



Health and Safety Policy

The school is legally committed to ensuring 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 premises. Additionally, they are responsible for providing health care services to students. This policy outlines the basic requirements for health and safety in the school.

Purpose of this Policy:

- To ensure that our school complies with the health and safety requirements set by the Department of Education and Knowledge, the Center for Public Health in Abu Dhabi, and all relevant governmental and regulatory bodies.
- To ensure that our school is committed to protecting the health and safety of our students, employees, contractors, visitors, and other individuals by establishing clear and compliant policies and procedures for all related activities in the school environment.
- To ensure that all staff and students receive adequate training, information, and supervision regarding the risks present in the school environment and in the specific areas of their work.
- To promote a culture of accountability and assistance in protecting everyone from hazards such as fires, laboratory incidents, and others, and to raise awareness through effective communication and consultation with employees and staff.
- To ensure that our school provides high-quality healthcare services to all students through the school clinic, free of charge, and in line with the regulations and requirements of the Department of Education and Knowledge.

Policy:

1. School Health and Safety Policy

Policy Requirements:

1.1 Our school is committed to establishing and implementing a health and safety policy that aligns with the regulations and requirements of the Department of Education and Knowledge.

The school must also ensure the availability of the health and safety policy on the school's website in both Arabic and English (or the language of instruction used). The policy should clearly specify the following:

1. The school principal and the Board of Trustees are responsible for health and safety in all school operations and any activities related to the school.
2. Everyone in the school community, including students, staff, employees, contractors, visitors, and partners, share the responsibility for health and safety in matters that relate to it.
3. Procedures must be in place to ensure health and safety within the school and during extracurricular and off-campus activities.
4. The roles and processes defined aim to ensure a safe and healthy school environment by promoting a culture of responsibility and support.
5. Our school is committed to implementing student and staff training related to health and safety.
6. Specific procedures are in place to prevent injuries and illnesses.
7. The risks associated with the school environment are identified, assessed, and recorded, and mitigation procedures are implemented and reviewed regularly.

1.2 Regulatory Compliance:

1. Our school ensures that the Health and Safety Policy aligns with all applicable laws, regulations, policies, and procedures issued by:

- The Department of Education and Knowledge
- The Department of Health

- The Abu Dhabi Public Health Center
- The Department of Municipalities and Transport
- The Integrated Transport Center
- The Civil Defense Authority
- The Ministry of Education
- Any other competent authorities in the UAE.

This includes:

- Regular reporting, audit reports, and work plans.
 - Reporting of incidents, including accidents and system failures.
 - Appointing a qualified occupational health and safety officer.
2. The policy must be clearly displayed in prominent locations within the school and must be easily accessible to all stakeholders (employees, students, visitors, and partners).
 3. Our school is committed to fulfilling all requirements to obtain the necessary licenses and permits and to maintaining compliance with contracts and processes of the relevant authorities (as mentioned above).
 3. The school shall maintain all inspection records, notes, and notifications issued by relevant authorities in accordance with the Department of Education and Knowledge policies and procedures related to school records, and shall fulfill all regulatory requirements accordingly.
 4. The school shall ensure that every incident is digitally recorded, documented, and signed by the principal, and retained for reference in compliance with the Department of Education and Knowledge's policies on recordkeeping and school documentation.
 5. The school shall adhere to appropriate procedures for managing school traffic, including school bus transportation and movement on school premises. It shall maintain logs of required permits, especially those related to school transportation violations, and submit them to the relevant authorities in accordance with the requirements of the Department of Education and Knowledge.

1.3 Staffing:

- The school is required to mandatorily appoint a Health, Safety, and Resources Officer. The school must assign a responsible person to implement the health and safety policy, oversee it, and monitor its effectiveness.

1. The Health and Safety Officer must be employed full-time at the school. This person may also hold another relevant position (e.g., Facilities Manager), as long as health and safety duties are prioritized. Alternatively, the role may be assigned to a member of the Health and Safety Committee during short absences.

2. It is mandatory for the Health and Safety Officer to be present at the school throughout the school day. No more than one campus may share the same health and safety officer.

3. The Health and Safety Officer must receive sufficient training to implement the policy requirements and respond to any additional demands within the Occupational Safety and Health System Framework (OSHAD-SF) issued by the Abu Dhabi Occupational Safety and Health Center.

