

HEALTH AND SAFETY - Management System

Created	September 2022
Last Review date	September 2025
Reviewed by	Health and Safety Officer Social Workers Heads of Section Principal

Disclaimer: This policy has been developed in accordance with the school's National Identity policy.

School Vision:

To be a leading private school in Al Ain that provides an exemplary learning environment in line with the vision of ADEK.

School Mission:

To provide an exemplary learning environment which

- Develops student abilities.
- Augment self-confidence.
- Prepares world-class learners.
- Enables students to meet the challenges of the 21st century.
- Increases productivity and self-esteem.
- Inculcates values required to become responsible members of society.

Statement of Management System

1. Future International Academy recognizes and accepts responsibility as an employer for providing so far as is reasonably practicable, a safe and healthy work environment for all its employees, students and visitors
2. Future International Academy is committed to ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed.
3. Overall responsibility for safety with the school rests with the Director. The day-to-day management of safety is delegated to the School Principal. The School Governing Body will ensure, as far as is reasonably practical, that:
 - 3.1 the premises are maintained in a safe condition
 - 3.2 safe access to and from the premises is maintained
 - 3.3 all equipment on the premises is safe to use
 - 3.4 appropriate safe systems of work exist and are maintained, including those for off-site visits
 - 3.5 sufficient information, instruction, training and supervision is available and provided
 - 3.6 arrangements exist for the safe use, handling and storage of articles and substances at work
 - 3.7 a healthy working environment is maintained including adequate welfare facilities
4. The School Governing Body (FIA) also recognizes its obligations to non-employees. Where it is reasonably foreseeable that trainees, students, members of the public, contractors, volunteers etc. are or may be affected by the school 's activities, the FIA will make the necessary information, instruction, training and supervision available to ensure the safety of those affected

5. The FIA will endeavor, within its allocated resources, to set aside adequate finance for this policy statement to be properly implemented.
6. All staff are required to comply as a condition of their employment. Employees are reminded of their duties:
 - 6.1 to take care of their own safety and that of others; and
 - 6.2 to cooperate with the Director, FIA, Principal and the Senior Leadership Team
7. All relevant regulations and codes of practice, adopted by the school as appropriate, will be complied with
8. All students and students and visiting workers of the school are required to comply with the health and safety procedures of the school. This responsibility applies whenever these individuals are working on behalf of the school or remote from the school 's premises
9. All staff and students must be given adequate training, information and supervision in relation to the hazards present within Future International Academy as a whole and those within their specific area of work
10. The principal objective of all safety procedures is to control hazards and minimize risk. This is best achieved by preventing the hazard from arising. Risk assessments are carried out for all activities and where appropriate protective clothing, precautions and equipment must be used to control the hazard. In addition, appropriate information, instruction and training will be provided
11. Each individual on Future International Academy premises has a responsibility to ensure that the school remains a healthy and safe environment. However, the day-to-day responsibility for safety within FIA rests with the Director and Principal who are required to carry out regular safety inspections at least once a term.

12. All members of staff and students have individual responsibility for safety
13. In August 2023, an internal Health & Safety Committee was established by the School Principal. The committee ensures that the school carries out activities, wherever they are undertaken, safely and with regard to the health and safety of all its students, staff, visitors and those who may be affected by its activities. It aims to ensure that the best health and safety practice is followed in all School activities, so far as is reasonably practicable
14. Consultation with staff will be held as and when appropriate on all matters affecting the health and safety of staff
15. A copy of this Statement of Policy will be provided to every member of staff within the Shared Network and on the Parent Portal
16. This Statement of Policy will be reviewed at least annually and revised as and when necessary
17. This Statement of Policy, together with the organizational structure and the following arrangements and procedures, has been approved by the School Governing Body

The Health and Safety Committee

1. Terms of reference

Group / Team / Committee	Health and Safety
Original Formation	August 2022
Members Appointed by	Principal
Area of mandate	Daily Operations, Health & Safety
Reporting to	Principal
General aims	To ensure the safety and wellbeing of all students, visitors and staff at all times and minimize potential health & safety risks
Committee Tasks	<ul style="list-style-type: none"> • To develop a risk matrix and mitigation measures for all identified health & safety issues • To ensure all capital assets are in good order and the environment risk is minimized, (fire hazards & general maintenance) • To ensure all sections of departments of the school are aware of their area and responsibilities and employ good house-keeping measures • To develop an environment policy for FIA, define an inspection team and inspections frequencies

