



Health and Safety Policy and Guidelines

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Chairwoman

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Revision History

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Introduction

The Spanish School of Abu Dhabi is committed to establishing and maintaining an effective Health, Safety and Environment (HSE) Management System that protects the health, safety, wellbeing, and security of all students, employees, contractors, visitors, volunteers, and other persons who may be affected by the School's activities.

This Health, Safety and Environment Policy has been developed in accordance with the requirements of the **Abu Dhabi Department of Education and Knowledge (ADEK)**, the **Abu Dhabi Occupational Safety and Health System Framework (ADOSH-SF)**, and other applicable United Arab Emirates legislation and regulatory requirements. It sets out the School's commitment to effective health and safety management and establishes the framework through which HSE responsibilities, arrangements, and procedures are implemented throughout the School.

The purpose of this policy is to define the responsibilities of the School Board, Senior Leadership Team, managers, employees, students, contractors, and visitors in maintaining a safe and healthy learning and working environment. It also outlines the arrangements for identifying hazards, assessing risks, implementing appropriate control measures, promoting consultation and communication, ensuring emergency preparedness, and continually improving HSE performance.

This policy applies to all School premises, educational activities, administrative functions, extracurricular programmes, school transportation, off-site visits, and any activity undertaken on behalf of The Spanish School of Abu Dhabi. Compliance with this policy is mandatory for all employees and is expected of all students, contractors, visitors, and other stakeholders.

This document shall be communicated to all employees and made readily available to relevant stakeholders. It shall be reviewed at least annually, or sooner where significant changes to legislation, regulatory requirements, organizational structure, or School operations occur, to ensure its continued suitability, effectiveness, and compliance.



PART ONE:

STATEMENT OF POLICY

The Spanish School of Abu Dhabi is committed to providing and maintaining, so far as is reasonably practicable, a safe, healthy, secure, and environmentally responsible learning and working environment for all students, employees, contractors, visitors, volunteers, and any other persons who may be affected by the School's activities.

The School recognizes that effective Health, Safety and Environment (HSE) management is an integral part of its educational mission and operational excellence. The School is committed to complying with all applicable requirements of the Abu Dhabi Department of Education and Knowledge (ADEK), the Abu Dhabi Occupational Safety and Health System Framework (ADOSH-SF), Civil Defense regulations, Municipality requirements, and all other relevant legal and regulatory obligations.

The School will strive to:

- Ensure that suitable and sufficient assessments are undertaken on all significant health and safety risks by using the hierarchical approach of risk control
- Provide and maintain plant, equipment and systems of work that are safe and without risks to health and environment
- Provide adequate information, instruction, training and supervision as necessary to ensure the health and safety of its pupil, staff, parents, visitors including contractors are always protected
- Make adequate infrastructure and resources available to safeguard occupational health safety performances
- Monitor health and safety performance through meticulous review of its objectives
- Maintaining a proactive and positive health and safety culture through periodical walk around, inspections and audits
- Preventing the future hazards through near miss reporting and proper investigation
- Investigate and review of actions during operations and management review meetings thus to ensure continual improvement of HSE performance is maintained

The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters to the relevant parties.

By following our core values, we ensure the health and safety environment is efficiently maintained and enhanced for the benefit of the future generation in order to achieve sustainable development.

Excellence Respect Honesty Creativity Ethics Tolerance





PART TWO:

THE HEALTH AND SAFETY COMMITTEE

Terms of reference:

Committee	Health and Safety
Original Formation	August 2021
Members Appointed by	School Principal
Reporting to	School Principal
General aims	Ensure the safety and wellbeing of all students, visitors and staff at all times and minimize potential health & safety risks.
Committee Tasks	To develop a risk matrix and mitigation measures for all identified health & safety issues. To ensure all capital assets are in good order and the environment risk is minimized, (fire hazards & general maintenance) To ensure all sections of departments of the school are aware of their area and responsibilities and employ good housekeeping measures. To develop and define an inspection team and inspections frequencies. Develop a standard policy and procedure, with simple reporting forms separating health & safety issues from general maintenance.
Frequency of Meetings	Per Term
Committee Members	School Principal – Eva Sanchez Vice Principal – Angela Devore HR Manager – Mailen Ibarra Head of Studies – Antonio Campos Head of Inclusion and Guidance – Veronic Montoro Facilities Management – Ganesan Palanivelu Operations Officer – Phoebe Sann HSE Officer – Paul Pate III School Nurse – Lorainne Rubio Social Worker – Alba Godall Social Worker – Ameera Alakberi Cultural Enagement – Fatime Alketbi Public Relations Officer – Yamen El-Mosa



