



Health and Safety Policy

The school is legally obligated to ensure a healthy and safe environment for staff, students, and visitors. The Principal and the Board of Trustees share full responsibility for the health and safety of the school building. Furthermore, their responsibility extends to providing healthcare services for students. This policy outlines the essential health and safety requirements for the school.

The purpose of this policy is to:

- Ensure our school complies with the health and safety requirements set by the Department of Education and Knowledge, the Abu Dhabi Public Health Centre, the Department of Health, and all other relevant governmental and regulatory bodies.
- Ensure our school protects the health and safety of our students, staff, contractors, visitors, and other concerned persons by establishing clear and consistent policies and procedures for all activities held in or related to the school.
- Ensure all staff and students receive adequate training, information, and supervision regarding hazards present within the school environment and in their specific area of work.
- The school promotes a culture of responsibility and accountability towards protecting everyone from hazards such as fires, laboratory accidents, etc., and raises awareness through effective communication and consultation with staff and personnel.
- Ensuring that our school provides high-quality healthcare services to all students from the School Clinic at no additional cost to the students, in accordance with the regulations and requirements of the Department of Education and Knowledge.



Policy

1. School Health and Safety Policy

1.1 Policy Requirements:

Our school is working to develop and implement a health and safety policy that aligns with the regulations and requirements of the Department of Education and Knowledge. The school must also ensure that the health and safety policy is available on the school website in both Arabic and English or their language of instruction. This policy must specify the following:

1. The responsibility of the School Principal and the Board of Trustees for health and safety in school operations and any school-related activities.
2. The roles and responsibilities of all members of the school community, including students, staff, health and safety officers, contractors, relevant partners, and visitors, with regard to health and safety.
3. Procedures to ensure health and safety in the school and extracurricular activities, including those that take place off-campus.
4. Resources and processes put in place to ensure a healthy, safe, and secure school environment, including fostering a culture of responsibility and accountability.
5. What our school provides to educate students and train staff on health and safety.
6. Procedures for the prevention of injuries and illnesses.
7. Measures taken by our teachers relating to risk assessment, updating the risk register, implementing control procedures, and monitoring and reviewing systems.



1.2 Regulatory Compliance:

- 1- Our school works to ensure that its Health and Safety Policy complies with the policies, procedures, regulations, frameworks, compliance checklists, circulars, special instructions, and their confiscated announcements overseen by the Department of Education and Knowledge, the Abu Dhabi Public Health Centre, the Department of Health, the Abu Dhabi Civil Defence Authority, or any other relevant authority in the United Arab Emirates. with school activities, operations, buildings, facilities, and equipment used. This includes:
 - a. Submitting periodic reports, audit reports, and employee plans.
 - b. Submitting relevant reports, including incident reports and administrative systems.
 - c. Complying with specified temporal considerations.
 - d. Displaying the policy in prominent locations throughout the school and ensuring it is easily accessible to all relevant partners, including staff, students, visitors, and others.

- 2- The school works to meet all requirements for obtaining necessary licenses and permits and maintaining valid contracts for its operations with the Department of Education and Knowledge, the Abu Dhabi Public Health Centre, the Department of Health, the Department of Municipalities and Transport, the Integrated Transport Centre, the Monitoring and Control Centre, the Abu Dhabi Civil Defence Authority, the Abu Dhabi Agriculture and Food Safety Authority, or any other relevant governmental or regulatory entity that regulates health and safety-related matters.



- 3- The school shall maintain all inspection records, reports, and notices issued by the relevant authorities in accordance with the Department of Education and Knowledge's School Inspectors Policy and meet all applicable compliance requirements.
 - 4- The school shall ensure that every digital incident is recorded, documented, and signed by the Principal and retained for audit purposes in accordance with the Department of Education and Knowledge's Digital in Schools Policy and the Department of Education and Knowledge's School Inspectors Policy.
 - 5- The school shall adhere to appropriate procedures for managing school transport and traffic, including procedures for maintaining school bus inspection records and obtaining the required licenses and permits for school buses, bus drivers, and bus supervisors, in accordance with the Department of Education and Knowledge's School Transport Policy.
- 1.3 The school shall implement the mandatory employment of a Health, Safety, and Resource Officer: The school shall appoint a Health and Safety Officer to effectively implement, supervise, manage, and monitor the Health and Safety Policy .
1. The school Health and Safety Officer is a full-time employee and may be assigned other related roles (such as Facilities Manager) as long as health and safety remains a top priority. A deputy may be appointed by the Health and Safety Committee to cover short periods of leave.
 2. It is essential that the Health and Safety Officer be present at the school premises throughout the school day. No more than one school campus may share a single Health and Safety Officer.



