

Policy	Health and Safety Policy Risk Assessment Policy Clinic and Medical Treatment, Site Security, Risk Assessment, School Visits and Journeys, Transport, Emergency Procedures, Disaster Recovery, and Lock Down procedures	
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Version	Date	Comments	Author
01	July 2020	Created and reviewed	A. Brown
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04	August 2024	To be updated August 2025	Dr. A. Brown, SLT, reviewed HSO

Amendment to: Health and Safety Policy

Medical Treatment, Site Security, Risk Assessment, School Visits and Journeys, Transport, Emergency Procedures, Disaster Recovery, and school bag weight requirements.

Rationale: The school’s health and safety policy must be reviewed annually and presented to staff at the beginning of each academic year as part of staff induction.

Visitors and students must be aware of their responsibilities and the health and safety procedures that affect them. Notices indicating evacuation procedures must be displayed.

All employees have a duty to work safely and responsibly, to carry out their duties without endangering the health, safety, and welfare of themselves and others, and to submit suggestions to the principal for improving health and safety standards within the school.

Adequate resources must be made available for health, safety, and welfare in the workplace, including the provision and maintenance of equipment.

Suitable and sufficient training must be given.

The school must provide appropriate protective clothing and equipment where and when necessary, which all employees and students must use.

Any staff member found to be deliberately or consistently negligent in performing their duty regarding the school's health and safety policy will be subject to disciplinary action.

Suppose any student is deliberately or consistently negligent concerning their safety or that of others. In that case, the school shall manage a full risk assessment to ascertain the action required to minimise the risk. The findings of this risk assessment may lead to excluding that student from further participation in the area to which the risk assessment applies.

Aims

- To provide and maintain a safe and healthy environment throughout the school site and safe means of access and egress.
- To establish and maintain safe working practices and procedures amongst staff, students and all those on the school site.
- To ensure safe measures of using, handling, storing and transporting articles and substances.
- To provide safe systems for controlling noise, toxic and corrosive substances, dust and vapours under the school's control.
- To provide information and training to enable everyone to contribute positively to their safety and others.
- To formulate effective fire and other emergency procedures and evacuate the school premises.
- To lay down procedures and medical treatments in case of accidents.
- To guide the use of school and company vehicles.

Responsibilities of the Principal

The requirements of the principal are as follows:

- Immediately notify all staff of the contents of this policy and associated documentation and decide for its regular review and monitoring.
- This includes regular audits, inspections, and safety tours, including the site manager and representatives/contractors from the BOEF Group.
- Carry a mobile phone and ensure that office staff always know the principal's (or the person in charge of the school's) whereabouts.
- ensure suitable and sufficient risk assessments are carried out. These assessments must be recorded in writing.

- Ensure that a fire drill is undertaken at least once a term, and a record is kept of the date, time, and length of time taken to evacuate the building and account for all persons.
- Ensure that adequate financial and other resources are made available to provide and maintain health, safety, and welfare within the school.
- appoint responsible persons to coordinate the actions of staff and students in case of fire.
- Ensure that an emergency plan is in place, suitable arrangements are in force, and adequate emergency equipment is available. S/he will also ensure that sufficient competent persons responsible for evacuating the premises in the event of such an emergency have been appointed and their identities made known to all other staff and students.
- Identify and decide how to train all staff. This includes inducting new employees and, where necessary, retraining existing staff.
- Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users and persons exposed to the hazard.
- Designate and monitor the performance of staff responsible for supervision, training, and the day-to-day implementation of this safety policy and the procedures contained herein.

The principal and the Health and Safety Officer must inspect the school site monthly, noting any health and safety issues that require attention. It is the principal's duty to ensure that these are addressed.

