


After School Activities



Taaleem Group	 inspiring young minds
Occupational Safety and Health Management System	
After School Activities	

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Taaleem Group Signatory Page

Policy Document Reference	School Name	Name of Lead Responsible Signatory	Signature	Date
TG-OSH-8.2	Charter School Group	Alphonso Bronkhorst	N/A	
TG-OSH-8.2	DBS Group	Ashley Tomkinson		
TG-OSH-8.2	IB Cluster	Marthinus Neethling		
TG-OSH-8.2	AAG	Joslita D'Souza		
TG-OSH-8.2	Dubai Schools Group	Harry Bains		
TG-OSH-8.2	RAHA Group	Marthinus Neethling		
TG-OSH-8.2	ESE Group	Philip Longdon	N/A	

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1. Purpose

The purpose of this document is to detail the due diligence process and compliance documentation that must be in place for after school activities (ASAs) to be carried out safely and to detail the systematic plans that must be followed in the event of an emergency.

2. Scope

The steps a school should follow to safely run ASAs are included within this document along with procedures to follow in the event of an emergency occurring after school hours when there is reduced supervision on the site.

- Appendix 3 – Missing Child
- Appendix 4 – Loss of Essential Services
- Appendix 5 – Severe Weather
- Appendix 6 – Injury Response

All persons either working for the school or associated with sports providers or companies using the school facilities must be made aware of and adhere to the procedures and risk assessments in place.

3. Definitions

Emergency: A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

Emergency Plan: Systematic instructions and procedures that clearly detail what needs to be done, how, when and by whom before and after the time an anticipated emergency event occurs.

Competent Authority: An organisation that has been legally delegated or has the power to perform a designated function.

Danger: The risk of injury, harm, damage, or loss.

First Aid: Any immediate (one-time) care or treatment given to a person suffering from an illness or injury, until professional medical care can be provided. Such treatment may be considered first aid even if it is provided by a healthcare professional.

ASA Provider: The sports provider or events management company responsible for facilitating the delivery of ASAs on the school site. The provider shall ensure that all relevant documentation is provided to Taaleem and the School.


Activity Organiser: The coach, manager or activity lead for an individual activity taking place. They can be the point of contact for basic facility rentals or the activity lead for the managed coaching activity provided by the ASA Supplier.

4. Roles and Responsibilities

4.1. Executive Principal or Principal

- The Executive Principal or Principal is responsible for having a procedure in place for the management of ASAs within the school.
- To approve budgets for the provision of equipment, training, and implementation of emergency plans.

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4.2 Head of Business Operations / Operations Manager

- To maintain oversight of the collection of ASA compliance documents.
- To make sure that there are suitable procedures in place to facilitate the safe running of ASAs.
- To ensure there is suitable security oversight in place to allow the safe operation of ASAs.
- To approve budgets for the provision of equipment, training, and implementation of emergency plans.

4.3 Facilities Manager / Operations Manager

- To facilitate collection and confirm receipt and validity of ASA compliance documentation.
- To implement the procedures that will allow the safe running of ASAs.
- To ensure this document is distributed to visiting sports providers and organisations that will be using the school facilities.
- To train staff and security internally to understand the emergency procedures outside of regular school hours when ASAs are in operation.
- To ensure there is suitable security oversight in place to allow the safe operation of ASAs.
- Make sure the school is equipped with the necessary equipment to manage an emergency.

4.4 Activities Supervisor


- Responsible for the general security, management, and supervision of the school site after regular school hours when activities are taking place.
- To update the ASA schedules and facilitate the smooth running of all activities providing support with setup if required.
- Maintain the cleanliness of the site ensuring it is fit for purpose before, during and after activities.
- To ensure this document is distributed to visiting sports providers and organisations that will be using the school facilities.
- Make sure that all visiting organisations are briefed on emergency escape routes, first aid kit and AED locations and any other pertinent safety information. First aid kits should be immediately available at pitch/pool/court side for all ASAs. In addition, AEDs should be available for use in the event of an emergency, if not immediately available pitch/pool/court side the AED location should be clearly highlighted.
- To distribute emergency phone numbers to all Activity Organisers, they should as a minimum have the numbers for security, the Activities Supervisor and Facilities Manager.
- Remain in date for first aid training and during incidents involving injury, offer first aid support and escalate incidents as required by the circumstances of the case.

