



AUSTRALIAN SCHOOL OF ABU DHABI

HEALTH AND SAFETY POLICY

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1. SCHOOL VISION

Australian School of Abu Dhabi (ASAD) fosters globally minded graduates through inclusive education, nurturing a sense of belonging, understanding, and respect. We empower students with skills, empathy, and awareness to contribute locally and globally.

2. SCHOOL MISSION

Australian School of Abu Dhabi (ASAD) provides a diverse curriculum with global perspectives to all students. We foster inclusion, embrace diversity, promote understanding, and empower students to excel academically and socially. Our commitment to inclusivity ensures every student feels valued and supported.

3. INTRODUCTION

Australian School of Abu Dhabi (ASAD) is committed to providing a safe and healthy environment for all staff, students, and visitors. This policy outlines the school's responsibilities and procedures to ensure compliance with Abu Dhabi Department of Education and Knowledge (ADEK), Abu Dhabi Public Health Center (ADPHC), Department of Health (DoH), and other relevant regulatory entities.

4. PURPOSE

The purpose of this policy is to:

- Ensure compliance with ADEK, ADPHC, the DoH and other relevant health and safety regulations.
- Safeguard the health and well-being of students, staff, contractors, and visitors through comprehensive policies and procedures.
- Provide training and supervision to all staff and students on health and safety hazards.
- Promote a culture of accountability and awareness to prevent accidents and mitigate risks.
- Ensure the provision of high-quality healthcare services to students through the school clinic, in full compliance with ADEK and DoH regulations.

5. SCOPE

This policy applies to all students, staff, visitors, and contractors within the school premises and during school-related activities.

6. DEFINITIONS

TERM	DEFINITION
Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing
Anaphylaxis	A sudden and severe allergic reaction and medical emergency that occurs within minutes of exposure and requires immediate medical attention (MedlinePlus, n.d.)

Basic Health Screening	Annual health screening of students in all grades, conducted by the school nurse, including review of medical history, measurement of body mass index, and vision testing (Al Hajeri, 2020).
Comprehensive Health Screening	An in-depth health screening for students in Grades 1, 5, and 9. The screening is conducted by visiting health professionals and includes a medical check-up by a licensed medical doctor, a hearing screening, and an oral health examination for students in Grades 1, 5 and 9, as well as a blood count test by a phlebotomist for all students in Grade 1 and for female students in Grade 9 (Al Hajeri, 2020).
Emergency Plan	Systematic instructions and procedures that clearly detail what needs to be done, how, when, and by whom before and after the time an anticipated emergency event occurs.
Governing Board	The governing body of a school, appointed by the school owners, and including qualified representatives and parents. The Governing Board is the senior authority of the school, with responsibility for the overall governance of its activities.
Health and Safety	Requirement for schools to ensure that students, staff, contractors, sub-contractors, relevant stakeholders, and visitors are kept safe and healthy in school and school-related activities.
Individual Healthcare Plan	A written description of a student's medical requirements, health status, and healthcare plan, developed by the school nurse.
Nurse	A full-time (internal/contracted) employee of the school, with a valid Department of Health (DoH) healthcare professional license, whose role is to oversee the school medical clinic and the healthcare of students in the school.
Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema).
Visitor	For the purpose of this policy, a visitor is any temporary visitor (e.g., a parent or a relative of a student, prospective student and their parents, inspectors, contractors, etc.) entering the school premises. An invited visitor is anyone visiting the school on a temporary basis to interact with students (i.e., a speaker, career fair representative, etc.) and includes volunteers, who are engaged by an educational institution on a non-remunerated basis to interact with students (e.g., parent chaperones, etc.).
Wellness	The quality or state of being in good physical and mental health.

7. ASAD HEALTH AND SAFETY POLICY

7.1 Policy requirements

ASAD has developed and implemented a Health and Safety Policy that is aligned with ADEK's regulations and requirements. It is available on our public website in English and Arabic.

1. The Responsibility of the Governing Board, Director and Principal

Ensuring a safe and healthy school environment is a shared responsibility. Every member of the ASAD community including the Governing Board, Director and Principal, plays a vital role in maintaining and promoting health and safety standards. This section outlines the key responsibilities of each stakeholder in implementing and upholding the policy.

