



HEALTH AND SAFETY POLICY

RESPONSIBILITIES

Great Minds Early Childhood Center's manager and registered nurse, have overall and final responsibility for Health and Safety, within the center and its operations. They will ensure the ECC has an effective policy for Health and Safety and will delegate specific responsibilities to ensure that all requirements of current Health and Safety legislation are satisfied.

Responsibility
Instruction in safe working practices
Training
Health and Safety Inspections
Office Safety Inspections
Equipment Maintenance and Inspection
Outside services
First Aid Provision
Fire Equipment and Evacuations
Computer Equipment
Housekeeping
Collection/Delivery Procedures
Accident Reporting and Recording
Visitors (incl. sub-contractors)
Risk Assessments
Food Hygiene
Drugs and Medicines
Waste
Pest control

Health and Safety Team

- Ms. Dhana – Registered Nurse / Health & Safety officer
- Ms. Ana - Manager
- Ms. Areti – Speech and Language Therapist



KEY COMPONENTS OF THE HEALTH AND SAFETY POLICY

1. Employees must report ALL INCIDENTS.
2. FIRST AID.
3. INSTRUCTION of employees in safe working methods
4. The TRAINING OF EMPLOYEES in health and safety
5. GOOD HOUSEKEEPING
6. The MAINTENANCE of equipment
7. Regular SAFETY INSPECTIONS of all areas
8. Provide appropriate PERSONAL PROTECTIVE
9. Safety procedures and rules for CONTRACTORS.
10. RISK ASSESSMENTS
11. What to do IN CASE OF natural calamities like earthquakes, flooding etc or major accidents like fire?

The Management has a responsibility:

- To provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- To provide training and instruction to enable employees to perform their work safely and efficiently.
- To make available all necessary safety devices and protective equipment and to supervise their use.
- To maintain a constant and continuing interest in health and safety matters applicable to the center's activities, in particular, by consulting and involving employees or their representatives wherever possible.

All employees have a duty to co-operate in the operation:

- By working safely and efficiently.
- By using the protective equipment provided and by meeting statutory obligations.



- By reporting incidents that have led or may lead to injury to child/adult or damage to property, equipment.
- By adhering to the Center's Procedures for securing a safe workplace.
- By assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

Any member of staff wishing to raise a matter for discussion should bring it to the attention of the Center's Manager.

KEY FEATURES

- Interconnected fire and smoke alarm systems
- Safety flooring
- Finger guards around doors & edges
- CCTV
- Exit/Fire doors
- Clearly marked escape routes
- Emergency lighting
- Secure lock system for doors
- Children sinks & potty's in toilets
- Heat regulated taps
- Secure entry to building

The Center will:

- Identify the health hazards associated with the substances listed on the inventory.
- Identify the employees or third parties that might be exposed to the hazards identified.
- Identify the controls currently in place.
- Introduce further controls if required to eliminate risks or reduce them as far as is reasonably practicable.

The Health & Safety Officer is responsible for maintaining an up to date library of suppliers material safety data sheets (MSDS). She is also responsible for carrying out assessments and for bringing any significant findings to the attention of those concerned.



NOTIFICATION OF ACCIDENTS/DANGEROUS OCCURRENCES

Readiness plan/ Emergency Response

A readiness plan is a list of activities planned by the center's Health, safety and emergency team to follow when faced with any emergency situation. (natural calamities/incidents, medical emergencies, accidents)

The Center Manager & or the Health & Safety Officer will be responsible for reporting any notifiable injuries, diseases or dangerous occurrences to the Enforcing Authority (Dubai Health Authority, Dubai Police, Dubai Civil Defense)

Strategies that are followed to ensure emergency response & readiness includes;

1. Emergency equipment and supplies should always be available within reach in the center.
2. Fully equipped First Aid kits should be available in the clinic, indoor & outdoor areas.
3. Parent/Guardian/Emergency contact details should be up to date.
4. Isolation of a sick/injured child until he/she has been picked up by his/her parents must be ensured.
5. The center is to follow the Emergency referral & transfer policy in case of any life-threatening incidents.
6. Great Minds nursery has a contract with Kings College Hospital London to offer emergency medical services and provides a doctor to the nursery clinic in the time of emergency.
7. The center's emergency team is to have access to a landline/mobile at all times.
8. Staff should receive first aid training once in 2 years.