4.5 Security Staff

In the event of an emergency during an ASA it will fall upon the security team to respond and take control of the incident. The Security should follow the below steps.

- Call the relevant emergency services if not already alerted.

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- Ensure that everyone is accounted for in the event of an evacuation.
- Shall open gates and check that a clear route is available for emergency service vehicles on their arrival.
- Direct emergency service vehicles when they arrive.
- Escalate incidents as required.
- Shall ensure that no visitors are allowed to enter the school once an alarm has sounded.

5. Compliance Documentation

To ensure the safe operation of ASAs it is important that certain steps are followed. A services and facilities usage agreement must be signed by the ASA provider to ensure compliance with Taaleem Group policy, a copy of this agreement will be held by Taaleem Central Office.

As dictated by the services and facilities usage agreement, compliance documentation must also be collected from the ASA provider, this shall include:

Collected by Taaleem Central Office:

- Current Department of Economic Development (DED) Trade License
- Tax Certificate
- Company Public Liability Insurance

The requirement for additional documentation will vary depending on what the school facilities are being used for. For third party rentals through the ASA provider involving adults using the facilities, no additional documentation will be collected by the school or Taaleem Central Office, the ASA provider will be responsible for collecting documents as dictated by the agreement. For provider managed coaching activities involving children, the following applicable documentation shall be collected by the Facilities Manager with the assistance of the Activities Supervisor and the school admin team.

Collected by the School:


- Sports Council Registration and Approval (from relevant Emirate, if appropriate)
- Sports Federation Approval (if appropriate)
- General Authority of Sports Registration (if appropriate)
- Approval Permit/NOC from ADEK/KHDA (for academic programmes)
- Designated Child Safeguarding Lead (child safeguarding certificate required)
- Company's Child Safeguarding Policy (if available)

Coach/Instructor documentation:

- Valid First Aid Certificate
- UAE Police Certificate of Good Conduct (from relevant Emirate)
- Child Safeguarding Certificate

Key points included in the agreement are:

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- The ASA provider must employ appropriately qualified and experienced staff and notify the school when personnel change and provide names and updates of the staff.
- The ASA provider must ensure that a rigorous system is implemented regarding mandatory personal background checks for personnel.
- The ASA provider should hold up to date records of all personnel, in addition to the documents mentioned above such records should include, relevant qualification certificates, passport copy, visa copy, EID copy and labour card copy/work permit (if visa is from a different sponsor). This information should be made available to Taaleem upon reasonable request.
- Ensure schedules are agreed with the school in advance of the activity.
- The ASA provider shall ensure that programmes have appropriate insurance on indemnity, public liability, damage to property and personnel accident and upon request be able to provide Taaleem with appropriate insurance certificates and polices.

Additional points of note:

- The contact details of the Activity Organiser should be provided to the Facilities Manager/Activities Supervisor.
- This document is to be distributed to and understood by all visiting organisations.
- A risk assessment should be conducted for all ASAs, a copy will be held by the Activities Supervisor, Facilities Manager and the Activity Organiser of the visiting team or organisation.

6. Activity Approval

In Dubai private schools for all ECA and ASA activities KHDA approval must be sought by logging into the [KHDA Portal](#). If a school has obtained approval for an activity, this means the school can only conduct the activity. The school is not allowed to change the school timing on the activity day, give an early dismissal, a day off, or make any changes on the schools approved academic calendar.