The Responsibilities of the Governing Board and the Director

- Ensure the development, implementation, and enforcement of an effective Health and Safety Policy across the school.
- Familiarise itself with the school's Health and Safety Policy, related guidelines, and best practices.
- Regularly assess the effectiveness of the policy and update it as needed to align with ADEK regulations and best practices.
- Identify and evaluate risks associated with the premises, school activities, educational visits, and school-sponsored events.
- Ensure appropriate risk control measures are in place to minimise hazards and protect students, staff, and visitors.
- Allocate sufficient resources, including personnel, equipment, and training, to support health and safety initiatives.
- Monitor and review health and safety performance, ensuring policies, procedures, and control measures are effective.
- Oversee the establishment of a management structure that supports the successful implementation of health and safety measures.
- Ensure all school operations, activities, and off-campus events comply with health and safety standards.

The Responsibilities of the Principal

- Ensure that an effective and enforceable Health and Safety Policy is in place and fully implemented.
- Oversee the annual review of the Health and Safety Policy and ensure necessary updates are made.
- Ensure compliance with ADEK regulations, UAE laws, and best practices.
- Establish and chair a Health and Safety Committee to monitor policy implementation, risk assessments, and safety procedures, ensuring that meeting minutes and actions are recorded.
- Conduct and oversee regular risk assessments for school premises, activities, educational visits, and school-sponsored events, ensuring that all risks are documented and addressed.
- Arrange for regular audits, inspections, and safety tours involving the Health and Safety Officer/Security and Property Manager.
- Ensure that regular fire drills (every term) are conducted, with records kept on the date, time, duration, and evacuation process.
- Ensure emergency plans are in place, regularly reviewed, and that competent staff are appointed and trained for emergency evacuations.
- Ensure that all accidents, injuries, and near misses are recorded in the accident book and incident reporting system, with investigations conducted and reports submitted to the Director.
- Ensure that all manufacturers and suppliers provide safety information on hazardous substances and processes used on site, making this information available to relevant staff.
- Monitor the performance of designated staff responsible for supervision, training, and daily implementation of health and safety measures.
- Ensure that all staff, including new employees, receive proper health and safety induction and ongoing training where necessary.

- Oversee health and safety training for staff, ensuring that those conducting risk assessments are suitably trained.
- Communicate health and safety matters effectively to staff, students, and parents.
- Consult with safety representatives, staff, and relevant stakeholders on the implementation and review of health and safety procedures.
- Ensure the school is equipped with adequate emergency response equipment and procedures.
- Appoint responsible persons to coordinate emergency responses, ensuring their identities are made known to staff and students.
- Ensure that office staff are informed of the Principal's location at all times and that a mobile phone is carried for communication in case of emergencies.
- Allocate sufficient financial and logistical resources for the provision and maintenance of health, safety, and welfare across the school.

2. The Role and Responsibilities of All Members of the ASAD Community

Ensuring a safe and healthy school environment is a collective responsibility. Every member of the ASAD community including ASAD Leadership Team, Teaching Staff, Employees (including Temporary Staff and Volunteers), Contractors, Students, Parents, and Visitors play a vital role in maintaining and promoting health and safety standards.

This section outlines the key responsibilities of each stakeholder in implementing and upholding the policy.

The Responsibilities of the ASAD Leadership Team

- Ensures adherence to ADEK regulations and integrates health and safety into all school operations.
- Supports staff in identifying and mitigating risks related to curriculum, activities, and school trips.
- Ensures all staff receive health and safety training and communicate expectations clearly to the school community.
- Oversees emergency preparedness, including regular fire drills, lockdown procedures, and site security.
- Reviews accident and incident reports, ensuring corrective actions are taken.
- Monitors policy effectiveness through audits, inspections, and staff feedback, collaborating with the Health and Safety Committee and the Director.

The Responsibilities of Teaching Staff

- Supervise students at all times, ensuring safe behaviour in classrooms, corridors, playgrounds, and during school activities and trips.
- Follow and enforce safety procedures related to fire, emergency evacuation, first aid, and security threats.
- Conduct risk assessments for lessons, practical activities, and off-campus trips, reporting hazards or safety concerns promptly.
- Ensure safe use of equipment and materials, particularly in science labs, workshops, and other high-risk areas.
- Observe and adhere to all health and safety guidelines, including emergency protocols and evacuation procedures.

- Assist in emergency situations, ensuring students follow safety instructions during drills or real incidents.
- Report accidents, near misses, or safety concerns to the relevant school personnel without delay.
- Support students with medical or additional needs, following individual safety plans where applicable.
- Collaborate with technicians and support staff to maintain a safe working environment in specialised areas such as laboratories and workshops.
- Participate in health and safety training and contribute to a culture of safety within the school.

