



## Health and Safety Policy

### 1. Purpose

The purpose of this policy is to ensure that all schools provide a **safe, healthy, and supportive environment** for students, staff, visitors, and contractors. It establishes a framework for managing occupational safety and health (OSH) risks in compliance with **ADEK requirements, ADOSH 4.0 standards, and UAE Federal Law**. This policy reinforces the school's commitment to the **prevention of injuries, illnesses, and environmental harm**.

### 2. Scope

This policy applies to:

- All **school campuses, facilities, and operations** including classrooms, laboratories, canteens, playgrounds, and offices.
- All **employees, students, visitors, volunteers, and contractors**.
- All **school-related activities**, whether during school hours, after-school programs, trips, or events.

### 3. Policy Statement

All schools are committed to:

- Providing and maintaining **safe premises and facilities**.
- Promoting a **culture of health, safety, and wellbeing**.
- Identifying and controlling hazards through **risk assessment and regular inspections**.
- Complying with **all applicable ADEK, ADOSH, and national legislation**.
- Consulting with employees and students on safety matters.
- Responding promptly and effectively to any emergency or incident.

### 4. Legal and Regulatory Framework

This policy aligns with the following frameworks and laws:

- **ADEK Health, Safety and Environment (HSE) Framework – 2024**



- **ADOSH 4.0 – Occupational Safety and Health System Framework (OSHMS)**
- **Federal Law No. 8 of 1980 (UAE Labour Law)**
- **Federal Law No. 12 of 2018 on Integrated Waste Management**
- **NCEMA 6000 – Emergency Preparedness Standard**
- **UAE Fire and Life Safety Code of Practice (2018)**

## **5. Roles and Responsibilities**

### **5.1 School Management / Principal**

- Ensure this policy is implemented and maintained.
- Allocate adequate resources for OSH activities.
- Approve risk assessments, emergency procedures, and training plans.
- Lead a culture of safety across all operations.

### **5.2 OSH Department / Safety Officer**

- Develop and update OSH procedures and records.
- Conduct periodic **risk assessments, inspections, and audits.**
- Investigate incidents and recommend corrective actions.
- Maintain compliance with ADEK and ADOSH reporting requirements.
- Deliver training and awareness sessions for staff and students.

### **5.3 Employees**

- Follow all safety instructions, procedures, and training provided.
- Report hazards, near-misses, and incidents immediately.
- Use personal protective equipment (PPE) when required.
- Maintain safe working practices and a tidy work environment.

### **5.4 Students**

- Follow school safety rules and staff instructions.
- Report unsafe behavior, damaged equipment, or hazards.
- Participate actively in school safety drills and awareness programs.

### **5.5 Contractors and Visitors**

- Comply with all school OSH requirements and access procedures.



- Follow the **Contractor Management Policy** and work permit conditions.
- Report any incidents, unsafe conditions, or emergencies immediately.

## 6. Risk Management

- Schools must implement a **comprehensive risk assessment process** for all activities and facilities.
- Control measures must be designed to eliminate or minimize risks to acceptable levels.
- **Risk Assessment Registers** must be maintained and reviewed regularly, especially after incidents or changes in operations.

## 7. Health and Safety Procedures

Each school must establish written procedures for key areas, including:

- **Emergency Preparedness and Evacuation**
- **Fire Safety Management**
- **First Aid and Medical Emergencies**
- **Hazardous Material Control**
- **Manual Handling and Ergonomics**
- **PPE Usage and Maintenance**
- **Incident Reporting and Investigation**
- **Contractor and Visitor Management**
- **School Transportation Safety**

## 8. Training and Awareness

- All employees will receive **OSH induction training** upon joining.
- Regular **refresher training** will be provided annually.
- Specialized safety training (fire warden, first aid, chemical handling, etc.) will be given as per role.
- Safety awareness programs will be organized for students to promote safe behaviors.

## 9. Health and Wellbeing



- Schools shall promote staff and student **wellbeing and mental health**.
- Healthy lifestyle campaigns and safe recreational environments will be encouraged.
- Schools will ensure access to **clean drinking water, healthy meals, and comfortable learning spaces**.

## 10. Incident Reporting and Investigation

- All incidents, near-misses, and injuries must be reported to the OSH Officer immediately.
- An **Incident Investigation Report** must be completed within 48 hours.
- Findings will be reviewed, and corrective/preventive actions implemented.
- Records will be maintained for monitoring and review by ADEK or internal audits.

## 11. Monitoring and Review

- Regular inspections, audits, and risk reviews will be conducted to ensure compliance.
- Health and safety performance indicators will be monitored and analyzed.
- Policy effectiveness will be reviewed annually or after any major change in law or incidents.

## 12. References

- **ADEK Health, Safety & Environment Framework (2024)**
- **ADOSH 4.0 – Occupational Safety and Health System Framework**
- **Federal Law No. 8 of 1980 (UAE Labour Law)**
- **Federal Law No. 12 of 2018 (Waste Management)**
- **UAE Fire and Life Safety Code (2018)**
- **NCEMA 6000 – National Emergency Preparedness Framework**

Principal

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