3. The Health and Safety Officer must receive adequate training to implement the policy and meet the basic requirements, including responding to any additional requirements of the Abu Dhabi Occupational Health and Safety System Framework (ADOSH-SF) , and the Health and Safety Officer is subject to all other applicable requirements of the relevant authorities, including but not limited to the Abu Dhabi Public Health Centre, the Department of Health, and the Abu Dhabi Quality and Conformity Council (QCC).
4. Health and Safety Officer Responsibilities The Health and Safety Officer must adhere to the following responsibilities, in accordance with the risk classification, requirements, documentation, and updates of the Abu Dhabi Public Health Centre.
 - a) Develop, implement, and maintain an Occupational Health and Safety Management System that meets the compliance requirements of the Abu Dhabi Public Health Centre and includes periodic reporting to the Abu Dhabi Public Health Centre and the Department of Health, as well as the requirements of other relevant authorities, based on the school's risk classification.
 - b) Establish a clearly defined command structure for health and safety matters within the school, including delegation mechanisms and links with the requirements of external partners.
 - c) Ensure that appropriate training is provided to staff upon assuming their duties, in addition to onboarding training for new staff and contractors.



- d) Conduct risk identification, risk assessment, and implement control measures to ensure the reduction of risks in critical areas (e.g., school transport services, student pick-up and drop-off by parents, traffic management, etc.).
 - e) Develop and regularly update both the Emergency Response Plan and the Occupational Injury Register.
 - f) Establish a School Health and Safety Committee to handle all related matters
 - g) Maintain incident investigation logs as part of the incident log and submit reports (regularly via the Department of Education and Knowledge's Occupational Safety and Health electronic system and the Abu Dhabi Public Health Centre).
 - h) Communicate with the school's Care Assurance Committee or Care Assurance Officer in accordance with the Department of Education and Knowledge's School Care Assurance Policy to ensure full, visible supervision, follow-up, and coverage) for accident prevention and management.
- 5- Please refer to the Abu Dhabi Occupational Safety and Health Framework and its latest system updates for detailed requirements based on the school's risk classification.
- 6- The school shall allocate sufficient resources (e.g., financial resources, necessary infrastructure, etc.) to implement this policy appropriately.



2. Awareness and Training

- 2.1 The school works to ensure risk management and fire safety, the use of personal protective equipment, emergency procedures, fraternity, basic first aid training, and physical awareness.
- 2.2 The school trains staff to ensure that all staff receive the necessary training to provide them with the basic knowledge (including reporting of hazardous, health-related, and toxic incidents) and practical skills to protect the health and safety of students, in line with the Abu Dhabi Public Health Centre guidelines, the Department of Health, and the Abu Dhabi Occupational Health and Safety Framework. This training should include, but is not limited to:
 - 1- The school works to ensure the care of students in the event of an emergency or school activity carrier (in the event of a fire or serious security incident), in line with the Department of Education and Knowledge's Care Assurance Policy.
 - 2- The school conducts a risk assessment to determine the type and level of health and safety-related training (e.g., first aid and fire safety) that staff may require, based on the school's risk assessment and in accordance with Abu Dhabi and UAE regulations where applicable.
 - 3- Health and Safety Requirements.
- 2.3 General Health and Safety Measures Our school works to ensure:
 1. Strictly follow procedures related to the safe storage and safe use of materials and equipment that may pose a risk (such as chemicals, laboratory equipment, biological materials, cleaning materials, workshop tools, and maintenance equipment) in accordance with the directives of the Abu Dhabi Civil Defence Authority, Abu Dhabi Public Health Centre, Department of Health, Abu Dhabi Agriculture and Food



Safety Authority, and any other relevant governmental or regulatory body.

2. All equipment used by the school is regularly inspected and maintained to ensure it operates safely in accordance with regulatory requirements and manufacturer recommendations.
3. Conduct regular safety assessments (fire safety equipment systems, emergency evacuation plans, emergency lighting, emergency response equipment) in accordance with the requirements of the Department of Education and Knowledge, Abu Dhabi Public Health Centre, Department of Health, and all relevant authorities.
4. The school is equipped with effective and fully equipped security systems to prevent and detect crime, vandalism, illegal conduct, and inappropriate behavior. Monitoring measures are also in place in line with the Department of Education and Knowledge's Digital in Schools Policy and the Monitoring and Control Devices Guide (Monitoring and Control Center 2023).
5. The school is equipped with a fully equipped, effective, and portable third-party fire suppression system to prevent and detect fires.