	<ul style="list-style-type: none"> • Develop a standard policy and procedure, with simple reporting forms separating health & safety issues from general maintenance
Frequency of meetings	4 times Per Academic Year
Committee Members & responsibilities	<ul style="list-style-type: none"> ▪ Chairperson - Suheir Salah (Principal) ▪ Co-Chairperson -Nadin Chamseldine - (Vice Principal) ▪ Health and safety Committee <ul style="list-style-type: none"> o Iman Laila o Jamila Eissa Alcharifi o Fatma Abdullah Almandhari o Muna Fadel Mohammad o Dania Louay kamil o Mounia Boumazoued o Mahmoud Refat farghaly. o Amr Abdellatif Basyouni o Dareen agha o Samah Zohny megahed o Amire Raath o Karouzel Leah segban o Niveen Mohamed Raafat o Zaher Abdulrahman kashoush Health and safety officer - Mr. Tarek Amer

2. Reporting Accidents and Incidents

The Departmental Safety Supervisors report to the Health & Safety Committee.

Organization

In order to achieve compliance with the ADEK Policy various members of the school community will have additional responsibilities assigned to them as detailed in this part of the Policy.

1. The Responsibilities of the School Governing Body

- 1.1 In carrying out its responsibilities, the School Governing Body, in consultation with the school principal.

Principal will:

1.1.1 Make itself familiar with the school 's policy and all related advice and guidance

1.1.2 Ensure that there is an effective and enforceable policy for health and safety throughout the school

1.1.3 Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made

1.1.4 Identify and evaluate all risks relating to

- The premises
- School activities and visits
- Educational visits
- School trips

1.1.5 Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, students and others

1.1.6 Create and monitor the management structure to enable the implementation of health and safety

- 1.2 In particular the School Governing Body undertakes to provide:
 - 1.2.1 A safe place for staff and students to work including safe means of entry and exits
 - 1.2.2 Equipment and systems of work which are safe
 - 1.2.3 Safe arrangements for the handling, storage and transportation of articles and substances
 - 1.2.4 Safe and healthy working conditions which take into account all appropriate UAE Government requirements, school adopted codes of practice and guidance
 - 1.2.5 Supervision, training and instruction so that all School Governing Body Members, staff, students and others can perform their school -related activities in a healthy and safe manner. All staff will be given training which is appropriate to their duties and responsibilities. Wherever training is required for the safety of staff, students and others, the School Governing Body will ensure that such training provided students will: receive information considered appropriate to the school-related activities they are carrying out. All training will be regularly updated
 - 1.2.6 The required safety and protective equipment and clothing together with the information regarding its use
 - 1.2.7 Adequate welfare facilities
- 1.3 So far as is reasonably practical, the School Governing Body, through the principal, will make arrangements for staff, including temporary and volunteer helpers and those on fixed term contracts to receive comprehensive information on:
 - 1.3.1 This policy
 - 1.3.2 All other relevant health and safety matters
 - 1.3.3 The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk
 - 1.3.4

2. The Responsibilities of the Principal

- 2.1 As well as the general duties of all members of staff, the principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practical steps to achieve this through Senior Leaders, teachers and others, as appropriate
- 2.2 The principal is required to take all appropriate and necessary action to ensure that proper health and safety standards are maintained at all times. In particular, the principal will, on a day-to-day basis be responsible for:
 - 2.2.1 Ensuring safe working conditions of the school premises and facilities
 - 2.2.2 Ensuring the health, safety of staff, students and others using the school premises or facilities or services or attending or taking part in school sponsored activities
 - 2.2.3 Ensure safe working practices and procedures throughout the school so that all risks are controlled
 - 2.2.4 Arrange systems of risk assessment to allow the prompt identification of potential hazards and where appropriate ensure that the School Governing Body are made aware of the findings
 - 2.2.5 Identify the training needs of the staff and students and ensure that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
 - 2.2.6 Ensure that any defects in the premises, their plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe in a timescale commensurate with risk.