Further points of note:

- All sports activity providers must obtain prior approval from Dubai Sports Council to conduct the sports activities inside the school premises.
- Schools cannot lease or sublease the schools premises to a third party for conducting activities without prior KHDA approval.
- All approved activities must be in line with Executive Council Regulation No. 2 of 2017, Regulating Private Schools in the Emirate of Dubai.
- Third party providers must be approved and licenced by their respective government authorities.
- In case there are amendments to the approved activities like the date of the activity itself the school should submit a revised request to KHDA.
- The school must ensure that appropriate health and safety measures are in place, the school is responsible irrespective of whether the service is provided by the school or a third party.

7. Resources & Rescue Equipment

In line with the appendices within this document or if a specific standalone emergency procedure has been developed, the school Facilities Manager shall ensure all equipment is available to deal with the

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related emergency plans developed and that equipment remains accessible outside of regular school hours. The whereabouts of equipment shall be briefed to all visiting organisations by the Activities Supervisor. First aid kits should be immediately available at pitch/pool/court side for all ASAs. In addition, AEDs should be available for use in the event of an emergency, if not immediately available pitch/pool/court side the AED location should be clearly highlighted.

8. Risk Assessment

A sports activities risk assessment can be found at TG-OSH-10 Taaleem Group Risk Assessments. A risk assessment should be completed by the Facilities Manager for all sporting activities taking place in the school. In addition, the ASA provider should also have a risk assessment for the activities taking place and a copy of this shall be shared with the school. If the ASA provider does not have a risk assessment it is important that they are fully aware of the school's sports risk assessment and are complaint with the control measures that ae detailed.

A risk assessment is nothing more than a careful examination of a workplace, location or event and the activities and tasks which take place there. It is to identify what could cause harm to the people who work there or visit i.e., students, parents, contractors and other visitors, estimating the likelihood of the harm occurring and checking to ensure whether or not sufficient precautions are being taken to prevent that harm being realised. When a hazard has been highlighted and the risk of it occurring has been determined appropriate control measures should be identified and implemented to mitigate the risk. The first objective will always be to completely remove the possibility of harm occurring but, in many cases, this is not possible, so control measures aim to prevent harm by reducing the likelihood and consequences of an event. The residual risk remaining after control measures have been implemented will then determine if the activity can be carried out safely.

The terminology used in risk assessment is simple. It is, however, important that assessors understand it:

- Hazard - Something with the potential to cause harm to persons or property. For example, slippery floors, working with ladders, wood dust, individuals e.g., students with behavioural problems.
- Risk - The chances or likelihood of the harm occurring. For example, someone slipping on the floor, falling from the ladder, breathing in fine wood dust, being injured by the individual student or the student injuring themselves. Take specific care to identify those who may be particularly at risk from a hazard, i.e., asthmatics, those with existing back injuries, employees of childbearing age etc. Risk also considers the potential severity of the injury i.e., there may be a low probability of someone falling from a ladder but if they do the injuries could be extremely severe.
- Control Measure - What is done to prevent the harm occurring, e.g., replacing a slippery floor with slip-resistant flooring, training the user in ladder safety, introducing dust extraction, or supplying dust masks, training staff in diffusion techniques and other calming/reasoning strategies.

The risk assessment process

- Look for the hazards
- Decide who might be at risk and assess the level of risk
- Evaluate the risk arising from the hazards
- Record your findings and establish control measures

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A risk matrix is a matrix that is used during risk assessment to define the level of risk by considering the category of probability or likelihood against the category of consequence severity.

Severity Ranking		
Rating	Category	Consequence
5	Catastrophic	Single or multiple fatalities, or significant irreversible effects to more than one persons.
4	Major	Severe irreversible disability (>30%) to one or more persons
3	Moderate	Serious injuries requiring off-site treatment by medical practitioner or immediate hospitalization. Potential long-term or permanently disabling effects.
2	Minor	Injuries requiring on site treatment by medical practitioner. Personnel unable to continue to perform duties.
1	Insignificant	Minor injuries, which may require first aid. Injured personnel can continue to perform normal duties.

