

# HEALTH & SAFETY POLICY

## Al Hamdanya Grand Private School

Al Ain, Abu Dhabi, United Arab Emirates

Academic Year 2025 – 2026

<b>Policy title</b>	Health & Safety Policy
<b>School</b>	Al Hamdanya Grand Private School
<b>Location</b>	Al Ain, Abu Dhabi, UAE
<b>Policy owner</b>	School Principal
<b>Review cycle</b>	Annual — reviewed each August
<b>Regulatory framework</b>	UAE Federal Law No. 8 of 1980; ADEK School Health & Safety Standards; Ministry of Education Guidelines
<b>Effective date</b>	September 2025

## 1. Purpose and Scope

Al Hamdanya Grand Private School is committed to providing a safe, healthy, and supportive environment for all students, staff, visitors, and contractors on school premises. This policy sets out the school's approach to identifying, managing, and reducing health and safety risks across all school activities.

This policy applies to:

- All school buildings, outdoor areas, sports facilities, and bus bays
- All school-organised activities, including field trips and off-campus events
- All students, teaching and non-teaching staff, administrators, contractors, and visitors

## 2. Policy Statement

The school's principal commitment: No student or staff member should be exposed to unnecessary risk of injury, illness, or harm while on school premises or participating in school activities. Health and safety is a shared responsibility — every member of the school community has a role to play.

The school will:

- Comply fully with UAE federal and Abu Dhabi health and safety regulations
- Maintain all buildings, equipment, and facilities to a safe standard
- Provide adequate first aid coverage at all times during school hours
- Conduct regular risk assessments for all activities and facilities

- Ensure all staff receive appropriate health and safety training
- Investigate all incidents, near-misses, and hazards and act on findings
- Review and update this policy annually or after any significant incident

### 3. Roles and Responsibilities

Health and safety responsibilities are distributed across all levels of the school community as follows:

<p><b>School Principal</b></p>	<ul style="list-style-type: none"> <li>• Overall accountability for health and safety across the school</li> <li>• Ensure adequate resources are allocated for safety measures</li> <li>• Approve and communicate the H&amp;S policy to all stakeholders</li> <li>• Lead the school's response to serious incidents or emergencies</li> <li>• Liaise with ADEK, Abu Dhabi Civil Defence, and other authorities</li> </ul>
<p><b>Health &amp; Safety Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Coordinate day-to-day implementation of the H&amp;S policy</li> <li>• Maintain the school's risk register and hazard log</li> <li>• Organise and record fire drills, evacuation drills, and safety inspections</li> <li>• Ensure first aid supplies are stocked and equipment is maintained</li> <li>• Deliver H&amp;S induction for new staff and refresher training annually</li> </ul>
<p><b>Teaching Staff</b></p>	<ul style="list-style-type: none"> <li>• Conduct classroom and activity-specific risk assessments</li> <li>• Supervise students to prevent injury during lessons and transitions</li> <li>• Report hazards, accidents, and near-misses to the H&amp;S Coordinator</li> <li>• Implement emergency procedures as trained</li> <li>• Maintain safe equipment and report any defects immediately</li> </ul>
<p><b>Support Staff</b></p>	<ul style="list-style-type: none"> <li>• Maintain cleanliness and safe conditions in assigned areas</li> <li>• Report spills, breakages, or hazards without delay</li> <li>• Follow safe handling procedures for cleaning agents and equipment</li> <li>• Assist in emergency evacuations as directed</li> </ul>
<p><b>Students</b></p>	<ul style="list-style-type: none"> <li>• Follow all school safety rules and instructions from staff</li> <li>• Report injuries, illnesses, or safety concerns to a teacher</li> <li>• Use equipment, facilities, and laboratories safely</li> <li>• Never engage in behaviour that endangers themselves or others</li> </ul>
<p><b>Parents / Guardians</b></p>	<ul style="list-style-type: none"> <li>• Inform the school of any medical conditions, allergies, or special needs</li> <li>• Ensure emergency contact information is accurate and up to date</li> </ul>

- Support the school's safety expectations and communicate them to children
- Cooperate with the school during health incidents or emergencies

