



Department of Education and Knowledge
Al Yahar Private School

دائرة التعليم والاعرففة
مدرسة اليحر الخاصة



Health and Safety Policy 2025/2026

POLICY INFORMATION

Policy Name:	Health and Safety Policy
Policy Code:	YPS-POL-HSE-2025-001
Department:	Health And Safety And Operations
Approved By:	Principal
Issued for:	School Community
Publishing Date:	12/10/2025
Next Review Date:	11/10/2026
Related Policies:	<ul style="list-style-type: none">- Safeguarding Policy- Facilities Policy- Transportation policy

Approved by:

Amr Abdulhamid
HSE&Safeguard Lead

Dr: Ahmad Yahya
Principal





> Aims

Al Yahar Private School aim to:

- Provide and maintain a safe and healthy environment;
- Establish and maintain safe working procedures amongst staff pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies;
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.
- This policy enables Al Yahar Private School, to
- Establish and maintain a safe and healthy environment throughout the school premises.
- Develop and uphold safe operational procedures to protect staff, students, service providers, visitors, and others.
- Implement arrangements to ensure safety and eliminate health risks related to the use handling, storage, and transportation of materials and equipment.
- Provide adequate information, education, and supervision to empower staff and students to avoid hazards, contribute to their personal health and safety, and ensure access to appropriate health and safety training.
- Maintain all school areas in a safe, hazard-free condition, with secure entry and exit points.
- Establish effective procedures for fire safety and emergency evacuation.
- Develop protocols for responding to accidents both within and outside school premises.
- Integrate safety education into the curriculum through student safety training
- Regularly review and discuss health and safety matters.
- Promote a culture of responsibility and accountability by raising awareness through effective communication and consultation with staff



➤ Legislate

YPS follows

- 1-(ADEK) Department of Education and Knowledge
- 2-(ADPHC) Abu Dhabi Public Health Center
- 3- (SEHA) Abu Dhabi Department of Health
- 4 - (ITC) Integrated Transport Center
- 5- (ADAFSA) Abu Dhabi Agriculture and Food Safety Authority
- 6- (MCC) (Monitoring and control center
guidance when responding to infection control issues.

➤ Roles and Responsibilities

The Governing Board has ultimate responsibility for health and safety matters in the school but will delegate day to day responsibility to the Principal.

The Governing Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety This applies to activities on or off the Al Yahar Private School premises.

The Governing Board, as the employer, also has a duty to

1. Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
2. Inform employees about risks and the measures in place to manage them;
3. Ensure that adequate health and safety training is provided.

➤ The School Principal/ Senior Management is responsible for

1. Endorsing the School OSH Policy
2. Ensuring the school complies with all applicable OSH laws and regulations
3. Allocating adequate resources for OSH resources equipment, space,
4. Allocating responsibility for OSH and delegation of authority by appointment of a suitable person to the role of OSH Officer
5. Ensuring the appointed OSH Officer attends mandatory OSH training
6. Attendance at mandatory OSH training for school leaders
7. Ensuring implementation of school OSH procedures;
8. Ensuing risk management activities are incorporated into relevant activities and processes throughout the school;
9. Ensuring employees are provided with OSH information, training and instruction
10. Ensuring communication and consultation mechanisms are established including the establishment of an OSH Committee
11. Ensuring an annual OSH assessment is conducted and submitted to ADEK



12. Ensuring incidents are recorded internally & reported externally to ADEK OSH Section

13. Ensuring the school has effective emergency management procedures.

The Principal is responsible for health and safety day today. This involves:

1. Implementing the health and safety policy
2. Ensuring there is enough staff to safely supervise pupils
3. Ensuring that the school building and premises are safe and regularly inspected;
4. Reporting to the governing board on health and safety matters;
5. Ensuring appropriate evacuation procedures are in place and regular fire drills are held
6. Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff;
7. Ensuring all risk assessments are completed and reviewed
8. Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

➤ Appointment and Duties of the Health and Safety Officer

At Al Yahar Private School is considered a High Risk educational institution. The school must appoint a full time Health, Safety, and Environment HSE Officer in accordance with the standards defined by the Department of Education and Knowledge ADEK to implement, monitor, and supervise the Health and Safety Policy issued for 2024.

