

Health and Safety Policy

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1. Introduction

This Health and Safety Policy is designed to align with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations and requirements. It sets out the framework for ensuring the health, safety, and welfare of all members of the school community, including students, staff, contractors, visitors, and other stakeholders. This Health and Safety Policy will again aim to ensure that Knowledge International School complies with the policies, procedures, regulations, frameworks, compliance checklists, circulars, and special instructions issued and supervised by ADEK, ADPHC/DOH, Abu Dhabi Civil Defence Authority (CDA), and other relevant authorities in the UAE. This policy applies to all school activities, operations, buildings, facilities, and equipment used

2. Responsibilities of the Principal and Governing Board

Principal

- 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.

Governing Board

- Provide strategic oversight of health and safety policies.
- Review and approve health and safety policies and procedures.
- Ensure that adequate resources are allocated for health and safety.
- Monitor health and safety performance and ensure continuous improvement.

3. Roles and Responsibilities

All Members of the School Community

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.

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.

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, parents pick-up and drop-of, traffic flow management, etc.).
- 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
- 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.

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.

Visitors

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

4. 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.

5. 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.

6. Education and Training

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.

Staff

- Provide comprehensive health and safety training during onboarding.
- Conduct regular refresher training sessions.
- Ensure staff are trained in first aid and emergency response.

7. 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 without fear of reprisal.
- Address reported concerns promptly and effectively.

8. 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.

9. Compliance Requirements

a. 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.

b. Displaying the Policy in Prominent Locations

- The Health and Safety Policy will be displayed prominently throughout the school, including at entrances, common areas, and on notice boards.
- Copies of the policy will be readily accessible to all stakeholders, including staff, students, visitors, and contractors.
- The policy will also be available on the school's website and in digital formats for easy access.

10. Licensing and Permits

Requirements

- The school shall obtain all necessary licenses and permits to conduct its operations.
- Licenses and permits must be 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.

11. Inspection Records and Compliance

Maintenance of Records

- The school shall maintain records of all inspections, observations, and notifications made by relevant authorities.

- Records shall be kept in accordance with the ADEK Records Policy and other applicable compliance requirements.

Compliance

- The school shall ensure compliance with all applicable health and safety regulations.
- Regular audits and inspections will be conducted to identify and rectify any non-compliance issues.

12. Incident Documentation

Recording and Documentation

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

13. Traffic Management Plan

Development and Maintenance

- Develop, maintain, and update a comprehensive traffic management plan.
- The plan will detail internal and external traffic flow to ensure the safety of the school community, especially during peak hours (drop-off/pick-up timings).

Trained Task Force

- A trained task force, including security personnel, maintenance team, teaching assistants, teaching staff, and non-teaching staff, will be deployed to direct traffic during peak hours.
- The task force will be responsible for effectively managing daily traffic operations on or near the school grounds.

14. School Bus Inspection and Licensing

- Maintain school bus inspection records.
- Acquire and maintain relevant licenses for school buses, bus drivers, and bus supervisors.

15. Transport Emergency and Communication Plan

- 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.

This policy outlines the provision of medical services and healthcare in Middlesex University, ensuring compliance with the Department of Health (DOH) requirements and standards, as well as ADEK policies. The aim is to provide a safe and healthy environment for all students by establishing and managing a school clinic, employing qualified healthcare professionals, and maintaining comprehensive student health records.

16. Provision of Medical Services

16.1 School Clinics

- **Establishment and Management:** KIS shall establish and manage a clinic on the school's premises to provide healthcare services to students.
- **Licensing:** The clinic must obtain and maintain a DOH healthcare facility license to operate.

16.2 School Nurse

- **Employment:** The school shall employ a full-time school nurse with a valid DOH healthcare professional license.
- **Qualifications:** The school nurse must meet the professional qualifications requirements and performance criteria set by DOH.
- **Adherence to Standards:** The school nurse must fully understand and strictly adhere to all DOH standards regulating the administering of medication in schools.