Emergency evacuation plan:

In case of serious accidents, including, fires, explosions, gas leak, earthquake, partial or complete collapses of buildings or any other similar accidents which represent critical danger or threat to the health and safety of those in the center, the center will follow the emergency evacuation plan that is posted in every area (room) of the building.

Great Minds ECC ensures the premises presents a low risk of fire hazards by ensuring the highest possible standard of fire precautions. The Center Manager and staff are familiar with the current legal requirements. We follow recommendations and advice given by Dubai Civil Defense.

- Emergency exit doors are never obstructed and easily opened from inside.
- Smoke detectors/our emergency procedures are clearly displayed in the premises
- Records are kept on fire drills and of the servicing of fire safety equipment.
- An external company will check and maintain the fire alarm system every 3 months, in line with the guidelines provided by the Civil Defence. Inspection reports are maintained
- The head teacher should proceed with a head count at assembly point.



- The health & safety officer is responsible for the first aid kit and attendance of all staff and children at the assembly point according to the attendance register.
- The Nursery Manager is responsible for contacting the fire department, paramedics, police and the parents. She is also responsible for checking the indoor premises to ensure everyone has left the building and for all doors to be closed. Upon arrival the manager should provide the fire fighters the buildings floor plan

Environmental/Natural calamities

- If the weather has been severe prior to opening for the day the manager will contact parents through email advising them whether or not to drop their children to the center, depending on the severity of the weather condition. The Nursery Manager will also contact staff members of what measures need to be taken.
- In an event of a sandstorm, children will not be allowed to play in the outdoor area.
- Windows & doors are to be secure.
- Equipment and material need to be secured so as to not be damaged due to the weather condition.
- If advised by authorities, parents are contacted for safe evacuation
- For severe rain storms, outdoor activity is to be terminated.
- All staff & children are to remain indoors & doors & windows are to be shut.
- In case of an earthquake, children & staff are to remain indoors & to kneel under a desk, table or bench. If there are not enough sturdy pieces of furniture to get under, children should be asked to kneel next to an interior wall but away from windows, overhead light fixtures, and tall pieces of furniture that might fall over.
- Everyone must stay under cover until the shaking stops. Face away from windows and bend your head close to your knees. Hold on to the table leg or desk (a few inches above the ground to avoid pinching fingers). Cover your eyes with your other hand.
- If a person's "shelter" moves, they must move with it. If staff or children don't have a "shelter" to hang on to, they must clasp their hands on the back of their neck to protect the face.
- If staff and children are outside, they must move into the open, away from buildings, fences, trees, tall playground equipment, utility wires, and streetlights. They must kneel or sit on the ground and cover their head and face with their hands.
- If necessary, call the emergency contacts

Fire Brigade; 997 Ambulance; 998 Police; 999

Possible injuries/accidents that can happen in the ECC and their emergency response

Trauma and bleeding

- Bleeding can be stopped by the application of a pressure bandage or commercial tourniquet. Heavy bleeding can lead to shock and loss of consciousness. In that case, the nursery should contact the emergency services 998.



- To limit the effect of shock, help the body maintain adequate oxygen by ensuring an open and clear airway, confirm adequate breathing, and control external bleeding. Give nothing to eat or drink, even if the child asks for it.

Seizures

- Protect the child's head from injury during the seizure.
- Move objects away from the child. Ensure a safe environment.
- Do not restrain the child.
- Call the emergency service if the child:
 - is injured or vomited during seizure
 - continues to seize for more than 5 minutes.

Choking

- If an infant is choking, use 5 back blows or 5 chest thrusts.
- In the event of a toddler and pre-schoolers use abdominal thrust and back slaps.
- If the child is unresponsive carefully lower the child to the ground, if alone give 2 minutes CPR before activating EMS. Start the CPR with the compressions, look in the mouth for objects before giving the rescue breaths.

Allergy

- Severe allergic reaction is called anaphylaxis.
- A list of children with allergies is available in all classrooms.
- Those with allergies can keep the preloaded Epinephrine injections in the center with a doctor's prescription.
- Follow the allergy management policy

Fainting

- Fainting is a momentary loss of consciousness caused by an unexpected drop in blood pressure and blood flow to the brain.
- It can be due to anxiety or fear, pain, standing too long, low blood sugar or rapid change in position.
- Elevate the feet about 6 to 12 inches.
- If no pulse and breath and CPR and activate EMS

Document reviewed on August 2026	Reviewed on behalf of Great Minds ECC by Areti Panagiotou and Dhana Danapal (registered nurse)
Date for next review June 2027	
Where this document is displayed	Policies 2026-2027