4. The Health and Safety Officer shall also comply with all other applicable requirements from the relevant authorities, such as those of the Abu Dhabi Public Health Center, the Department of Health, and the Abu Dhabi Quality and Conformity Council (QCC).

4. Responsibilities of the Health and Safety Officer:

The Health and Safety Officer must commit to the following responsibilities, in line with risk classification, requirements, documentation, and updates from the Abu Dhabi Public Health Center:

- a. Develop, implement, and maintain a health and safety management system that fulfills the professional health and safety requirements, including regular reports to the Abu Dhabi Public Health Center, in addition to requirements from other relevant authorities for the classification of school risks.

- b. Establish a clear leadership structure defining responsibilities related to health and safety within the school, including delegation mechanisms and links to the requirements of external partners.

c. Ensure proper training is provided to staff, including contractors and transportation representatives (such as school bus drivers), to assess risks and take preventive measures to minimize risks in vital areas (e.g., student transportation, drop-off and pick-up from school, traffic management, etc.).

d. Regularly update and maintain the emergency response plan and injury log for each emergency, ensuring documentation of all incidents in the school and reporting through the electronic system of the Department of Education, Abu Dhabi Public Health Center, and other relevant entities in a systematic manner.

e. Communicate with the Care Assurance Committee at the school or with the Care Assurance Officer to ensure full supervision, monitoring, and coverage (visibly) to protect against and respond to incidents in line with the Department of Education policy.

5. Refer to the Abu Dhabi Occupational Health and Safety Framework and the latest updates to the private school system to review the detailed requirements for school risk classification.

6. The school shall allocate the necessary resources (e.g., financial resources, infrastructure, etc.) appropriately to implement this policy effectively.

2. Awareness and Training

2.1

The school works to ensure risk and safety management, fire safety, use of personal protective equipment, emergency procedures, evacuation, and training on basic first aid and safety awareness.

2.2

The school trains employees to ensure that all staff receive the necessary training to equip them with the required knowledge (including reporting hazardous incidents and

issues related to health and safety). The practical and operational training aims to protect student health and safety and aligns with the guidelines of the Abu Dhabi Public Health Center and the Abu Dhabi Occupational Health and Safety Framework. This training must include, for example (but not limited to), emergency evacuation and fire safety procedures.

2.3

The school ensures that procedures for student care during emergencies or crisis events at school (such as in case of fire or a security incident) align with the Department of Education's policy to ensure proper care and awareness.

2.4

The school conducts a risk assessment to determine the type and level of health and safety training required (e.g., first aid, fire safety) that staff may need, including transportation staff. This is based on the specific risks at the school and in accordance with Abu Dhabi regulations and the UAE.

3. Health and Safety Requirements

3.1

General Health and Safety Measures

The school ensures the following:

1. Following safe storage and use procedures for materials and equipment that may pose risks (e.g., chemical, hazardous, and biological materials, tools and machines in workshops and maintenance). This is in line with the guidelines of Abu Dhabi Civil Defense, the Abu Dhabi Public Health Center, the 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 according to regulatory requirements and manufacturer's recommendations.
3. Safety evaluations are conducted regularly for fire systems, emergency evacuation plans, emergency lighting, and response equipment. This is in compliance with the Department of Education's guidelines, the Abu Dhabi Public Health Center, and all other relevant authorities.

4.

The school is equipped with a secure and effective system fully integrated to prevent crimes, detect criminal acts, and monitor behavior and misconduct. It ensures the availability of appropriate monitoring measures in accordance with the policies of the Department of Education and the digital systems guide in schools (Monitoring, Knowledge, and Control Center – 2023).

5.

The school is equipped with a fixed and portable protection system that is effective and fully integrated for fire prevention and detection.

3.2 School Bag Weight Limits

The school works to ensure compliance with the approved school bag weight limits and to inform parents of this policy.

1.

The school bag weight should not exceed 5–10% of the student’s body weight when packed.