The Responsibilities of All Employees, Including Temporary Staff and Volunteers

- Be familiar with the Health and Safety Policy and all Health and Safety requirements.
- Ensure that Health and Safety regulations, rules, routines, and procedures are applied effectively, including evacuation procedures, first aid, etc.
- Ensure that students are effectively supervised.
- Ensure that machinery and equipment in their departments are in safe working order and adequately guarded and do not make or allow improper
- use of such school machinery and equipment.
- Use the correct equipment and tools for the job and use any protective equipment or safety devices that may be supplied.
- Ensure that toxic, hazardous, and highly flammable substances are correctly used, stored, and labeled.
- Report any defects in the premises, school, equipment, and facilities to the appropriate person.
- Report any accidents to the Health and Safety Committee members.
- Be proactive in taking steps to prevent unhealthy or unsafe practices, including ensuring that students are aware of relevant Health and Safety considerations.

The Responsibilities of Contractors

- Report to the school office upon arrival and sign in before commencing work.
- Notify the school of any hazards arising from their activities that may affect the school community.
- Follow all school health and safety policies and emergency procedures while on-site.
- Ensure work does not disrupt school operations, with major works scheduled outside school hours or during holidays whenever possible.
- Obtain a permit to work before undertaking high-risk activities such as electrical work, work at height, asbestos removal, major excavations, or access to confined spaces.
- Use appropriate safety measures and equipment to prevent risks to themselves and others.
- Ensure all materials and chemicals are used and stored safely, following relevant regulations.
- Cooperate with the Security and Property Manager, who oversees contractor activities to maintain site safety.
- Maintain a clean and hazard-free worksite, ensuring all tools, debris, and materials are safely secured.
- Report any incidents, near misses, or safety concerns immediately to the Health and Safety Officer/Security and Property Manager.

The Responsibilities of Students

- Follow all school health and safety rules and listen to instructions from staff during lessons, activities, and emergencies.
- Act safely and responsibly, avoiding behaviours that could cause harm to themselves or others.
- Report any hazards, accidents, or unsafe conditions to a teacher or staff member immediately.
- Participate in emergency drills and follow evacuation procedures calmly and efficiently.
- Use school equipment and facilities properly, including science labs, workshops, and playgrounds.
- Respect restricted areas and avoid accessing hazardous locations without permission.
- Support a culture of safety, looking out for peers and encouraging responsible behaviour.

The Responsibilities of Parents

- Ensure their child is in good health before attending school and inform the school of any medical conditions, allergies, or special health needs.
- Provide updated emergency contact details and notify the school of any changes.
- Adhere to school health and safety policies, including illness prevention, hygiene, and infection control measures.
- Follow school procedures for safe drop-off, pick-up, and security protocols.
- Encourage their child to follow safety rules and report hazards, bullying, or other concerns.
- Cooperate with the school during emergencies and respond promptly to evacuation procedures or medical situations.
- Supply necessary health and safety items, such as prescribed medications, personal hygiene essentials, and protective gear if required.
- Attend health and safety meetings, workshops, and awareness sessions to stay informed and support their child's well-being.

The Responsibilities of Visitors

- All 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.

3. Procedures for Ensuring Health and Safety of School, Including Extracurricular Activities

General Health and Safety Responsibilities

All members of the school community will:

- Comply with Occupational Health and Safety (OHS) regulations by acting responsibly and ensuring actions do not adversely affect the health and safety of others.
- Follow the school's safety protocols, including the immediate reporting of incidents, accidents, and potential hazards to the designated area representative and the Health and Safety Officer (HSO).
- Engage in health and safety training sessions to stay informed about best practices and emergency procedures.

Health and Safety in Extracurricular Activities and Off-Campus Events

To ensure the safety of students and staff during extracurricular activities and off-campus events, the school:

- Conducts **risk assessments** before all extracurricular activities, sports events, and off-campus trips.
- Establishes and communicates emergency response plans for all off-site events.
- Ensures students, staff, and supervisors understand safety protocols before participating in any activity.
- Provides appropriate supervision and first aid resources for all school-sponsored activities.
- Reviews and updates health and safety procedures regularly to align with ADEK guidelines and best practices.

