

HEALTH AND SAFETY POLICY

"There is no better policy in a society than pursuing the health and safety of its people."

Introduction

At Al Adhwa Private School, we are dedicated to fostering a safe and healthy learning environment for all members of our school community. As an educational institution, we understand the vital role we play in shaping the well-being and values of future generations. In alignment with the safety regulations and guidelines set forth by ADEK, the Abu Dhabi Public Health Center (ADPHC), and the Department of Health (DoH), we are committed to implementing proactive measures that ensure the health and safety of our students, staff, and visitors. Therefore, we pledge to:

Aims

- Ensure the provision of a healthy and safe environment for our staff, students, and visitors.
- Promote a culture of responsibility and accountability in protecting the health and safety of all individuals within the school.
- Minimize health and safety hazards and risks associated with our activities and operations.
- Foster awareness and encourage participation through effective communication and consultation, alongside providing ongoing training in health and safety issues as per ADEK policy.
- Prevent injury and illness by following the guidelines of the Abu Dhabi Public Health Center (ADPHC) and the Department of Health (DoH).
- Enhance the health and well-being of all staff, students, and stakeholders while promoting adherence to safeguarding procedures.
- Provide adequate resources to maintain a healthy and safe environment and ensure compliance with all relevant Occupational Safety and Health (OSH) legislation.
- Strive for continuous improvement in our OSH performance, with periodic reviews to assess progress.
- Ensure the availability of highly competent healthcare personnel to offer health services to all students through school-based clinics, at no additional cost to families, in full compliance with ADEK and DoH regulations.

Responsibilities

At Al Adhwa Private School, maintaining a safe and healthy environment is a shared responsibility. The following outlines the specific duties of the Principal, staff, and all members of our school community to ensure the effective implementation of the Health and Safety Policy:

The Principal, in collaboration with the Governing Board:

- Is responsible for the implementation and oversight of the Health and Safety Policy as it pertains to their areas of responsibility.
- Will familiarize themselves with the school's Health and Safety Policy, as well as all relevant regulations and codes of practice.
- Will establish and implement safe working methods that align with best practices.
- Will enforce all relevant health and safety regulations, rules, procedures, and codes of practice within the school.
- Will provide instruction to all staff, students, and other individuals under their jurisdiction on safe working practices, including fire safety.
- Will conduct regular safety inspections of their designated areas and maintain accurate records of these inspections.
- Will ensure that risk assessments are carried out for any potential risks and that effective control measures are implemented.
- Will ensure that all equipment, machinery, and tools are in good working order, properly guarded, and used correctly, taking reasonable steps to prevent unauthorized or improper use.
- Will provide necessary protective clothing, equipment, and fire safety appliances.
- Will ensure that hazardous, toxic, or highly flammable substances are stored, used, and labelled in compliance with safety standards.
- Will disseminate relevant health and safety information to all appropriate persons.
- Will promptly report any health and safety concerns to the Health and Safety Officer through the designated school staff member.
- Will develop a school emergency plan outlining the circumstances defining an emergency and the safeguarding and evacuation procedures to be followed.

The Governing Board is ultimately responsible for overseeing the health and safety measures across all school operations. They work closely with the Principal to ensure full compliance with ADEK and DoH guidelines.

All Members of Staff:

- Are responsible to the Principal for the implementation and adherence to the Health and Safety Policy within their areas of responsibility.
- Will familiarize themselves with the school's Health and Safety Policy and all applicable regulations and codes of practice.
- Will assist the Principal in maintaining a safe and healthy school environment, ensuring that safety practices are adhered to as far as is reasonably practicable.

- Will establish and implement safe methods of work in their classrooms and areas of responsibility.
- Will enforce all relevant health and safety regulations, procedures, and codes of practice.
- Will instruct staff, students, and others under their supervision in safe working practices, including fire safety protocols.
- Will conduct regular safety inspections of their designated areas and document these inspections.
- Will carry out risk assessments for any relevant hazards and take effective measures to control these risks.
- Will ensure that all equipment and machinery in their areas are properly guarded, in safe working condition, and used appropriately.
- Will use and provide necessary protective clothing, equipment, and fire safety tools.
- Will ensure that hazardous, toxic, or flammable substances are correctly used, stored, and labeled.
- Will keep themselves informed of the latest health and safety developments in their respective fields.
- Will report any health and safety concerns promptly to the Health and Safety Officer through the appropriate school contact.

Health and Safety Oversight and Risk Management

This policy applies to all employees, students, contractors, and visitors at Al Adhwa Private School and is accessible to all relevant stakeholders. The school is committed to ensuring that everyone:

- Fulfills their duties under Occupational Health and Safety (OHS) regulations, including acting responsibly, taking reasonable care of their own health and safety, as well as that of others affected by their actions or inactions.
- Complies with the school's safety procedures and directions, including accident and incident reporting. Any potential hazards must be reported to the designated area representative and subsequently to the OHS department.