An assistant HSE Officer may be appointed by the Health and Safety Committee members to support responsibilities during leave periods. The appointed HSE Officer must be trained and certified as per the requirements of the Abu Dhabi Public Health Center, Department of Health, and Abu Dhabi Quality and Conformity Council.

Qualifications Required

Required Qualifications for the Health and Safety Officer Based on School Risk Classification

1. If the School is Classified as High Risk

The Health and Safety Officer must meet the following criteria

1. Hold a Bachelor's degree in Occupational Health or Safety, or a Bachelor's degree in another field with an international NEBOSH certification in Health and Safety.
2. Have a minimum of 5 years of experience in the field of occupational health and safety.
3. Hold a valid Fire Safety Certificate.
4. Hold a valid First Aid Certification.



5. Obtain a certificate for Electronic Incident Reporting on the ADEK Performance System.
 6. Hold a recognized certificate in Incident Investigation.
 7. Be a Certified Occupational Health and Safety Practitioner, and ensure the certification is uploaded on the ADEK Performance System
2. If the School is Classified as Medium Risk

The Health and Safety Officer must meet the following criteria:

1. Hold a Bachelor's degree in any field with an IOSH certification in health and safety.
2. Have at least 2 years of experience in the field.
3. Hold a certificate in Risk Assessment.
4. Hold a valid First Aid Certificate.
5. Hold a Fire Safety Certificate

➤ Duties of the Health and Safety Officer Al Yahar Private School

1. Establishing a clearly defined leadership structure for health and safety, including delegation mechanisms and compliance with stakeholder requirements.
2. Ensuring proper staff training, including inductions for new staff and contractors, and implementing risk identification, assessments, and controls.
3. Risk mitigation in key areas such as school bus services, student pick-up/drop off and traffic flow management. Periodic development and update of emergency response plans.
4. Creating and maintaining an injury log and a Health and Safety Committee to address all safety-related matters.
5. Keeping detailed records of incident investigations and timely reporting through ADEK and Abu Dhabi Occupational Health & Safety systems. Coordinating with the school protection lead to ensure proper supervision and monitoring of students.
6. Ensuring adequate resources are allocated for effective implementation of this policy financial and infrastructure.
7. Supporting the monitoring, implementation and development of safety policies and practices across the school.
8. Arranging for the removal, repair, or replacement of unsafe furniture, fixtures, or equipment as identified during inspections.



9. Reporting building or facilityrelated hazards and implementing temporary controls to minimize associated risks.
10. Coordinating dissemination of safety information to all stakeholders and recommending appropriate staff training levels.
11. Monitoring contractors, tenants, and other organizations operating on school premises.
12. Taking appropriate action regarding unsafe equipment reported by staff.
13. Keeping up to date with relevant health and safety guidance and advising on implementation in school practices.
14. Designing and implementing safe working practices across the school.
15. Investigating identified health and safety issues and recommending corrective actions where necessary.
16. Recommending temporary suspension of unsafe working practices when needed.
17. Assisting in periodic safety inspections and providing recommendations for resolving any issues identified.

➤ **Department Heads and Supervisors are responsible for**

1. Implementing and monitoring the risk management program
2. Participating in hazard and incident investigations
3. Regularly discussing OSH issues at departmental meetings
4. Providing OSH information, training and supervision
5. Reporting of OSH hazards and incidents

➤ **Staff**

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

1. 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;
2. Cooperate with the school on health and safety matters
3. Work in accordance with training and instructions
4. Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
5. Model safe and hygienic practice for pupils
6. Understand emergency evacuation procedures and feel confident in implementing them.

Using appropriate personal protective equipment and safety systems.



➤ Pupils and parents

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

➤ Contractors

Contractors will agree health and safety practices with the HSE 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

- 1-Establish a clear Occupational Health and Safety (OHS) Management System including policies, procedures, and defined responsibilities
- 2-Define an organizational structure for the project with the ability to provide profiles of key personnel upon request
- 3- Fully comply with all legal requirements relevant to the contracted scope of work
- 4-repare and submit activity-specific risk assessments and safe work plans including for subcontractors
- 5-Ensure all personnel are trained on identified risks and demonstrate competency
- 6-Develop and submit emergency response plans, and assign a qualified emergency response team.
- 7-Promptly report and investigate incidents, including near misses, and implement corrective actions
- 8-Conduct regular internal inspections and ensure readiness for external audits or inspections by the contracting entity
- 9-Maintain and submit safety and performance reports to the school as requested
- 10-Effectively manage non-compliance cases and take corrective measures immediately
- 11-Strictly avoid send assigning any worker or technician who is in violation of the laws of the United Arab Emirates to Al Yahar Private School
- 12-Comply fully with all safety and conduct policies of the Al Yahar Private School



> Site security

Security guards are responsible for the security of the school site in and out of school hours.