4. Resources and Processes for Maintaining a Safe, Healthy, and Secure School Environment

ASAD provides dedicated resources and implements structured processes to ensure the health, safety, and security of students, staff, and visitors, including but not limited to:

- **Security Personnel and Access Control:** Employs trained security staff to monitor access points, enforce visitor sign-in procedures, and oversee the safety of the premises.
- **Surveillance and Monitoring Systems:** Maintains 24/7 CCTV surveillance across key areas of the school, ensuring prompt identification and response to security incidents.
- **Emergency Preparedness and Response Plans:** Implements comprehensive emergency plans, including fire drills, lockdown procedures, and crisis response strategies, in coordination with local authorities.
- **Fire Safety Systems:** Maintains and routinely tests fire alarms, extinguishers, sprinklers, and the **HASSANTUK** system to ensure compliance with civil defence regulations.
- **Health and Medical Services:** Operates a fully equipped school clinic with licensed nurses, providing first aid, routine health screenings, and medical emergency responses.
- **Facility Maintenance and Safety Inspections:** Conducts regular inspections of buildings, playgrounds, and learning environments to identify and mitigate potential hazards.
- **Risk Assessment and Incident Reporting Processes:** Ensures systematic risk assessments in all school activities, with clear procedures for reporting and addressing hazards or incidents.
- **Health and Safety Training Programs:** Provides structured training for staff and students on fire safety, first aid, accident prevention, and emergency response.
- **Safeguarding and Child Protection Mechanisms:** Establishes clear safeguarding procedures, with a designated Student Protection Officer and confidential reporting processes for child protection concerns.
- **Staff Well-being Support Systems:** Implements confidential reporting mechanisms for stress and mental health concerns, offering professional development and well-being initiatives.
- **Collaboration with Authorities and Compliance with ADEK Standards:** Works closely with ADEK, the Department of Health, and emergency services to ensure adherence to health, safety, and security regulations.

5. Provisions for Educating Students and Training Staff on Health and Safety

ASAD implements structured health and safety education and training programs to ensure all students and staff understand their roles in maintaining a safe learning environment. The school ensures it provides:

Health and Safety Training for Staff

- Conducts mandatory annual health and safety training, including fire safety, first aid, emergency response, and risk assessment.
- Provides specialised training for staff in roles with additional responsibilities, such as fire wardens, first aiders, and laboratory technicians.
- Delivers regular refresher courses and updates on new safety protocols, ensuring alignment with ADEK and Civil Defense requirements.
- Offers professional development workshops on student supervision, injury prevention, and responding to medical emergencies.

Health and Safety Education for Students

- Integrates health and safety awareness into the curriculum, covering topics such as personal safety, emergency procedures, and responsible behaviour.
- Conducts scheduled fire drills and emergency evacuation exercises to familiarise students with safety protocols.
- Provides age-appropriate first aid awareness sessions to equip students with basic emergency response knowledge.
- Reinforces the importance of reporting hazards and following school safety procedures through classroom discussions and assemblies.

Practical Emergency Preparedness

- Organises simulated emergency response exercises to assess staff and student preparedness.
- Displays clear and visible safety instructions, evacuation routes, and emergency contact details in all classrooms and common areas.
- Ensures all new staff and students receive health and safety orientation upon joining the school.

6. Procedures for Preventing Injury and Ill Health

The school implements proactive measures to minimise risks and maintain a safe, healthy environment for students, staff, and visitors. These procedures align with ADEK regulations and best practices in occupational health and safety. ASAD undertakes the following procedures:

Risk Assessment and Hazard Prevention

- Conducts regular risk assessments in all areas of the school, including classrooms, laboratories, playgrounds, and extracurricular spaces.
- Identifies and mitigates potential hazards through timely maintenance, repairs, and safety enhancements.
- Ensures that all risk assessments are documented, reviewed, and updated periodically.

Safe Facilities and Equipment

- Maintains clean, well-ventilated, and hazard-free learning and working environments.
- Ensures all equipment, including sports gear, laboratory apparatus, and play structures, undergo routine inspections and servicing.
- Provides protective equipment and enforces proper usage in high-risk areas such as science labs, workshops, and physical education classes.

Health and Hygiene Practices

- Implements strict hygiene and infection control measures, including regular cleaning, sanitisation stations, and waste management protocols.
- Promotes awareness of personal hygiene practices among students and staff, including proper handwashing and respiratory etiquette.
- Monitor indoor air quality and ensure access to clean drinking water and well-maintained sanitation facilities.

Supervision and Safety Protocols

- Ensure trained staff actively supervise students in classrooms, playgrounds, and during extracurricular activities.
- Enforce clear procedures for safe movement within school premises, including stairwell safety, traffic flow, and designated pedestrian zones.
- Implement visitor management and security protocols to prevent unauthorised access.

Incident Response and Medical Support

- Provide immediate medical attention for injuries through the school clinic, staffed by qualified nurses.
- Ensure first aid stations are well-stocked and accessible throughout the campus.
- Train staff in first aid, CPR, and injury response procedures to provide prompt assistance when needed.

