



|                       | DATE    | DESIGNATION                              | NAME              | SIGNATURE |
|-----------------------|---------|--|-------------------|-----------|
| DEVELOPED/UPDATED BY: | 10/2025 | FACILITIES CUM HEALTH AND SAFETY OFFICER | SHOAIB SHAHID     |           |
| APPROVED BY:          | 10/2025 | PRINCIPAL                                | OLESIA POPENKOVA  |           |
| APPROVED BY:          | 10/2025 | CHAIRMAN OF THE BOARD                    | DR. LOUAY JEROUDI |           |
| DATE OF REVIEW        |         |  |                   |           |

**Introduction**

The Russian School of Abu Dhabi is committed to ensuring the health, safety, and welfare of all staff, students, visitors, contractors, and members of the public.

Our Health and Safety Policy, which is reviewed annually and communicated at the start of each academic year, forms the cornerstone of our commitment.

Every member of our community—whether an employee, student, or visitor—is expected to adhere to clearly defined safety procedures, including the use of designated evacuation routes and the appropriate protective equipment provided by the school.

We allocate sufficient resources to maintain a safe environment and provide comprehensive training through internal programs and reputable external sources.

New staff are thoroughly inducted into these procedures, and all individuals utilizing our premises are informed of their specific responsibilities regarding health and safety.

Compliance with this policy is mandatory; any deliberate or consistent negligence in adhering to these standards will result in disciplinary action.

This policy is aligned with the standards and guidelines set forth by ADEK, ensuring that our practices meet the highest levels of safety and responsibility.

This policy is applicable to all school employees, students, contractors, and visitors, and is made readily accessible for all interested stakeholders.

**AIMS**

1. To lay down procedures in case of accidents and medical treatments.
2. To provide and maintain a safe and healthy environment throughout the school premises, ensuring safe access to and egress from the site.
3. To establish and uphold safe working practices and procedures for staff, students, volunteers, individuals hiring the premises, and all others on the school site.
4. To ensure the safe use, handling, storage, and transportation of articles and substances.
5. To implement safe systems for managing noise, toxic and corrosive substances, dust, and vapors under the school's control.
6. To provide relevant information and training to enable everyone to contribute positively to their own safety and the safety of others.
7. To develop and maintain effective procedures for responding to fire and other emergencies, including the evacuation of the school premises. Reduce the amount of waste generated by the school community.

**OSH Committee**

| Group/Team/Committee  | OSH Committee  |
|-----------------------|--|
| Date of Formation     | November 2024  |
| Date of Review        | November 2025  |
| Members Appointed by  | Principal  |
| Reporting to          | Principal  |
| General aims          | To ensure the safety and well-being of all students, visitors and staff at all times and minimize potential health & safety risks. |
| Frequency of Meetings | Quarterly  |



|                   |   |
|-------------------|---|
| Committee Members | <ol style="list-style-type: none"> <li>1. School Principal</li> <li>2. Vice Principal</li> <li>3. HR Director</li> <li>4. Facilities Manager cum Health and safety Officer</li> <li>5. Head of Kindergarten Department</li> <li>6. Head of Primary Department</li> <li>7. Receptionist cum Admissions officer</li> <li>8. Secretary</li> <li>9. Nurse</li> <li>10. Security Lead</li> <li>11. Extracurricular Activities Coordinator</li> <li>12. PE Teacher</li> </ol> |
|-------------------|---|

#### 1. EHS Committee Members' Responsibilities:

- Attend OSH Committee meetings consistently to review performance indicators, evaluate reports and outcomes, and actively contribute to the implementation of approved corrective and preventive actions. Ensure adherence to system standards, policies, and procedures.
- Actively participate in risk assessments, ensuring that all necessary systems, tools, and preventive measures are in place for effective risk control.
- Clearly communicate health, safety, and environmental procedures to students, staff, contractors, and other stakeholders, confirming that everyone understands and complies with these guidelines.
- Engage in and support the delivery of awareness programs, orientation seminars, and training sessions related to health, safety, and environmental practices.
- Identify and promptly report any potential risks or incidents that could threaten personal safety or cause environmental hazards, submitting the necessary reports to the HSE officer without delay.
- Actively participate in incident investigations as required, contributing to root cause analysis and assisting in the identification of corrective and preventive measures to ensure that similar incidents do not recur.

#### Duties and Responsibilities

##### 1. School Principal.

The School Principal and Senior Management hold primary responsibility for establishing a robust OSH framework across the school. Their key responsibilities include:

- Share the policy and related documents with all staff members and ensure regular reviews, audits, inspections, and monitoring. This includes safety tours involving the Facilities Officer, and Health and Safety Representative.
- Establish a school Health and Safety Committee to oversee the policy, procedures, risk assessments, and corrective actions. Record minutes of meetings and document actions taken.
- Record all accidents and injuries in the accident book and create an Incident Reporting Module in coordination with the principal.
- Ensure comprehensive risk assessments are conducted, documented in writing, and communicated effectively to all relevant employees. The assessments must be performed by a trained and competent individual to ensure their adequacy and accuracy.
- Ensure fire drills are conducted at least once per term and maintain records of the date, time, and duration of each drill, including verification that all individuals have been evacuated and accounted for.
- Allocate sufficient resources—both financial and operational—for maintaining health, safety, and welfare standards within the school environment.
- Appoint responsible individuals to coordinate the actions of staff and students during emergencies, particularly in cases of fire.