To ensure comprehensive oversight of health and safety, the following risk management practices are in place:

- A dedicated Health and Safety Team will meet quarterly to review and discuss safety concerns within the school. Minutes of these meetings will be documented and shared.
- Health and Safety will be a standing agenda item during both team and Senior Leadership Team (SLT) meetings. Any discussions and actions taken will be recorded and forwarded to the school's Health and Safety Officer (HSO).
- The HSO is responsible for ensuring that risk assessments are conducted and stored digitally in the School Management Information System (Engage) and as hard copies. Designated, trained staff will carry out risk assessments in their respective areas and ensure that the identified risk controls are implemented.

- Staff members must immediately report any perceived risks to the HSO. While the HSO will provide training, classroom teachers are expected to assess risks during lessons as part of their role.
- All risk assessments must use the school's official risk assessment template, which can be obtained from the shared drive or from the HSO.
- All staff and students will receive regular training on health and safety procedures, including but not limited to fire drills, first aid, and emergency evacuation. Training will be conducted annually and updated as needed.

Students are expected to follow safety instructions and report any hazards they observe to a staff member.

Contractors and subcontractors must adhere to the school's health and safety policy during any work on-site, while visitors must comply with all safety regulations communicated to them upon entry.

Fire Safety

All school members will:

- Familiarize themselves with fire safety procedures and ensure fire doors are unobstructed.
- Regularly check and maintain any fire equipment they are responsible for.
- Know special fire precautions related to the materials and equipment they handle.
- Ensure fire notices are displayed in teaching areas and students are aware of alarm and evacuation procedures.
- Keep an accurate register of students during each teaching period.
- Report any fire hazards to the Health and Safety Officer (HSO).
- Direct visitors to the assembly area during an evacuation.
- Participate in school-provided fire safety training.
- Safeguarding Pupils

The school is equipped with integrated fire protection and detection systems, including fire detection, suppression, and sprinkler systems, in compliance with CDA specifications. We maintain inspection records related to these systems per the ADEK Records Policy and will install the HASSANTUK system as directed by relevant authorities to ensure timely responses to fire and life safety emergencies.

All staff must:

- Be vigilant and report any suspicions of student abuse immediately to the designated safeguarding lead.
- Attend annual safeguarding training provided by the school.
- Incorporate risk management teaching into their curriculum where required.

Staff Care and Stress Management

- Staff should prioritize their own health and well-being and support their colleagues.
- Any staff experiencing undue stress should confidentially report it to the Principal, Vice Principal, or the designated Leadership Team member responsible for staff welfare.
- Concerns about a colleague's health should also be reported confidentially.

School Clinics and Nurse Services

The school complies with Department of Health (DoH) requirements and standards. Our on-site clinic is licensed by DoH and managed by two full-time school nurses, both holding valid DoH healthcare professional licenses.

The nurses meet all professional qualification and performance criteria set by DoH and are trained to adhere strictly to all standards related to medication administration. They are responsible for handling medical emergencies, including anaphylaxis and seizures, in accordance with DoH protocols.

Regular basic and comprehensive health screenings are conducted to ensure student well-being, and we facilitate access for DoH-appointed health providers to carry out school-based immunization programs as per DoH guidelines.

All medical care provided at school, including medication administered, health screenings, immunizations, and outcomes of any medical interventions, are recorded in each student's medical record, maintaining confidentiality in line with the ADEK Records Policy. Parental consent forms for medication are renewed each term or whenever there is a change in a student's medication.

Health and Safety in Extracurricular Activities

The school ensures that all extracurricular and off-campus activities comply with health and safety standards. Risk assessments will be conducted prior to any off-campus event, and emergency response plans will be in place.

Resources and Processes

The school provides adequate resources, including trained personnel, safety equipment, and facilities, to maintain a secure environment. Processes for reporting safety concerns and accountability are established, with all staff being encouraged to actively engage in safety oversight.

Preventing Injury and Ill Health

The school has two on-site nurses available to respond immediately to medical incidents. Staff are first aid trained, and follows clear procedures for reporting and addressing injuries or illnesses. Regular safety audits and documented reviews help us continuously improve our safety practices.

Smoke-Free Campus Policy

The school maintains a smoke-free environment on campus, including the areas surrounding the school premises, in accordance with ADPHC and DoH regulations. A strict no-smoking policy, encompassing traditional cigarettes, e-cigarettes, and vaping, is enforced for all students, staff, and visitors to promote health and well-being within our school community.

School Bag Weight Policy

At Al Adhwa Private School, we prioritize our students' health by adhering to ADEK's guidelines on school bag weight. The weight of a student's school bag shall not exceed 5-10% of their body weight when packed, considering individual factors such as health and physical strength. Parents will be informed about the importance of monitoring bag weight, and teachers will encourage the use of digital resources to minimize material load.

A table detailing the maximum backpack weight limit per grade is available below to assist in compliance with this policy.

Grade	Maximum Backpack Weight
KG1	Not exceed 2 kgs
KG2	
Grade 1	
Grade 2	
Grade 3	
Grade 4	Not exceed 3 to 4.5 kgs
Grade 5	
Grade 6	
Grade 7	Not exceed 6 to 8 kgs
Grade 8	
Grade 9	
Grade 10	Not exceed 10 kgs
Grade 11	
Grade 12	

This policy should be reviewed annually to ensure it continues to meet the needs of the school community and complies with updated health and safety standards.

For Implementation

To be reviewed annually by the Principal and Review Committee.

Ms. Amira Gafer Goraish

Al Adhwa Private School