

## HEALTH AND SAFETY POLICY

Introduced:	December 2015
Review 1:	December 2017
Review 2 :	December 2019
Review 3 :	October 2022
Review 4 :	September 2025
Next review:	September 2026

### 1. Definition:

The term Health and Safety refers to the requirement for the school to ensure that students and staff are kept safe and healthy in school and to practice the health and safety principles in their lives in future as well. In order to guarantee a safe, secure, and healthy environment for its students, staff members and visitors, Dunes International School is committed to complying with all legal and regulatory requirements.

### 2. Purpose:

- Ensure compliance with all statutory legal and regulatory requirements, contractual obligations and corporate directives.
- Integrate Occupational Safety and Health considerations into our decision making and in our operational practices.
- Ensure protection and enhancement of the health and safety consideration into our decision making and in our operational practices for staff and students.
- Identifying Occupational Safety and Health hazards, assess risk through risk assessments formulate mitigation measures and implement them.
- Establish OSH Objectives, assign targets and management programs to ensure the objectives are realized and their progress monitored.
- Ensure continual improvements in the OSH performance by regular OSH training and promoting awareness among staff, students and visitors.
- Conduct inspections and audits to ensure policy compliance, and procedures for incident reporting and investigation.

- Maintenance of detailed records related to health and safety, including training, inspections, and incidents.
- Provide all necessary resources towards fulfilling this policy statement and its established OSH Objectives.
- Ensure that the policy is communicated to all personal working with & on behalf of the organization and to all stake holders.
- Develop and regularly testing emergency plans, including fire safety and lockdown procedures, to ensure readiness and safety.
- Ensure that the school's health and safety operations align with local and federal laws and ADEK's policies.

### 2.1 Regulatory Compliance:

- School will ensure that Health and Safety Policy complies with the policies, procedures, regulations, frameworks, compliance checklists, circulars, and special instructions and amendments issued and supervised by ADEK, ADPHC/DoH, Abu Dhabi Civil Defence Authority (CDA), or any other relevant authority in the UAE regarding school activities, operations, buildings, facilities, and equipment used. This includes:
  - Submission of periodic reports, audits, and action plans.
  - Submission of relevant forms, including incident reports and management systems.
  - Compliance with given timeframes.
- Displaying the policy in prominent locations throughout the school and ensuring it is readily accessible to all stakeholders (including staff, students, visitors, etc.).
- School will meet all requirements for obtaining necessary licenses and permits and maintain valid contracts to conduct operations from ADEK, ADPHC/DoH, Department of Municipalities and Transport (DMT), Integrated Transport Centre (ITC), Monitoring & Control Center (MCC), CDA, the Abu Dhabi Agriculture and Food Safety Authority (ADAFSA), and/or any other relevant government or regulatory entity regulating areas related to health and safety.
- School 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.
- School 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.

- School will adhere to appropriate school transportation and traffic management procedures, including maintaining school bus inspection records and acquiring relevant licenses and permits for school buses, bus drivers, and bus supervisors, in line with the ADEK School Transportation Policy.

**2.2 Mandatory Recruitment of a Health and Safety Officer and Resources:** School will appoint a Health and Safety Officer to effectively implement, oversee, manage, and monitor Health and Safety Policy at school.

- The Health and Safety Officer is a dedicated full-time role. A trained school staff is assigned by the members of the Health and Safety Committee to cover shorter leave periods.
- The Health and Safety Officer will always remain on the school premises at all times during the school day.
- The Health and Safety Officer will be adequately trained to implement the policy and meet the following minimum requirements, as indicated in Table 1. Health and Safety Officer Position, including meeting any other Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF) requirements.
- The Health and Safety Officer will 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).
- Current Health and Safety Officers who do not meet the position requirements may continue to be employed for the role but are obligated to meet the requirements of the position by 1 February 2026.

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	Course on Incident Investigation and Reporting	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	Accredited First Aider and Fire Fighter Knowledge of ADPHC's electronic OSH reporting system	
Medium Risk Entities	QFE 7 (Bachelor's Degree) in another subject  AND Institute of Occupational Safety and Health (IOSH) Certification	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.