16.3 Administering of Medication

- **Medication Administration:** Schools shall ensure that medication is administered, including handling accidents and medical emergencies (such as anaphylaxis and seizures), in compliance with DOH requirements.
- **Parental Consent:** 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.

17. Inclusion

Individual Healthcare Plans

- **Healthcare Plans:** Schools shall provide individual healthcare plans for students with additional learning needs, where appropriate, in line with the ADEK Inclusion Policy.

18. Health Screening

18.1 Regular Screening

- **Health Screening:** Schools shall ensure that regular basic and comprehensive health screening is conducted in compliance with DOH requirements.

19. Immunization

19.1 School-Based Immunization Program

- **Access to Health Providers:** Schools 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.

20. Student Records

20.1 Medical Records

- **Recording Medical Care:** 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.
- **Confidentiality:** All medical records shall be maintained confidentially in line with the ADEK Records Policy.

21. CCTV Camera

Introduction

This policy outlines the guidelines for the installation, operation, and management of CCTV cameras within the school premises to ensure the safety and security of students, staff, and visitors. The policy is aligned with the regulations set forth by relevant authorities and aims to protect the welfare of all individuals on campus.

21.1 Purpose

The purpose of this CCTV Camera Policy is to:

- Enhance the safety and security of students, staff, and visitors.
- Monitor and prevent unauthorized activities within the school premises.
- Ensure compliance with legal and regulatory requirements.
- Protect school property and assets.

21.2. Scope

This policy applies to all areas of the school where CCTV cameras are installed. The following areas are mandatory for CCTV installation:

1. Kindergarten classrooms.
2. Sleeping areas/rooms in kindergartens and nurseries.
3. Classrooms in schools.
4. Classrooms for people of determination.

5. Main theatres /galleries.
6. Indoor and outdoor playing areas and public swimming pools.
7. Library.

22. Policy Statements

- CCTV cameras shall be installed in the specified mandatory areas to ensure comprehensive coverage and safety.
- The installation of CCTV cameras shall be done in a manner that respects the privacy of individuals while ensuring the security of critical areas.
- Signage indicating the presence of CCTV cameras shall be prominently displayed in areas under surveillance.

22.2 Operation and Maintenance

- CCTV cameras shall operate 24/7 to provide continuous surveillance and monitoring.
- Regular maintenance and checks shall be conducted to ensure that all cameras are functioning correctly and effectively.
- Any malfunction or damage to the cameras shall be reported immediately and rectified promptly.

22.3 Access and Monitoring

- Access to CCTV footage shall be restricted to authorized personnel only.
- The Principal or designated authority shall oversee the monitoring and management of CCTV footage.
- Footage shall be reviewed periodically and in the event of any incidents or security breaches.

22.4 Data Storage and Privacy

- CCTV footage shall be stored securely for a minimum period as required by relevant regulations.
- All recorded footage shall be treated as confidential and shall not be disclosed to unauthorized individuals.
- The school shall comply with data protection laws and regulations concerning the handling and storage of CCTV footage.

22.5 Compliance and Legal Requirements

- The school shall ensure that the installation and operation of CCTV cameras comply with all applicable laws, regulations, and guidelines.
- Regular audits shall be conducted to ensure compliance with this policy and relevant legal requirements.

- Any breach of this policy shall be investigated, and appropriate actions shall be taken.

23. Roles and Responsibilities

- **Principal:** Overall responsibility for the implementation and oversight of the CCTV Camera Policy.
- **Security Team:** Responsible for the day-to-day monitoring, maintenance, and operation of the CCTV system.
- **IT Department:** Ensures the technical aspects of the CCTV system, including data storage and access control, are properly managed.
- **All Staff and Students:** Adhere to the guidelines and procedures outlined in this policy.