Probability Ranking		
Rating	Category	Indicative Frequency (expected to occur)
5	Frequent	Occurs frequently
4	Often	Occurs several times per year
3	Likely	Has occurred more than once and probably will occur again sometime
2	Possible	Unlikely, has occurred
1	Rare	Very unlikely, has never occurred

Level of Risk


To establish a risk rating multiply the "probability" rating value by the "severity" rating value using the table below to identify the actions and control measures required:

Risk Assessment Matrix					
Consequence Probability	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	1	2	3	4	5
Possible (2)	2	4	6	8	10
Likely (3)	3	6	9	12	15
Often (4)	4	8	12	16	20
Frequent (5)	5	10	15	20	25

Score	Risk Category	Action to be Taken
15 to 25	Extreme Risk	Activity or industry should not proceed in current form
8 to 12	High Risk	Activity or industry should be modified to include remedial planning and action can be subject to detailed OSH assessment
4 to 6	Moderate Risk	Activity or industry can operate subject to management and or modification
1 to 3	Low Risk	No immediate action required, unless escalation of risk is possible


9. References

- OSHAD-SF – Management System - Version 3.1 – March 2017.
- TG-OSH-10- Taaleem Group Risk Assessments

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Appendix 1. School Premises Information and Contact Numbers

School Details		
School Name	Dubai British School Jumeirah Park (Makani No. 1413070983)	
Address	Al Warood Street 1, Jumeirah Park - Dubai	
Size of Site M²	28638.56	
Site Description	Basement+G+2	
Occupancy Number	1842	
Emergency Vehicle Access	Primary and secondary gates	
Site Contact Details		
Role	Name	Mobile Number
Head of Business Operations	Ashley Tomkinson	058 5048684
Operations Manager	Ashwin Mhalsekar	056 1369331
Facilities Manager	Aurie Von Penones	050 2648466
Site Security Supervisor	Osogu Cajetan	054 7576086
H+S and Compliance Manager	Maha Laasri	058 2583937
Emergency Contact Details		
Police		999
Ambulance		998/999
Fire		997/999