1. Verify each visitor s identity and match it with the Visitor Log.
2. Ensure the visitor receives and clearly wears the official visitor pass.
3. Accurately record entry and exit times in the Visitor Log Book.
4. Contact the relevant department or staff member to confirm the purpose of the visit before allowing access.
5. Verify that the visitor or worker has the appropriate authorization, such as a valid work permit or visitor entry approval.
6. Check and retain any exit permits, ensuring they are reviewed and matched with the concerned department before allowing departure.
7. Keep the school gate closed and ensure it is not opened unless there is a confirmed replacement at the gate.
8. Prevent any staff member from entering Al Yahar Private School premises during holidays or after official working hours unless prior written approval is granted.
9. Monitor external contractors and ensure their compliance with school safety protocols

During normal school hours, all gates remain closed for maximum security. Verified and registered visitors are permitted access through the reception area and are then guided to secure doors that operate via a special entry code. This ensures that access to the facility is strictly monitored and controlled.

> Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Fire alarm testing will take place by the contracted company every three months.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

1. The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately;
2. Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
3. Staff and pupils will congregate at the designated assembly points;
4. Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day;
5. The Principal will take a register of all staff



6. Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with

➤ Legionella

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

➤ Equipment

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

➤ Electrical equipment

1. All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
2. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
3. Any potential hazards will be reported to the HSO immediately
4. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
5. Only trained staff members can check plugs
6. Where necessary a portable appliance test (PAT) will be carried out by a competent person
7. All isolators switches are clearly marked to identify their machine
8. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
9. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.



➤ PE equipment

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

➤ Display screen equipment

1. 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
2. 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).

➤ 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.



➤ Lone working

Lone working may include:

1. Late working
2. Home or site visits
3. Weekend working
4. Site manager duties
5. Site cleaning duties
6. 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.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

➤ 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

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

➤ Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels 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:

1. 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;
2. Take the more direct route that is clear from obstruction and is as flat as possible;
3. Ensure the area where you plan to offload the load is clear;
4. 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.

➤ Bag s weight

Al Yahar Private School is committed to inspecting student schoolbags to ensure that the bag's weight does not exceed 10% of the student's body weight as referenced in the attached chart. To support this initiative, the school has provided lockers for all students

Grade	Bag s weight
KG 1	Not exceeding 2 km
KG2	
G1	
G2	
G3	From 3 to 4.5 km
G4	
G5	
G6	From 6 to 8 km
G7	
G8	
G9	Not more than 10 km
G10	
G11	
G12	



➤ Off site visits

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

1. Risk assessments will be completed where off-site visits and activities require them;
2. All off-site visits are appropriately staffed
3. 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;
4. There will always be at least one first aider on school trips and visits.

➤ 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. And obtain a permit from the Department of Education and Knowledge

➤ Violence at work

YPS believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour 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.

➤ No Smoking Policy

Al Yahar Private School enforces a strict no-smoking policy that prohibits all forms of smoking, including electronic cigarettes and e-hookahs, within the school premises and all academic facilities.

Smoking is completely banned in all areas of the campus and in any vehicles owned by or used for school operations.

To ensure compliance, no-smoking signs are prominently displayed at all building entrances. This policy applies to everyone without exception staff students, visitors, temporary workers, contractors, and clients.

Employees who violate this policy will face disciplinary actions, and visitors who do not comply will be asked to stop smoking immediately or leave the school premises.



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.

➤ **Handwashing**

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

➤ **Coughing and sneezing**

1. Cover mouth and nose with a tissue;
2. Wash hands after using or disposing of tissues;
3. Spitting is discouraged.

➤ **Personal protective equipment**

1. 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
2. Wear goggles if there is a risk of splashing to the face
3. Use the correct personal protective equipment when handling cleaning chemicals.