- Ensure an emergency response plan is established, and the availability of appropriate equipment for handling emergencies, and appoint competent persons for evacuation procedures.
  - Ensure their identities are clearly communicated to all staff and students.
  - Identify the training needs of all staff, including induction programs for new employees and retraining for existing staff when necessary.
  - Ensures that staff duties are organized to promote student safety, including managing duty timetables and ensuring correct staff-to-student ratios.
  - Engage safety representatives, staff, and other stakeholders in discussions related to the implementation and periodic review of the safety policy and its procedures.
  - Ensure all incidents are investigated and reported to all concerned personnel.
2. Facility and HSE
- The Facility and HSE officer, as a member of the school's health and safety committee, plays a pivotal role in ensuring compliance with health and safety standards in line with ADEK and UAE regulations. This includes:
- Quarterly conducting and participating in the committee, providing strategic advice, and overseeing the implementation of health and safety policies.
  - Continuously monitoring the effectiveness of current health and safety policies and suggesting necessary revisions to ensure they meet the latest regulatory requirements.
  - Conducting regular site inspections to identify and rectify any health and safety concerns.
  - Ensuring all required notices are prominently displayed as mandated by UAE law.
  - Maintaining a rigorous system for reporting and analyzing accidents and near misses to prevent future occurrences.
  - Undertaking thorough risk assessments and risk register to identify potential hazards and implement control measures.
  - Identifying and addressing training needs for staff to ensure everyone is equipped with the knowledge to maintain a safe school environment.
  - Overseeing reported maintenance needs and ensuring all facilities comply with health and safety standards, including water, fire, electricity, gas, and pest control systems.
  - Regularly reviewing and practicing emergency procedures, including fire drills, to ensure the safety of all individuals on school premises.
  - Providing health and safety information in languages spoken by the school community to ensure understanding and compliance.
3. Teacher & Staff
- The school holds a 'duty of care' towards all students, ensuring adequate supervision during arrival and departure times.
  - Staff must have access to both printed and electronic emergency contact details, with clear policies on handling disputes over parental access rights.
  - Department heads are responsible for integrating health and safety into their departmental policies, ensuring staff are trained for the specific risks of their roles, and reporting any safety concerns or needs for equipment repair or staff training.
  - Staff are required to keep fire exits clear and maintain cleanliness and organization in areas under their control.
  - They must report all accidents and near misses to the Facility Officer. The Facilities Officer checks that fire exits, and alarm systems are operational, ensuring the school premises are safe.
  - All areas, especially storage spaces, must be kept tidy with clear pathways and exits, considering safety in furniture arrangement. Materials and tools should be stored safely, with cupboard tops not used for storage. At year-end, all storage must be cleared and cleaned.
  - Spillages, particularly toner, must be communicated to Housekeeping team for immediate cleaning to avoid air contamination.
  - Students must use protective clothing when handling tools, be trained in their safe use, and only use non-toxic materials like low melt glue guns
4. Performance and Events



#### Visits Away from School Premises

The lead person must ensure that:

- Welfare and safeguarding procedures are established, with all paperwork and contacts stored.
- A risk assessment is completed, with necessary safety measures in place.
- The group leader has relevant experience and will organize the visit effectively.
- A competent staff member is familiar with the activity and location.
- Non-staff supervisors are checked for suitability.
- Group leaders have sufficient time for preparation.
- The supervisor-to-child ratio is appropriate, considering gender for mixed groups.
- Parental consent is obtained for each visit.
- Medical and special educational needs are accommodated.
- First aid provisions meet the minimum requirements, including a standard first aid kit.
- Transportation is appropriate, and travel times are known.
- Insurance covers all aspects of the visit.
- Emergency contact information for the venue and a school contact is available.
- All concerns have access to contact details of students, parents, and next of kin for emergencies.
- A contingency plan addresses any delays, including late returns.

The group leader must:

- Get the Principal's approval before the visit and keep all related documents as per school policy.
- Appoint a deputy and clearly define roles for all supervisors.
- Be capable of leading and instructing the age group safely.
- Be aware of child protection issues.
- Ensure first aid is covered, with a responsible person appointed.
- Handle all planning, including briefing participants and parents.
- Conduct a thorough risk assessment with HSE officer.
- Regularly review planned visits/activities and advise the head teacher of necessary adjustments.
- Ensure teachers and supervisors fully understand the proposed visit.
- Assess the suitability of each student for the trip or confirm that suitability assessments have been conducted.
- Maintain appropriate supervisor-to-student ratios based on the group's needs.
- Develop a procedure for stopping the visit if risks to student health and safety become unacceptable.
- Ensure group supervisors have school and parent/carer contact details.
- Provide group supervisors and the school contact with copies of emergency procedures.
- Ensure staff and supervisors are aware of students with special educational or medical needs.
- Plan for necessary equipment for the group and the venue, including disabled access, specialist equipment, and emergency rations.
- Address staff training needs.
- Designate a first aid provider, ensure medical treatment availability, and require accident incident reporting (Appendix 11). Never leave ill or sick children unattended.
- Hire from reputable companies and ensure safe transportation practices (e.g., seatbelt use, orderly boarding/disembarking, no distractions for the driver).
- Secure appropriate insurance coverage for the duration of the visit.
- Provide necessary information to the trip provider.
- Establish clear communication arrangements.
- Develop measures for unexpected changes or delays.
- Provide early written information about trip costs and objectives.
- Prepare students by explaining trip aims, safety precautions, expected behavior, prohibited items, and how to respond to unfamiliar individuals.



