



Future Leaders International Private School

Future Leaders Health and Safety Policy

Policy First Issued on	September 2025
Next Policy Review Date	August 2026
Lead Professional	Health and Safety

Rationale

The intention of this policy is to provide a safe and healthy working and learning environment for staff, students and visitors.

Links to Other Policies/Document

Student Protection Policy
Safeguarding Policy.
Behavior Policy.
Wellbeing Policy

Policy Statement

At Future Leaders School we are legally obligated and committed to ensuring a safe and healthy working environment for all our students, staff, contractors, sub-contractors, relevant stakeholders, and visitors. We believe that health and safety

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are fundamental to the success of our school and are integral to our operations. Our goal is to prevent accidents, injuries, and occupational illnesses through the implementation of robust health and safety practices and continuous improvement of our safety performance.

Aim

- **Compliance:** Adhere to all relevant health and safety laws, regulations, and standards.
- **Risk Management:** Identify, assess, and control risks associated with our operations to minimize the potential for accidents and incidents.
- **Training and Awareness:** Provide comprehensive health and safety training to all employees and ensure they are aware of their responsibilities.
- **Incident Reporting and Investigation:** Encourage the reporting of all incidents, near misses, and unsafe conditions. Conduct thorough investigations to identify root causes and prevent recurrence.
- **Continuous Improvement:** Regularly review and update our health and safety policies, procedures, and practices to enhance our safety performance.

Scope

This policy applies to all students, staff, contractors, sub- contractors, relevant stakeholders, and visitors to Future Leaders International School.

Legislation

- Future Leaders International Private School adheres to ADEK and OSH guidelines and in conjunction with the following legislation:
- ADPHC/DoH
- Abu Dhabi Quality and Conformity Council (QCC)
- Civil Defense Authority

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- ADAFSA
- ADEK Digital Policy and the Manual of Surveillance Devices (MCC, 2022).
- ADEK Student Mental Health Policy and the ADEK Staff Wellbeing Policy.
- ADEK Inclusion Policy
- ADEK Record Policy
- OSHAD-SF Code of Practice, Al Adaa System UAE
- OSH Manual Medium Risk Entity: ADEK EHS Division

Definitions

- **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.
- **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.
- **Individual health plan:** A written description of a student's medical requirements, health status, and healthcare plan, developed by the school nurse.
- **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).
- **Anaphylaxis:** A sudden and severe allergic reaction and medical emergency that occurs within minutes of exposure and requires immediate medical attention



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- **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

1. Policy

1.1. School Health and Safety Policy Requirements:

Future Leaders School shall develop and implement a Health and Safety Policy that is aligned with ADEK's regulations and requirements. The school shall also ensure the Health and Safety Policy is available on their school website in both Arabic and English or their language of instruction. This policy shall set out the following:

- The responsibility of the Principal and the governing board for the health and safety of school operations and any school-related activities.
- The roles and responsibilities of all members of the school community, including students, staff, health and safety officers, contractors, sub-contractors, relevant stakeholders, and visitors, in relation to health and safety.
- The procedures for ensuring the health and safety of school and extracurricular activities, including those that take place off-campus.
- The resources and processes in place to ensure a healthy, safe, and secure school environment including promoting a culture of responsibility and accountability.
- The provisions for educating students and training staff on health and safety.
- The procedures for preventing injury and ill health.
- The provision for risk assessments, maintenance of the risk register, implementation of control measures, and monitoring and review of systems.

1.2. Regulatory Compliance:

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Future Leaders School shall ensure that their Health and Safety Policy complies with the policies, procedures, regulations, frameworks, compliance checklists, circulars, and special instructions and their 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.).
- Future Leaders School shall meet all requirements for obtaining necessary licenses and permits and maintain valid contracts to conduct their 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.
- Future Leaders School shall maintain any inspection records, observations, and notifications made by relevant authorities, in line with the ADEK Records Policy and shall meet all applicable compliance requirements.
- Future Leaders School shall ensure that every digital incident is recorded, documented, and signed by the Principal, and stored for auditing purposes, in line with the ADEK Digital Policy and the ADEK Records Policy.