PART THREE:

RESPONSIBILITY AND AUTHORITY

Roles and Actions: The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **Governing Body/School Principal:**

As well as the general duties of all members of staff, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practical steps to achieve this through Managers, Key Stage Leaders, teachers and others, as appropriate.

The Principal is required to take all appropriate and necessary action to ensure that proper health and safety standards are maintained at all times. In particular, the principal will, on a day-to-day basis be responsible for:

- ensuring safe working conditions of the school premises and facilities
- ensuring at all times the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- ensure safe working practices and procedures throughout the school so that all risks are controlled
- arrange systems of risk assessment to allow the prompt identification of potential hazards
- and where appropriate ensure that the Board are made aware of the findings
- identify the training needs of the staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk
- collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence, monitor the standards of health and safety throughout the school, including all school based activities
- monitor the management structure, in consultation with the Board; consult with members of staff including members of the Safety Committee on health and safety issues and
- encourage staff and others to promote health and safety



The **Supervisory Staff**:

In addition to general duties which all members of staff have, supervisory staff will be directly responsible to the Principal or the member of staff nominated by the Principal, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility

Supervisory staff includes **Principal, Academic Coordinator, HR Manager, Facilities Manager, Cleaning Supervisor, School Nurse.**

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility
- health and safety regulations, procedures and codes of practice are being applied effectively
- staff, pupils and others under their jurisdiction are instructed in safe working practices
- new employees working are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Principal as necessary
- regular safety inspections are made of their area of responsibility as required by the Principal or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- hazardous and highly flammable substances in the department in which they work are correctly stored and labeled, and exposure is minimised
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety
- all health and safety information is communicated to the relevant persons and they report any health and safety concerns to the HSE Officer, Principal or HR Manager.



The **Health and Safety Officer** will:

- Lead the implementation, monitoring, and continual improvement of the school's Health, Safety and Environment (HSE) Management System, ensuring compliance with ADEK requirements, UAE legislation, and other applicable regulatory standards.
- Develop, review, and maintain HSE documentation, including policies, procedures, risk assessments, safe systems of work, emergency response plans, and inspection records to ensure they remain current and effective.
- Conduct regular workplace inspections, audits, and risk assessments, identify hazards, monitor compliance, and ensure corrective and preventive actions are implemented and closed within agreed timelines.
- Investigate accidents, incidents, near misses, and dangerous occurrences, determine root causes, prepare investigation reports, monitor corrective actions, and analyse trends to prevent recurrence.
- Plan, coordinate, and evaluate emergency preparedness arrangements, including fire drills, evacuation exercises, lockdowns, shelter-in-place drills, first aid readiness, and business continuity activities, ensuring lessons learned are incorporated into future planning.
- Provide competent health and safety advice to the School Leadership Team, prepare HSE performance reports and key performance indicators (KPIs), and report significant risks, compliance issues, and recommendations for continual improvement.
- Coordinate HSE training, inductions, awareness programmes, and safety campaigns for employees, contractors, visitors, and where appropriate, students, to promote a positive health and safety culture throughout the school.
- Monitor contractor and visitor safety, ensuring all contractors comply with the school's HSE requirements, permit-to-work systems, risk assessments, and safe working practices while undertaking work on school premises.
- Support the planning and approval of educational visits, sporting events, extracurricular activities, and school functions by conducting suitable and sufficient risk assessments and ensuring appropriate control measures are implemented.
- Serve as the school's primary liaison with regulatory authorities, including ADEK, Abu Dhabi Civil Defence, Abu Dhabi Municipality, the Department of Health, and other relevant agencies during inspections, audits, and compliance activities, ensuring timely closure of all corrective actions.