### 3. RESPONSIBILITIES OF THE MEMBERS OF SCHOOL COMMUNITY

#### 3.1 Principal and Governing Board

- Ensure compliance with ADEK health and safety regulations.
- Implement and monitor health and safety policies and procedures.
- Allocate resources for health and safety initiatives.
- Report health and safety performance to the governing board

#### 3.2 Health and Safety Officers

- Develop, implement, and maintain an occupational safety and health management system including ADPHC/DOH fulfilment 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, parent's pick-up and drop-off, traffic flow management, etc.).
- Develop, maintain, and periodically update both an Emergency Response Plan and 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 Safeguarding Committee or Lead, in line with the ADEK Safeguarding Policy, to maintain sufficient supervision and monitoring of students, with full visual coverage, to safeguard against and tend to incidents.
- Conduct regular health and safety audits and inspections.
- Maintain the risk register and ensure implementation of control measures.
- Provide training and support on health and safety matters.
- Investigate incidents and recommend corrective actions.

### 3.3 Staff

- Adhere to health and safety policies and procedures.
- Report hazards, incidents, and near-misses promptly.
- Participate in health and safety training.
- Supervise students to ensure their safety.

### 3.4 Students

- Follow health and safety guidelines and instructions.
- Report any hazards or unsafe conditions to a staff member.
- Participate in health and safety education programs.

### 3.5 Contractors and Sub-contractors

- Comply with the school's health and safety policies and procedures.
- Ensure the safety of their operations on school premises.
- Report any incidents or hazards to the school's health and safety officer.

### 3.6 Visitors

- Follow health and safety guidelines while on school premises.
- Report any hazards or incidents to school staff.

## 4. Education and Training

### 4.1 Students

- Integrate health and safety education into the curriculum.
- Conduct regular drills for fire, lockdown, and other emergencies.
- Provide age-appropriate health and safety resources and training.
- Basic first aid training, and personal physical awareness.

### 4.2 Staff

- Provide comprehensive health and safety training during onboarding.
- Conduct regular refresher training sessions.
- Ensure staff are trained in first aid and emergency response.
- Training to equip them with the foundational knowledge (including reporting hazardous and health and safety- related incidents) and practical skills to safeguard student health and safety, in line with the ADPHC/DoH and OSHAD-SF guidelines.
- Procedures for safeguarding students in the case of an emergency on campus or during a school-related activity (e.g., in the event of a fire or security incident), in line with the ADEK School Safeguarding Policy.

## 5. Risk Assessment and Control Measures

### 5.1 On and off Campus Activities

- Conduct risk assessments for all school activities and off-campus activities.
- Ensure supervision ratios are appropriate for the activity.
- Regularly inspect and maintain school facilities and equipment.
- Ensure transportation safety measures are in place.
- Provide staff with emergency contact information and procedures.
- Ensure that off-campus locations comply with health and safety standards.

## 6. General Health and Safety Measures

### 6.1 Secure Storage and Safe Use of Potentially Dangerous Substances and Equipment

- Dunes International Schools shall ensure that procedures relating to the secure storage and safe use of potentially dangerous substances and equipment are meticulously followed.
- Compliance: Adhere to guidelines and regulations from CDA, ADPHC/DOH, ADAFSA, and other relevant government or regulatory entities.
- Storage: Store laboratory chemicals, biological materials, cleaning substances, workshop tools, and maintenance equipment in secure, designated areas with appropriate labeling.
- Usage: Ensure safe usage procedures are in place and followed, including proper handling and protective measures.
- Training: Provide regular training for staff and students on the safe use and handling of these substances and equipment.

### 6.2 Equipment Testing and Maintenance

- All equipment used by the school shall be regularly tested and maintained in safe working condition.
- Routine Checks: Conduct regular inspections and maintenance of all school equipment.
- Compliance: Ensure maintenance aligns with regulatory requirements and manufacturer recommendations.
- Record Keeping: Maintain records of all tests, inspections, and maintenance activities.

### 6.3 Regular Safety Assessments

- Regular safety assessments shall be carried out as required by ADEK, ADPHC/ DoH, and all other relevant authorities.
- Fire Safety Systems: Conduct regular inspections and tests of fire safety systems and equipment.



- Emergency Plans: Review and update emergency evacuation plans regularly.
- Emergency Equipment: Ensure emergency lighting and response equipment are functional and readily accessible.
- Documentation: Keep detailed records of all safety assessments and their outcomes.

### 6.4 Security Systems

- Dunes International School site shall be equipped with fully functioning and effective security systems to prevent and detect crime, vandalism, unlawful behavior and inappropriate conduct.
- Surveillance: Implement surveillance provisions in line with the ADEK Digital Policy and the Manual of Surveillance Devices (MCC, 2022).
- Security Measures: Install and maintain security cameras, alarms, and access control systems.
- Monitoring: Regularly monitor and review security footage and system logs.