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- Future Leaders School shall adhere to appropriate school transportation and traffic management, in line with the ADEK Transportation Policy, at a minimum:
 - Develop, maintain, and update a traffic management plan, detailing internal/ external traffic flow to ensure the safety of the school community, specifically during peak hours (drop-off/ pick-up timings).
 - Deploy a trained task force, composed of sufficient numbers of current staff that are assigned the task of directing traffic flow during pick-up and drop-off timings to effectively manage the daily traffic operations on or near the school grounds.
 - Maintain school bus inspection records and acquire relevant licenses for school buses, bus drivers, and bus supervisors.
 - Develop and maintain an updated transport emergency and communication plan which shall be communicated appropriately to all stakeholders.

1.3. Mandatory Recruitment of a Health and Safety Officer and Resources:

- Future Leaders School shall appoint a Health and Safety Officer to effectively implement, oversee, manage, and monitor their Health and Safety Policy.
- The Health and Safety Officer is a dedicated full-time role. They may only be assigned to other relevant roles (e.g., facilities manager) as long as health and safety remains their priority. A deputy may be assigned by the members of the Health and Safety Committee to cover shorter leave periods.
- The Health and Safety Officer is required to remain on the school premises at all times during the school day. Multiple school campuses are not authorized to share a Health and Safety Officer.
- The Health and Safety Officer must receive sufficient training to enforce the policy and comply with ADEK regulations, as well as adhere to any other

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requirements set by the Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF).

- 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).

2. Education and Training

2.1. Student Education: The school shall educate all students on health and safety, including teaching road safety, risk management, fire safety, using personal protection equipment, emergency and evacuation procedures, basic first aid training, and personal physical awareness.

2.2. Staff Training: The school shall ensure that all staff receive 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. This training shall include, but is not limited to:

- 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 Safeguarding Policy.
- Schools shall conduct a risk assessment to determine the type and level of health and safety-related training (e.g., first aid, fire safety) that staff would require, based on the school's own risk assessment and as per Abu Dhabi and UAE regulations, where applicable.

3. Health and Safety Requirements

3.1. General Health and Safety Measures: Future Leader School shall ensure that:

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- Procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g., laboratory chemicals and equipment, biological materials, cleaning substances, workshop tools, and maintenance equipment) are meticulously followed, as per Civil Defense Authority, ADPHC/DoH, ADAFSA, and/or any other relevant government or regulatory entity.
- All equipment used by the school is regularly tested and maintained in safe working condition, in line with regulatory requirements and manufacturer recommendations.
- Regular safety assessments are carried out (e.g., fire safety systems/equipment, emergency evacuation plans, emergency lighting, emergency response equipment), as required by ADEK, ADPHC/DoH, and all other relevant authorities.
- The site is equipped with fully functioning and effective security and systems to prevent and detect crime, vandalism, unlawful behavior, and inappropriate conduct; and surveillance provisions are in place in line with the ADEK Digital Policy and the Manual of Surveillance Devices (MCC, 2022).
- The site is equipped with fully functioning and effective fixed and portable protection systems for fire prevention and detection (see Section 3.4 Fire Protection).

3.2. Weight Limits of School Bags:

- Future Leaders School shall adhere to maximum weight limits for students' school bags and ensure that this policy is communicated to parents.
- 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 1. Maximum Backpack Weight Limit per Grade.

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Table 1. Maximum Backpack Weight Limit per Grade

Grade/Year	Max. Backpack Weight*
KG1 / FS2	
KG2 / Year 1	
Gr 1 / Year 2	Not exceed 2 kgs
Gr 2 / Year 3	
Gr 3 / Year 4	
Gr4/ Year 5	Not exceed 3 to 4.5 kgs
Gr 5 / Year 6	
Gr 6 / Year 7	
Gr 7 / Year 8	Not exceed 6 to 8 kgs
Gr 8 / Year 9	
Gr 9 / Year 10	
Gr 10 / Year 11	
Gr 11 / Year 12	Not exceed 10 kgs
Gr 12 / Year 13	

3.3. Smoke-free campus:

- The school shall maintain a smoke-free environment, within the school premises or in the perimeter outside the school premises as defined by ADPHC/DoH, by enforcing a strict no-smoking policy (e-cigarettes/ vaping included) for all students, staff, contractors, stakeholders and visitors.

3.4. Fire Protection:

- The school shall equip their premises with integrated and effective systems, both fixed and mobile, for fire protection and detection, including fire detection systems, fire suppression systems, and fire sprinkler systems.
- The school shall ensure that these systems are fully compliant with the specifications set out by the Civil Defense Authority and obtain the necessary

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valid licenses for such systems.