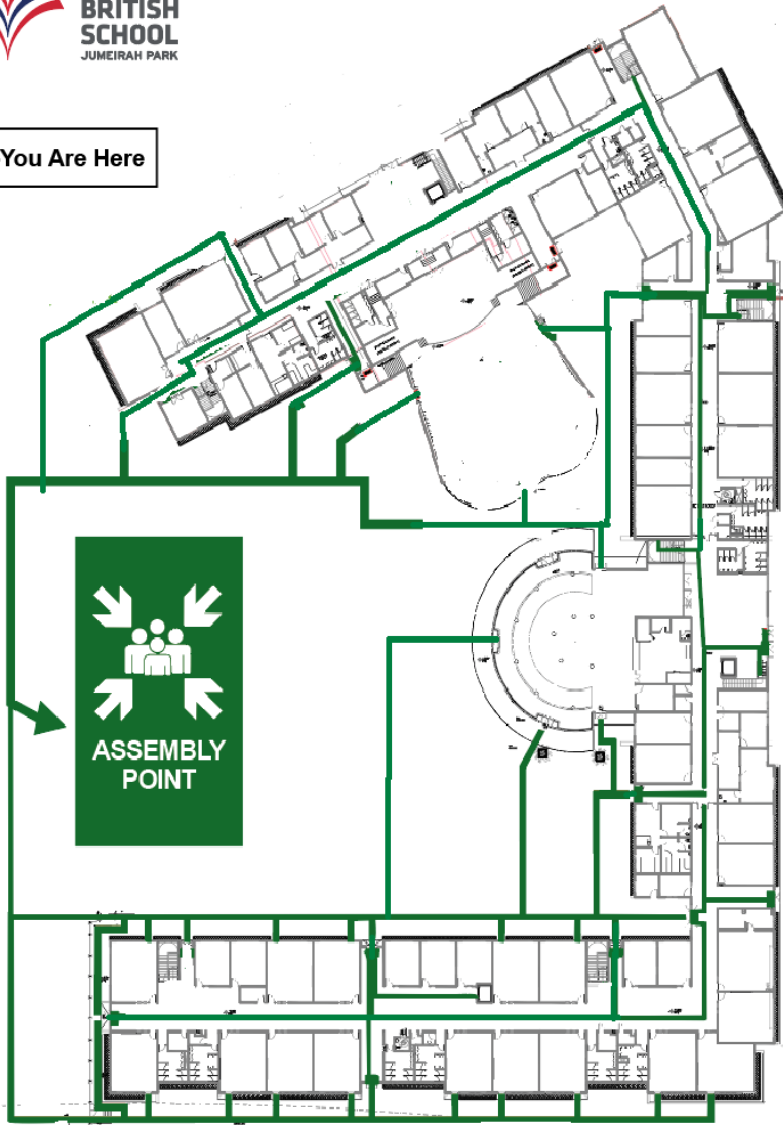
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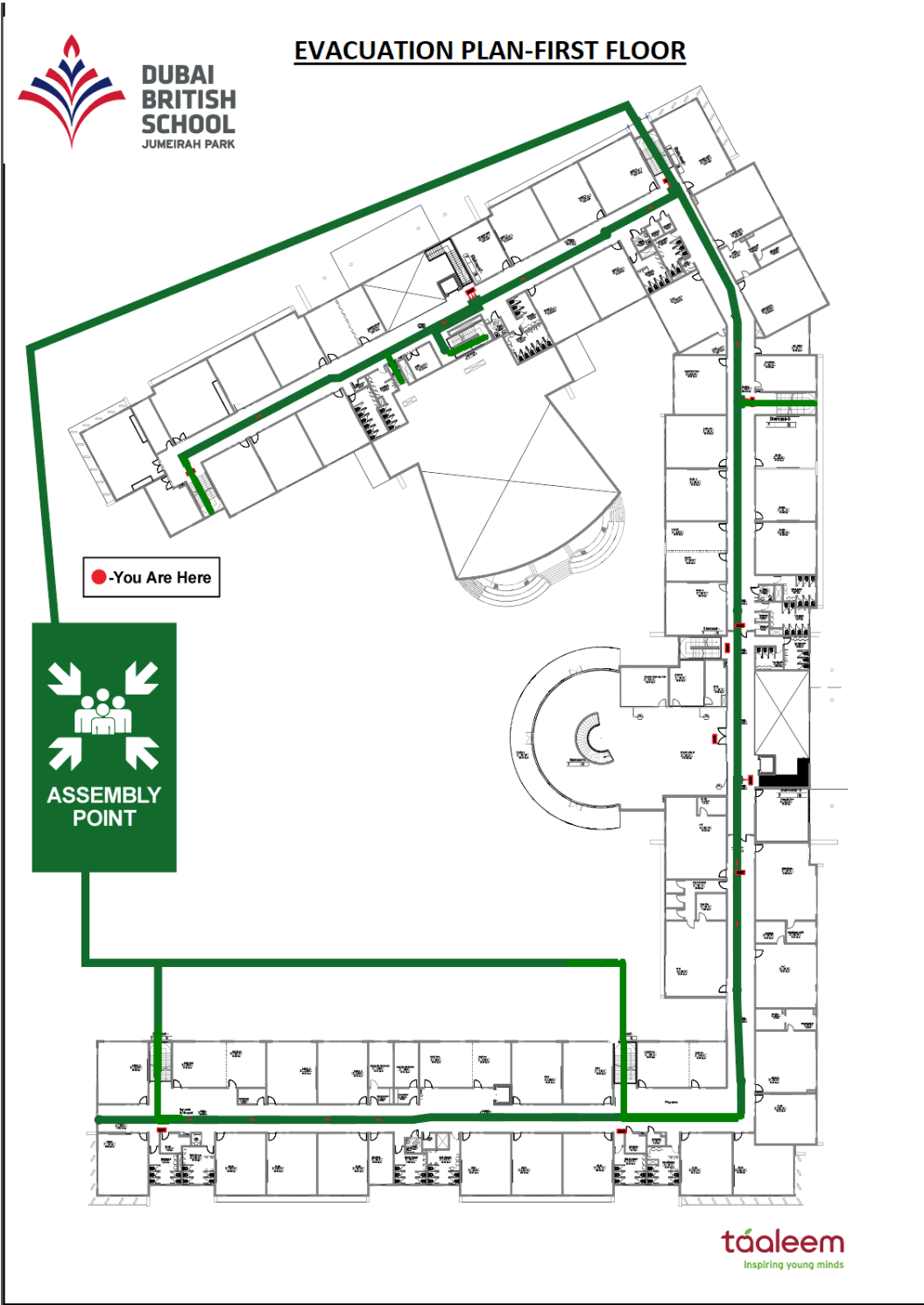
Appendix 2. After School Activities Evacuation Plan