The **HR Manager** will:

The Human Resources (HR) Manager is responsible for ensuring that the school recruits qualified staff, complies with ADEK, Ministry of Education (MoE), and Department of Health (DoH) requirements, and provides employees with the mandatory training needed to maintain a safe, compliant, and supportive learning environment.

- Ensure all employees and outsourced staff complete the required background and child protection screening before employment.
- Verify that all new hires meet ADEK and MoE recruitment and compliance requirements.
- Confirm that school nurses, doctors, and counselors hold valid DoH or ADEK professional licenses before commencing work.
- Verify that staff working in specialist roles (e.g., science laboratories, physical education, swimming pools) possess the required qualifications and safety certifications.
- Coordinate and monitor mandatory HSE induction training for all new employees, including emergency procedures, fire safety, and safeguarding requirements.
- Maintain records of mandatory staff training and ensure certifications remain valid and up to date.
- Arrange and monitor required competency training, such as First Aid, Fire Marshal, and other statutory health and safety courses.
- Ensure all employees complete mandatory safeguarding and child protection training in accordance with ADEK requirements.
- Maintain accurate HR records to demonstrate compliance during ADEK and other regulatory inspections.
- Work closely with the Health, Safety & Environment (HSE) Department to ensure staff competency and regulatory compliance are maintained.

The **Class Teachers and Assistant Teachers** are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice.
- give clear oral and written instructions and warnings to pupils where necessary
- follow safe working procedures personally
- require the use of protective clothing and guards where necessary
- make recommendations to the Principal, Academic Coordinator or HR Manager and on additions or necessary improvements to plant, tools, equipment or machinery
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with the requirements for safety education



- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization and
- report all accidents, defects and dangerous occurrences to the Principal or HR Manager.

All Staff will: *(including temporary staff, supports staff and 3rd party staff)*

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety
- Act in accordance with any health and safety training given
- Report all accidents in accordance with the agreed procedure
- Cooperate with other persons to enable them to carry out their health and safety responsibilities
- Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- Inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements
- Exercise good standards of housekeeping and cleanliness
- Know and apply the procedures in respect of fire, first aid and other emergencies
- Cooperate with those staff delegated responsibilities for health and safety by the Principal
- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure that the Safeguarding Policy and Student Protection Policy is followed
- Ensure that pupils use equipment and apparatus safely in laboratories and on the ground.
- Report to the Supervisor/Principal, situations which may present a serious or imminent danger to the staff and students in the school.
- Report any concerns of abuse and/or potential abuse of pupils to the Principal.
- Supervisor should share the information of the child with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff is asked to familiarize themselves with this.
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered
- Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. The employee's immediate Line Manager must approve such reassignments.



All **Pupils** are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.
- Be made aware of reporting procedures and who to talk to with a concern or a problem.

All **Parents** are expected to:

- Support the school in any health and safety matters reported to them through circulars, meetings and newsflash.
- Communicate any changes to their family life or child's health that may affect the child's emotional and physical safety and capacity to learn while at school.

All **Visitors and Members of the Public**:

- Visitors and members of the public are requested to cooperate with the health and safety arrangements put in place by the school to protect them when using the school premises and grounds.



PART FOUR:

PROCEDURAL STEPS

The governing body plays an important part in ensuring the overall health and safety of staff, pupils and visitors at the school. The governing body should give consideration to a range of topics relating to health and safety as mentioned below:

1. Accidents and Incident Reporting

The school has developed and implemented an accident & incident reporting policy that outlines all the necessary steps, including roles and responsibilities in an event of an incident inside the school.

To establish seamless compliance with ADPHC OSHAD frameworks and modern health and safety principles, the school divides all unexpected occurrences into three distinct operational classifications. Proper classification dictates whether an event remains an internal record or triggers mandatory immediate external government notification.

