



# **Future Leaders International Private School - Rabdan**

## **Health and Safety Policy**

**2024-2025**

## Table of Content

Introduction.....	4
1. Roles and Responsibilities .....	4
Principal .....	4
Governing Board.....	4
Students .....	4
Staff .....	4
Health and Safety Officers .....	4
Contractors and Sub-contractors .....	5
Parents / Guardians.....	5
Visitors .....	5
2. Procedures for Ensuring Health and Safety .....	5
3. Resources and Processes.....	6
4. Education and Training.....	6
5. Injury and Illness Prevention .....	6
6. Risk Assessment and Control Measures .....	7
7. Regulatory compliance .....	7
7.1 Compliance.....	7
a. Submission of Periodic Reports, Audits, and Action Plans.....	7
b. Submission of Relevant Forms (Incident Reports & Management Systems).....	7
c. Compliance with Given Timeframes .....	7
d. Displaying the Policy in Prominent Locations .....	7
7.2 Licensing and Permits .....	8
7.3 Inspection Records and Compliance .....	8
7.4 Incident Documentation .....	8
7.5 Digital Safety and Data Protection.....	8
7.6 School Transportation and Traffic Management .....	8
8. Health and Safety Requirements.....	9
8.1 General Health and Safety Measures .....	9
Secure Storage and Safe Use of Potentially Dangerous Substances and Equipment .....	9
Equipment Testing and Maintenance.....	9
Regular Safety Assessments .....	10
Security Systems.....	10
Fire Protection Systems .....	10
8.2 Weight Limits of School Bags .....	11

8.3 Smoke-Free Campus .....	11
8.4 Liquid petroleum Gas (LPG).....	12
8.5 School Emergency Planing .....	12
• School Emergency Plan .....	12
• Emergency Drills .....	12
• Notification System .....	12
• Metal Health Support .....	12
9. Health System .....	12
9.1 Provision of Medical Services.....	12
9.2 Inclusion .....	13
9.3 Health Screening .....	13
9.4 Immunization .....	13
9.5 Student Records.....	13

# Introduction

The FLIS- Rabdan International School - Rabdan is committed to ensuring the health, safety, and welfare of all students, staff, contractors, subcontractors, parents, visitors, and all other stakeholders. This policy outlines the responsibilities, procedures, and resources required to maintain a safe and healthy school environment in compliance with ADEK regulations and other relevant government and regulatory bodies.

## 1. Roles and Responsibilities

### Principal

- Responsible for the overall implementation, monitoring, and review of the Health and Safety Policy.
- Ensures that health and safety measures are integrated into daily school operations and activities
- responsible for developing and maintaining the School Emergency Plan and ensuring that emergency drills are conducted regularly.

### Governing Board

- Holds ultimate accountability for the health and safety of the school
- Provides strategic oversight of health and safety policies.
- Ensures that adequate resources are allocated for the implementation of health and safety measures.
- Monitors the health and safety performance and ensure continuous improvement.

### Students

- The students must follow health and safety guidelines and rules.
- report any hazards or unsafe practices to a teacher or staff member
- Students must participate in safety drills and be aware of emergency procedures.

### Staff

- Adhere to health and safety policies and procedures.
- Report any hazards or safety concerns to the Health and Safety Officer or Principal
- participate in required training and emergency drills
- responsible for ensuring the safety of students under their supervision

### Health and Safety Officers

- Responsible for developing, implementing, and maintaining the health and safety systems, policies, and practices within the school.
- Develop, implement, and maintain an occupational safety and health management system including ADPHC/DOH fulfilment of periodic submissions, together with other relevant authorities' requirements.

- Establishes a clearly defined leadership structure of health and safety related matters within the school including delegation mechanisms and linkages with external stakeholder requirements.
- Ensures relevant staff training including appropriate handover and induction training for new employees and contractors.
- Carries out hazard identification, risk assessment, and control measures to ensure risk mitigation in crucial areas.
- Develops, maintain, and periodically update both an Emergency Response Plan and an Occupational Injuries Register.
- Establishes a School Health and Safety Committee to handle all related matters.
- Investigate incidents and recommend corrective actions.
- Maintains 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
- Conducts regular health and safety audits and inspections.

## Contractors and Sub-contractors

- Adhere to the school's health and safety policy.
- Comply with all safety regulations, conduct risk assessments for their activities
- Ensure that their work does not compromise the safety of students, staff, or other stakeholders
- Report any incidents or hazards to the school's health and safety officer.

## Parents / Guardians

- Responsible for supporting the school's health and safety efforts by ensuring that their children are aware of and comply with school safety rules
- Follow health and safety guidelines while on school premises.
- Report any hazards or incidents to school staff.
- Follow safety instructions provided by the school staff
- Must provide the school with up-to-date medical information

## Visitors

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

# 2. Procedures for Ensuring Health and Safety

## **On-Campus Activities**

- Conduct risk assessments for all school activities.
- Implement control measures to mitigate identified risks.
- Ensure supervision ratios are appropriate for the activity.
- Regularly inspect and maintain school facilities and equipment.

