Health and Safety Policy 2026-27

Purpose

- **To ensure that school meet the health and safety requirements set out by ADEK, Abu Dhabi Public Health Center (ADPHC)/ Department of Health (DoH) and all other relevant government and regulatory entities.**
- **To ensure that school safeguard the health and safety of their students, staff, contractors, sub-contractors, visitors, and other relevant stakeholders by putting in place clear and compliant policies and procedures for all on-site and school-related activities.**
- **To ensure all staff and students receive adequate training, information, and supervision in relation to the hazards present within the school environment and within the specific area of work.**
- **To promote a culture of responsibility and accountability towards protecting everyone from dangers (e.g.,fire accidents, laboratory accidents, etc.) and spread awareness through effective communication and consultation with employees and staff.**
- **To ensure that school provide access to high-quality health services to all students through school-based clinics, without any additional cost to students, in compliance with ADEK and DoH regulations and requirements.**

Policy

1. School Health and Safety Policy

Policy Requirements:

1.1

- **We shall develop and implement a Health and Safety Policy that is aligned with ADEK's regulations and requirements.**
- **We shall also ensure the Health and Safety Policy is available on their school website in both Arabic and English or their language of instruction.**
- **This policy shall set out the following:**

- The responsibility of the Principal and the governing board for the health and safety of school operations and any school-related activities.
- The roles and responsibilities of all members of the school community, including students, staff, health and safety officers, contractors, subcontractors, relevant stakeholders, and visitors, in relation to health and safety.
- The procedures for ensuring the health and safety of school and extracurricular activities, including those that take place off-campus.
- The resources and processes in place to ensure a healthy, safe, and secure school environment including promoting a culture of responsibility and accountability.
- The provisions for educating students and training staff on health and safety.
- The procedures for preventing injury and ill health.
- The provision for risk assessments, maintenance of the risk register, implementation of control measures, and monitoring and review of systems.

1.2 ***Regulatory Compliance:***

- We shall ensure that their Health and Safety Policy complies with the policies, procedures, regulations, frameworks, compliance checklists, circulars, and special instructions and their amendments issued and supervised by ADEK, ADPHC/DoH, Abu Dhabi Civil Defence Authority (CDA), or any other relevant authority in the UAE regarding school activities, operations, buildings, facilities, and equipment used. This includes:
    a. Submission of periodic reports, audits, and action plans.
    b. Submission of relevant forms, including incident reports and management systems.
    c. Compliance with given timeframes.
    d. Displaying the policy in prominent locations throughout the school and ensuring it is readily accessible to all stakeholders (including staff, students, visitors, etc.).
- We shall meet all requirements for obtaining necessary licenses and permits and maintain valid contracts to conduct their operations from ADEK, ADPHC/DoH, Department of Municipalities and Transport (DMT), Integrated Transport Centre (ITC), Monitoring & Control Center (MCC), CDA, the Abu Dhabi Agriculture and Food Safety Authority (ADAFSA), and/or any other relevant government or regulatory entity regulating areas related to health and safety.
- We shall maintain any inspection records, observations, and notifications made by relevant authorities, in line with the ADEK Records Policy and shall meet all applicable compliance requirements.
- We shall ensure that every digital incident is recorded, documented, and signed by the Principal, and stored for auditing purposes, in line with the ADEK Digital Policy and the ADEK Records Policy.
- We shall adhere to appropriate school transportation and traffic management, in line with the ADEK Transportation Policy, at a minimum:
    a. Develop, maintain, and update a traffic management plan, detailing internal/ external traffic flow to ensure the safety of the school community, specifically during peak hours (drop-of/ pick-up timings).
    b. Deploy a trained task force, composed of sufficient numbers of current staff that are assigned the task of directing traffic flow during pick-up and drop-off timings to effectively manage the daily traffic operations on or near the school grounds.
    c. Maintain school bus inspection records and acquire relevant licenses for school buses, bus drivers, and bus supervisors.
    d. Develop and maintain an updated transport emergency and communication plan which shall be communicated appropriately to all stakeholders.