- The school shall maintain inspection records and notifications relating to their fire protection and detection systems, in line with the ADEK Records Policy.
- The school shall install the HASSANTUK system (if directed by the Civil Defense Authority. and/or relevant authorities) to ensure timely response to fire and life safety emergencies.

3.5. Emergency Planning:

- Future Leaders School shall 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.
- The school shall conduct emergency drills at least annually (or as per civil defense requirements) to maintain their preparedness for emergencies and identify potential weaknesses or gaps in their execution. Schools shall document and maintain a log of observations from such emergency drills.
- The school shall 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.

3.6. Liquid Petroleum Gas (LPG):

- The school shall 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 Civil Defense Authority.
- The LPG distribution system must be linked to the school's fire alarm system and must comply with the requirements of the Civil Defense Authority.

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3.7. Legionella

- A water risk assessment is completed every 6 months by the contracted maintenance company, as per OSHAD-SF Mechanism 11.0. The OSH is responsible for ensuring that the identified operational controls are conducted and recorded on a test report, retained by the school.
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following temperature checks.

3.8. COSHH (Control of Substances Hazardous to Health)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapors
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Health and Safety Officer and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

- The school staff will use and store hazardous products in accordance with instructions on the product label.
- All hazardous products are kept in their original containers, with clear labelling and product information. Information is stored on a Material Safety Data Sheet (MSDS).

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- Any hazardous products are disposed of in accordance with specific disposal procedures.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

3.9. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

3.10. Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the OSH immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions



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- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

3.11. Sports and Physical Education Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently.
- Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the OSH.

3.12. Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

3.13. Specialist equipment

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

3.14. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties

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- Working in a single occupancy office.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. The lone worker will ensure that they are medically fit to work alone.

3.15. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition:

- Property maintenance retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons.

3.16. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feel that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear



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- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

3.17. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits.

3.18. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

3.19. Violence at work

Future Leaders International Private School believe that staff should not be in any danger at work, and will not tolerate violent or threatening behavior towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal immediately. This applies to violence from pupils, visitors or other staff.

3.20. Infection prevention and control

We follow national guidance published by SEHA and OSHAD SF Code of Practice when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

3.21. Handwashing

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- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings.

3.22. Coughing and sneezing

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged

3.23. Personal Protective Equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals.

3.24. Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

3.25. Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions.
- Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below



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- Make spillage kits available for blood spills - disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals.

3.26. Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

3.27. Pupils vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

We will advise these children to have additional immunizations, for example for pneumococcal and influenza.

3.28. Exclusion periods for infectious diseases

Future Leaders International Private School follows recommended exclusion periods, which are available on the in the Clinic.

3.29. New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.



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Appropriate measures will be put in place to control risks identified. Some specific risks are summarized below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

3.30. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognize the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

You may want to elaborate on how your school supports staff wellbeing. If applicable, cross reference to other policies that deal with stress at work.

3.31. Accident reporting

- Accident log
 - An accident form will be completed as soon as possible after the accident occurs by the OSH officer and nurse who deal with it
 - As much detail as possible will be supplied when reporting an accident
 - Information about injuries will also be kept in the pupil's educational record



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- Records held in the first aid and accident log will be retained by the school for a minimum of 3 years. Accident log

3.32. Reporting to ADEK OSH

The OSH will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined by ADEK OSH.

The OSH will report these to the ADEK OSH as soon as is reasonably practicable and in any event within 10 days of the incident.

3.32.1. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - Where an accident leads to someone being taken to hospital
 - Where something happens that does not result in an injury, but could have done
 - Near-miss events that do not result in an injury, but could have done.



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3.32.2. Near Miss

Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion.

3.32.3. Reporting to ADEK and Child Protection Agencies

- The Principal/CPO/OSH will notify ADEK of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, in line with the Child Protection Policy.
- The Principal/CPO/OSH will also notify the MOL Child Protection Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

4. Health System

4.1. Provision of Medical Services:

School Clinics:

- The school shall establish and manage a clinic on the school's premises to provide healthcare services to students, in line with DoH requirements and standards.
- The school is required to obtain and maintain a DoH healthcare facility license in order to operate their clinic.

School Nurse:

- The school shall employ a full-time school nurse with a valid DoH healthcare professional license, in line with DoH requirements and the ADEK Coeducation Policy.
- The school shall ensure that the school nurse meets the professional

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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.