The Health and Safety Officer will:

- display of notices;
- conduct risk assessments;
- compile site tour reports;
- establish training needs and train staff with all health and safety precautionary measures;
- reported health and safety maintenance needs.
- assess vehicle compliance (bus) maintenance;
- conduct compliance with health and safety checks (water, fire, electricity);
- will ensure that the fire protection and detection system with sprinklers are in entire operation and maintained by an accredited fire fighting company;
- will conduct site security visits;
- school visits and fixtures;
- performance and events;
- conduct fire drills thrice yearly and make staff aware of emergency procedures.
- Establish the state of the air-conditioning
- Ensure a clear emergency evacuation plan is created and all staff are aware of the procedures for evacuation during emergencies

The school's duty of care to students

The Health and Safety Officer with the Emergency Safety Team (EST's) duty of care includes providing adequate supervision during arrival and dispersal at the beginning and end of each day. Ensure security guards are posted at entrances, the car, and the bus security points.

Student's school bag weight

All staff will ensure that students' bags will not exceed 5-10% of a child's body weight to avoid adverse effects on their spine and body (***Refer to ADEK school bag weight policy***).

Smoke-free campus

The school will ensure a smoke-free campus and in the perimeter outside the school premises and will force strict measures on all types of smoking, including vaping.

School's Health services

The school's clinic will be operational in line with DOH and SEHA standards, with registered nurses and a doctor for many inspections. The school will ensure that the school nurse meets the professional qualifications, requirements, and performance criteria DOH sets and its standards. The school will ensure that the clinic follows all ***TASNEEF policies***. The school will ensure medication is administered, including handling emergencies per DOH requirements. Parent consent is required when medication is administered.

Health screening

The school will ensure that regular basic and comprehensive screening is conducted for all K-12 students in compliance with DOH requirements, such as BMI and vision.

Inclusion

The school will provide individual healthcare plans for students with additional learning needs and those of determination according to ***ADEK's Inclusion Policy*** and PEEP for risk assessments.

Immunisation

The school will provide access to DOH Health Providers and facilitate their task of conducting the school-based immunisation program for students as per ***DOH guidelines***.

Safeguarding of students' records

The school will ensure that all medical care provided, including any medication administered, health screening, immunisation and the outcomes of medical intervention, is recorded in the student's medical records while maintaining confidentiality according to ***ADEK's Confidentiality and ADEK Reporting Policies***.

Parent's duty

Parents/carers must state in writing who is responsible for collecting their child (ren)

Parents must show their **school identification cards** to collect their children.

Students must not be released to anyone without parental permission.

Must provide consent for any medical screening or administering of medication.

Risk Assessment

Suitable and sufficient risk assessments must be carried out to establish the necessary correct levels of supervision. All staff are responsible for maintaining good health and safety practices. Curriculum Area/Year Leaders are responsible for ensuring a specific health and safety section in their handbook policy and adequately training staff within their teams. They should also advise the principal of any requirements for the health and safety of staff and students and training needs.

Staff must ensure that fire exits are unlocked and free from obstruction.

Resources must be appropriately stored, clearly labelled and used in a manner not likely to result in harm.

Before school, the security officer checks the site and ensures fire exits and the alarm system are operational.

Classrooms and storage areas must be kept tidy, and aisles and exits must be clear. Furniture must be arranged to enable safe movement around the classroom, and the teacher should be placed strategically to ensure maximum vision.

Extra-Curricular Activities:

A register must be called at the beginning of each session. If a student has been in school but is absent from an activity, the reception team must contact the parent to check the student's whereabouts.

School Matches and Fixtures

Suitable and sufficient risk assessments must occur before the journey/fixture. Travel arrangements and a list of students attending the event must be left at the school office. To make emergency contact, the staff must carry a mobile phone that is to be permanently switched on. Mobile telephone numbers are to be left at the school office.

Performances and Events

A risk assessment must be carried out, appropriate action must be taken for all performances and events, and any recommended limits for fire safety must be adhered to.

Visits Away from School Premises

Refer to additional documents: Annex 1, Application to the Principal for Approval of Visits; Annex 2, Evaluation of Visits for Future Reference; Annex 3, Checklist for Students; Annex 4, Parental Consent Form for Educational Visits; Annex 5, Emergency Contact Information; Annex 10, Risk Assessment.