## 4. Physical Environment and Facilities Safety

<p><b>Building inspections</b></p> <p>All school buildings are inspected for structural safety, fire hazards, and maintenance issues at the start of each term and after any significant weather event.</p>	<p><b>Electrical safety</b></p> <p>Electrical systems, outlets, and appliances are checked annually by a certified contractor. Faulty equipment is removed from service immediately.</p>
<p><b>Playground and sports areas</b></p> <p>Outdoor play equipment and sports surfaces are inspected weekly. Damaged equipment is cordoned off and repaired or removed within 24 hours.</p>	<p><b>Laboratories and workshops</b></p> <p>Science labs, art rooms, and similar spaces have posted safety rules, locked chemical storage, and protective equipment available for all users.</p>
<p><b>Sanitation and hygiene</b></p> <p>Toilets, washrooms, and canteen facilities are cleaned and sanitised at least twice daily. Hand sanitiser stations are available at all building entrances.</p>	<p><b>Water and air quality</b></p> <p>Drinking water is sourced from approved filtered dispensers. Air conditioning systems are serviced and filters replaced each semester.</p>

## 5. Fire Safety and Emergency Evacuation

The school maintains a comprehensive fire safety plan in accordance with Abu Dhabi Civil Defence requirements:

- Fire alarms are tested monthly and maintained under a service contract
- Fire extinguishers are inspected annually and replaced as required
- Evacuation routes are clearly marked in all corridors and classrooms
- Assembly points are designated, signed, and communicated to all staff and students
- A full evacuation drill is conducted at least twice per academic year
- Fire safety training is provided to all staff at the start of each academic year
- Fire exit doors are never blocked and are checked at the start of each school day

In the event of a fire alarm: All staff and students evacuate immediately via the nearest marked exit. Roll call is taken at the assembly point within 3 minutes. No one re-enters the building until the all-clear is given by the Fire Warden or Civil Defence.

## 6. First Aid and Medical Emergencies

### First aid provision

At least one trained first aider is on duty at all times during school hours. The school nurse is available in the medical room throughout the school day.

### Student medical records

All students with known medical conditions (asthma, diabetes, severe allergies, etc.) have an individual health care plan on file, reviewed annually.

### Emergency contacts

In any medical emergency, parents are contacted immediately. If the student requires hospital care, Abu Dhabi Emergency Medical Services (998) is called.

### Medical room

A dedicated medical room is equipped with a first aid kit, defibrillator (AED), examination bed, and basic medications approved for use by the school nurse.

### Medication administration

No medication is administered to students without written parental consent and a prescription. Medication is stored securely in the medical room.

### Incident recording

All first aid interventions, accidents, and medical incidents are recorded in the school's incident log within 24 hours of occurrence.

## 7. Communicable Diseases and Infection Control

The school follows ADEK and UAE Ministry of Health guidelines for preventing the spread of infectious diseases:

- Students and staff presenting with fever (38°C or above), vomiting, or diarrhoea must not attend school until symptom-free for at least 48 hours
- The school nurse assesses any student showing signs of illness during the school day; parents are contacted if the student needs to go home
- Handwashing guidance is displayed in all classrooms, toilets, and the canteen
- Shared equipment (tablets, sports gear, musical instruments) is sanitised between use
- In the event of a confirmed outbreak, ADEK and Abu Dhabi Public Health are notified and the school follows their containment guidance
- Immunisation records are verified for all enrolled students in accordance with the UAE National Immunisation Schedule

## 8. Sun Safety and Heat Management

Given Al Ain's climate, the school takes specific measures to protect students and staff from heat-related illness:

### Outdoor activity restrictions

All outdoor physical education, play, and activities are suspended when the temperature exceeds 38°C or the UAE authorities issue a heat advisory. This applies from mid-May through September.

