

School Policy

Subject:

Effective Date: Academic Year 2024/2025

Review Date: First Term of the Following Academic Year

Health and Safety

Introduction:

Al-Khaleel Private School is committed to implementing the highest standards of health and safety in alignment with the policies of the Department of Education and Knowledge (ADEK), ensuring a safe and healthy learning environment for students, staff, and visitors. The school continuously works on developing its internal policies to ensure full compliance with the health and safety regulatory indicators.

1. Policy Objectives:

- Compliance with all relevant laws, regulations, and best practices at the local, regional, and international levels.
- Establishing a framework for setting and reviewing health and safety objectives, ensuring continuous improvement.
- Identifying potential hazards through risk assessments, inspections, and audits, and ensuring their implementation.
- Protecting and enhancing employee health and ensuring workplace safety.
- Preventing accidents, injuries, and occupational diseases through regular assessment of workplace risks.
- Ensuring effective implementation and functionality of emergency procedures.
- Commitment to providing appropriate resources required for full compliance with occupational health and safety regulations.
- Promoting employee health and well-being by providing appropriate service facilities.
- Ensuring the provision of training and awareness programs to enable staff to perform their duties efficiently.
- Periodically reviewing the health and safety system and making necessary improvements for its effectiveness and sustainability.

2. Responsibilities of Senior Management and the Board of Trustees:

The school leadership, represented by the School Principal and the Board of Trustees, holds full responsibility for the implementation and monitoring of the health and safety policy. An internal Health and Safety Committee meets monthly to review performance and update plans.

3. Health and Safety Organizational Structure:

- A full-time Health and Safety Officer has been appointed, certified as a first-aid provider, responsible for supervising policy implementation, reporting, and coordination with regulatory bodies such as the Abu Dhabi Public Health Center.
 - **Health and Safety Committee:** Includes representatives from administration, teachers, and parents, and meets regularly to review health and safety procedures and reports.
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4. Health and Safety Requirements:

- **Evacuation Plans:** Detailed evacuation plans are regularly updated and periodic drills are conducted for students and staff.
- **Safe Storage:** Hazardous materials and equipment must be stored and used safely in accordance with the guidelines of Abu Dhabi Civil Defense and other relevant authorities.
- **Equipment Inspection:** All school equipment must be regularly inspected and maintained.
- **Emergency Equipment:** Provision of safety tools such as fire extinguishers and alarms, maintained regularly.
- **Risk Assessments and Registry:** Regular risk assessments are conducted across all school facilities (labs, playgrounds, cafeteria), with a monthly updated risk register including corrective actions and timelines.
- **Routine Maintenance:** Regular maintenance programs for air conditioning, lighting, air quality, noise, and sanitation facilities to ensure a safe and healthy environment.
- **School Bag Weight:**
In alignment with ADEK's health and safety policy, strict procedures are implemented to control the weight of school bags, aiming to protect students' physical health and prevent musculoskeletal issues.

Implementation Procedures for School Bag Weight Policy:

1. Raising awareness among parents and students through newsletters and educational meetings, emphasizing the suitable weight (not exceeding 10-15% of the student's body weight) and the importance of using back-supportive bags.
2. Adjusting the daily schedule to reduce the number of daily subjects and carried books.
3. Promoting digital platforms (e.g., Alef) to minimize dependence on printed books.
4. Regular follow-up by the school's health team for students experiencing back or shoulder pain, with medical referrals when needed.
5. Coordination with teachers to limit unnecessary heavy materials.
6. Monitoring compliance through surprise visits by the Health and Safety Coordinator, with monthly reports submitted to school management.

5. Smoke-Free Campus:

- The school maintains a smoke-free environment on campus and in its surrounding premises, enforcing a strict no-smoking policy for all students, staff, and visitors.

6. Fire Protection:

- The school is equipped with effective safety systems and approved fixed and portable fire alarms, tested weekly. Biannual evacuation drills are conducted for all students and staff, with results documented and analyzed.
- All fire protection devices fully comply with Abu Dhabi Civil Defense specifications and are properly licensed.
- **Student Protection:** The school is equipped with advanced safety systems to detect and prevent crimes, inappropriate behaviors, vandalism, and provides surveillance and control systems.
- **Records:** Inspection records and fire safety notifications are properly documented.
- **Hassantuk System:** The school is connected to the Hassantuk system to ensure rapid response in fire and safety emergencies.

7. Health System:

- **Medical Services:**
The school clinic is fully equipped with essential medical tools.
A licensed full-time school nurse is employed, meeting all professional qualifications and standards.
Periodic Medical Exams: Conducted for students in Grades 1, 5, and 9 (hearing, vision, dental) in coordination with relevant health authorities.
Vaccinations: Coordinated with the Department of Health following the national immunization schedule, with parental consent and recordkeeping.
Inclusion: Individual healthcare plans are provided for students of determination, in line with ADEK policies.

Health Awareness and Education:

- Workshops and lectures are held on personal hygiene, nutrition, and disease prevention.
 - Mental health sessions are also conducted on stress management and coping strategies, led by specialists.
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8. Psychological and Social Safety:

- **Psychological Support:** The school provides counseling services to students and staff, focusing on bullying prevention and mental well-being.
 - **Social Support:** Guidance and social support services are also available for students and staff.
 - **Anti-Bullying:** Awareness programs are implemented to prevent bullying and promote a positive school climate.
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9. Nutrition and Food Safety:

- **School Canteen:** Offers healthy, balanced meals in accordance with food safety guidelines.
 - **Quality Control:** Regular inspections are carried out to ensure hygiene and safety standards are met.
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10. Environmental and Building Safety:

- **Building Maintenance:** Regular inspections of buildings and facilities to ensure safety and eliminate risks.
 - **Waste Disposal:** Proper procedures for disposal of all waste types, including medical waste, following approved environmental standards.
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11. Training and Professional Development:

- **Staff Training:** Periodic training for staff on health and safety procedures, first aid, and evacuation plans, with continuous evaluation and improvement.
 - **Student Awareness:** Health and safety concepts are integrated into the curriculum, with interactive activities to promote safe and healthy behaviors.
 - **Training Programs:** Regular training sessions on emergency handling and first aid.
 - **Performance Evaluation:** Periodic assessments to improve training effectiveness and emergency response.
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12. Communication and Community Awareness:

- **Parental Engagement:** Workshops and meetings are held with parents to raise awareness of health and safety policies.
- **Periodic Reports:** Regular reports on the school's health and safety status are shared with the school community.

13. Ongoing Review and Evaluation:

- **Audits:** Regular reviews of health and safety policies and procedures to ensure their effectiveness and update as needed.
 - **Feedback:** Collecting feedback from students, staff, and parents to improve the school's health and safety environment.
 - **Performance Reports:** Regular reports are prepared for ADEK including performance indicators, incidents, and corrective actions.
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14. Internal Auditing:

- Biannual internal audits are conducted to evaluate compliance with policies and procedures, followed by action plans for performance improvement.
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Approved by:
School Principal / Mr. Ghazwan Kayyal