The principal must ensure that:

- adequate child protection procedures are in place.
- a risk assessment has been completed, and appropriate safety measures have been adopted and enacted.
- The Health and Safety Officer has assessed training needs, and the needs of the staff and students have been considered.
- the group leader has experience supervising the age groups going on the visit and will organise the group effectively.
- the group leader or another teacher is suitably competent to instruct the activity and is familiar with where the activity will take place.
- non-teacher supervisors on the visit are appropriate people to supervise children.
- group leaders are allowed sufficient time to organise visits properly.
- The ratio of supervisors to students is appropriate, including males and females for mixed parties.
- parents have signed consent forms.
- arrangements have been made for all the students' medical and special educational needs.
- adequate first-aid provision will be available.
- Together with the Health and Safety officer, ensure that the mode of travel is appropriate.

- Together with the Health and Safety Officer, ensure that the travel times out and back, including pick-up and drop-off points, are known.
- adequate and relevant insurance coverage.
- s/he has the address and phone number of the visit's venue and has a contact name.
- a school contact has been nominated (this may be the principal), and the group leader has details.
- The group leader, group supervisors, and nominated school contact must have a copy of the agreed emergency procedure.
- The group leader, group supervisors, and nominated school contact have the names of all adults and students travelling in the group and the contact details of parents, teachers, and other supervisors' next of kin.
- Together with the Health and Safety officer and Excursions Coordinator, ensure that the contingency plan is in place for delays, including late returns home.

The group leader must:

- obtain the principal's and ADEK's prior agreement before any off-site visit.
- follow the school safety policy.
- appoint a deputy.
- define each supervisor's role clearly and ensure all tasks have been assigned.
- be able to control and lead students of the relevant age-range.
- Be competent in instructing students in an activity and familiar with the location/centre where the activity will occur.
- be aware of child protection issues.
- nominate a person to oversee first aid.
- Ensure that adequate first aid provision is available. The minimum requirement is a first aid box containing a leaflet giving advice on first aid, six individually wrapped sterile adhesive dressings, one large sterile unmedicated wound dressing, two triangular bandages, two safety pins, individually wrapped moist cleansing wipes, and one pair of disposable gloves.
- Undertake and complete the planning and preparation of the visit, including briefing group members and parents.
- undertake and **complete a comprehensive risk assessment, including an exploratory visit or, if an exploratory visit is not possible, specific information by letter from the venue, other schools who have recently visited it, and** local organisations such as tourist boards.
- review regularly undertaken visits/activities and advise the principal where adjustments may be necessary.
- ensure teachers and other supervisors are fully aware of the proposed visit.
- have information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- **ensure the ratio of supervisors to students is appropriate for the group's needs.**
- Consider stopping the visit if the risk to the student's health and safety is unacceptable and have a procedure for such an eventuality.
- ensure the group supervisors have school and parent/carer contact details.
- ensure that group supervisors and the school contact have a copy of the emergency procedures.
- ensure that the group's teachers and other supervisors have the details of students' special educational or medical needs.

The group leader is responsible for:

- the facilities/equipment the group will need to take on the visit and those to be provided at the venue.
- the designation of someone to carry out first aid and medical treatments and to record the details of any accidents on the appropriate form.
- Ill or sick students must never be left unaccompanied.
- transport arrangements- students using transport should arrive on time and wait in safe place, not rush towards the transport, wear seatbelts, never tamper with any of the vehicle's equipment or driving controls, keep the aisles free of baggage, never attempt to get off the moving transport, never lean out of or throw things from the window of the transport, never get off the vehicle held up by traffic lights or in traffic, never kneel or stand on seats, never distract or disturb the driver, stay clear of doors after boarding, after leaving the vehicle, always wait for it to move off before crossing the road;
- Insurance arrangements are to be available during the visit.
- supervision ratios, considering the sex, age, and ability of students, the nature of activities, the experience of adults in off-site supervision and their competence, the duration and nature of the journey, the type of accommodation, the requirements of the organisation being visited, the competence and behaviour of the students, and first aid cover (a guideline for adult student ratios is one adult to 10 students).
- contingency measures for enforced change of plan or late return.
- preparing students to understand the aims and objectives of the visit/activity and be aware of the emergency and procedures when not directly supervised. As a guide, students should have telephone numbers and emergency contacts, money, maps and plans, the location of the telephones, and knowledge of how to summon help.
- emergency arrangements to include the establishment of the nature and extent of the emergency, ensuring that all the group are safe and looked after, establishing the names of casualties and getting immediate attention for them, ensuring that the principal and deputy principal, as well as all group members who need to know, are aware of the incident and following the emergency procedures,
- Ensure that a teacher accompanies casualties to the hospital and that the rest of the group is adequately supervised and kept together; notify the police if necessary.
- notifying the ADEK HELPLINE if an emergency occurs abroad and informing the school contact.
- arrangements for sending students home early.