➤ **Cleaning of the environment**

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

➤ **Cleaning of blood and body fluid spillages**

1. Clean up all spillages of blood, faeces saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment;
2. 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
3. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below;
4. Make spillage kits available for blood spills.



- Wash laundry in a separate dedicated facility;
- 5. Wash soiled linen separately and at the hottest wash the fabric will tolerate;
- 6. Wear personal protective clothing when handling soiled linen
- 7. Bag children's soiled clothing to be sent home, never rinse by hand.

➤ Clinical waste

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

➤ Pupils vulnerable to infection

Some medical conditions make pupils 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 immunisations for example for pneumococcal and influenza.

➤ Exclusion periods for infectious diseases

YPS follows recommended exclusion periods, which are available on the website and in the Clinic. The document 'Absence periods to prevent the spread of infection

In the event of an epidemic/pandemic, we will follow advice from SEHA about the appropriate course of action.

➤ New and expectant mothers

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

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

1. Chickenpox can affect the pregnancy if a woman has not already had the



2. 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;
3. 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;
4. 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.
5. See YPS I Policy on student and staff absence in 'Absence Period to Prevent the Spread of Infection' information sheet available on the website.

> **Mental Health Support**

At, Al Yahar Private School we firmly believe that the mental well-being of students and staff is the cornerstone of a successful and safe educational environment. Accordingly, the school is committed to providing appropriate psychological support to students and staff following any serious emergency incident that impacts the entire school community. This commitment reflects the school's vision of creating a holistic educational environment and providing comprehensive care to all members of the school community, in alignment with ADEK's Student Mental Health Policy and Employee Wellbeing Policy.

> **Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise 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.



➤ Accident Prevention: Slips, Trips, and Falls

Slips and trips are one of the leading causes of accidents at Al Yahar Private School To manage and mitigate these risks, the following steps are taken:

1. Regularly identifying and reporting hazards by staff
2. Identifying individuals at risk and how they may be harmed
3. Evaluating whether current precautions are sufficient and making adjustments if necessary
4. Periodically reviewing and updating risk assessments

The school continuously works to enhance safety standards, particularly in high-risk areas such as kitchens and food service zones, where flooring must be suitable and kitchen equipment properly maintained to prevent contamination and hazards.

Al Yahar Private School is committed to providing a safe and healthy environment for all members of its community, with a strong emphasis on both prevention and rapid response to incidents and emergencies

➤ Accident reporting

● Accident log

1. An accident form will be completed as soon as possible after the accident occurs by the OSH officer and nurse who deal with it;
2. As much detail as possible will be supplied when reporting an accident;
3. Information about injuries will also be kept in the pupil's educational record;
4. Records held in the first aid and accident log will be retained by the school for a minimum of 3 years.



➤ Reporting to ADEK OSH

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

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

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 1. Fractures, other than to fingers, thumbs and toes;
 2. Amputations;
 3. Any injury likely to lead to permanent loss of sight or reduction in sight;
 4. Any crush injury to the head or torso causing damage to the brain or internal organs;
 5. Serious burns (including scalding);
 6. Any scalping requiring hospital treatment;
 7. Any loss of consciousness caused by head injury or asphyxia;
 8. 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;
 9. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
 10. Where an accident leads to someone being taken to hospital;
 11. Where something happens that does not result in an injury, but could have done;
 12. Near-miss events that do not result in an injury, but could have done.



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

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

> Notifying parents

YPS nurse will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day.

> Reporting to ADEK and child protection agencies

The Principal/CPO/HSO 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/HSO will also notify the MoI Child Protection Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

> Use of Surveillance Technology

1. The school is equipped with CCTV surveillance cameras at both front and rear gates, providing comprehensive coverage of all entry and exit points. These cameras are essential for 24/7 monitoring and recording of all activities, playing a crucial role in strengthening on-site security.

> Training

Our staff are provided with health and safety training as part of their induction process.