Near Misses

Definition: An unplanned event, sequence of events, or hazardous condition that had the genuine potential to cause human injury, occupational illness, environmental contamination, or property asset damage, but did not materialize into an actual loss due to luck, chance, proactive intervention, or favorable environmental barriers.

Institutional Examples: A heavy light fixture detaching from a classroom ceiling and crashing onto an empty desk; a liquid spill on a highly trafficked main corridor floor that is spotted and barricaded before an individual slips; an electrical projector short-circuiting with a visible spark but failing to ignite surrounding materials.

Protocol & Logic: Near misses must be reported internally to the HSE Officer within the same working shift via the Internal Near Miss Reporting Form. Tracking near misses is vital to cultivating a proactive, blame-free safety culture. It allows the institution to adjust control measures, update risk registers, and eliminate latent hazards before an injury occurs.

Recordable but Non-Reportable Incidents

Definition: Minor school- or work-related injuries, illnesses, or physical ailments that require basic first aid treatment or minimal clinical intervention by the School Nurse, but do not satisfy the specific severity thresholds established by Abu Dhabi authorities for immediate external statutory reporting.



Institutional Examples: Superficial skin abrasions or small cuts from playground activities requiring a simple adhesive bandage; minor trips resulting in slight bruising without joint dislocation; minor thermal burns from home economics classes treated successfully with running water and a basic dressing; mild transient headaches or dehydration handled via rest in the clinic.

Protocol & Logic: These cases must be meticulously recorded in the school clinic's internal register and the centralized digital OSH tracking database. While they do not trigger emergency external alerts, detailed internal documentation ensures adequate tracking of minor hazard trends. Aggregated statistical data from these non-reportable incidents must be uploaded quarterly to government regulatory channels.

Reportable Incidents (Serious OSH Incidents)

Definition: Any high-severity event involving students, employees, third-party contractors, or campus visitors that occurs within school grounds or during school-regulated transport and excursions, which strictly meets the mandatory notification criteria outlined under ADOSH-SF Mechanism 11.0.

Threshold Criteria: Includes any fatality; serious injuries (such as severe bone fractures, joint dislocations, limb or digit amputations, loss of sight or serious eye trauma, loss of consciousness requiring resuscitation, severe chemical or thermal burns, serious head or spinal column injuries, or any injury leading to immediate hospital admission as an in-patient); dangerous occurrences (such as structural building collapse, major electrical fires, or localized toxic chemical leaks in science laboratories); and confirmed occupational illnesses.

Protocol: Concurrently triggers the internal executive crisis loop and formal immediate external statutory reporting workflows via the Al Aada platform as detailed in Section 5.

ADPHC Al Aada Reporting System Guidelines & Protocols

The Al Aada electronic application is the official automated framework managed by the Abu Dhabi Public Health Centre (ADPHC) to monitor occupational safety, health compliance, and incident metrics across the Emirate. In accordance with ADEK regulations, the school must operate under strict legal timelines when utilizing this system.

Immediate External Hotline Notification

In the event of a reportable serious incident (e.g., fatality, catastrophic structural damage, or critical student/staff injury), the School Principal or HSE Officer must immediately contact the ADEK OSH Section Emergency Hotline at 02-615 6999 and the relevant emergency civil response



authorities (Abu Dhabi Police / Civil Defense). This voice notification must take place immediately upon establishing scene safety.

Form G Submission (Serious OSH Incident Notification)

The HSE Officer must formally log into the Al Aadaa electronic application and complete OSHAD-SF Form G (Serious OSH Incident Notification). The statutory timelines are legally binding:

For Fatalities: Form G must be fully uploaded within twenty-four (24) hours of the occurrence.

For Other Serious Reportable Incidents: Form G must be uploaded within a maximum of three (3) working days from the date of the incident.

Absolute Scene & Site Preservation

The precise physical location where a serious reportable incident occurred must be strictly preserved and cordoned off from access. No equipment, physical items, structures, or environmental settings may be altered, cleaned, or disturbed until formal clearance is provided by ADEK inspectors or Abu Dhabi Police investigators. The ONLY exceptions permitted are actions directly executed to preserve human life, rescue trapped individuals, or prevent an immediate, cascading catastrophic hazard.