Administering of Medication:

- The school shall ensure that medication is administered including the handling of accidents and medical emergencies (such as anaphylaxis and seizures), as per DoH requirements.
- The school shall ensure that a completed parental consent form is renewed each term or whenever there is a change in student's medication.

4.2. Inclusion:

The school shall provide individual healthcare plans for students with additional learning needs, where appropriate, in line with the ADEK Inclusion Policy.

4.3. Health Screening:

The school shall ensure that regular basic and comprehensive health screening is conducted in compliance with the DoH requirements.

4.4. Immunization:

The school shall 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.

4.5. Student Records:

The schools shall 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 while maintaining confidentiality in line with the ADEK

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Records Policy

5. Roles and responsibilities

5.1. The School Governing Board

The Governing Board holds ultimate responsibility for health and safety matters in the school but delegates day-to-day responsibility to the Principal. The Governing Board must take reasonable steps to ensure that staff and pupils are not exposed to health and safety risks, whether these activities occur on or off school premises.

As the employer, the Governing Board has additional duties to:

- Assess the risks to staff and others affected by school activities to identify and implement necessary health and safety measures.
- Inform employees about these risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

5.2. The School Principal / Senior Management is responsible for:

- Endorse the School OSH Policy.
- Ensuring the school complies with all applicable OSH laws and regulations.
- Allocating adequate resources for OSH (e.g., budget, human resources, equipment, space).
- Ensuring the appointed OSH Officer attends mandatory OSH training.
- Attending mandatory OSH training for school leaders.
- Implementing school OSH procedures.
- Incorporating risk management activities into relevant school activities and processes.
- Providing employees with OSH information, training, and instruction.
- Establishing communication and consultation mechanisms, including forming an OSH Committee.
- Ensuring the school has effective emergency management procedures.

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- Ensuring there is sufficient staff to safely supervise pupils.
- Regularly inspecting the school building and premises to ensure safety.
- Reporting health and safety matters to the governing board.
- Ensuring all risk assessments are completed and reviewed

In the Principal's absence, the Vice Principal assumes the above day-to-day health and safety responsibilities.

5.3. Department Heads and Supervisors are responsible for:

- Implementing and monitoring the risk management program
- Participating in hazard and incident investigations
- Regularly discussing OSH issues at departmental meetings
- Providing OSH information, training, and supervision
- Reporting OSH hazards and incidents

5.4. Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so, Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work by complying with OSH instructions and safe working procedures
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them.
- Using appropriate personal protective equipment and safety systems.



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5.5. Health and Safety Officer

The Health and Safety Officer shall adhere to the following responsibilities, in line with OSHAD-SF risk classification, requirements, and updates:

- Develop, implement, and maintain an occupational safety and health management system 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.
- 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.
- 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 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.
- Ensuring the implementation of OSH Requirements for all contractors having access to school.
- Facilitating the completion of the annual OSH assessment
- Attending OSH committee meetings and trainings.



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5.6. Students and Parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

5.7. Contractors

- Contractors will agree health and safety practices with the Principal before starting work.
- Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work, and are using appropriate personal protective equipment and safety systems.

5.8. Site Security

- Security guards are responsible for the security of the school site in and out of school hours.
- They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- Are present at any given time at all entry points/ gates. They shall not leave their posts unless there is someone to replace them temporarily.
- Hold authorized licenses, as per the ADEK Staff Eligibility Policy.
- Remain alert and ensure safety and security on the school premises, supported by the school's security system.
- Maintain a visitor's log by recording the visitor's name, ID, signature, telephone number, purpose of visit, time of arrival, and time of departure.
- Issue visitors access passes only upon collection of a form of photo ID and verifying that it matches the identity of the physical person.
- Maintains a communication link between the security guard at the entry gate and the school reception/ administration to authorize the entry of unknown persons.



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5.9. Site Maintenance Personnel

- Regularly check school facilities such as classrooms, restrooms, playgrounds, and cafeterias to identify and rectify potential hazards.
- Ensure that all heating, ventilation, and air conditioning (HVAC) systems are functioning correctly to provide a healthy indoor environment.
- Regularly check and maintain lighting and electrical systems to prevent accidents and ensure a safe environment.
- Inspect and maintain fire extinguishers, smoke detectors, emergency exits, and alarms to ensure they are operational.
- Regularly inspect playground equipment to ensure it is safe and free from damage that could cause injury.
- Conduct regular checks of the building's structural integrity, including roofs, walls, and flooring, to identify any issues that could pose safety risks.
- Address any urgent repairs promptly, such as broken windows, leaks, or electrical faults, to mitigate potential safety hazards.
- Assist in the immediate response to accidents or incidents, providing support and ensuring the area is made safe quickly.