EVACUATION PLAN-GROUND FLOOR

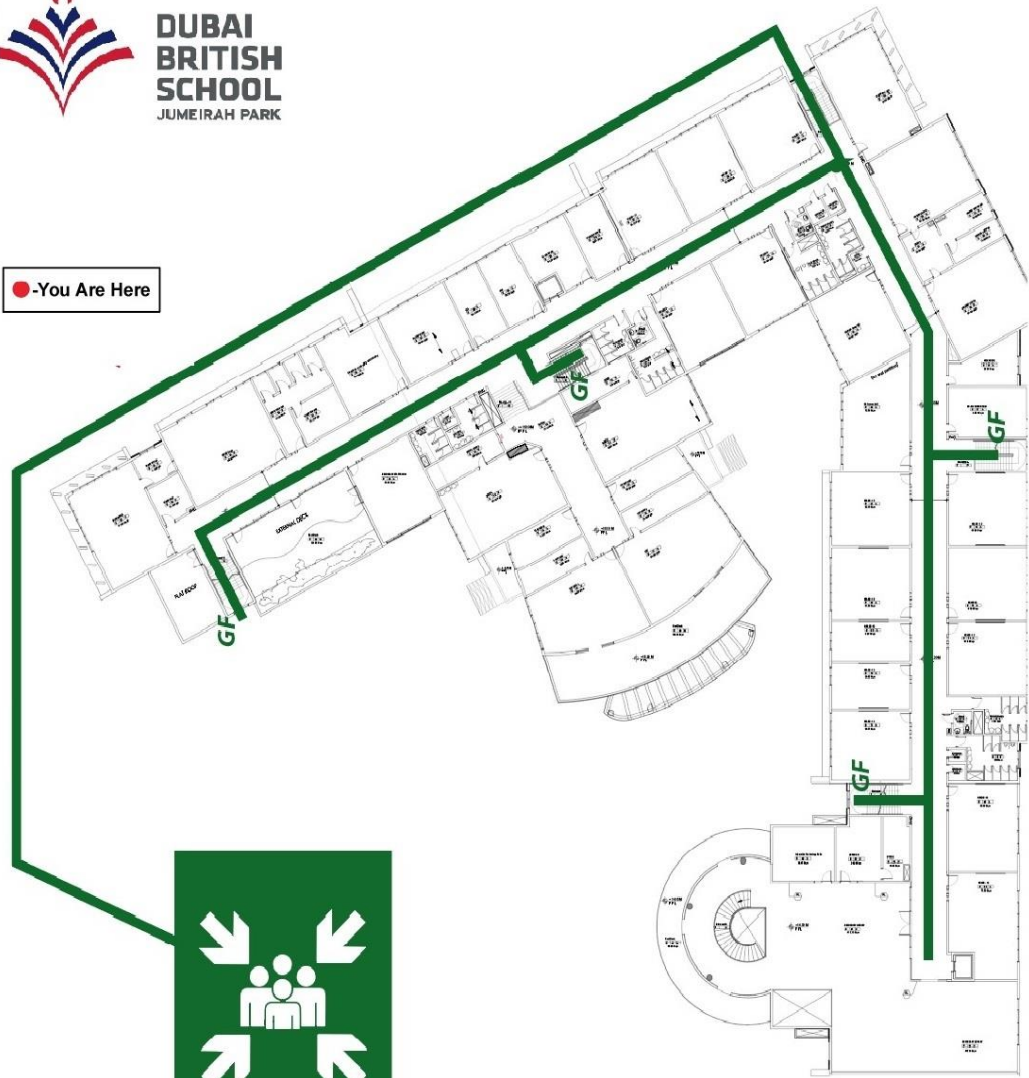
● -You Are Here





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EVACUATION PLAN-SECOND FLOOR




● -You Are Here



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**PAVILLION
CAR PARKING
FOR OFFSITE
EVACUATION**



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Appendix 3. Missing Child

If it is suspected that a student is missing during ASAs, then the following procedure should be followed:

- The coach or staff member who is notified or identifies the student as missing shall immediately inform the Activity Organiser and the Activities Supervisor.
- The security team should also be notified without delay and are to ensure that gates are locked.
- An immediate sweep of the premises must be conducted by the security team and available ASA staff. Ensure areas such as toilets, clinic, swimming pool and storage areas are checked.
- In parallel, a review of the CCTV shall be conducted in order to establish the movements of the missing student from their last known location within the school.
- If the student is not found following an immediate sweep of the premises, the parent/guardian should be notified. It is recommended that no more than 30 minutes is taken to notify parents. At this point the police should also be notified following consultation with the students' parents.
- At this stage the Facilities Manager and Principal should also be notified so that appropriate reporting can take place in accordance with the escalation matrix and so an appropriate school response can be coordinated without delay.
- The school shall provide support to the police during their investigation and provide any information that they require.

Appendix 4. Loss of Essential Services


Loss of essential services could include the loss of ventilation, air conditioning (HVAC), water and electricity, all can have a serious impact upon the safe operation of ASAs. In the event that such a failure occurs the following procedure should be followed:

- The Activities Organiser and Activities Supervisor are to determine the impact that the loss has on the operation of ASAs and decide if they can continue or should be cancelled for the evening. For example, a complete loss of HVAC services during the summer months may necessitate indoor sports activities to be cancelled.