Form G1 Submission (Serious Incident Investigation Report)

Every reportable incident undergoes an exhaustive root-cause analysis led by the HSE Officer, utilizing witness interviews, physical evidence review, and timeline mapping. The formalized incident investigation report, coupled with OSHAD-SF Form G1, must be uploaded through the Al Aadaa electronic application within a maximum of thirty (30) calendar days from the original date of the incident.

Management Escalation Matrix

The internal management escalation matrix removes institutional ambiguity. It clearly establishes the baseline communication path, ensuring that executive management is promptly involved to support staff, allocate emergency resources, and assist in regulatory compliance. Detailed factual and lineal written records must be systematically generated and stored securely for every tier of escalation.

**Escalation Matrix:**

- Defines who you should notify on management level for various types of incidents. Defining an escalation path takes away the uncertainty about who to contact when you're facing a big obstacle that management can potentially help you with.

ESCALATION MATRIX						
Severity	Nature of Incident	Level 1	Level 2	Level 3	Level 4	
Low	i.e., Trips, Falls, Bruises, Near Misses and etc.	FoH/PRE and/or Clinic Nurses	HSE Officer	Year Leader	School VP	
Severity	Nature of Incident	Level 1	Level 2	Level 3	Level 4	
Medium	Any minor injury resulting to ≤ 3 days LTI	FoH/PRE and/or Clinic Nurses	HSE Officer	Year Leader	School VP / School Director	
Severity	Nature of Incident	Level 1	Level 2	Level 3	Level 4	Level 5
High	Any major injury resulting to a reportable more than 3 days LTI.	FoH/PRE and/or Clinic Nurses	HSE Officer	Year Leader	School VP	School Director / Chairman/ Chairwoman Human Resource



2. Classroom Safety

- The school recognizes that programs of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use.
- All non-teaching staff must be informed of the safety procedures and practices related to any of the activities that they support.
- Schemes of work will be reviewed to assess the risk in all activities in order to determine:
 - where close supervision is required
 - suitable group size

3. Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting pupils from the playground.
- If a member of staff knows that he/she is unable to undertake a duty on a certain day, then he/she should organize another staff member to cover up for him/her or immediately inform the Deputy Principal.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school, staff should make every effort to contact the parent. If a parent cannot be contacted, the school will supervise the child until such time as the parent is able to be contacted. The safeguarding policy is to be followed in such instances, and a report of the event is to be recorded in the child's file.
- arrangements are made to safeguard and promote the welfare of pupils at the school taking into account the local context; and
- a written behavior policy is drawn up that, amongst other matters, sets out the sanctions to be adopted in the event of pupil misbehavior;

4. Movement around school

- Pupils should walk around school and stand in single file when waiting.
- No pupil should remain unsupervised at school at any time.
- Pupils should never enter the school lifts. If a need arises that a student needs to use the lift i.e. injury, use of wheelchair then the student must not be alone and should be accompanied by an adult/staff.
- No doors to classrooms or toilet facilities are to be locked when a pupil is present.



5. Child Protection and Safeguarding

- The governing body is required to have child-protection policy. (See the child protection policy of the school for more details).

6. Bullying

- School ensures that bullying at school is prevented in so far as reasonably practicable. The school developed behavior and anti-bullying policy.

7. Inclusion

- The school takes into account the ages, aptitudes and needs of pupils, including those pupils with an EHC plan.
- The school developed inclusion policy.

8. Administration of Medicines

- Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet, and report that consent from parents was provided.
- A medication management policy has been established together with the clinic team.

9. Pupil Health

- Parents are given essential information regarding the vaccines through talks and circulars.
- School clinic develop a policy for student assessment criteria and screening
- Provision of support for children with medical needs, cleanliness in the campus water consumed by children and staff members and DHA school services guidelines are followed.