1. Al Yahar Private School committed to educating all students on health and safety, including road safety risk management, fire safety use of personal protective equipment PPE emergency and evacuation procedures basic first aid training, fire awareness, and personal body safety awareness.
2. Al Yahar Private School ensures that at least 10% of the staff receive training to equip them with essential knowledge (including reporting of hazardous incidents and health and safety issues) and practical skills to protect student health and



safety. This is in accordance with emergency response procedures during on-campus or school-related activities in the event of a fire or security incident and aligned with the ADEK Child Protection Policy, ADPHC/DOH and OSHAD guidelines

The training must include, but is not limited to, the following

1. Conducting risk assessments to identify the type and level of health and safety training such as first aid and fire safety required by staff, based on the school's risk profile and in accordance with Abu Dhabi and UAE regulations.
2. Al Yahar Private School maintains the conduct of annual emergency drills or as per Civil Defense requirements to ensure preparedness and to identify any potential weaknesses or gaps in the implementation. A log of all emergency drill observations is maintained.
3. The school conducts a minimum of four evacuation drills per academic year.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

> First Aid and Medical Emergencies

At Al Yahar Private School is equipped with a team of qualified nurses who are present on site throughout the school day to respond to any medical emergencies. A detailed policy is in place that outlines the procedures to follow during emergencies, including the administration of first aid and ensuring that first aid facilities are well stocked and regularly maintained.

The nurses play a vital role in advising on the appropriate first aid equipment required for high-risk areas. Additionally, 10% of the school's staff have received certified first aid training to enhance emergency preparedness.

> General Health and Safety

1. Al Yahar Private School Branch strictly adheres to procedures regarding the safe storage and use of potentially hazardous materials and equipment (e.g., laboratory chemicals and equipment, biological materials, cleaning agents, workshop tools, and maintenance equipment), in compliance with CDA, ADPHC/DoH, ADAFSA, or any other relevant governmental or regulatory authority.



2. All equipment used at .Al Yahar Private School is routinely tested and maintained in a safe condition, in accordance with regulatory requirements and manufacturer guidelines.
3. Regular safety assessments are carried out, including fire safety systems, equipment, emergency plans, emergency lighting, and emergency response tools, as required by ADEK, Abu Dhabi Department of Health, and all other relevant authorities.
4. Al Yahar Private School is fully equipped with effective security systems to prevent and detect crime, vandalism, and inappropriate or unlawful behavior. This includes surveillance systems and safety equipment.
5. The site is equipped with integrated, fully operational fire protection and detection systems, both fixed and portable, including fire detection systems, fire suppression systems, and sprinkler systems.
6. The school building is connected to the Hassantuk system to ensure a timely response in emergency situations

➤ Provision of Comprehensive Health Care Services

Al Yahar Private School is committed to offering comprehensive healthcare services to its students in accordance with the standards and requirements of the Department of Health (DoH).

Through the clinic located on campus, the school strives to ensure a safe and healthy environment that enhances student well-being. To achieve this, the school is required to obtain and maintain a valid license as a healthcare facility issued by the DoH in order to operate the clinic efficiently and effectively.

➤ Employment of Licensed School Nurses

Al Yahar Private School ensures the recruitment of full-time school nurses who possess valid licenses issued by the Department of Health. This requirement complies with the regulations of both DoH and ADEK, as well as the Mixed Education Policy. School nurses are expected to meet all professional qualification requirements and performance standards outlined by the Ministry of Health. They are required to fully understand and strictly adhere to DoH regulations, including the proper administration and dispensing of medications in schools.

As per DoH policy, there must be one nurse assigned for every 1,000 students. These measures ensure the delivery of the highest standard of healthcare, enhancing the safety and well-being of students.



➤ **Medical Emergencies and Medication Management**

The school maintains a consistent process for ensuring the availability of necessary medications and for responding to incidents and medical emergencies, such as severe allergic reactions and seizures, in accordance with DoH regulations.

Al Yahar Private School is committed to obtaining a completed parental consent form that must be renewed each academic term or whenever a change occurs in a student's prescribed medication. This ensures the delivery of accurate and appropriate healthcare to each student at all times.

➤ **Routine and Comprehensive Health Screenings**

The school is committed to regularly providing essential and comprehensive healthcare to its students. Health screenings are conducted in line with Ministry of Health requirements, ensuring the safety and well-being of students at all times.

Through this proactive approach, Al Yahar Private School aims to establish a healthy and secure educational environment that supports students' overall growth and development.



➤ Student Immunization and Medical Record Management

The school facilitates access for healthcare providers appointed by the Department of Health to carry out the student immunization program in accordance with DoH guidelines.