7. Provisions for Risk Management and Compliance

To ensure a proactive approach to hazard identification and mitigation, the school implements a structured risk management process. ASAD requires staff to:

- Conduct risk assessments across all school facilities, including classrooms, laboratories, sports areas, playgrounds, and off-campus activities, ensuring potential hazards are identified and mitigated.
- Complete risk assessments before conducting high-risk activities such as field trips, science experiments, and physical education sessions.
- Use the standardised school risk assessment template, to maintain consistency and compliance.
- Review and update risk assessments regularly to reflect changes in activities, equipment, or environmental conditions, ensuring ongoing relevance and effectiveness.
- Maintain a centralised risk register that documents identified risks, assessment results, and implemented control measures.
- Update the risk register systematically, recording newly identified risks, mitigation strategies, and any incidents that require review.

- Understand their responsibility in reporting hazards and implementing necessary control measures within their areas.
- Conduct periodic audits and compliance checks to verify the effectiveness of risk management strategies and adherence to ADEK and occupational health and safety requirements.
- Integrate risk management discussions into team meetings and Health and Safety Committee reviews, ensuring a continuous cycle of monitoring, assessment, and improvement.

7.2 Regulatory Compliance

ASAD's Health and Safety Policy complies with all regulations and standards.

1. Health and Safety Policy Compliance

ASAD will ensure that its Health and Safety Policy aligns with the policies, procedures, regulations, frameworks, compliance checklists, circulars, and special instructions issued and overseen by ADEK, ADPHC/DoH, Abu Dhabi Civil Defence Authority (CDA), and other relevant UAE authorities governing school activities, operations, buildings, facilities, and equipment. This includes:

- Submitting periodic reports, audits, and action plans as required.
- Providing relevant forms, including incident reports and management system documentation.
- Adhering to specified timeframes for compliance.
- Displaying the policy in prominent locations across ASAD and ensuring accessibility to all stakeholders, including staff, students, and visitors.

2. Licencing and Permits

ASAD will meet all requirements for obtaining and maintaining the necessary licences and permits to operate in compliance with regulations set by ADEK, ADPHC/DoH, Department of Municipalities and Transport (DMT), Integrated Transport Centre (ITC), Monitoring & Control Center (MCC), Civil Defence Authority (CDA), Abu Dhabi Agriculture and Food Safety Authority (ADAFSA), and any other relevant government or regulatory entity overseeing health and safety. This includes:

- Ensuring all licences, permits, and approvals remain valid and up to date.
- Maintaining legally compliant contracts for services related to health, safety, and school operations.
- Submitting required documentation and renewals within the prescribed timeframes.
- Cooperating with regulatory inspections, audits, and compliance checks.
- Implementing corrective actions in response to regulatory feedback to ensure continuous compliance.

3. Recordkeeping

ASAD will maintain any inspection records, observations, and notifications made by relevant authorities, in line with the [ADEK School Records Policy](#) and shall meet all applicable compliance requirements.

4. Digital Incidents

ASAD will ensure that every digital incident is recorded, documented, and signed by the Principal, and stored for auditing purposes, in line with the [ADEK School Digital Policy](#) and the [ADEK School Records Policy](#).

5. Transportation and Traffic Management

ASAD will ensure compliance with all school transportation and traffic management regulations by adhering to the [ADEK School Transportation Policy](#) and relevant UAE authorities' requirements. This includes:

- Maintaining up-to-date inspection records for all school buses.
- Obtaining and renewing necessary licenses and permits for school buses, drivers, and supervisors.
- Implementing traffic management procedures to ensure safe student drop-off and pick-up.
- Conducting regular safety checks and audits to uphold transportation standards.
- Ensuring all bus supervisors and drivers receive appropriate training on student safety and emergency procedures.

7.3 Mandatory Recruitment of a Health and Safety Officer

ASAD will appoint a Health and Safety Officer to effectively implement, oversee, manage and monitor its Health and Safety Policy in accordance with ADEK regulations and relevant UAE authorities. ASAD will ensure:

1. Full Time Position

The Health and Safety Officer serves as a full-time staff responsible for implementing, overseeing, managing, and monitoring the Health and Safety Policy. A deputy may be assigned by the members of the Health and Safety Committee to cover shorter leave periods.

2. School Premise Position

The Health and Safety Officer remains on school premises throughout the school day and is not shared across multiple campuses.

3. Qualifications and Training

The Health and Safety Officer meets the minimum qualifications and training requirements, as indicated in **Table 1 below**.

- a. The Health and Safety Officer shall be subject to all other applicable requirements from relevant authorities such as but not limited to ADPHC/DoH and Abu Dhabi Quality and Conformity Council (QCC).
- b. Current Health and Safety Officers who do not yet meet the position's qualifications complete all necessary requirements by 1 February 2026.
- c. All new Health and Safety Officers meet the eligibility requirements as of AY 2024/25 (Fall term).