### **Off-Campus and Extracurricular Activities**

- Conduct risk assessments for off-campus activities.
- 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.

## **3. Resources and Processes**

### **Resources**

- Allocate budget for health and safety initiatives, training, and equipment.
- Ensure availability of first aid kits, AEDs, and other emergency equipment.
- Provide access to health services and support.

### **Processes**

- Regularly review and update health and safety policies.
- Maintain open communication channels for reporting health and safety concerns.
- Promote a culture of responsibility and accountability among all stakeholders.

## **4. Education and Training**

### **Students**

- Teaching road safety to students, and how to walk on the road.
- Explaining on risk management and how to prevent risk.
- Teaching students on how to use personal protecting equipment like, hand clothes.
- Teach them on basic first aid and personal physical awareness.
- Integrate health and safety education into the curriculum.
- Conduct regular drills for fire, lockdown, evacuation procedures and other emergencies.
- Provide age-appropriate health and safety resources and training.

### **Staff**

- Ensure all staff gets health and safety training to equip them with the foundational knowledge, including reporting hazards and health and safety related incidents.
- Teach staff to practice skills to safe guard students' health and safety in line with ADPHCLDOH and OSHAD -SF guidelines.
- Provide comprehensive health and safety training during induction.
- Conduct regular refresher training sessions.
- Ensure staff are trained in first aid and emergency on campus or during school activities.

## **5. Injury and Illness Prevention**

### **Procedures**

- Implement preventive measures to reduce the risk of injury and illness.
- Promote good hygiene practices and provide necessary facilities.
- Encourage reporting of health and safety concerns.
- Address reported concerns promptly and effectively.

## 6. Risk Assessment and Control Measures

### **Risk Assessments**

- Conduct regular risk assessments for all school activities and facilities.
- Maintain a risk register to document identified risks and control measures.
- Review and update risk assessments periodically or when changes occur.

### **Control Measures**

- Implement appropriate control measures to mitigate risks.
- Monitor the effectiveness of control measures and make adjustments as needed.
- Ensure that all stakeholders are aware of and understand the control measures.

### **Monitoring and Review**

- Conduct regular health and safety audits and inspections.
- Review health and safety performance and incident reports.
- Use feedback from audits, inspections, and incident reports to improve health and safety practices.

## 7. Regulatory compliance

### 7.1 Compliance

#### a. Submission of Periodic Reports, Audits, and Action Plans

- FLIS - Rabdan 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.

#### b. Submission of Relevant Forms (Incident Reports & Management Systems)

- All incident reports will be documented and submitted promptly as per regulatory requirements.
- A 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.

#### c. Compliance with Given 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.

#### d. Displaying the Policy in Prominent Locations

- FLIS - Rabdan ensures that the Health and Safety Policy is prominently displayed throughout the school premises, including at entrances, common areas, and notice boards.

- Copies of the policy are readily accessible to all stakeholders, including staff, students, visitors, and contractors.
- The policy is also made available on the school's website and in digital formats to ensure easy access for all

## 7.2 Licensing and Permits

- FLIS - Rabdan ensures that all necessary licenses and permits required for its operations are obtained and maintained in accordance with applicable regulations.
- All licenses and permits are kept valid and up-to-date in full compliance with the standards and guidelines set by ADEK, ADPHC/DOH, DMT, ITC, MCC, CDA, ADAFSA, and other relevant regulatory authorities.
- FLIS - Rabdan ensures the maintenance of valid contracts for all services and operations related to health and safety.
- The school implements a proactive contract renewal process, initiating the renewal of expiring contracts at least two months prior to their expiration, ensuring uninterrupted compliance and service continuity..

## 7.3 Inspection Records and Compliance

- FLIS - Rabdan maintains comprehensive records of all inspections, observations, and notifications from relevant authorities.
- FLIS- Rabdan ensures that all records are maintained in accordance with ADEK's Records Policy and other applicable compliance requirements.
- FLIS - Rabdan ensures full compliance with all relevant health and safety regulations.

## 7.4 Incident Documentation

- FLIS - Rabdan ensures every incident shall be 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.

## 7.5 Digital Safety and Data Protection

FLIS - Rabdan implements comprehensive digital safety measures, including secure digital infrastructure, data encryption, access controls, and routine audits to safeguard against cyber threats. All digital incidents are documented and reported in accordance with ADEK's Digital and Records policie

## 7.6 School Transportation and Traffic Management

- FLIS - Rabdan develops, maintains, and regularly updates a comprehensive traffic management plan.
- This plan outlines both internal and external traffic flow procedures, prioritizing the safety of the school community, particularly during peak hours such as drop-off and pick-up times
- A trained task force, consisting of security personnel, the Safety Officer, teaching assistants, teaching staff, and non-teaching staff, is deployed to manage and control traffic during peak hours.