To ensure the quality of medical care, the school maintains accurate records of all medical interventions, including medication administration, health screenings, and immunizations, documented in each student's medical file.

Al Yahar Private School is also committed to safeguarding the confidentiality of this information, in compliance with the requirements of ADEK

➤ Laboratories at Al Yahar Private School

As part of the commitment of Al Yahar Private School to provide a safe and stimulating educational environment, the academy strictly implements safety standards in its science laboratories, where potentially hazardous materials are handled and require responsible and cautious procedures.

The lab technician and facilities officer conduct daily visual inspections of all fume hoods before use to ensure they are free of defects that may compromise the safety of students and staff. These hoods are equipped with exhaust systems to safely discharge harmful gases, ensuring a safe working environment.

The Al Yahar Private School also emphasizes the importance of wearing protective goggles by all students during experiments that may pose risks to the eyes. The Science Department assesses potential hazards for each experiment as part of its meticulous planning to ensure the highest level of safety.

The school is committed to providing clear guidance for lab technicians, teachers, cleaning supervisors, and all staff on the safe storage and handling of hazardous materials. This includes the provision and proper use of protective clothing during risk-related activities.

Laboratory safety procedures and features include

1. Efficient student distribution to avoid overcrowding and ensure safe movement.
2. Equipment ID tags with safe use instructions for each tool.
3. Clear laboratory and corridor pathways to ensure emergency exits are accessible.
4. Daily cleaning routines and regular waste bin emptying.
5. Experiments conducted only under teacher supervision.



6. Use of personal protective equipment (PPE) such as gloves and goggles according to experiment type.
7. General hygiene: regular handwashing, hand sanitizers, and prohibition of eating or drinking.
8. Safe chemical handling following safety protocols and storage based on material properties.
9. Safe, flame-resistant lab furniture with proper storage cabinets and removal of unused items.
10. Availability of fire extinguishers and first aid kits; staff trained in first aid and evacuation.
11. Safe disposal of hazardous chemical waste in accordance with approved procedures.
12. Adherence to safety data sheets SMDS and warning labels for use and storage.
13. No storage of water-reactive chemicals near water sources.
14. Proper storage of hazardous chemicals in original containers with clear labels inside fireproof cabinets HCL.
15. Maintenance of a record of all hazardous chemicals, their quantities, and sources.
16. Prohibition of wearing headscarves, contact lenses, artificial nails, or jewelry during lab work.
17. Availability of sinks, liquid soap, paper towels, and hand sanitizers.
18. Provision of easily accessible emergency showers and eye wash stations, with regular inspection and maintenance.
19. Provision of emergency safety equipment such as fire extinguishers and first aid kits.
20. Labs must remain locked if not supervised by an authorized person.
21. Cabinets must be made of non-flammable materials and suitable for the stored substances, designed with proper devices.
22. Furniture should be age-appropriate for students.
23. Ensure the fume hood and ventilation system are fully operational.

With these measures, the Al Yahar Private School ensures a safe and effective scientific learning environment, enabling students to experiment and learn with full safety.

➤ **Transportation at Al Yahar Private School**

Al Yahar Private School is committed to providing safe and high- quality school transportation services for all its students. The school recognizes the importance of maintaining students' safety and comfort while traveling to and from school and ensures a secure environment on school buses. The policy aims to uphold the highest standards of safety and quality, guaranteeing a safe and comfortable journey for every student.



The school is committed to providing transportation services in accordance with Article (2) of the Executive Regulations of the School Transportation System in Abu Dhabi. Furthermore, the school must provide any necessary support or assistance and related services for students with additional educational needs to access transportation services.

The school holds ultimate responsibility for the safety of all students and individuals on board the school buses during the trip, even when contracting with an external transportation operator as per Article (9) of the Executive Regulations governing school transport in Abu Dhabi.