Table 1: Health and Safety Officer Position

HEALTH AND SAFETY OFFICER			
Role: Oversees the development, implementation, and maintenance of health and safety systems, policies, documentation, and practice in a school.			
Minimum Eligibility: The Health and Safety Officer shall meet qualifications as per the ADPHC risk classification notification (and amendments).			
*ADPHC Risk Classification	Main Qualification	Additional Qualification	Experience
High Risk Entities	QFE 7 (Bachelor's Degree) in Health & Safety	<ul style="list-style-type: none"> Course on Incident Investigation and Reporting Accredited First Aider and Fire Fighter Knowledge of ADPHC's electronic OSH reporting system 	Minimum 5+ years of Health & Safety
	QFE 7 (Bachelor's Degree) in another subject AND National Examination Board in Occupational Safety and Health (NEBOSH) Certification		
Medium Risk Entities	QFE 7 (Bachelor's Degree) in another subject AND Institute of Occupational Safety and Health (IOSH) Certification	<ul style="list-style-type: none"> Course on Risk Assessment and Hazard Analysis Accredited First Aider and Fire Fighter Knowledge of ADPHC's electronic OSH reporting system. 	Minimum 2+ years of Health & Safety

*Low-risk classification requires the same main and additional qualifications as for medium-risk classifications; however, no experience is required. Only high and medium OSHAD-SF risk classifications apply to schools.

Source: ADEK Health and Safety Policy September 2024 V.1.1

4. Health and Safety Officer Responsibilities

The Health and Safety Officer at ASAD will adhere to the following responsibilities, in line with ADPHC risk classification, requirements, documentation, and updates:

- Develop, implement, and maintain an occupational safety and health management system meeting ADPHC's compliance requirements. including ADPHC/DoH fulfillment of periodic submissions, together with other relevant authorities' requirements, based on school risk classification.
- Establish a clearly defined leadership structure of health and safety related matters within the school including delegation mechanisms and linkages with external stakeholder requirements.
- Ensure relevant staff training including appropriate handover and induction training for new employees and contractors.
- 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-off, traffic flow management, etc.).

- Develop, maintain, and periodically update both an Emergency Response Plan and an Occupational Injuries Register.
- Establish a School Health and Safety Committee to handle all related matters.
- 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.
- Liaise with the school's Student Protection/Safeguarding Committee or Student Protection Officer, in line with the [ADEK School Safeguarding Policy](#), to maintain sufficient supervision and monitoring of students, with full visual coverage, to safeguard against and tend to incidents

5. [Compliance with OSHAD-F Framework](#)

ASAD acknowledges the importance of aligning its health and safety policies with the OSHAD-SF framework and its latest updates. As part of our commitment to compliance, ASAD will:

- **Adhere to Risk Classification Requirements:** Implement all health and safety measures based on the school's assigned risk classification, ensuring full compliance with OSHAD-SF guidelines.
- **Monitor Framework Updates:** Regularly review OSHAD-SF updates and integrate any new requirements into the school's Occupational Safety and Health Management System.
- **Conduct Periodic Reviews:** Ensure the Health and Safety Officer and relevant stakeholders stay informed of changes through training, workshops, and ADEK/ADPHC consultations.
- **Maintain Compliance Documentation:** Keep an up-to-date record of risk assessments, incident reports, and compliance audits, aligning with OSHAD-SF reporting standards.

6. [Commitment to Providing Resources](#)

ASAD is committed to ensuring the effective implementation of its Health and Safety Policy by allocating adequate resources, including:

- **Financial Resources:** Budgeting for health and safety programs, staff training, facility maintenance, emergency preparedness, and compliance audits.
- **Infrastructure and Equipment:** Maintaining safe school buildings, playgrounds, laboratories, sports facilities, and transport systems, ensuring they meet ADEK, OSHAD-SF, and other regulatory standards.
- **Personnel and Training:** Providing ongoing professional development for staff, appointing a dedicated Health and Safety Officer, and ensuring all personnel involved in safety, security, and emergency response receive the necessary training.
- **Monitoring and Review:** Allocating resources for regular inspections, risk assessments, audits, and emergency drills, ensuring continuous compliance and risk mitigation.