6. Procedures for ensuring the Health and Safety

Ensuring the health and safety of students during school and extracurricular activities, including off-campus events, involves a comprehensive approach that includes planning, training, communication, and adherence to safety protocols. Here are some key procedures:

6.1. Risk Assessment:

- Conduct regular risk assessments to identify potential hazards.
- Evaluate the safety of equipment and facilities.

6.2. Emergency Preparedness:

- Develop and regularly update an emergency response plan.

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- Conduct regular fire drills and lockdown drills.
- Ensure all staff and students are familiar with emergency procedures.

6.3. Health Protocols:

- Implement hygiene practices such as regular handwashing and sanitizing.
- Ensure the availability of first aid kits and trained personnel.
- Monitor student health and manage contagious illnesses promptly.

6.4. Supervision and Staffing:

- Ensure adequate adult supervision for all activities.
- Conduct background checks on all staff and volunteers.
- Maintain appropriate student-to-teacher ratios.

6.5. Facilities and Equipment:

- Regularly inspect and maintain school facilities and equipment.
- Ensure all sports equipment meets safety standards and is used correctly.

6.6. Student Safety:

- Provide students with a safety briefing specific to the trip or activity.
- Establish a buddy system to ensure students are never alone.
- Implement a check-in/check-out system to keep track of all participants.
- Health Protocols:
 - Ensure that all participants have up-to-date health records, including allergies and medical conditions.
 - Have protocols in place for managing illnesses or injuries that occur off-campus.

6.7. Environmental and Activity-Specific Safety:

- Assess and prepare for specific environmental risks, such as weather conditions or natural hazards.
- Ensure activities are age-appropriate and that participants have the necessary skills and equipment.



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6.8. Communication:

- Maintain open lines of communication with parents, providing detailed information about activities and safety measures.
- Use multiple communication channels (emails, texts, phone calls) to ensure information is accessible.

6.9. Policy and Protocol Development:

- Develop comprehensive health and safety policies that cover both on-campus and off-campus activities.
- Regularly review and update policies based on new information or incidents.
- Incident Reporting and Review:
- Implement a system for reporting and investigating incidents.
- Review incidents to identify causes and implement measures to prevent future occurrences.

7. Resources and Processes To Promote Health and Safety

Creating a healthy, safe, and secure school environment requires a comprehensive approach that involves various resources and processes. Here are some key components:

7.1. Physical Safety Measures

School Security Systems:

- CCTV Cameras: Surveillance to monitor and deter inappropriate behavior.
- Access Control Systems: Use of ID badges and secure entry points to restrict access to authorized individuals only.
- Emergency Alert Systems: Alarms and intercoms to communicate during emergencies.

Safe Facilities and Infrastructure:

- Regular maintenance of school buildings and grounds to prevent hazards.
- Safe playground equipment and sports facilities.

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- Clear signage for emergency exits and protocols.

7.2. Health and Wellness Programs

Health Services:

- On-site school nurses to handle medical emergencies and health screenings.
- Regular vaccination and health check-up drives.

Mental Health Resources:

- Counseling services and access to psychologists.
- Mental health awareness programs and stress management workshops.

Nutritional Programs:

- Healthy meal options in the cafeteria.
- Education on nutrition and healthy eating habits.
- Safety and Emergency Preparedness

7.3. Emergency Drills:

- Regular fire drills, lockdown drills, and earthquake drills to ensure readiness.
- Clear evacuation plans and routes posted in classrooms and hallways.

7.4. Crisis Management Plans:

- Comprehensive plans that outline steps to be taken during various types of emergencies.
- A crisis response team trained to handle different scenarios.

7.5. Parental and Community Involvement:

- Encouraging parent-teacher associations (PTAs) and community partnerships.
- Workshops and resources for parents on supporting their children's well-being and safety.

7.6. Monitoring and Evaluation

- Regular Audits and Inspections:
- Safety audits to identify potential risks and areas for improvement.
- Health inspections to ensure compliance with hygiene and safety standards.

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7.7. Technology Integration

Digital Safety:

- Implementing internet safety policies and monitoring online activities.
- Educating students on cybersecurity and responsible online behavior.
- Learning Management Systems (LMS):
- Use of LMS to track student progress and identify any signs of academic or social distress early.

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