10. School Canteen and Nutritional Standards

- The nutritional value & quality standards will be adhered for all snacks sold, served, or made available on school premises during the school day.
- School pupils and staff will be provided easy access to safe drinking water.
- Teachers will discuss and create awareness about importance of balanced healthy lifestyle.
- Teachers will actively monitor the eating habits of students during recess (in lower grade).
- Hand washing facilities will be provided for all staff and pupils.
- The policy on health and nutrition and nut free and allergy lists are to kept up to date and provided to staff.

11. First Aid Provision

- School follows the HAAD, ADEK and ADPHC guidelines for Private School in Abu Dhabi
- School leaders are responsible for ensuring that there is an adequate number of qualified First Aiders.



- School clinic has developed the First Aid Policy and Procedures manual as per the ADEK and ADPHC guidelines on first aid.
- Portable First Aid kits are taken on educational visits and picnics and are available in the buses.
- The School Nurse will ensure the maintenance of the contents of the first aid boxes and other supplies.
- A defibrillator is to be kept on site and easily accessible.

12. Staff Health & Safety Training and Development

- Line Managers within the school will undertake a training needs analysis to identify competency requirements of specific job roles in terms of health and safety, and will ensure that the appropriate training is delivered and training records kept.
- Line Managers will ensure that the School's CPD Coordinator is kept fully informed and provided with copies of all training records.
- Where training expertise is required from outside the School, the Line Manager will arrange this through the School's CPD Coordinator. Staff must be trained on Health and Safety policies and procedures during orientation week at the beginning of each school year.
- Where new jobs or tasks come on stream or when there are changes in health and safety requirements and training, these will be a CPD priority.

13. Smoking, Animals (Pets) and other Prohibited Items

- The school has a no smoking policy. Nobody may smoke on school premises.
- School has developed a policy for Keeping and Handling Animals at School.
- Neither alcohol or prohibited substance such as drug products may be brought onto school premises.
- The school has adopted a "Nut Free" policy due to the ever-increasing number of students with severe nut allergies. This is a school wide policy including, staff, students and visitors.

14. Educational Visits

- Senior Leaders and teachers have a responsibility for ensuring that safety of students is taken care of when organizing a visit to a place of educational interest to students.
- All outside school trips must be approved by ADEK and a risk assessment must be formulated.



15. School Security

- Monitor and control entry and exit points to ensure that only authorized students, staff, parents, contractors, and visitors enter the school premises. Verify visitor identification, issue visitor passes, and maintain accurate visitor records.
- Perform regular patrols of the school buildings, playgrounds, parking areas, perimeter fencing, and other facilities to identify and report security or safety concerns.
- Operate and monitor CCTV systems, intrusion alarms, access control systems, and other security equipment, reporting any faults or suspicious activities immediately.
- Act promptly during emergencies such as fire alarms, medical incidents, security threats, lockdowns, evacuations, or other emergencies, following the school's Emergency Response Plan and assisting emergency services when required.
- Maintain order during student arrival, dismissal, recess, school events, and other high-traffic periods by assisting with pedestrian movement, vehicle flow, and crowd management while ensuring safeguarding requirements are maintained.
- Immediately report security breaches, suspicious persons, criminal activities, damaged security infrastructure, accidents, or unsafe conditions to the School Leadership Team and the Health, Safety and Environment (HSE) Officer. Maintain accurate security logs and incident reports.
- Maintain professional communication with students, staff, parents, visitors, and emergency responders while providing assistance in a courteous and respectful manner.
- Preserve confidentiality regarding school operations, security arrangements, CCTV footage, and sensitive information.
- Participate in mandatory security, safeguarding, first aid, and emergency response training as directed by the school.

16. School Buses

- Provision of safety and first aid in school buses.
- Drivers are to be made aware of the safeguarding policy and are never to be left alone with a child.
- Cleanliness and discipline in the buses.
- First Aid box and other safety requirements are maintained in the buses.