8. [HEALTH AND SAFETY EDUCATION AND TRAINING](#)

ASAD is committed to ensuring that all students and staff receive comprehensive health and safety education and training in alignment with ADPHC/DoH, OSHAD-SF, and ADEK requirements. This includes:

8.1 [Student Education](#)

ASAD will integrate health and safety education into the curriculum and school activities to ensure students develop essential awareness and skills. This includes:

- Road safety education to promote safe pedestrian and cycling habits.
- Risk management awareness to help students identify and mitigate potential hazards.
- Fire safety education, including fire drills and emergency evacuation procedures.
- Proper use of personal protective equipment (PPE) in relevant school activities.
- Basic first aid training to equip students with essential life-saving skills.
- Personal physical awareness and injury prevention strategies.

8.2 Staff Training

ASAD will ensure that all staff members receive appropriate training to safeguard student health and safety. This includes:

1. **Emergency Response Training:** Staff will be trained on procedures to protect students during emergencies, including fire incidents, security threats, and medical emergencies, in accordance with the [ADEK School Safeguarding Policy](#).
2. **Risk-Based Training Assessments:** ASAD will conduct risk assessments to determine the type and level of health and safety training required for staff. This includes:
 - First aid and CPR certification.
 - Fire safety and emergency evacuation procedures.
 - Incident reporting and hazard identification protocols.
 - Use of PPE and risk mitigation strategies specific to their roles.
3. **Ongoing Professional Development:** Staff training will be regularly updated to reflect changes in health and safety regulations, risk assessments, and best practices.

ASAD will ensure that all training programs meet the regulatory requirements of Abu Dhabi and UAE authorities and are reviewed periodically to enhance effectiveness and compliance.

9. HEALTH AND SAFETY REQUIREMENTS

9.1 General Health and Safety Measures

ASAD is committed to maintaining a safe and secure environment for students, staff, and visitors by ensuring strict adherence to all relevant health and safety regulations, including but not limited to:

1. **Safe Storage and Use of Hazardous Materials:** ASAD will implement rigorous procedures for the secure storage, handling, and disposal of potentially dangerous substances and equipment, including:
 - Laboratory chemicals, biological materials, and cleaning substances.
 - Workshop tools and maintenance equipment.
 - Compliance with CDA, ADPHC/DoH, ADAFSA, and other relevant regulatory entities.
2. **Equipment Maintenance and Safety Checks:** All school equipment will be regularly inspected, tested, and maintained to ensure safe working conditions in accordance with regulatory requirements and manufacturer recommendations.
3. **Regular Safety Assessments:** ASAD will conduct routine safety evaluations to ensure compliance with health and safety standards, including:
 - Fire safety systems and emergency response equipment.
 - Emergency evacuation plans and emergency lighting.
 - Compliance with ADEK, ADPHC/DoH, and other relevant authorities.

4. **Site Security and Surveillance:** ASAD will maintain fully functional security systems to deter and detect crime, vandalism, and inappropriate conduct. Surveillance provisions will be implemented in accordance with the [ADEK School Digital Policy](#) and the Manual of Standards for Surveillance Devices (MCC, 2023).
5. **Fire Prevention and Detection:** ASAD will ensure the school site is equipped with effective fixed and portable fire protection systems, as outlined in Section 3.4 Fire Protection, to prevent and detect fire hazards.

9.2 [Weight Limits of School Bags](#)

ASAD will adhere to maximum weight limits for students' school bags and ensure that this policy is communicated to parents.

1. 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 2. Maximum Backpack Weight Limit per Grade.**

[Table 2. Maximum Backpack Weight Limit per Grade](#)

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	

Source: ADEK Health and Safety Policy September 2024 V.1.1

9.3 [Smoke Free Campus](#)

ASAD is committed to maintaining a smoke-free environment across all school premises and surrounding perimeters as defined by ADPHC/DoH. To enforce this policy:

- Smoking, including e-cigarettes and vaping, is strictly prohibited for all students, staff, and visitors.
- Clear signage will be displayed throughout the school to reinforce the no-smoking policy.
- Staff and security personnel will actively monitor compliance, and violations will be addressed in accordance with school disciplinary procedures.

- ASAD will conduct awareness campaigns to educate the school community on the health risks associated with smoking and vaping.

9.4 Fire Protection

ASAD prioritises fire safety by equipping its premises with fully integrated fire protection and detection systems that comply with all relevant regulations. To ensure a high level of fire safety ASAD will ensure:

- **Compliance and Licensing:** Fire detection, suppression, and sprinkler systems will meet the specifications set out by the CDA, and all necessary valid licenses will be obtained and maintained.
- **Inspection and Maintenance:** ASAD will keep detailed inspection records and notifications related to fire protection and detection systems in compliance with the ADEK School Records Policy.
- **HASSANTUK System:** If directed by the CDA or relevant authorities, ASAD will install and maintain the HASSANTUK system to ensure timely responses to fire and life safety emergencies.