- This task force is responsible for efficiently overseeing daily traffic operations within and around the school premises.
- Bus attendants, along with teachers and the Safety Officer, supervise students boarding the school buses to ensure their safety, while security personnel assist with traffic management outside the school campus during peak hours
- FLIS - Rabdan maintains comprehensive records of all school bus inspections.
- All necessary licenses for school buses, drivers, and bus supervisors are kept on file and regularly updated to ensure compliance
- FLIS - Rabdan establishes and maintains an up-to-date transport emergency and communication plan.
- The school ensures the timely and effective communication of this plan to all relevant stakeholders, ensuring full awareness of the procedures and protocols in the event of an emergency

## 8. Health and Safety Requirements

### 8.1 General Health and Safety Measures

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

FLIS - Rabdan is committed to ensuring a safe environment by following strict procedures for storing and using hazardous materials and equipment, such as chemicals, cleaning agents, biological materials, and tools.

1. **Secure Storage:**
  - Hazardous materials must be stored in secure, well-ventilated areas with restricted access to authorized personnel only.
  - Chemicals, flammable materials, and biological specimens will be locked in labeled cabinets with appropriate hazard symbols.
  - All materials must be clearly labeled with their name, concentration, storage instructions, and hazards, following international standards.
  - Safety Data Sheets (SDS) must be accessible, and an updated inventory of substances will be maintained and audited regularly.
2. **Disposal of Hazardous Substances:**
  - Chemical waste will be disposed of following ADEK and ADPHC regulations, with licensed contractors managing hazardous waste.
  - Spill containment procedures will be followed, and the Health and Safety Officer notified immediately.
3. **Monitoring and Compliance:**
  - Regular audits and inspections will be conducted by the Health and Safety Officer.
  - Incidents involving hazardous substances or equipment must be reported, logged, and followed up with corrective actions

#### Equipment Testing and Maintenance

- All equipment used by the school will undergo regular inspections as per a predefined schedule based on manufacturer recommendations and regulatory

requirements. Inspections will be conducted by authorized personnel to ensure the equipment remains safe and functional.

- All inspections and testing will comply with ADEK, ADPHC, Abu Dhabi Civil Defence Authority (CDA), and other relevant regulatory body standards.
- Inspection records will be maintained for all equipment, noting the date of inspection, condition of equipment, and any actions required or taken. These records will be stored securely for future audits and compliance checks.

### Regular Safety Assessments

- FLIS - Rabdan conducts regular safety assessments in accordance with ADEK, ADPHC/DOH, and other relevant authority guidelines.
- Fire safety systems are inspected and tested regularly to ensure full operational readiness.
- Emergency evacuation plans are periodically reviewed, updated, and communicated to all stakeholders through regular drills.
- Emergency lighting and response equipment are regularly checked to ensure they are functional and accessible.
- Comprehensive records of all safety assessments, inspections, and emergency drills are maintained for audit and compliance purposes

### Security Systems

- FLIS - Rabdan is equipped with fully operational and effective security systems to prevent and detect crime, vandalism, unlawful behavior, and inappropriate conduct.
- The school utilizes access control systems, and security personnel ensure that no visitors enter the premises without providing their details and a copy of their identification.
- Visitors are accompanied by a staff member at all times while on school grounds.

### Fire Protection Systems

- FLIS - Rabdan ensures the installation and maintenance of fully functioning and effective fire prevention and detection systems, including both fixed and portable equipment.
- The school is equipped with fire alarms, sprinklers, fire hoses, smoke detectors, fire extinguishers, and other necessary firefighting equipment as mandated by ADEK, ADPHC/DOH, and the Abu Dhabi Civil Defence Authority (CDA).
- All fire protection systems are regularly inspected, tested, and maintained by certified professionals to ensure compliance with regulatory requirements and operational effectiveness in the event of an emergency.
- Clear signage and instructions for using fire safety equipment are displayed throughout the school, ensuring easy access and use in case of a fire emergency
- FLIS - Rabdan maintains inspection records and notifications for all fire protection and detection systems, in compliance with the ADEK Records Policy.
- The school installs and operates Hassantuk systems as directed by the Civil Defence Authority (CDA) or other relevant authorities, ensuring prompt response to any fire or life safety emergencies.