17. Fire Precautions and Procedures

- The school has developed Crisis Management – Emergency Evacuation Policy
- The designated Incident Commander has responsibility for the implementation of the Fire Management Plan by:
 - detailing any significant findings from the fire risk assessment and practice drills and recording any action taken
 - fire drill and evacuation training of all relevant people
 - planning, organizing, policy and implementation, monitoring, audit and review
 - the arrangements for a coordinated emergency plan of action in the case of a fire



- The Facilities Manager has responsibility for:
 - testing and checking of escape routes, including final exit locking
 - mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
 - testing of fire warning systems, including weekly? alarm tests and periodic maintenance by a competent person
 - recording of false alarms and fire drills carried out testing and maintenance of emergency lighting systems
 - testing and maintenance of extinguishers, hose reels, fire blankets, emergency torches etc.
 - testing and maintenance of other any other safety equipment such as fire-suppression and smoke control systems
 - maintenance and audit of any systems that are provided to help the fire and rescue service
 - all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

18. Evacuation of the Building

- Fire exits are clearly labeled.
- Plans showing exit routes are displayed by the door of each classroom.
- A fire drill is practiced once a term.
- All executed drills are documented and post-drill briefing is performed to evaluate the drill assessment.
- All firefighting and fire detection systems are being maintained by a competent facilities management company.

19. On Site Vehicle Movements

- Car parking and bus parking remain separated.
- Contractors come onto the premises when loading/unloading equipment and park outside the main entrance. They can only gain access by contacting a member of staff (Security Guard) to open the gate for them.
- If the vehicle is present during playtime, it is supervised by a member of staff (Security Guard or teacher) and remains stationary until all pupils are clear of the playground.

20. Site Inspections

- The facilities management together with school's health and safety officer inspects the site as part of his daily routine.
- Any minor concerns will be addressed to immediately during the said inspections
- Urgent matters are referred to the principal and director of school operations.
- More routine matters are discussed at the weekly Operations com meeting between the management team, principals and supervisors accordingly.



21. Hazardous Substances

- The school has adopted the Control of Substances Hazardous to Health (COSHH) in respect of managing hazardous substances. Where hazardous substances are used, Line Managers themselves, or a designated employee, will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate risk first and foremost.
- The Facilities Manager will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment for all cleaning materials and substances brought onto the premises by contractors e.g., for fumigation and pest control and adopt a hierarchy of control measures seeking to eliminate risk first and foremost.

22. Safety in Heat

- The school developed sun smart policy

23. Health & Safety Advice

- The school will seek to obtain the best advice from government departments, relevant authorities and professional bodies in the UAE and overseas and adopt
- policy and guidance as appropriate. All policies to do with health and safety will be ratified by the Executive Board for adoption by the school.

24. Personal Protective Equipment (PPE)

- Line Managers will assess the need for PPE.
- Where it is assessed, that PPE is required it shall be appropriately selected and provided.
- A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when necessary.
- Staff are responsible for ensuring that they use PPE where it is provided

25. In case of construction or repair work in school

- The governing body must ensure that the construction/ repair takes place after regular school hours.
- Abu Dhabi Municipality's SAFETY RULES must be displayed and followed.
- School Administration and the Construction Company must provide safe and secure environment for students and staff and must provide temporary exits.
- School Administration and Construction Company must not block any entry, exit and emergency exit of the school buildings.
- No construction equipment and construction material should be in students' reach.
- The construction area, scaffolding must be well protected. Pupils must not have access to these areas and amenities and under no circumstances are construction workers to engage in conversation with pupils unless a teacher or parent is present.



26. Contractors and Service Providers (such as ECA and ASA Providers)

- The school has issued guidance for Contractors on Site. These guidelines include:
 - checking the competence of contractors, visiting workers and service providers. Competence can be judged from past experience, recommendation, pre-selection evaluation, written documentation, written undertaking of training and competence, or a combination taking into consideration the nature and scale of the works required) examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions etc.
 - the Facilities Manager, having clearly identified personnel who are points of contact for contractors and visiting workers having all significant and unusual hazards and risks on site clearly identified exchanging information on hazards and risks
 - Arrangements for monitoring and controlling works in progress. Key areas to focus attention are
 - Segregation of traffic and pedestrians segregation of contractors and occupants of the school (wherever possible)
 - safe systems of work to ensure works undertaken within occupied areas of the premises are adequately controlled
 - implications on fire precautions due to possible increased risk and interference with fire alarm system
 - system and routes for evacuation
 - safeguarding the welfare of students, staff and visitors