3.2 School Bag Weight Limits The school adheres to the maximum weight limits for students' school bags and ensures that parents are aware of this policy.

1- The weight of a student's school bag should not exceed 5-10% of the child's weight when packed (taking into account individual factors such as the student's general health, physical strength, and any existing health conditions to avoid negative effects on their spine or



body, according to the table showing the maximum bag weight for each grade level).

Grade	Maximum Bag Weight
KG1	Not exceeding 2 kg
KG2	
G 1	
G 2	
G 3	Not exceeding 3 to 4.5 kg
G 4	
G 5	
G 6	Not exceeding 6 to 8 kg
G 7	
G 8	
G 9	Not exceeding 10 kg
G 10	
G 11	
G 12	

** The maximum weight of the school bag was calculated based on the recommendations of the American Association for Vertebral Therapy (ACA).

3.3 Smoke-Free Campus The school works to maintain a smoke-free environment within the school premises and on the outer perimeter of the school building, as defined by the Abu Dhabi Public Health Centre, Department of Health, and through the implementation of a strict no-smoking policy (including e-cigarettes and vaping) for all students, staff, and visitors.



- 3.4 Fire Protection The school has equipped its buildings with integrated and effective fixed and mobile fire protection and detection systems, including fire detection systems, fire suppression systems, and sprinkler systems.
- 1- The school ensures that these systems fully comply with the specifications set by the Abu Dhabi Civil Defence Authority and that all necessary and valid licenses are obtained for these systems.
 - 2- The school maintains records and notices related to fire protection and detection systems in accordance with the Department of Education and Knowledge's policy for records in schools.
 - 3- The school has installed a "Hasantak" system, in case directed by the Abu Dhabi Civil Defence Authority and/or relevant authorities, to ensure a rapid response to fire-related emergencies and safety.
- 3.5 Emergency Planning: The school prioritizes the safety of students in the event of an emergency.
- 1- The principal is responsible for developing a school emergency plan that outlines the circumstances defining an emergency, the preventive measures, and the evacuation procedures to be followed.
 - 2- The school must conduct emergency drills at least annually, or as required by the Civil Defence, to ensure its preparedness for emergencies and to identify potential weaknesses or gaps during their implementation. The school must also document and maintain a record of the preparations made during these emergency drills.
 - 3- The school must have a notification system in place to quickly send information to parents (e.g., SMS, PAN, or mobile applications) in emergencies.



3.6 Psychological Support Related to Health and Safety: The school provides psychological support to students and staff following any serious emergencies involving the whole school, in line with the Department of Education and Knowledge policy.

4 Health System

4.1 Provision of Medical Services.

- 1- School Clinics The school operates an on-site clinic to provide healthcare services to students in accordance with the requirements and standards of the Department of Health. The school is required to obtain and maintain a healthcare facility license from the Department of Health to operate its clinic.
- 2- School nurse The school has a full-time school nurse that holds a valid professional health license from the Department of Health in accordance with the requirements of the Department of Health and the Department of Education and Knowledge Policy for Co-education in Schools. It must also be ensured that the school nurse meets the professional qualification requirements and performance standards set by the Department of Health and fully understands and strictly adheres to all Department of Health standards regulating the administration of medication in schools.
- 3- Administration of Medication The school ensures that medication is administered, including for the management of accidents and medical emergencies (e.g., anaphylaxis and seizures), in accordance with the requirements of the Department of Health and a completed parental consent form,



which is renewed each term or whenever there is a change in a student's medication.

- 4.2 Inclusion: The school works to provide individualized healthcare plans for students with additional educational needs where appropriate, in line with the Department of Education and Knowledge's policy on inclusion in schools.
- 4.3 Medical Examination: The school ensures that basic and comprehensive medical examinations are carried out regularly in accordance with the requirements of the Department of Health.
- 4.4 Vaccination: The school must allow access to the Department of Health's designated healthcare providers and facilitate their work in carrying out the school vaccination program for students, in accordance with the Department of Health's guidelines.

5 Compliance

1. This policy is effective from the beginning of the 2024/2025 academic year (first semester). Schools are expected to fully comply with this policy by February 1, 2026.
2. Failure to comply with this policy will subject the school to legal accountability and penalties applicable under the regulations, policies, and requirements of the Department of Education and Knowledge, without prejudice to the penalties imposed by Federal Decree-Law No. (31) of 2021 promulgating the Crimes and Penalties Law and its amendments, or any other relevant law. The Department of Education and Knowledge reserves the right to take action if the school is found to be in breach of its obligations