## 8.2 Weight Limits of School Bags

FLIS - Rabdan is committed to safeguarding students' physical health by adhering to ADEK's school bag weight limits to prevent potential health risks, especially related to spinal health. The school implements the following measures to ensure compliance:

- Parents and students are informed of ADEK's school bag weight limits at the start of the year and through regular reminders, with guidance on packing and appropriate bag choices.
- Random checks on school bag weights are conducted by the Health and Safety Officer and supervisors, with support and guidance provided if bags exceed the limits.
- Students are encouraged to leave non-essential items at school, and digital materials are used to reduce heavy textbooks. Teachers coordinate homework to balance the weekly load.
- Weight Limits: Ensure a student's school bag does not exceed 5-10% of their body weight, based on the following table:

<b>Grade/Year</b>	<b>Max. Backpack Weight*</b>
KG1 / FS2	Not exceed 2 kgs
KG2 / Year 1	Not exceed 3 kgs
Gr 1 / Year 2	Not exceed 3 kgs
Gr 2 / Year 3	Not exceed 4.5 kgs
Gr 3 / Year 4	Not exceed 4.5 kgs
Gr 4 / Year 5	Not exceed 6 kgs
Gr 5 / Year 6	Not exceed 6 kgs
Gr 6 / Year 7	Not exceed 8 kgs
Gr 7 / Year 8	Not exceed 8 kgs
Gr 8 / Year 9	Not exceed 10 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

## 8.3 Smoke-Free Campus

- FLIS - Rabdan is dedicated to promoting a healthy environment for students, staff, and visitors by maintaining a smoke-free campus. The school strictly adheres to the guidelines set by the Abu Dhabi Public Health Center (ADPHC) and the Department of Health (DoH), ensuring that smoking, including the use of e-cigarettes and vaping devices, is prohibited within the school premises and the defined perimeter outside the campus.
- Security personnel and designated staff members will routinely monitor the campus to ensure compliance with the smoke-free policy. Surveillance systems may also assist in identifying any violations.

## 8.4 Liquid petroleum Gas (LPG)

FLIS - Rabdan strictly controls the use of LPG on campus. LPG is only used for educational purposes in controlled areas like science labs or kitchens, adhering to strict safety protocols. The centralized LPG system is securely located outside the school building to prevent unauthorized access. No individual burners or gas cylinders are allowed on school premises. The system is integrated with the fire alarm system for timely detection of gas leaks, and regular inspections are conducted to ensure compliance with CDA and local regulations

## 8.5 School Emergency Planing

- **School Emergency Plan**

FLIS - Rabdan's School Emergency Plan outlines clear procedures for handling various emergencies such as fires, medical incidents, or security threats. The plan, overseen by the Principal and Health and Safety Officer, includes designated evacuation routes, assembly points, and staff roles to ensure an organized response.

- **Emergency Drills**

Regular emergency drills will be conducted each term to keep staff and students prepared, with drills documented and improvements made as needed.

- **Notification System**

A robust notification system will ensure that parents and relevant authorities receive timely updates in case of an emergency. The plan will be regularly reviewed and updated to meet regulatory standards and improve safety protocols

- **Mental Health Support**

In accordance with ADEK's Student Health Policy and Staff Wellbeing Policy, FLIS - Rabdan is dedicated to offering mental health support to both students and staff following any significant school-wide emergency. The school will provide access to counseling services and mental health professionals to assist individuals in managing stress and trauma. Support will be delivered through confidential individual and group sessions, with continuous follow-up to promote emotional well-being and ensure a healthy recovery process for all.

# 9. Health System

## 9.1 Provision of Medical Services

FLIS - Rabdan will ensure the provision of comprehensive medical services through a dedicated, fully licensed clinic on campus, staffed by a qualified school nurse holding a valid Department of Health (DoH) license. The school will ensure that all medications are administered safely, following strict protocols with written parental consent and in compliance with DoH guidelines.

## 9.2 Inclusion

Future leader BR1 shall provide individual healthcare plans for students with additional learning needs, where appropriate, in line with the ADEK Inclusion Policy.

## 9.3 Health Screening

The clinic will serve as the first point of contact for all student health needs, providing basic health screenings, managing injuries and illnesses, and offering prompt medical attention during emergencies. In addition to routine first aid, the clinic will also handle specialized care such as managing chronic conditions, allergies, and other medical needs through individualized healthcare plans.

## 9.4 Immunization

Immunization programs will be facilitated in coordination with health authorities, ensuring all students receive mandatory vaccinations. Immunization programs will be facilitated in coordination with health authorities, ensuring all students receive mandatory vaccinations.

## 9.5 Student Records

The clinic will maintain up-to-date, confidential medical records for each student, documenting all medical interventions, screenings, and immunizations, in line with ADEK's privacy and records policies. Regular audits and compliance checks will be performed to ensure that the clinic meets the highest health and safety standards, providing a safe and supportive environment for student well-being.

### Related Policies:

- Records Policy
- Digital Policy
- Safeguarding Policy
- Staff Wellbeing Policy
- Student Mental Health Policy
- Inclusion Policy
- Co-Education Policy

Date of Issue: August, 2024

Date of Review: June, 2025