### 6.5 Weight Limits of School Bags

The Schools shall adhere to maximum weight limits for students' school bags and ensure that this policy is communicated to parents. Weight Limits: Ensure a student's school bag does not exceed 5-10% of their body weight, based on the following table:

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



### 6.6 Procedures:

- Maximum school bag weight is calculated based on the American Chiropractic Association (ACA) recommendations.
- Communication: Inform parents about the weight limits and the importance of adhering to them to avoid adverse effects on their child's health.
- Monitoring: dedicated staff member from health and safety committee monitor the student's bag weight through weekly random checking of school bag weight of various cohort students

### 6.7 Fire Protection Systems

- The School will equip the premises with integrated and effective systems for fire protection and Detection.
- Ensure all buildings are equipped with fire detection and alarm systems.
- Use of Fire Fighting Equipment.
- Fire extinguishers, fire blankets, and other equipment are strategically located and regularly maintained.
- Only trained personnel should use firefighting equipment, and only if it is safe to do
- Upon activation of the fire alarm, the Security Team will coordinate with local fire services.
- Evacuate the building immediately and follow the evacuation procedures.
- School will ensure that Fire systems are fully compliant with the specifications set out by the CDA and obtain the necessary valid licenses for such systems.
- School will maintain inspection records and notifications relating to their fire protection and detection systems, in line with the ADEK School Records Policy.
- School will install the HASSANTUK system (if directed by the CDA and/or relevant authorities) to ensure timely response to fire and life safety emergencies.

### 6.8 Smoke-Free Campus:

- The school shall maintain a smoke-free environment within the school premises and the perimeter outside the school premises.
- No-Smoking Policy: Enforce a strict no-smoking policy (including e- cigarettes and vaping) for all students, staff, and visitors.
- Signage: Display no-smoking signs prominently around the school premises.
- Enforcement: Monitor compliance and take appropriate action against violators.

### 6.9 Liquid Petroleum Gas (LPG)

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

### 7. Emergency Planning: School will prioritize student safety in an emergency.

- The Principal is responsible for drawing up a School Emergency Plan setting out the circumstances defining an emergency and the resulting safeguarding and evacuation procedures to be followed.
- School will conduct emergency drills once in a term to maintain their preparedness for emergencies and identify potential weaknesses or gaps in their execution. School will document and maintain a log of observations from such emergency drills.
- School will have a notification system in place to quickly communicate information to parents (e.g., text message system, public address system, or mobile apps) in the event of an emergency.
- All Staff and Students will be familiar with emergency procedures, participate in drills and report hazards or incidents.

#### 7.1 Personal emergency evacuation plan:

- Evacuation Procedure – a tailored evacuation plan for individuals who may require assistance during an emergency. Health and safety officer, trained to assist individuals with PERSONAL EMERGENCY EVACUATION PLAN s during an evacuation.
- Identification of Individuals, who required - PERSONAL EMERGENCY EVACUATION PLANS.
- Upon enrolment or employment, individuals will be asked to disclose any disabilities or special needs that may require a PERSONAL EMERGENCY EVACUATION PLAN.
- Visitors will be asked to notify the reception of any assistance they may require during an evacuation.

#### 7.2 Health and Safety-Related Mental Health Support: School will provide students and staff with mental health support following any serious whole-school emergency situations.

## 8. Traffic Management Plan

### 8.1 Development and Maintenance

- Develop, maintain, and update a comprehensive traffic management plan.
- The plan details internal and external traffic flow to ensure the safety of the school community especially during peak hours (drop-off/pick-up timings).
- A trained task force, had deployed to direct traffic during peak hours.
- The task force is responsible for effectively managing daily traffic operations on or near the school grounds.

### 8.2 School Bus Inspection and Licensing

- Maintain school bus inspection records.
- Acquire and maintain relevant licenses for school buses, bus drivers, and bus supervisors.
- Develop and maintain an updated transport emergency and communication plan. Communicate the plan appropriately to all stakeholders, ensuring everyone is aware of the procedures and protocols in case of an emergency.

## 9. Health System

### 9.1 Provision of Medical Services:

- School Clinics: School will establish and manage a clinic on the school's premises to provide healthcare services to students, in line with DoH requirements and standards. School has obtained and maintaining a DoH healthcare facility license in order to operate their clinic.
- School will employ a full-time school nurse with a valid DoH healthcare professional license, in line with DoH requirements and the ADEK School Coeducation Policy. Schools shall ensure that the school nurse meets the professional qualifications requirements and performance criteria set for them by DoH, and fully understands and strictly adheres to all DoH standards regulating the administering of medication in schools.
- School will ensure that medication is administered including the handling of accidents and medical emergencies (such as anaphylaxis and seizures), as per DoH requirements and a completed parental consent form that is renewed each term or whenever there is a change in student's medication.