- Shaded outdoor areas are available for all break times throughout the year
- Students are encouraged to bring water bottles; cold water is available from dispensers across the campus
- Outdoor lessons and sports are scheduled in the cooler morning hours wherever possible
- Staff monitor students for signs of heat exhaustion during any outdoor activity
- Sun cream use is encouraged; parents may provide labelled sun cream for younger students

## 9. Child Protection and Wellbeing

The health and safety of students extends to their emotional and social wellbeing. The school's Child Protection Policy operates alongside this H&S Policy and covers:

- Identification and reporting of suspected abuse or neglect in accordance with UAE Federal Law No. 3 of 2016 (Wadeema's Law)
- Anti-bullying procedures, including cyberbullying, with a dedicated reporting mechanism for students
- A school counsellor available to all students for emotional and mental health support
- Safe Internet use policy governing student access to digital devices and the internet on school premises
- All staff hold a valid DBS/police clearance check prior to employment and as required by ADEK

## 10. Risk Assessment

Risk assessments are conducted for all activities and environments that could pose a hazard. The following table summarises the key risk categories managed by the school:

Risk category	Key controls	Review frequency
<b>Fire &amp; evacuation</b>	Alarm testing, drills, exit checks, staff training	Monthly / termly drill
<b>Science lab chemicals</b>	COSHH assessment, locked storage, PPE, trained staff	Each academic year
<b>Outdoor activities &amp; sports</b>	Supervision ratios, equipment checks, heat monitoring	Each term
<b>Food allergies</b>	Allergen register, canteen labelling, EpiPen protocol	Each enrolment
<b>School trips</b>	Pre-trip risk assessment, parental consent, first aid kit	Per trip
<b>Contractor works on site</b>	Contractor induction, segregated work areas, supervision	Per contract
<b>ICT and cybersafety</b>	Filtered internet, acceptable use policy, staff oversight	Each academic year
<b>Mental health &amp; wellbeing</b>	Counsellor availability, staff training, referral pathway	Ongoing

## 11. Incident Reporting and Investigation

All accidents, incidents, near-misses, and hazards must be reported and recorded. The school uses a four-stage process:

<b>Report</b>	The person witnessing or involved in the incident reports it to the H&S Coordinator or duty teacher immediately.
<b>Record</b>	The H&S Coordinator completes the school's incident report form within 24 hours and logs it in the incident register.
<b>Investigate</b>	For all serious incidents, a formal investigation is conducted within 5 working days to identify root causes.
<b>Act</b>	Corrective actions are implemented and tracked to closure. Lessons learned are communicated to relevant staff.

Serious incidents (those resulting in hospitalisation, loss of consciousness, or a safeguarding concern) must also be reported to ADEK within 24 hours using the official ADEK incident notification form.

## 12. Health & Safety Training

The school ensures that all staff receive health and safety training appropriate to their role:

<p><b>Induction training</b></p> <p>All new staff receive H&amp;S induction training before their first day in the classroom, covering evacuation procedures, first aid locations, and incident reporting.</p>	<p><b>First aid training</b></p> <p>At least 10% of all teaching and support staff hold a valid first aid qualification. Certificates are renewed every three years.</p>
<p><b>Fire safety training</b></p> <p>Annual fire safety training is provided to all staff including correct use of extinguishers, evacuation routes, and roll-call procedures.</p>	<p><b>Safeguarding training</b></p> <p>All staff complete UAE-compliant child protection training annually, including recognition of signs of abuse and the school's reporting pathway.</p>
<p><b>Risk assessment training</b></p> <p>Heads of department and trip coordinators are trained to conduct and document risk assessments before any new activity or change in environment.</p>	<p><b>Refresher training</b></p> <p>H&amp;S refresher sessions are held at the start of each academic year to cover any policy updates, near-misses from the previous year, and new regulatory requirements.</p>

## 13. Policy Review and Communication

- This policy is reviewed annually by the Principal and H&S Coordinator, and updated as required following any significant incident, change in legislation, or ADEK guidance update.
- The current version of this policy is available to all staff on the school's shared drive and is provided to parents upon request.
- A summary of the school's key safety expectations is shared with parents at the start of each academic year via the school handbook and parent portal.
- Students are informed of relevant safety rules through classroom displays, assemblies, and subject-specific safety instructions.

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**Policy approval**

School Principal

H&S Coordinator

Board Representative

Signature & Date

Signature & Date

Signature & Date