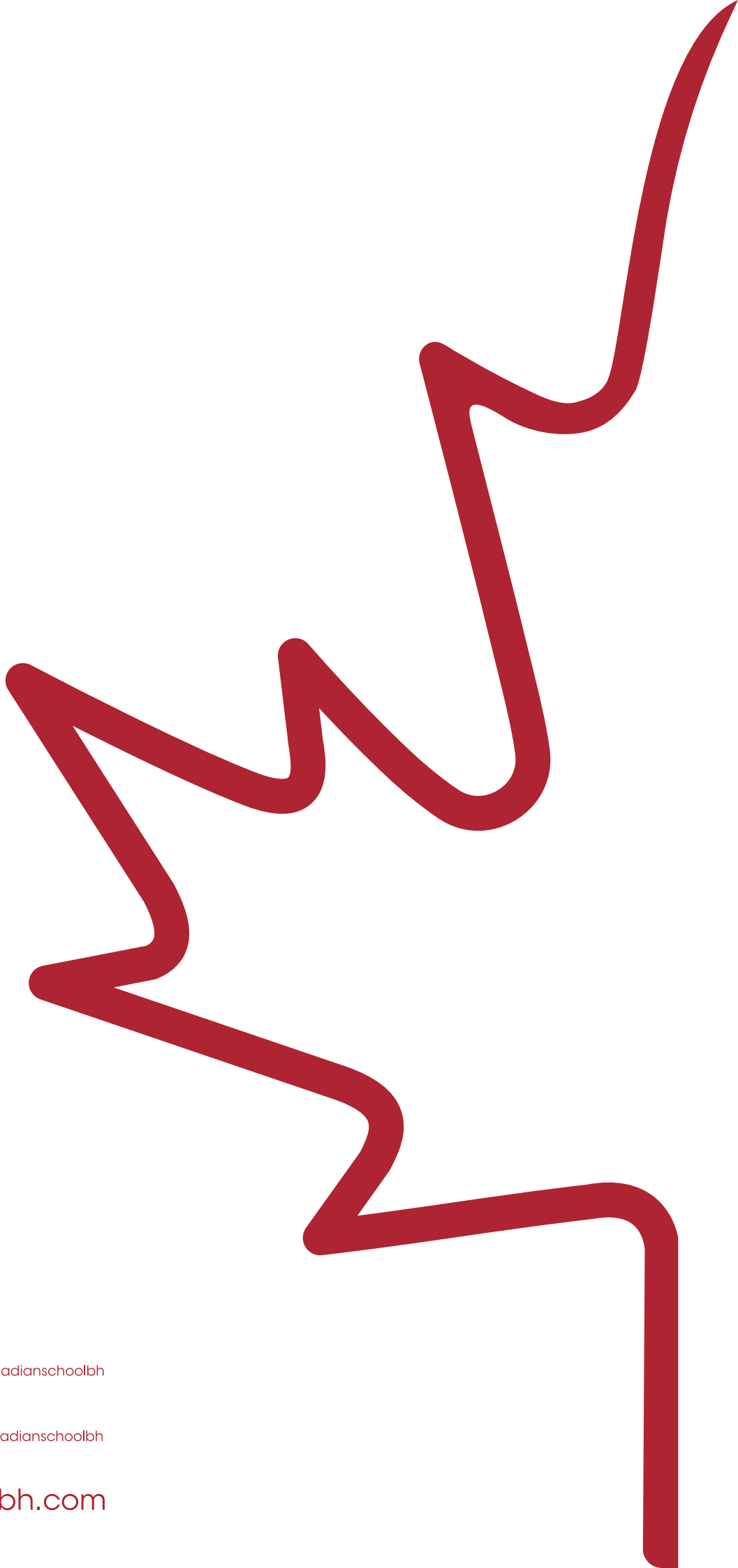
Meeting Schedule

The HSC will meet once a month. Other meetings may be scheduled as required.

Identified Priorities

- Review of installation of new security measures (PA system, Added Fire Alarm signals, Additional Security Cameras, Other items as Needed).
- Review distribution of two-way radios and incorporate into emergency planning procedures.
- Implementation and Practice of Lock-down Procedures for CSB.
- Review and Update of all Emergency Drill procedures.
- Identify core group of First Aid Responders for training.
- Evaluate status of emergency supplies/provisions and make recommendations for improvement.





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