### 9.2 Administering of Medication

- Medication Administration: The Schools will ensure that medication is administered, including handling accidents and medical emergencies (such as anaphylaxis and seizures), in compliance with DOH requirements.
- A completed parental consent form, renewed each term or whenever there is a change in the student's medication, is required for administering any medication.
- School will provide individual healthcare plans for students with additional learning needs, where appropriate, in line with the ADEK Inclusion Policy.

### 9.3 Health Screening

- School will ensure that regular basic and comprehensive health screening is conducted in compliance with DOH requirements.
- School will allow access to DOH-appointed health providers and facilitate their task of conducting the school-based Immunization program for students as per DOH's guidelines.
- School will ensure that all medical care provided at school, including any medication administered, health screening, immunization, and the outcomes of any medical interventions, are recorded in the student's medical record.
- All medical records shall be maintained confidentially in line with the ADEK Records Policy.

**9.4 Inclusion:** School will provide individual healthcare plans for students with additional learning needs, where appropriate, in line with the ADEK School Inclusion Policy.

## 10. Monitoring and Review

### 10.1 Submission of Periodic Reports, Audits, and Action Plans

- The school will submit periodic health and safety reports as required by relevant authorities.
- Regular audits will be conducted to ensure compliance with health and safety regulations.
- Action plans will be developed and implemented based on audit findings to address any identified issues.
- Submission of Relevant Forms in the Internal School Management Systems such as Incident Reports.
- All incident reports will be documented and submitted promptly as per regulatory requirements.
- A robust management system will be maintained to track and report health and safety incidents.
- Forms required by ADEK, ADPHC/DOH, CDA, or other authorities will be completed accurately and submitted within the specified timeframes.



- The school will adhere to all timeframes specified by regulatory bodies for the submission of reports, forms, and other compliance-related documents.
- Any extensions or delays will be communicated promptly to the relevant authorities with valid justifications.

### 10.2 Displaying the Policy in Prominent Locations

- The Health and Safety Policy are displayed prominently throughout the school, including at entrances, common areas, and on notice boards.
- Copies of the policy is readily accessible to all stakeholders, including staff, students, visitors, and contractors in digital formats for easy access in English and Arabic.

### 10.3 Licensing and Permits

- The school obtains all necessary licenses and permits to conduct its operations.
- Licenses and permits are maintained in accordance with the regulations set by ADEK, ADPHC/DOH, DMT, ITC, MCC, CDA, ADAFSA, and other relevant authorities.
- The school shall maintain valid contracts for all operations related to health and safety.

### 10.4 Maintenance of Records

- The school maintain records of all inspections, observations, and notifications made by relevant authorities.
- Records are kept in accordance with the ADEK Records Policy and other applicable compliance requirements.

### 10.5 Recording and Documentation

- Every incident is recorded, documented, and signed by the principal.
- Incident records are stored for auditing purposes in line with the ADEK Digital Policy and ADEK Records Policy.

## 11. Compliance

This policy will be effective as of September 2025 (Full term). School will be fully compliant with this policy by 1 February 2026.



An ISO 9001:2015 Certified Company

# Dunes International School

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Tel.: 0097125527527

School code: 90201 | Affiliation number: 6630051



## مدرسة ديونز الدولية

رقم قطعة: ١٩, شعبة ٩, مصفح, أبوظبي, ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانتساب: ٦٦٣٠٠٥١

### Amendments:

Prepared By	Date
Health and Safety Officer	December 2015

Review	Date	Reviewed By	Amendments
Review 1:	December 2017	Academic Vice Principal/ Health and Safety Officer /Social Worker/School Counselor/ Admin Officer	No Change
Review 2 :	December 2019	Academic Vice Principal/ Health and Safety Officer /Social Worker/School Counselor/ Admin Officer	No Change
Review 3 :	October 2022	Academic Vice Principal/ Health and Safety Officer /Social Worker/School Counselor/ Admin Officer	No Change
Review 4 :	September 2025	Academic Vice Principal/ Health and Safety Officer /Social Worker/School Counselor/ Admin Officer	Amendments made in the policy mapping with ADEK policy 2024-2025 are as following: 2.1, 2.2, 5.1, 6.1 and 6.9

Approved By	Signature
Mr. Paramjit Ahluwalia, Principal	



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