1.3 ***Mandatory Recruitment of a Health and Safety Officer and Resources:*** We shall appoint a Health and Safety Officer to effectively implement, oversee, manage, and monitor their Health and Safety Policy.

Health and Safety Officer Responsibilities:

The Health and Safety Officer shall adhere to the following responsibilities, in line with OSHAD-SF risk classification, requirements, and updates:

a. **Develop, implement, and maintain an occupational safety and health management system including ADPHC/DoH fulfillment of periodic submissions, together with other relevant authorities' requirements, based on school risk classification.**
b. **Establish a clearly defined leadership structure of health and safety related matters within the school including delegation mechanisms and linkages with external stakeholder requirements.**
c. **Ensure relevant staff training including appropriate handover and induction training for new employees and contractors.**
d. **Carry out hazard identification, risk assessment, and control measures to ensure risk mitigation in crucial areas (for example, school bus services, parents pick-up and drop-of, traffic flow management, etc.).**
e. **Develop, maintain, and periodically update both an Emergency Response Plan and an Occupational Injuries Register.**
f. **Establish a School Health and Safety Committee to handle all related matters.**
g. **Maintain records of incident investigations as part of an incident register and report (via ADEK and ADPHC electronic OSH reporting system) on a timely basis.**
h. **Liaise with the school's Safeguarding Committee or Lead, in line with the ADEK Safeguarding Policy, to maintain sufficient supervision and monitoring of students, with full visual coverage, to safeguard against and tend to incidents.**
i. **We shall set aside adequate resources (e.g., financial resources, necessary infrastructure, etc.) to appropriately implement this policy.**

2. Education and Training

2.1 ***Student Education:*** We shall educate all students on health and safety, including teaching road safety, risk management, fire safety, using personal protection equipment, emergency and evacuation procedures, basic first aid training, and personal physical awareness.

2.2 ***Staff Training:*** We shall ensure that all staff receive training to equip them with the foundational knowledge (including reporting hazardous and health and safety related incidents) and practical skills to
Safeguard student health and safety, in line with the ADPHC/DoH and OSHAD-SF guidelines.
This training shall include, but is not limited to:

- Procedures for safeguarding students in the case of an emergency on campus or during a school-related activity (e.g., in the event of a fire or security incident), in line with the *ADEK Safeguarding Policy*.
- We shall conduct a risk assessment to determine the type and level of health and safety-related training (e.g., first aid, fire safety) that staff would require, based on the school's own risk assessment and as per Abu Dhabi and UAE regulations, where applicable.

3. Health and Safety Requirements

General Health and Safety Measures: We shall ensure that:

- Procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g., laboratory chemicals and equipment, biological materials, cleaning substances, workshop tools, and maintenance equipment) are meticulously followed, as per CDA, ADPHC/DoH, ADAFSA, and/or any other relevant government or regulatory entity.
- All equipment used by the school is regularly tested and maintained in safe working condition, in line with regulatory requirements and manufacturer recommendations.

3.1

- Regular safety assessments are carried out (e.g., fire safety systems/equipment, emergency evacuation plans, emergency lighting, emergency response equipment), as required by ADEK, ADPHC/DoH, and all other relevant authorities.
- The site is equipped with fully functioning and effective security and systems to prevent and detect crime, vandalism, unlawful behavior, and inappropriate conduct; and surveillance provisions are in place in line with the *ADEK Digital Policy* and the Manual of Surveillance Devices (MCC, 2022).
- The site is equipped with fully functioning and effective fixed and portable protection systems for fire prevention and detection (see Section 3.4 Fire Protection).