- Establish procedures for handling emergencies, including casualty care, group safety, notification of relevant parties, and accompanying casualties to medical facilities.
- Plan for the early dismissal of students if necessary.

Staff must:

- Follow the instructions of the group leader and help with control and discipline.
- Take responsibility for stopping the visit or activity and notifying the group leader, if they think the risk to health or safety of the children in their charge is unacceptable.

Adult Volunteers must:

- Follow the instructions of the group leader and teacher supervisors and help with control and discipline.
- Speak to the group leader or teacher supervisors if concerned about the health or safety of children at any time during the visit.

Children must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other supervisors including those at the venue of the visit.
- Dress and behave sensible and responsibly.
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.
- Any children whose behavior may be a danger to themselves or to the group may be stopped from going on the visit.

Parents must be provided with sufficient information to make informed decisions about the suitability of the visit for their child. Information should include:

- Visit dates;
- Objectives;
- Departure and return times;
- Collection/return locations;
- Mode(s) of travel, including travel company names;
- Group size and supervision levels;
- Accommodation details, including security and on-site supervision;
- Medical and special needs provisions;
- Procedures for ill children;
- Leader and staff names;
- Planned activities and risk management strategies;
- Items to bring/not bring on the visit;
- Insurance, clothing, money, and equipment requirement.

The group leader must advise parents on how to prepare their child and provide an emergency contact number.

**Parents Responsibilities:**

- Provide emergency contact numbers to the group leader;
- Complete and sign the consent form;
- A parental consent form is required for each child;
- Children whose parents withhold consent must not participate in the visit;
- Alternative methods should be explored to deliver the curriculum aims of the visit to these children.

**HSE and Emergency Procedure**

1. Accidents, Near Misses and Dangerous Occurrences

All accidents and "near misses" to both staff and children / visitors / members of the public must be recorded and reported to the School Principal.

Serious accidents and injuries must be reported directly to the Facility and HSE officer, School Principal.

A copy of the form should be placed by HR in the injured person's file (either child or staff) or to a separate file for non-employees.





The original form must be kept in the school's central file in the main office and a copy given to the Facility and HSE officer.

The school is dedicated to thorough reporting and investigation, in line with the OSHAD Incident Notification, Investigation, and Reporting mechanisms for everyone on school premises, including subcontractors (more details at [ADPHC OSHAD Mechanisms](#)).

Fatality & Major injuries:

- Fractures (excluding fingers, thumbs, or toes);
- Amputations;
- Dislocation of the shoulder, hip, knee, or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burns to the eye or any penetrating eye injury ;
- Injuries from electric shock or electrical burns leading to unconsciousness or hospitalization exceeding 24 hours;
- Injuries resulting in hypothermia, heat-related illness, or unconsciousness;
- Resuscitation required;
- Hospitalization exceeding 24 hours due to unconsciousness caused by asphyxia or exposure to harm-ful substances or biological agents;
- Acute illness requiring medical treatment due to exposure to biological agents, their toxins, or infected material ;
- Accidents and incidents during curriculum sports activities resulting in fatalities or hospitalization of children are also reportable.

Dangerous Occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be deemed a dangerous occurrence. If an accident involved any of the following, then it may be defined as a dangerous occurrence.

If personal injury results in more than one day (not counting the day of the accident) incapacity from work or from normal duties but does not fall into the category of 'major', the written report alone is required.

## 2. Drugs, Medications, Diseases, And Medical Conditions

Parents hold the primary responsibility for their child's health and must provide accurate, up-to-date medical information during the admission process. Admission will not proceed unless the required medical consent or Student Health Form (refer to Appendix 5) is fully completed and submitted.

Parents are encouraged to consult their child's healthcare provider for any necessary medical details.

The school is committed to ensuring that children with medical needs are given equal consideration and en-joy the same rights of admission as all other students.

The school adheres strictly to the guidelines set out in the ADEK Private Schools Policy and Guidance Manual (Policy No. 44). For additional details, please refer to the ADEK Manual available on the ADEK of-ficial website.

## Cleaning and General Maintenance

1. Housekeeping Team must know the difference between cleaning, disinfecting, and sanitizing. Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by kill-ing germs on a surface after cleaning, it can further lower the risk of spreading infection. Should be done after school operational hours. Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by ADEK School health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.
2. Housekeeping Team must clean and disinfect surfaces and objects that touched often.



Follow school's standard procedures for routine cleaning and disinfecting. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys. We will also require daily disinfecting these items. Standard procedures often call for disinfecting specific areas of the school, like bathrooms.

Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid encountering the fluid. Remove the spill, and then clean and disinfect the surface.

3. Simply do routine cleaning and disinfecting.

It's important to match your cleaning and disinfecting activities to the types of germs you want to remove or kill. Flu virus can live and potentially infect a person for only 2 to 8 hours after being deposited on a surface. Therefore, it is not necessary to close schools to clean or disinfect every surface in the building to slow the spread of flu. Also, if students and staff are dismissed because the school cannot function normally (e.g., high absenteeism during a flu outbreak), it is not necessary to do extra cleaning and disinfecting.

Flu viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down walls and ceilings, frequently using room air deodorizers, and fumigating, are not necessary or recommended. These processes can irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects.

Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water and follow with a disinfectant to kill germs.

If a disinfectant is not available, use a fresh chlorine bleach solution. To make and use the solution:

- Add 1 tablespoon of bleach to 1 quart (4 cups) of water. For a larger supply of disinfectant, add ¼ cup of bleach to 1 gallon (16 cups) of water;
- Apply the solution to the surface with a cloth;
- Let it stand for 3 to 5 minutes;
- Rinse the surface with clean water.

If a surface is not visibly dirty, you can clean it with a disinfectant that both cleans (removes germs) and disinfects (kills germs) instead. Be sure to read the label directions carefully, as there may be a separate procedure for using the product as a cleaner or as a disinfectant. Disinfection usually requires the product to remain on the surface for a certain period.

Use disinfecting wipes on electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.

Routinely wash eating utensils in a dishwasher or by hand with soap and water. Wash and dry bed sheets, towels, and other linens as you normally do with household laundry soap, according to the fabric labels.

4. Use product safely.

Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves should always be worn to protect your hands when working with bleach solutions.

Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury. Custodial staff, teachers, and others who use cleaners and disinfectants read and understand all instruction labels and understand safe and appropriate use. This might require that instructional materials and training be provided in other languages.

5. Handle waste properly.

Follow the standard procedures for handling waste, which include wearing appropriate PPE. Place no-touch waste baskets where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use.





Avoid touching used tissues and other waste when emptying waste baskets. Wash your hands with soap and water after emptying waste baskets and touching used tissues and similar waste.

6. Cleaner's Assignment.

1. Male Cleaners

Male cleaners should never be / to go near student such as Classrooms, playrooms, toilets etc. during school operational hours.

Male cleaners to only scheduled to clean Bock A – reception area, visitor's toilet and all outdoor areas.

Male cleaners can start deep cleaning and assisting Female cleaners on cleaning only after School op-erational hours.

2. Female Cleaners.

Female cleaners all classrooms, corridor, and play area during operational hours.

Female cleaning staff are also responsible to check on day to day consumables such as hand soap, hand sanitizer, tissues etc. in student toilets.

3. Cleaning Tools and Substances.

Cleaning tools and substances must be safe, used and stored correctly.

All cleaning staff must be provided with personal protective equipment (PPE) and clothing. Staff must be fully trained in the correct use of PPE.

All users of the building must be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements by appropriate signage being used during the operations. These signs must be removed once the operation has ceased.

### Contractors

Contractors involved in repair, maintenance or installation work which involves the building, grounds or other Operations must provide written or other evidence of their competence to complete such work including relevant industry qualifications.

Contractors visiting the site to quote for work must be accompanied onsite by the Facilities Officer. Once a contract has been agreed the contractor must ensure that:

- employees have been made aware of the school's health and safety policy and that work can proceed safely without risk to health (Appendix 10);
- employees comply with the visitors' section of this policy;
- employees and external contractors are not exposed to hazardous conditions;
- employees do not cause hazardous conditions for others;
- compliance with legal requirements.

Prior notice is required if a contractor is likely to disrupt the school or the teaching of children. A letter must also be written to parents explaining the nature and benefits of the work and measures taken to ensure that the safety and education of the children.

1. Electricity

No member of staff or child is permitted to work on any live electrical circuits within the school.

All electrical work on conductors or circuits must be carried out exclusively by competent staff and quali-fied electricians.

All electrical installations, tools, and equipment must be maintained in good working order and undergo regular inspection and testing by a competent person.

The contractor is responsible for maintaining records of these inspections and tests.

If any electrical equipment malfunctions, the user must immediately report the issue to the Facilities Officer.

### Emergency Procedure

The head or designated person is responsible for declaring an emergency and leading the emergency operation. They must ensure good communications and the activation of the Emergency Response Procedure.



An emergency is defined as an incident which causes or threatens death, injury or serious disruption to the normal working of the school and may require the assistance of outside agencies to ensure that the organization returns to normal.

1. Emergency situations might include:

- Fire, flood, Earthquake, burglary, criminal damage;
- Outbreak of food poisoning / communicable disease;
- A child goes missing;
- Death of a child or member of staff;
- Serious road traffic accident;
- Serious injuries / death on a trip;
- Terrorist or criminal activity;
- Major arson attack;
- Severe illness of staff or children.

The Emergency Response Procedure

The Emergency Response Procedure must be updated annually and activated immediately by the Head or designated person when there is an emergency. The aim of the disaster recovery plan is to ensure that in the event of a fire or other emergency, everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that:

- The school can be safely evacuated, or children assembled in the school;
- All relevant information is made available to the emergency services;
- Notices detailing the action to be taken in the event of an emergency are posted;
- Those persons with specific duties are identified;
- Those persons with specific needs or disabilities are catered for.

2. The Emergency Response Procedure

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- Notices detailing the action to be taken in the event of an emergency are posted;
- Those persons with specific duties are identified;
- Those persons with specific needs or disabilities are catered for.

A copy of the Emergency Response Procedure must be kept by the (Facilities & HSE Officer) It includes:

- Copy of the health and safety policy (emergency response procedure);
- Names of the emergency response team;
- Drawings of the school detailing;
- Essential structural features including work and open spaces, escape routes, doorways, walls, corridors, stairways etc;
- Location of any flammable materials / stores;
- Location and type of firefighting equipment;
- Location of manually operated alarm call points and the control equipment for the alarm;
- Location of main electrical, gas, oil and water valves and control systems.
- Location of water hydrants;
- Location of the assembly points;
- Inventory of resources and equipment;
- Details of the backup of school ict systems / stored data so that emergency access can be set up;
- Employee contact details and emergency contact hierarchy.

## Evacuation



In the event of a fire or other emergency the alarm will sound. Those in charge of children should instruct them to:

- stop working and line up in silence;
- walk straight to the assembly point in silence via the nearest fire exit;
- staff must not delay evacuation to close windows and doors or fight fires;
- staff must take out the register and call the register ensuring that each child answers his / her name individually.

The Receptionist is responsible for taking out any registers and signing in books from and conducting a register of visitors.

The Facilities Officer is responsible for phoning the emergency services and reporting to the senior member of staff coordinating the emergency. HR is responsible for conducting a staff register.

Contractors are responsible for checking the presence of their employees and reporting to the named person in charge of staff.

### **Managing an Emergency and Activating the Emergency Response Procedure**

The Principal / Vice Principal is responsible for the following actions:

- Draft an incident statement in collaboration with RSAD;
  - Ensure robust communication is maintained with all the concerned;
  - Confirm that all designated staff receive comprehensive briefings and have access to the required contact information;
  - Inform all staff and parents about the emergency status and the planned recovery measures promptly;
  - Explain the situation to students in a sensitive, age-appropriate manner;
  - Oversee the release of information to prevent the spread of inaccurate or inappropriate details;
  - Maintain ongoing communication with RSAD to provide updates on the emergency status.
1. **Assembly Of Children Inside the Building for External Emergencies.**  
In situations where the emergency occurs outside the building—such as a poisonous gas cloud—a group text message will be dispatched to instruct children and staff to remain safely indoors.
  2. **Plan to Reunite Children and Adults with Families.**  
The Principal / Vice Principal shall implement the following measures to ensure a smooth and secure reunification process:
    - Task designated staff with contacting all parents using a pre-prepared statement;
    - Provide and publicize essential contact numbers for additional information or support;
    - Consider requesting help from the police if parents cannot be reached through standard communication channels;
    - Arrange an appropriate and secure location for parents to collect their children;
    - Identify any absent staff or children and ensure they are promptly briefed on the situation.
  3. **Determine When Disaster Can Be considered As Over Acute Phase.**  
The Principal / Vice Principal must do:
    - Collaborate with emergency services to verify when it is safe to return to the affected area or buildings;
    - Update and instruct staff on the next steps to be taken following the emergency.

### **Fire Procedures**

The Principal holds overall responsibility for ensuring adherence to all fire safety precautions and procedures. The fire alarm system is automatically linked to the Fire Service to guarantee an immediate response, except during pre-scheduled fire drills coordinated by the Principal, Facilities & HSE officer.

The school adheres to the UAE Fire Code guidelines for fire safety. (Refer: [UAE Fire Code](#)).

Designated Fire Marshals are responsible for implementing the Fire Management Plan.

1. Responsibilities of the Facilities & HSE Officer.



- Coordinate with the fire service and school insurers to secure formal certification, verify that fire-fighting equipment is adequate and well-maintained, and perform regular risk assessments;
- Oversee measures to minimize fire risks, ensuring that fire escape routes and exit doors/passageways remain unobstructed and fully operational. Ensure that fire detection and protection systems are regularly maintained, tested, and properly documented, with clear fire safety notices displayed throughout the premises;
- Organize half-term fire drills to guarantee safe evacuation, with special arrangements made for individuals with specific needs or disabilities;
- Provide comprehensive training so that all staff understand the procedures to follow upon hearing a fire alarm, identifying and reporting a fire, raising the alarm, using firefighting equipment correctly, and recognizing designated escape routes and appointed evacuation supervisors. Emphasize the importance of keeping fire doors closed.

#### Fire Instructions

- At least 50% of the school staff are required to complete fire safety training. It is the duty of every staff member to take all necessary steps to prevent injury and loss of life in the event of a fire, prioritizing human safety over the salvage of the building and equipment.

All staff must be fully conversant with:

- The designated escape routes and the location of the assembly area;
- The correct method for sounding the fire alarm;
- The location and operation of all firefighting appliances;
- The procedures and responsibilities as outlined in this policy.

## 2. Fighting a Fire

Only those staff members who have received proper training should attempt to fight a fire. The school policy is that firefighting is best left to professional responders. Under no circumstances should an attempt be made to fight a fire if:

- The fire is larger than a wastepaper bin;
- A single extinguisher is insufficient to control it;
- Smoke is hindering breathing or visibility;
- The exit route is not clearly visible (the exit must always be accessible behind the individual to allow for a rapid retreat);
- Gas cylinders or chemicals are involved;
- Efforts to reduce the fire's size are proving ineffective.

## 3. Types of Extinguishers











The primary types of fire extinguishers available in the school include:

- Water Extinguishers;
- Foam Extinguishers;
- CO<sub>2</sub> Extinguishers;
- Dry Powder Extinguishers.

The extinguishers will conform to one of two colour coding systems. They will be red with coloured handles or a coloured 'shoulder' or band on the cylinder.



*Symbols found on fire extinguishers & what they mean*

|                        |   |  |  |  |  |  |
|------------------------|---|---|---|--|---|---|
|                        |   | Water   | Foam spray  | ABC powder   | Carbon dioxide  | Wet chemical  |
| Wood, paper & textiles |    | ✓   | ✓   | ✓  | ✗   | ✓   |
| Flammable liquids      |    | ✗   | ✓   | ✓  | ✓   | ✗   |
| Flammable gases        |    | ✗   | ✗   | ✓  | ✗   | ✗   |
| Electrical contact     |   | ✗   | ✗   | ✓  | ✓   | ✗   |
| Cooking oils & fats    |  | ✗   | ✗   | ✗  | ✗   | ✓   |

### First Aid and Medication (Refer to the School Clinic Policy)

The school nurse is responsible for coordinating all first aid responses and the administration of medication in accordance with the School Clinic Policy.

### Machinery and Equipment

All machinery and electrical items must be inspected at least once a year. These inspections are to be documented in the "Machinery and Electrical Equipment" section of the school inventory.

Equipment should always be kept in proper working order. If any machinery or equipment is found to be unfit for use, it must be clearly marked with fixed notices indicating its status.

Staff are required to visually inspect equipment for any obvious signs of damage before use and immediately report any defects.

Critical systems — including boilers, lifts, portable appliance testing (PAT), emergency lighting, hot water systems, stored cold water systems, fresh air systems (including air conditioning), fire alarms, firefighting apparatus, intruder alarms, CCTV, and sprinkler systems — must be tested and certified at least annually. Fixed installations such as mains wiring (including fuse boards) should be tested every five years unless modifications have been made.

Comprehensive assessments of hazards and risks associated with the use of machinery must be carried out and documented. This should include scheduled servicing, lists of authorized users, and training records.

Clear guidelines must be established for acquiring new equipment, ensuring compliance with current legislation and best practices. Special care is required during the use, installation, or placement of new equipment.





The school must acknowledge the risks associated with manual handling of loads. Individual risk assessments should be conducted, and only those who have received appropriate training should handle heavy weights. Under no circumstances should children be tasked with lifting or moving heavy or awkward loads.

### **Materials and Hazardous Substances**

All materials and substances used within the school must undergo a prior risk assessment.

A designated individual is responsible for maintaining storage records for these materials and hazardous substances.

Conduct thorough assessments of all hazardous materials concerning their usage and potential risks.

Collect comprehensive hazard information for all materials.

Organize appropriate training sessions to ensure safe handling and usage.

Implement control measures that include:

- Maintaining hazard training records;
- Keeping detailed storage records of hazardous materials;
- Applying methods aimed at eliminating or reducing risks;
- Ensuring high standards of supervision;
- Issuing personal protective equipment (PPE) where necessary.

Ensure that all relevant information regarding hazardous materials is readily available to their users.

Establish protocols for the issuance and proper use of PPE, including regular checks, maintenance, and further training as required.

### **Manual Handling & Lifting**

Any activities that involve significant manual handling tasks will be risk assessed where appropriate, training provided for the staff.

Supervisor should seek assistance of HSE officer for appropriate training.

### **Protective Clothing and Equipment**

All personal protective equipment (PPE), conforming to British/European standards, must be provided and used whenever work processes present hazards that cannot be adequately controlled by other reasonably practicable means. PPE is to be inspected regularly and maintained in proper working order.

Staff and students must be trained in the proper selection, use, and care of PPE. It is the responsibility of every individual to wear the required PPE correctly and to immediately report any defects.

Detailed records of PPE issuance, maintenance, and usage must be kept and reviewed as part of the ongoing risk assessment process.

Appropriate protective clothing must be worn by staff, students, and others engaged in activities with risks of entanglement, harmful liquid spillages, or exposure to high temperatures—including open flames.

All aprons and overalls are required to be cleaned on a weekly basis.

#### **1. Eye Protection**

Eye protection is mandatory when risk assessments identify unavoidable hazards, such as:

- Handling or dispensing liquids that may cause injury;
- Tasks involving breaking, cutting, dressing, carving, or working with stone, metal, or glass;
- Processes that generate fine particles;
- Operations involving sharp or pointed materials;
- Eye protectors must be readily available, well maintained, and clearly marked with the relevant protection code.

#### **2. Hand Protection**





- Suitable hand protection must be worn whenever risk assessments indicate its necessity. For instance, rubber gloves are required when washing items in hot water or when using specific cleaning agents.
- Ribbed or similar gloves must be used to guard against injuries when handling sharp or abrasive objects.
- 3. Ear Protection
  - Appropriate ear protection must be worn whenever risk assessments highlight the need for it due to exposure to excessive noise or other hazards.
- 4. Recreational Areas, Adventure Playgrounds, and Safety Surfaces
  - All apparatus and equipment in recreational areas and adventure playgrounds must be maintained in good working order.
  - Regular inspections are mandatory, and a log of these inspections must be maintained by an appointed individual.

### Risk Assessments

Risk assessments are conducted to systematically identify hazards, determine who may be affected, and establish the safety measures required to reduce risks to an acceptable level. This process also considers whether the group leader can implement these measures and what actions should be taken in an emergency. Key considerations include:

- **Hazard Identification:** What potential dangers exist?
- **Affected Parties:** Who may be exposed to these hazards?
- **Safety Measures:** What controls are needed to minimize risks?
- **Implementation Feasibility:** Can the group leader enforce these measures?
- **Emergency Procedures:** What steps will be taken if an incident occurs?

Additional factors to consider during a risk assessment are:

- the type and nature of the visit or activity;
- the location, including routes and transport methods;
- the competency, experience, and qualifications of supervisory staff;
- the ratio of teachers or supervisors to children;
- the age, competence, fitness, temperament, and any special educational or medical needs of the group;
- the quality and suitability of the equipment available;
- seasonal conditions, weather, and the timing of the activity;
- pre-established emergency procedures;
- strategies for managing situations where a child becomes unable or unwilling to continue;
- continuous monitoring of risks throughout the activity.

The HSE officer responsible for conducting the risk assessment must document all findings, including details of the measures implemented to eliminate or mitigate risks. Copies of these records must be provided to the heads of departments and all supervisors involved in the visit. For routine venues, such as local swimming pools, a full risk assessment may not be necessary each time; however, the group leader must continuously monitor the situation and act accordingly.

Moreover, a generic assessment should be periodically reviewed.

Before scheduling any visit, the group leader must obtain written assurance that the external provider has conducted its own risk assessment. Regardless of the visit's duration or nature, regular head counts are mandatory—especially before leaving any venue.

All supervisors should always have a current list of children and adults in the group, and the group leader must instruct children on the procedures to follow if they become separated.

1. Procedures
  - A specific risk assessment must be prepared for the use and supervision of each piece of apparatus or equipment.
  - Children should be reminded to respect the needs of others while using the facility and to report any faulty equipment immediately.



- Safe surfaces with the appropriate level of absorbency, based on the height of the equipment, must be installed beneath and around any apparatus from which children could fall.

Risk assessment is defined as a systematic process that includes:

- analyzing work activities;
- identifying hazards, hazardous situations, and events;
- estimating risks by evaluating the likelihood and severity of potential harm;
- determining and prioritizing control measures;
- assessing the acceptability or tolerability of the risks.

#### Definitions

- **Hazard:** Any factor with the potential to cause harm or loss, including adverse effects on health, injury, or damage to property, plant, products, or the environment.
- **Risk:** The likelihood that harm will occur from exposure to a hazard, including the potential severity of in-juries and the number of people affected.

#### Risk Assessment Responsibilities

1. The Principal:
    - ensure that competent individuals conduct all risk assessments;
    - verify that employees perform thorough risk assessments across all work areas, including lessons and activities;
    - provide relevant legislative advice to employees;
    - allocate sufficient resources to implement necessary control measures identified in risk assessments;
    - confirm that contractors have completed appropriate risk assessments for their proposed activities and that these are reviewed by a competent person.
  2. The Facilities & HSE Officer:
    - coordinate, update, and document all health and safety risk assessments;
    - develop and implement action plans based on these assessments;
    - communicate all control and safety procedures derived from the assessments to the relevant staff;
    - maintain an up-to-date risk register.
  3. Department Heads/Coordinators/Managers:
    - complete risk assessments for the areas they manage;
    - ensure that risk assessments are in place before any educational visits or external sports events.
- Efforts in health and safety should be proportional to the risks involved, with greater focus on activities that present higher risks. Consideration should be given to factors such as:
- a detailed description of the work;
  - the specific work location;
  - past accidents or incidents in the area;
  - existing work practices and controls;
  - unusual or non-typical events;
  - the demographics of people in the work area (employees, trainees, young persons, contractors, members, visitors).

Particular attention should be given to vulnerable groups such as staff with disabilities, new or expectant mothers, temporary staff, lone workers, young persons, inexperienced employees, cleaners, and visitors.

Risk assessments should ideally be tailored to individual work activities and be site-specific. For similar activities across multiple locations (e.g., cleaning or office work), a generic risk assessment may suffice provided that:

- it accurately reflects the activities across all relevant locations or considers the worst-case scenario;
- there are no significant deviations from the assessment;
- the assumptions upon which the assessment is based (such as standard safe working procedures) are clearly recorded;



- the actual control measures remain consistent with those outlined in the assessment. If hazardous substances or manual handling are involved, any relevant COSHH or Manual Handling Assessments must be integrated into the overall risk assessment.