(Individual factors should be considered such as general student health, physical strength, and any medical conditions) to avoid negative effects on the spine or body, as indicated in the following table showing the maximum bag weight for each grade level:

Grade	Maximum Bag Weight
KG1	Not more than 2 kg
KG2	Not more than 2 kg
Grade 1	Not more than 2 kg
Grade 2	Not more than 2 kg
Grade 3	Not more than 2 kg
Grade 4	3–4.5 kg maximum
Grade 5	3–4.5 kg maximum
Grade 6	3–4.5 kg maximum
Grade 7	6–8 kg maximum
Grade 8	6–8 kg maximum
Grade 9	6–8 kg maximum
Grade 10	Up to 10 kg maximum
Grade 11	Up to 10 kg maximum
Grade 12	Up to 10 kg maximum

Note:

The maximum school bag weight was calculated based on the recommendations of the American Chiropractic Association (ACA).

3.3 Smoke-Free School Campus

The school works to maintain a smoke-free environment inside the school premises or in the outer boundaries of the school building, as specified by the Abu Dhabi Public Health Center. This includes the implementation of a strict no-smoking policy (including electronic cigarettes and vaping) for all students, staff, and visitors.

3.4 Fire Protection

The school has equipped its buildings with integrated, stable, effective, and mobile systems for protection from and detection of fires. These include fire detection systems, fire suppression systems, and fire sprinklers.

1. The school ensures that these systems comply with the specifications of Abu Dhabi Civil Defense and obtains the appropriate licenses and certifications.
2. The school maintains inspection records and notices related to fire protection systems, in line with the Department of Education's digital records policy and the Abu Dhabi Public Health Center.
3. In the event of a requirement from Abu Dhabi Civil Defense or another authority, the school installs or enhances its protection system to ensure rapid emergency response to fire and safety-related incidents.

3.5 Emergency Planning

The school prioritizes student safety during emergencies:

1. The principal is responsible for preparing a school emergency plan that outlines the conditions defining an emergency and the necessary preventive and evacuation procedures.
2. The school must conduct emergency drills at least once a year (or as per Civil Defense requirements) to ensure readiness, identify gaps or weaknesses, and document these drills and their observations.
3. The school has a notification system to promptly send information to parents (e.g., SMS system, PA system, or mobile app) during emergencies.

3.6 Psychological Support Related to Health and Safety

The school provides psychological support to students and staff after any major emergencies affecting the school community, in line with the policies of the Department of Education and Knowledge.

“For student mental health in schools and the Department of Education and Knowledge’s integrated safety policy for school staff.”

4. Health System

4.1 Provision of Medical Services

1. School Clinics:

The school manages an on-site clinic to provide health care services for students in accordance with the requirements and standards of the Department of Health. The school must obtain a valid healthcare facility license from the Department of Health and maintain it for continuous operation.

2. School Nurse:

The school must provide a full-time school nurse who holds a valid professional health license issued by the Department of Health, in line with the Department of Education and Health's policies. The school must ensure that the nurse meets the professional qualification standards and performance criteria set by the Department of Health, and is fully compliant with all applicable regulations regarding medication administration in schools.

3. Medication Administration:

The school ensures that medications are administered safely, including emergency medications (e.g., for allergies or seizures), in accordance with Department of Education and Health policies. This requires a signed and complete medical authorization form from the parents or guardians, renewed every academic semester or whenever a medication change occurs for the student.

4.2 Inclusion

The school ensures the provision of individual health care plans for students with special educational needs when appropriate, in accordance with the Department of Education's inclusive education policies.

4.3 Medical Examination

The school ensures that basic and comprehensive medical examinations are conducted regularly, in accordance with Department of Health requirements.

4.4 Vaccination

The school must allow access to authorized healthcare providers from the Department of Health and facilitate their tasks in implementing the school immunization program for students, as per Department of Health guidelines.

4.5 Student Records

The school must document all medical care services provided, including any medications administered, medical examinations, vaccinations, and the results of any medical interventions in the student's medical record. This must be done while maintaining confidentiality in accordance with the Department of Education and Knowledge's policy on records in schools.

5. Compliance

5.2

This policy is effective from the beginning of the 2024/2025 academic year (first semester). Schools are expected to be in full compliance with the policy by February 1, 2026.

5.3

Failure to comply with this policy may subject the school to legal accountability and applicable penalties in accordance with the regulations and specific requirements of the Department of Education and Knowledge. This is without prejudice to the penalties imposed by Federal Law No. (31) of 2021 regarding the issuance of the Penal Code and its amendments or any other applicable law. The Department of Education and Knowledge reserves the right to take appropriate action in the event of non-compliance.