General Health and Safety Measures

24. Secure Storage and Safe Use of Potentially Dangerous Substances and Equipment

KIS shall ensure that procedures relating to the secure storage and safe use of potentially dangerous substances and equipment are meticulously followed.

Procedures:

- **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 labelling.
- **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.

25. Equipment Testing and Maintenance

All equipment used by the school shall be regularly tested and maintained in safe working condition.

Procedures:

- **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.

26. Regular Safety Assessments

Regular safety assessments shall be carried out as required by ADEK, ADPHC/DoH, and all other relevant authorities.

Procedures:

- **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.

27. Security Systems

KIS site shall be equipped with fully functioning and effective security systems to prevent and detect crime, vandalism, unlawful behavior, and inappropriate conduct.

Procedures:

- **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.

28. Fire Protection Systems

The school site shall be equipped with fully functioning and effective fixed and portable protection systems for fire prevention and detection.

Procedures:

- **Fire Detection Systems:** Install and maintain fire alarms and smoke detectors.
- **Fire Suppression Systems:** Ensure fire extinguishers, fire hoses, and sprinkler systems are available and functional.
- **Regular Drills:** Conduct regular fire drills to ensure preparedness.

29. Weight Limits of School Bags

The school shall adhere to maximum weight limits for students' school bags and ensure that this policy is communicated to parents.

Procedures:

- **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

Grade/Year	Max. Backpack Weight*
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

- *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.

30. Smoke-Free Campus

The school shall maintain a smoke-free environment within the school premises and the perimeter outside the school premises.

Procedures:

- **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.

31. Fire Protection Systems

The school shall equip their premises with integrated and effective systems for fire protection and detection.

Procedures:

- **Fire Detection Systems:** Install and regularly test fire alarms and smoke detectors.
- **Fire Suppression Systems:** Maintain fire extinguishers, fire hoses, and sprinkler systems.
- **Training and Drills:** Provide fire safety training and conduct regular fire drills.

32. Personal Emergency Evacuation Procedure (PEEP) Policy

Purpose

The purpose of the Personal Emergency Evacuation Procedure (PEEP) policy is to ensure the safety and efficient evacuation of all individuals, including those with disabilities or special needs, during an emergency at Middlesex School.

Scope

This policy applies to all students, staff, visitors, and any other individuals present at KIS

Objectives

- To provide a clear and efficient evacuation plan for individuals requiring assistance.
- To ensure that all staff are aware of their responsibilities in assisting with the evacuation.
- To comply with legal requirements and best practices regarding the safety and evacuation of individuals with disabilities or special needs.

Definitions

- **PEEP:** Personal Emergency Evacuation Procedure – a tailored evacuation plan for individuals who may require assistance during an emergency.
- **Responsible Person:** A designated staff member trained to assist individuals with PEEPs during an evacuation.

Procedure Development

1. Identification of Individuals Needing PEEPs

- Upon enrolment or employment, individuals will be asked to disclose any disabilities or special needs that may require a PEEP.
- Visitors will be asked to notify the reception of any assistance they may require during an evacuation.

2. Assessment and Planning

- An individualized assessment will be conducted to determine the specific needs and requirements of the person.

- A PEEP will be developed in consultation with the individual, considering their specific needs, the layout of the building, and the available resources.

3. Documentation and Distribution

- The PEEP will be documented, and a copy will be provided to the individual.
- Copies will also be maintained with the school's health and safety officer, and relevant st **General Health and Safety Measures** staff members will be informed of the plan.

Evacuation Assistance

1. Responsible Persons

- Responsible persons will be assigned to assist individuals with PEEPs during an evacuation.
- These staff members will receive specific training on how to effectively assist and evacuate individuals with disabilities or special needs.

2. Evacuation Equipment

- The school will ensure that appropriate evacuation equipment, such as evacuation chairs or stair climbers, is available and maintained.
- Responsible persons will be trained in the use of this equipment.