27. Consultation and participation

- The school encourages staff consultation and participation at all applicable levels and functions to improve the HSE performance
- Communication of applicable control measures against the identified risk and hazards
- Related to HSE objectives and planning to achieve the objectives
- The consultation related to legal requirements fulfilment related to ADEK, ADPHC, HAAD, DMT and other regulatory bodies
- Investigation of incidents and arriving proper corrective and preventive actions
- Determining what needs to be communicated and how the HSE alerts will be communicated
- Identification of hazards and assessing risk and opportunities

28. Risk Assessments

- The school has adopted a Risk Assessment Procedure which should be followed as guidance to the risk assessment process
- Risk assessment is the responsibility of the school's managers at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken, recorded and filed for significant activities
- Risks should be assessed in a manner that ranks them by severity/probability for prioritization and control measures identified and put in place that are proportional to



the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on the records of the department.

- Risk assessments should be reviewed at least annually or where there is a change in circumstances.
- school trips and off-site activities.

29. Review

- A review of this policy will be undertaken annually by the Executive Principal, Senior Leaders and teachers in charge. Any amendments or updates will be reported to the full Governing Body.
- Any new legislation or directives will be incorporated into the policy as necessary.

PART FIVE:

Emergency Contact Numbers

Police	Khalidiya Police Station	999	
Fire	Al Bateen Civil Defense	997	
Ambulance	Al Bateen Civil Defense	998	
Nearest Hospital	Sheikh Khalifa Medical Center	Emergency Dept. 800 50	
School Principal	Eva Sanchez	+971 – 56 433 1763	Ext. 800
Vice Principal	Angela Devore	+971 – 50 120 6497	Ext. 890
Head of Studies	Antonio Campos	+971 – 55 187 2225	Ext. 844
School Clinic	School Clinic	Ext. 880	
School HSO	Paul P.	+971 – 54 335 5773	
Facilities Emergency	Ganesan P.	+971 – 56 506 2428	Ext. 877
Security	SSAD Security / Reception	+971 – 2 310 1888	Ext. 888



PART SIX

REFERENCES

Health and Safety Policy and Procedures References:

1. Abu Dhabi Department of Education and Knowledge (ADEK) (Primary Reference)

- Private Schools Policy and Guidance Manual
- Student Health and Safety requirements
- School Inspection Framework
- School Emergency Preparedness requirements
- Child Protection Policy
- Educational Risk Management Guidance
- School Transportation requirements
- School Trips and Educational Visits requirements

2. Abu Dhabi Public Health Centre (ADPHC)

- Abu Dhabi Occupational Safety and Health System Framework (ADOSH-SF)
- OSHMS Requirements
- Codes of Practice (CoPs)
- Public Health requirements
- Infection Prevention and Control Guidance

3. Ministry of Human Resources and Emiratization (MOHRE)

- UAE Labour Law
- Employer health and safety obligations
- Employee welfare
- Working hours
- Heat Stress (Midday Break) requirements

4. UAE Civil Defence

- Fire Safety Code
- Fire evacuation procedures
- Fire drill requirements
- Emergency planning
- Fire equipment inspection and maintenance



5. Environment Agency – Abu Dhabi (EAD)

- Waste management
- Environmental protection
- Hazardous waste
- Pollution prevention
- Sustainability initiatives

6. Department of Municipalities and Transport (DMT)

- Building safety
- Pest control
- Food establishment requirements
- Playground safety
- Infrastructure maintenance

7. Department of Health – Abu Dhabi (DoH)

- Infection prevention
- Communicable disease management
- First aid requirements
- School clinic standards
- Medical emergency response

8. UAE Federal Legislation

- Federal Decree-Law No. 33 of 2021
- Federal Decree-Law No. 13 of 2020
- UAE Fire and Life Safety Code of Practice
- Applicable environmental regulations