Teachers must:

- follow the group leader's instructions and help with control and discipline.
- take responsibility for stopping the visit or activity and notify the group leader if they think the risk to the health or safety of the students in their charge is unacceptable.

Students must:

- not take unnecessary risks.
- follow the leader's and other supervisors' instructions, including those at the venue of the visit.
- dress and behave sensibly and responsibly.
- if abroad, be sensitive to local codes and customs.
- 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 students whose behaviour may be a danger to themselves or the group may be stopped from going on the visit. Wherever possible, the curricular aims of the visit for these students should be fulfilled in other ways.

Information to Parents

The group leader should ensure that parents are given sufficient information to decide whether the visit is suitable for their child.

Parents must be given the dates of the visit, the visit's objectives, times of departure and return, the location where the students will be collected and returned, the mode(s) of travel, the name of the leader and other staff, details of the activities planned and how the risks will be managed, standards of behaviour expected, what students should not take on the visit or bring back, details of clothing and equipment to be taken, and money to be taken.

The group leader should tell parents how they can help prepare their child for the visit, how parents can contact their child via the school contact and the group leader in the event of a home emergency, and the number to ring for information in the event of an incident during the visit or a late arrival home.

Parents must:

- provide the group leader with emergency contact numbers.
- sign the consent form.
- give the group leader information about their child's emotional, psychological and physical health (details of medical conditions, any medication required and parental permission if the student needs to administer their medication or agreement for a volunteer teacher to administer, information on any allergies or phobias, dietary requirements, any toileting difficulties, special equipment and emergency contact numbers.

A parental consent form must be completed for each student in the group.

The risk assessment should be based on:

- what are the hazards?
- who might be affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

The following should be considered:

- the type of visit/activity.
- the location, routes and modes of transport.
- the competence, experience and qualifications of supervisory staff.
- the ratio of teachers and supervisory staff to students.
- the group members' age, competence, fitness and temperament and the suitability of the activity.
- the special educational or medical needs of students.
- the quality and suitability of available equipment.
- seasonal conditions, weather and timing.

- emergency procedures.
- How do you cope when a student becomes unable or unwilling to continue?
- the need to monitor the risks throughout the visit.

The Excursion Coordinator carrying out the initial risk assessment should record it, including the measures they should take to avoid or reduce the risks and give copies to the principal and all teachers/supervisors during the visit.

Frequent visits to local venues may not always require a risk assessment. However, the group leader should monitor the risks throughout the visit and take appropriate action as necessary. The generic assessment should be monitored and reviewed at regular intervals.

Whatever the length and nature of the visit, students must be counted regularly before leaving any venue. All supervisors must always carry a list of all students and adults involved in the group.

For child protection reasons, students should not wear name badges, but badges displaying the school's name and emergency contact number are advisable.

The group leader should establish assembly points and tell students what to do if they become separated from the group.

References

ADEK Health and Safety Policy 2024 January (ADEK_School _Health and Safety Policy_v.1.0

Al Hajeri, O (2020) The Comprehensive School Screening Program in Abu Dhabi

Federal decree Law (5) of 2012 on Combating Information Technology Crimes

ADEK School Bag Weight Policy 2022-23

ADEK Inclusion Policy -Risk Assessment PEEP 2024-25

ADEK Confidentiality Policy 2024-25

ADEK Reporting Policy 2024-25

DOH and SHE guidelines for health screening