3. Regular Drills and Training

- Regular evacuation drills will include scenarios involving individuals with PEEPs to ensure preparedness.
- Training sessions will be held for all staff to familiarize them with the PEEP policy and the use of evacuation equipment.

Review and Update

- PEEPs will be reviewed at least annually or whenever there is a significant change in the individual's needs or the building layout.
- Feedback from drills and actual evacuations will be used to update and improve the PEEP policy.

Responsibilities

- **Health and Safety Officer:** Oversee the development, implementation, and review of PEEPs.
- **Responsible Persons:** Assist individuals with PEEPs during evacuations and participate in training and drills.
- **All Staff:** Be aware of the PEEP policy and cooperate in its implementation during drills and emergencies.

Confidentiality

All information regarding individuals' disabilities or special needs will be treated as confidential and shared only with those directly involved in the evacuation process.

Compliance

This policy complies with relevant legislation and guidance, including the Americans with Disabilities Act (ADA), and ensures that KIS meets its legal obligations to provide safe evacuation procedures for all individuals.

33. Emergency Management

Emergency Management Team (EMT)

- Comprised of key school personnel including the Health and Safety Officer, Security Team, Facilities Management, and designated First Aid Coordinators.
- Responsible for overseeing emergency preparedness, response, and recovery efforts.

34. Evacuation Procedures

1. Alarm Activation

Upon detection of an emergency (fire, gas leak, etc.), activate the nearest fire alarm to alert building occupants.

2. Immediate Evacuation

- Evacuate the building immediately using the nearest safe exit. Do not use elevators.
- Assist individuals with disabilities or special needs as per their Personal Emergency Evacuation Plan (PEEP).

3. Assembly Points

- Proceed to the designated assembly point and remain there until further instructions are provided by emergency personnel.

4. Roll Call and Accountability

- Designated staff members will conduct a roll call at assembly points to ensure everyone is accounted for.

5. Emergency Signage

- Clear and visible emergency exit signs must be in place throughout the campus.

35. Drills and Training

- Regular evacuation drills will be conducted to ensure readiness.
- All staff and students will be trained on evacuation procedures and assembly point locations.

Fire Safety Procedures

- Fire Detection and Alarm Systems
- 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 so.

Emergency Response

- Upon activation of the fire alarm, the Security Team will coordinate with local fire services.
- Evacuate the building immediately and follow the evacuation procedures.

Maintenance and Inspection

- Regular inspection and maintenance of all fire safety equipment and systems.
- Fire safety systems will be tested in accordance with regulatory requirements.

Training

- Regular fire safety training for all staff and students.

36. First Aid Procedures

First Aid Personnel

- Trained first aid personnel will be available during all operational hours.
- First aiders will receive regular training and certification.

First Aid Kits

- First aid kits will be strategically placed and easily accessible throughout the campus.
- Kits will be regularly inspected and restocked.

Emergency Medical Assistance

- In the event of a serious injury or illness, immediately call emergency services (911) and notify the School Security Team.
- Provide first aid care until professional medical assistance arrives.

Reporting and Documentation

- All incidents requiring first aid treatment must be reported to the School Health and Safety Officer.
- An incident report form must be completed for every first aid incident.

Maintenance and Inspection

- Regular inspection and maintenance of first aid kits and equipment.
- AEDs will be checked to ensure they are operational and accessible.

Training

- Regular first aid training for staff and students, including CPR and AED use.
- Advanced training and certification for designated first aiders.

Responsibilities

- **Health and Safety Officer:** Oversee the implementation and compliance of the emergency management policies.
- **Security Team:** Respond to emergencies, assist in evacuations, and coordinate with emergency services.
- **First Aid Personnel:** Provide first aid care, maintain first aid equipment, and participate in training.
- **All Staff and Students:** Be familiar with emergency procedures, participate in drills, and report hazards or incidents.

Compliance

This policy complies with relevant legislation and guidelines, including fire safety and occupational health and safety regulations.