Weight Limits of School Bags: **We shall adhere to maximum weight limits for students' school bags and ensure that this policy is communicated to parents.**

- **A student's school bag shall not exceed 5-10% of a child's body weight when packed (considering individual factors such as the student's overall health, physical strength, and any existing health conditions) to avoid adverse effects on their spine or body as per Table 1. Maximum Backpack Weight Limit per Grade.**

3.2

Grade/Year	Max. Backpack Weight*
KG1 / FS2	Not exceed 2 kgs
KG2 / Year 1	
Gr 1 / Year 2	
Gr 2 / Year 3	
Gr 3 / Year 4	Not exceed 3 to 4.5 kgs
Gr4/ Year 5	
Gr 5 / Year 6	
Gr 6 / Year 7	Not exceed 6 to 8 kgs
Gr 7 / Year 8	
Gr 8 / Year 9	
Gr 9 / Year 10	Not exceed 10 kgs
Gr 10 / Year 11	
Gr 11 / Year 12	
Gr 12 / Year 13	

3.3 ***Smoke-free campus:*** We shall maintain a smoke-free environment, within the school premises or in the perimeter outside the school premises as defined by ADPHC/DoH, by enforcing a strict no-smoking policy (e-cigarettes/ vaping included) for all students, staff, and visitors.

Fire Protection: We shall equip their premises with integrated and effective systems, both fixed and mobile, for fire protection and detection, including fire detection systems, fire suppression systems, and fire sprinkler systems.

3.4
- We shall ensure that these systems are fully compliant with the specifications set out by the CDA and obtain the necessary valid licenses for such systems.
- We shall maintain inspection records and notifications relating to their fire protection and detection systems, in line with the ADEK Records Policy.
- We shall install the HASSANTUK system (if directed by the CDA and/or relevant authorities) to ensure timely response to fire and life safety emergencies.

Liquid Petroleum Gas (LPG):

3.5
- We shall not use LPG except for educational purposes and shall have a central LPG system (no individual burners or cylinders).
- The main supply line shall be located outside of the school building and properly secured from access by students and any other unauthorized persons.
- This main LPG supply must comply with the requirements of the CDA. This distribution system must be linked to the school's fire alarm system and must comply with the requirements of the CDA.

Emergency Planning:

3.6
- We shall prioritize student safety in an emergency.
- The Principal is responsible for drawing up a School Emergency Plan setting out the circumstances defining an emergency and the resulting safeguarding and evacuation procedures to be followed.
- We shall conduct emergency drills at least annually (or as per civil defense requirements) to maintain their preparedness for emergencies and identify potential weaknesses or gaps in their execution. Schools shall document and maintain a log of observations from such emergency drills.
- We shall have a notification system in place to quickly communicate information to parents (e.g., text message system, public address system, or mobile apps) in the event of an emergency.

Health and Safety-Related Mental Health Support:

3.7 We shall provide students and staff with mental health support following any serious whole-school emergency situations, in line with the ADEK Student Mental Health Policy and the ADEK Staff Well-being Policy.

4. Health System

4.1 ***Provision of Medical Services:***

- ***School Clinics:***

a. We shall establish and manage a clinic on the school's premises to provide healthcare services to students, in line with DoH requirements and standards.

b. We will obtain and maintain a DoH healthcare facility license in order to operate their clinic.

- ***School Nurse:***

a. We shall employ a full-time school nurse with a valid DoH healthcare professional license, in line with DoH requirements and the ADEK Coeducation Policy.

b. School shall ensure that the school nurse meets the professional qualifications requirements and performance criteria set for them by DoH, and fully understands and strictly adheres to all DoH standards regulating the administering of medication in schools.

- ***Administering of Medication:***
- We shall ensure that medication is administered including the handling of accidents and medical emergencies (such as anaphylaxis and seizures), as per DoH requirements and a completed parental consent form that is renewed each term or whenever there is a change in student's medication.

4.2 ***Inclusion***: We shall provide individual healthcare plans for students with additional learning needs, where appropriate, in line with the ADEK Inclusion Policy.

4.3 ***Health Screening:*** We shall ensure that regular basic and comprehensive health screening is conducted in compliance with the DoH requirements.

4.4 ***Immunization:*** We shall allow access to DoH-appointed health providers and facilitate their task of conducting the school-based immunization program for students as per DoH's guidelines.

5. School Health and Safety Committee

School Health and Safety Committee will include:

5.1
- **Director**
- **Principal**
- **Vice Principal**
- **Headmaster**
- **Headmistress**
- **OSH officer**
- **School Nurse**

Signatures:

CHAIRMAN	DIRECTOR	PRINCIPAL

Reviewed on: April 2026 **Next review on: April 2027**

School Stamp:

