

HEALTH AND SAFETY POLICY

Written by:	School Doctor, HSE	Reviewed:	November 2025
Approved by:	School Principal	Reviewed:	February 2026

Purpose

Emirates American School is committed to providing and maintaining a safe, secure, and healthy environment for all students, staff, visitors, and contractors.

This policy establishes the systems, responsibilities, and procedures required to ensure effective health and safety management across all school operations, in alignment with UAE regulatory requirements.

Health and safety are integral to safeguarding, wellbeing, and effective teaching and learning.

General Policy Statement

The school is committed to:

- ✓ Providing safe working conditions, equipment, and systems of work
- ✓ Ensuring the health, safety, and welfare of all members of the school community
- ✓ Providing appropriate information, instruction, training, and supervision
- ✓ Protecting any individual affected by school operations, as far as reasonably practicable

This policy applies to all staff, students, visitors, and contractors and will be:

1. Communicated through the school website and internal systems
2. Reviewed regularly to reflect changes in operations or regulations
3. Monitored for effective implementation

Roles and Responsibilities

Principal

The principal holds overall responsibility for health and safety within the school and ensures that:

- ★ This policy is implemented effectively
- ★ Appropriate systems, staffing, and resources are in place
- ★ Health and safety is embedded across all school operations

Leadership and Supervisors

Leaders and supervisors are responsible for:

- ★ Implementing health and safety procedures within their areas
- ★ Ensuring risk assessments are conducted and reviewed
- ★ Providing appropriate supervision and training
- ★ Reporting and addressing safety concerns promptly

All Staff and Students

All members of the school community are required to:

- ★ Take reasonable care of their own safety and that of others
- ★ Follow all health and safety procedures
- ★ Report hazards, incidents, or concerns immediately
- ★ Contribute to a positive culture of safety

Health and Safety Governance

School Safety Committee

The School Safety Committee oversees health and safety implementation.

Membership includes:

- Head of School (Chair)
- Administrative Officer
- Building Warden
- First Aid Officer
- Student Representative

Responsibilities:

1. Review incidents, inspections, and reports
2. Monitor policy implementation
3. Advise on safety procedures and improvements
4. Support training and awareness initiatives

The committee meets quarterly, and minutes are shared with staff.

Pandemic / Emergency Response Team

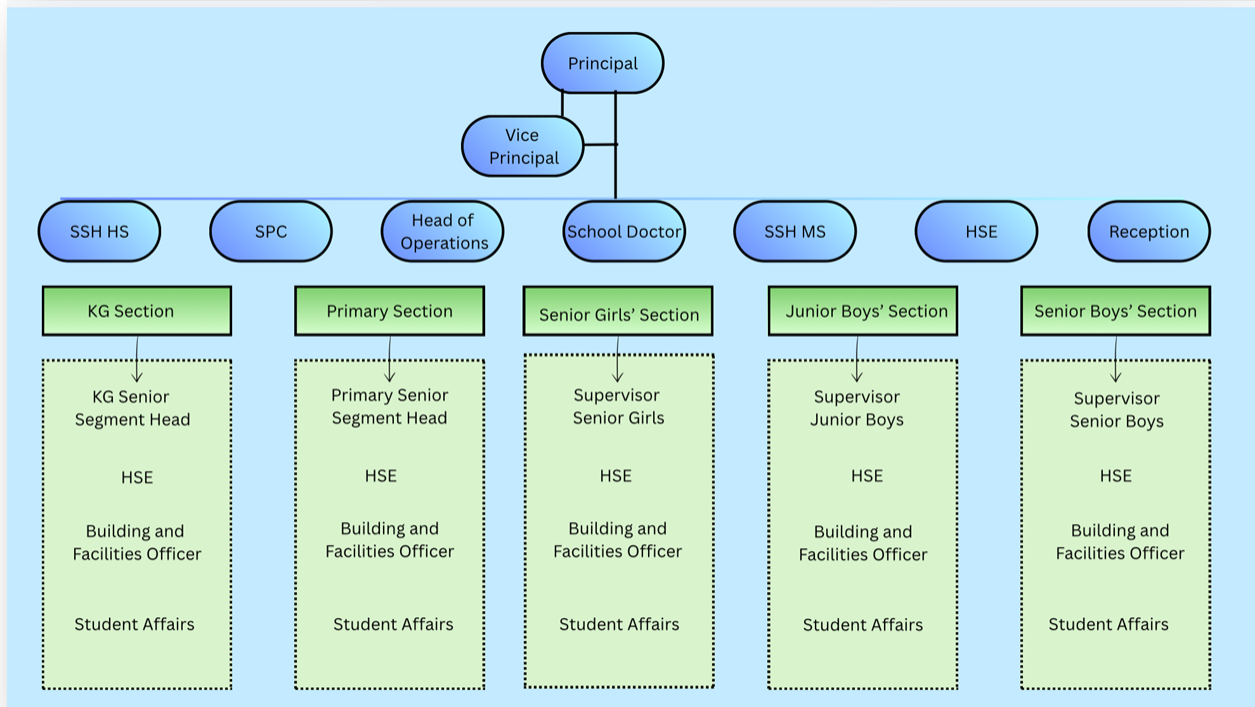
A designated team is responsible for managing health-related emergencies and public health situations.

Key responsibilities include:

1. Conducting risk assessments and ensuring school readiness
2. Monitoring compliance with health authority guidelines
3. Managing isolation procedures and emergency responses
4. Delivering training and awareness to staff, students, and parents
5. Ensuring continuous review and improvement of safety measures

Key Principle:

All stakeholders must remain vigilant and continue to follow health and safety protocols, even when conditions appear stable, until official guidance states otherwise.



Training and Awareness

- All staff must receive health and safety induction upon joining
- Students are oriented to safety expectations at the start of the academic year
- Ongoing awareness sessions are conducted for students and staff
- Specialized training is provided based on roles and responsibilities
- No individual may perform tasks without appropriate training

Risk Management

Risk assessments are mandatory for all relevant activities.

Responsibilities

Leaders and supervisors must ensure that risk assessments are:

1. Conducted and documented
2. Relevant to actual activities
3. Reviewed regularly

4. Properly recorded and maintained

Risk Assessment Process

- Identify significant hazards
- Determine who may be affected and how
- Evaluate risks and existing controls
- Record findings
- Review and update regularly

Risk assessments must be updated whenever there are changes to equipment, environment, or procedures.

Operational Safety Procedures

Electrical Safety

1. All equipment must be inspected, tested, and labeled
2. Personal electrical items (except chargers) are not permitted
3. Faulty equipment must be removed immediately
4. Safe cable management must be maintained
5. Equipment must be switched off after use

Specialized Learning Areas

(Laboratories, Swimming Pool, Gym, Play Areas)

1. Staff must follow all relevant safety regulations and codes of practice
2. Equipment must be cleaned and maintained regularly
3. Hazardous materials must be safely stored and labeled
4. Safety training and supervision are mandatory
5. Regular inspections must be conducted

Computer Workstations

1. Proper ergonomic practices must be followed
2. Applies to both school and remote environments
3. Equipment must be switched off after use

Student Facilities (Toilets & Shared Spaces)

1. Facilities must be clean, safe, and accessible at all times
2. Students must use facilities responsibly
3. Electronic device use in toilets is prohibited
4. Facilities must meet the needs of all students, including those with additional needs

General Facilities Use

1. Access to certain areas may be restricted based on safety guidance
2. Shared resources must be maintained hygienically
3. Students must follow safety instructions during all activities

Visitors and Access Control

1. Registration and payments should be completed online where possible
2. All visits must be scheduled in advance
3. No visits during peak student movement times
4. Visitor logs must be maintained
5. Non-enrolled children must remain under direct supervision and in designated areas

Student Wellbeing and Support

The school provides:

- ✓ Ongoing safety awareness and orientation
- ✓ Counseling and wellbeing support services
- ✓ Academic support programs
- ✓ Clear expectations for student roles and responsibilities

Facilities Maintenance and Safety

The school maintains a structured maintenance program to ensure:

- Safe and functional facilities
- Preventative and responsive maintenance
- Compliance with health and safety standards

Responsibility

- The Administrative Officer oversees maintenance planning and asset management
- Maintenance staff/contractors carry out operational tasks
- Major upgrades are included in annual budget planning

Monitoring and Review

- This policy will be reviewed regularly
- Compliance will be monitored through inspections, audits, and reports
- Improvements will be implemented based on data, incidents, and stakeholder feedback

Related Policies

- Risk Management Policy
- Safeguarding and Child Protection Policy
- Facilities Maintenance Policy
- Emergency and Crisis Management Procedures