9.5 Liquid Petroleum Gas (LPG) Management

ASAD will strictly regulate the use of LPG to enhance safety:

- LPG will only be used for educational purposes.
- A centralised LPG system will be in place; individual burners or cylinders are not permitted.
- The main LPG supply line will be located outside the school building and secured against unauthorised access.
- The LPG system will be linked to the school's fire alarm system and will meet all CDA safety requirements.

9.6 Emergency Planning

ASAD places student and staff safety as its highest priority in emergency situations. The following measures are in place to ensure the student safety is a priority:

- **Emergency Planning and Leadership:** The Principal is responsible for developing a School Emergency Plan, detailing emergency definitions, safeguarding procedures, and evacuation protocols.
- **Emergency Drills:** ASAD will conduct at least one emergency drill annually (or as per Civil Defense requirements) to assess preparedness, identify potential weaknesses, and improve emergency response procedures. A log of observations and improvements will be maintained.
- **Parent Communication System:** ASAD will have a notification system in place (e.g., text messaging, a public address system, or mobile apps) to quickly inform parents and guardians in case of an emergency.

9.7 Health and Safety-Related Mental Health Support

ASAD recognises the psychological impact that emergency situations may have on students and staff. To provide adequate mental health support:

- ASAD will implement mental health interventions following serious emergencies, in line with the [ADEK School Student Mental Health Policy](#) and the [ADEK School Staff Wellbeing Policy](#).
- Counsellors and trained staff will provide support to affected individuals and facilitate recovery.

- ASAD will conduct post-incident debriefings to identify additional mental health needs and ensure well-being support is available.

10. HEALTH SYSTEMS

ASAD is committed to ensuring the highest standards of student health and well-being by fully implementing ADEK and DoH health system requirements.

10.1. Provisions of Medical Services

1. **School Clinics:** ASAD operates an on-site school clinic that provides healthcare services in full compliance with DoH regulations. The clinic holds a valid DoH healthcare facility license and undergoes regular inspections to maintain operational and safety standards.
2. **School Nurse:** ASAD employs a full-time, licensed school nurse who meets all DoH and ADEK School Coeducation Policy requirements. The nurse adheres strictly to DoH regulations concerning medication administration and student healthcare management.
3. **Administering Medication and Medical Emergencies:** ASAD ensures that medication administration, including emergency response to conditions such as anaphylaxis and seizures, is carried out in strict accordance with DoH regulations. Medication is only administered with a completed parental consent form, which is renewed each term or upon any change in a student's medical condition.

10.2 Inclusion and Individual Healthcare Plans

ASAD supports students with additional needs by developing individual healthcare plans (IHPs) where necessary. These plans align with the [ADEK School Inclusion Policy](#) and are tailored to address the specific medical needs of each student, ensuring their well-being and full participation in school activities.

10.3 Health Screening

ASAD ensures that all students undergo regular health screenings as mandated by DoH. These screenings, conducted by qualified healthcare professionals, include both basic and comprehensive health assessments to support early detection and intervention.

10.4 Immunisation

ASAD fully supports the school based DoH immunisation program, allowing authorised DoH health providers access to conduct vaccinations as per DoH guidelines. The school coordinates with parents to ensure full compliance and informed consent.

10.5 Student Medical Records and Confidentiality

ASAD maintains accurate and confidential student medical records in line with the [ADEK School Records Policy](#). This includes documentation of:

- All medical care provided on campus
- Medications administered
- Health screening results
- Immunisation records
- Outcomes of medical interventions

Confidentiality is strictly upheld, with access to records limited to authorised personnel only.

11. COMPLIANCE

1. The policy will be effective from AY 2024/25, with full compliance required by AY 2025/26.
2. Non-compliance will result in legal accountability as per ADEK regulations.

12. REFERENCES

- Department of Education and Knowledge, Abu Dhabi (ADEK) *ADEK_School_Health and Safety Policy_v.1.1*, 2024,
- Al Hajeri, O. M. (2020). *The Comprehensive School Screening Program in Abu Dhabi Schools 2015-2018: The Challenges and Opportunities*.
- American Chiropractic Association (n.d.).
- Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema)
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments.
- MedlinePlus (n.d.). Allergic Reactions.
- Monitoring and Control Center (MCC). (2023). *Manual of Standards for Surveillance Devices* (Version 2.0).

13. RATIFICATION AND REVISION HISTORY

Document Title	Health and Safety Policy
Version	V.1
Ratification Date:	March 2025
Next Review Date	September 2026
Ratified By	Director: Mr Adel Salman