The school must

1. Provide an adequate number of school buses, either directly or via licensed operators.
2. Appoint a designated transportation officer and share their name and contact details with parents and operators.
3. Assign a bus attendant for every bus transporting students under the age of 11.
4. Maintain a list of transported students and emergency contact numbers for their parents.
5. Educate students on proper behavior while waiting, boarding, alighting, and during the trip.
6. Prohibit bus maintenance work on school grounds.
7. Assign a qualified person to receive students returned to school when not delivered to their guardians and ensure they are not left unattended; contact the police in emergencies.
8. Avoid charging fees exceeding the approved transportation rates by ADEK unless authorized in writing by the council.
9. Obtain a signed commitment from parents confirming their responsibilities per the approved template by the authority.
10. Maintain a risk and safety plan for bus operations in and around the school, including loading/unloading points, as per OSHAD requirements.
11. Avoid contracting with unlicensed operators.
12. Reinforce student behavior policies by including provisions for conduct on the bus. Students must treat the bus environment as an extension of the school and adhere to school behavior rules during the trip.
13. Educate parents about the school bus service and provide detailed information about routes, stops, departure/start times, and trip duration.
14. Ensure that no trip exceeds 60 minutes from pick-up to final drop-off



Maintenance at Al Yahar Private School

maintenance operations are considered an integral part of the school's commitment to providing a safe and stimulating learning environment for both students and staff. The maintenance framework implemented at the school encompasses essential components that ensure the integrity and efficiency of all educational facilities. This includes collaboration between the Facilities Manager, service providers, and contractors.

The Facilities Manager plays a pivotal role in overseeing all maintenance activities within the school. This role includes ensuring the adoption of safe working systems and procedures that protect both the academic structure and school services. The Facilities Manager is also responsible for ensuring that all maintenance equipment is regularly cleaned, inspected, and maintained, as well as providing and verifying the use of appropriate personal protective equipment (PPE). Urgent technical issues must be resolved within 24 hours of identification, in accordance with the school's Facilities Management Policy.

The Facilities Manager conducts regular meetings with contractors to ensure their full understanding of the school's Health and Safety Policy and Contractor Safety Guidelines. Contractors are required to use their own tools and equipment, ensure their safe condition, and secure them at the end of each working day. Overloading of electrical circuits must be strictly avoided.

Safety is a top priority at Al Yahar Private School All maintenance staff are expected to uphold the highest safety standards and follow proper procedures when using tools and equipment. All ground equipment must be secured after work hours to prevent unauthorized access or use.

The Facilities Manager maintains ongoing supervision of maintenance activities, conducting routine inspections to ensure proper implementation of safety standards. This proactive approach not only preserves school facilities but also ensures immediate response to any emerging issues.

The school recognizes the importance of continuous and effective maintenance and strives to deliver these services in a safe and responsible manner. Through this dedication to safety and operational excellence, the school maintains an optimal educational environment that supports learning and academic development.



No maintenance work is permitted while students are present on campus without prior approval from the Health and Safety Department at ADEK

This policy is developed in accordance with the following key legislations and regulatory references: **Primary References:**

1. ADEK Health, Safety, and Environment (HSE) Policy – 2024
2. Abu Dhabi Public Health Center (ADPHC) – OSH Policies and Guidelines – 2024
3. ADEK Policy 3: Student Protection and Wellbeing, in line with Article (5) of the Organising Regulations
4. Control and Command Center Policy (Abu Dhabi Monitoring and Control Center) – 2023
5. Abu Dhabi Agriculture and Food Safety Authority – Health and Food Safety Guidelines
6. NEBOSH International Health and Safety Standards
7. ISO 45001: Occupational Health and Safety Management Systems

• ADEK Policy and Guidance Manual (2014–2015):

- Policy 1: The Core Values of Education and Moral Values
- Policy 2: Ethical Leadership
- Policy 6: Granting a Temporary License for a New School
- Policy 7: Temporary License Renewal
- Policy 23: The Principal's Authorities
- Policy 30: Professional Code of Ethics
- Policy 64: Health, Safety and Environment

Federal Law No. 8 on Regulation of Labour Relations, Schedule 1 and amendments, 1980 – UAE

- OSHAD-SF Code of Practice – UAE
- HAAD Guidance on Responding to Communicable Diseases – UAE
- Health and Safety: Advice for Schools, Department for Education (DfE), UK, 2013 (updated 2018)
- Health and Safety at Work Act, 1974 – UK
- The Management of Health and Safety at Work Regulations, 1999 – UK
- The Control of Substances Hazardous to Health (COSHH) Regulations, 2002 – UK
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 2013 – UK
- The Gas Safety (Installation and Use) Regulations, 1998 – UK
- The Regulatory Reform (Fire Safety) Order, 2005 – UK
- The Work at Height Regulations, 2005 – UK