#### **Conducting Risk Assessments**

##### **Assess Risk**

- Identify the area or task to be assessed.
- Use the risk assessment form provided in Appendix 10 to document findings.

##### **Decide upon Control Measures**

- Determine whether the risk can be completely eliminated.
- Evaluate if the existing controls adequately mitigate the risk.
- Specify any additional control measures required.
- Implement the necessary control measures.
- Recalculate the risk to ensure it has been reduced to an acceptable level.

##### **Review of Risk Assessments**

Risk assessments must be reviewed at least annually or when any of the following changes occur:

- A change in the process.
- A change in personnel.
- Modifications to work equipment.
- Alterations to the working environment.

#### **School Security**

All staff must remain vigilant regarding site security, ensuring that gates and boundaries are securely locked.

Visitors must be kept separate from children. Upon arrival, they must report immediately to the reception, sign in, and receive a visitor's badge. The sign-in record should include the date, visitor's name, the person being visited, vehicle registration, and Emirates ID number.

Every visitor is informed that:

- identification badges must be worn at all times;
- in the event of a fire alarm, they should exit the building via the nearest exit and proceed to the designated fire assembly point;
- the school operates a strict "No Smoking" policy;
- any accidents must be reported immediately to the school office, with an accident form completed;
- the location of first aid facilities is clearly indicated.

Visitors are not allowed into classrooms or teaching areas unless accompanied by a staff member. Children will only be released to adults once proper authentication has been confirmed.

Visitors must sign out before leaving the premises.

Any individual (other than a staff member or child) on the school site without a valid security badge must be challenged by an adult and, if necessary, asked to leave.

Children should not confront such individuals but must immediately notify a member of staff.

All employees are required to wear name badges and sign in/out at the main office. The visitor log and staff register must be reviewed to ensure that everyone is accounted for during emergency evacuations.

#### **Smoking**

Smoking is strictly prohibited in all enclosed and substantially enclosed areas within the workplace. This policy applies to all employees, consultants, contractors, and visitors.

All staff are obligated to support and adhere to this policy. Any concerns regarding smoking in the work-place should be reported immediately to the principal for appropriate corrective action.

Prominent "No Smoking" signs must be displayed at all school entrances. Visitors, temporary staff, contractors, and customers are expected to abide by these guidelines; staff should remind visitors of the policy if needed.



Non-compliance with the policy will result in disciplinary measures, and repeated offences may lead to dismissal. Additionally, individuals who violate smoke-free laws may incur fixed penalty fines and face possible criminal prosecution.

### **Stress in the Workplace**

The school acknowledges that workplace stress is a significant issue that can adversely affect both the emotional and physical well-being of staff, potentially impacting overall organizational efficiency. Recognizing that individual reactions to stress vary, the school is committed to proactively identifying and managing stressful situations through regular consultations and discussion groups with staff. Major organizational changes, which may contribute to stress, will be communicated clearly to all staff.

Staff are encouraged to seek advice from management if they experience undue stress. The employee consultative forum is available as a resource for ongoing support and discussion.

### **VDU Operation**

Display Screen Equipment (DSE) includes computer workstations, calculators, cash registers, and similar devices. DSE regulations apply when employees rely on such equipment continuously for work, typically for one hour or more.

1. Environmental Conditions:
  - Noise: Up to 80 dB;
  - Light: Minimum 300 lux (500 lux for evening classes);
  - Temperature: At least 18°C.
2. Key Responsibilities:
  - ICT Support: Identify regular DSE users and perform risk assessments of workstations and their environment, updating these assessments as needed.
  - Training & Health: Provide training on proper workstation use and ergonomics; monitor and address any issues like eyestrain or fatigue.
  - Ergonomics: Ensure workstations are set up for good posture with adjustable chairs, correctly positioned monitors (50–70 cm away with the top at eye level), and supportive accessories.
  - Breaks: Encourage regular breaks (e.g., a 10-minute break after 60 minutes of continuous use) to reduce fatigue.

### **Violence to Staff**

Violence in the workplace can affect anyone, and aggressors are not always easily identifiable—the most frequent form being verbal abuse. Staff should be advised to:

- avoid making aggressive gestures;
- remain calm and maintain a safe distance;
- keep an escape route available;
- withdraw from the situation and seek help if they feel threatened;
- the school maintains a zero-tolerance stance towards any violent, abusive, or threatening behavior—whether physical, verbal, or otherwise—directed at any staff member, regardless of the source;
- management is committed to providing full support to any staff member reporting such incidents, whether the threat is real or perceived;
- a parental consultation form must be used to document such meetings and the actions agreed upon.

### **Waste Disposal**

All waste generated by the school must be disposed of at a licensed waste disposal facility through a registered carrier.

Waste storage areas are subject to comprehensive risk assessments to ensure compliance with health, safety, and environmental standards.



**Appendix List**

1. Emergency Response Procedures.
2. OSH Risk Management Procedure.
3. Incident Reporting Form.
4. Permit to Work (PTW) Form.
5. Student Health Form.
6. Portable Appliance Testing (PAT) Checklist.
7. Fire Marshal Details.
8. RSAD Child Protection Policy.
9. Parents Written Consent Form.
10. Inspection Checklist.