- The Facilities Manger shall be contacted without delay so a plan can be put in place to restore the essential services as soon as possible.

Appendix 5. Severe Weather

Severe weather can present a hazard to ASA participants and staff members health and wellbeing and can be classified as too cold, wet, windy, or generally unsafe. In exceptional circumstances there may be justification to cancel ASAs as a result of the adverse weather conditions. Should there be a reason to cancel ASAs the Activities Supervisor or Facilities Manager shall contact ASA providers as far in advance as possible. If this is not possible the Activities Supervisor shall communicate to ASA providers as soon as it becomes apparent that the activity cannot go ahead safely, this may be during the running of a session. If an ASA is cancelled whilst in progress the Facilities Manger should be made aware without delay.

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Appendix 6. Injury Response

In the event of an accident occurring to an ASA participant or staff member within school grounds the following procedure shall be followed:

- Immediate first aid treatment should be administered by a trained first aider.
- The first responder will assess and stabilise the individual.
- If the injury is deemed to be serious in nature by the staff in attendance an ambulance should be called for without delay.
- If the individual can walk it may be appropriate for the Activities Organiser to nominate an individual as a chaperone who can escort them to hospital.
- For all injuries involving students a parent or guardian should be contacted to explain the nature of the injury and the actions taken by the staff present, this call should be made by the Activity Organiser.
- It is important that students with injuries remain under constant supervision.

If the accident is serious in nature, there are further factors that must be considered:

- The surrounding area should be cordoned off.
- Staff members may be required to reassure other students in a state of distress.

It is important that all incidents and injuries are appropriately recorded in accordance with the guidance detailed in TG-OSH-12 Incident Reporting and Near Misses. The Facilities Manager should be notified of all injuries that occur during ASAs so that a comprehensive record of incidents can be maintained.