- 2.2.7 Collate accident and incident information and, when necessary, carry out accident, incident and near misses' investigations and implement any remedial action to prevent reoccurrence, monitor the standards of health and safety throughout the school, including all school-based activities
- 2.2.8 Monitor the management structure, in consultation with the School Governing Body; consult with members of staff including members of the Safety Committee on health and safety issues and
- 2.2.9 Encourage staff and others to promote health and safety

3. The Responsibilities of OSH Officer

3.1. Health and Safety Officer Responsibilities: The Health and Safety Officer shall adhere to the following responsibilities, in line with OSHAD-SF risk classification, requirements, and updates:

3.1.1 Develop, implement, and maintain an occupational safety, and health management system including ADPHC fulfilment of periodic submissions, together with other relevant authorities' requirements, based on school risk classification.

3.1.2 Establish a clearly defined leadership structure of health and safety related matters within the school including delegation mechanisms and linkages with external stakeholder requirements.

3.1.3 Ensure appropriate employee training including appropriate handover and induction training for new employees and contractors.

3.1.4 Carry out hazard identification, risk assessment, and control measures to ensure risk mitigation in crucial areas (for example, schools bus services, parents pick-up and drop-off, traffic flow management, etc.).

3.1.5 Develop, maintain, and periodically update both an Emergency Response Plan and an Occupational Injuries Register.

3.1.6 Establish a Health and Safety Committee to handle all related matters.

3.1.7 Maintain records of incident investigations as part of an incident register and report (via ADEK and Al ALDAA systems) on a timely basis.

3.1.8 Through liaising with the school's Safeguarding Lead, in line with the *ADEK Safeguarding Policy*, maintain sufficient supervision and monitoring of students, with full visionary coverage, to safeguard against and tend to incidents.

- School shall set aside adequate resources (e.g., financial resources, necessary infrastructure, etc.) to appropriately implement this policy

4. The Responsibilities of Supervisory Staff

- 4.1 In addition to general duties which all members of staff have, supervisory staff will be directly responsible to the principal and the OSH Officer, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 4.2 Supervisory staff includes Vice Principal, Curriculum Coordinators, Faculty Leaders, Year Group Leaders, Facilities Manager, Office Manager, Cleaning Supervisor.
- 4.3 As part of their day-to-day responsibilities, they will ensure that:
 - 4.3.1 Safe methods of working exist and are implemented throughout their area of responsibility
 - 4.3.2 Health and safety regulations, procedures and codes of practice are being applied effectively
 - 4.3.3 Staff, students and others under their jurisdiction are instructed in safe working practices
 - 4.3.4 New employees are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the principal as necessary
 - 4.3.5 Regular safety inspections are made of their area of responsibility as required by the principal or as necessary
 - 4.3.6 All machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorized persons only

- 4.3.7 Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- 4.3.8 Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimized
- 4.3.9 They monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest practicable standards of health and safety
- 4.3.10 All health and safety information are communicated to the relevant persons, and they report any health and safety concerns to the principal

5. The Responsibilities of Teachers & Teaching Assistants

Class teachers are expected to:

- 5.1.1 Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- 5.1.2 Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice and to ensure that they are applied
- 5.1.3 Give clear oral and written instructions and warnings to students where necessary
- 5.1.4 Follow safe working procedures personally
- 5.1.5 Require the use of protective clothing and guards where necessary
- 5.1.6 Make recommendations to the Principal or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- 5.1.7 Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with the National Curriculum requirements for safety education
- 5.1.8 Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization and
- 5.1.9 Report on all accidents, defects and dangerous occurrences to the Principal or Head of Department

6. The Responsibilities of all Employees, including Temporary Staff & Volunteers

- 6.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:
- 6.1.1 Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other people
 - 6.1.2 Observe all instructions on health and safety issued by the school or any other person delegated to be responsible for a relevant aspect of health and safety
 - 6.1.3 Act in accordance with any health and safety training given
 - 6.1.4 Report all accidents in accordance with the agreed procedure
 - 6.1.5 Cooperate with other people to enable them to carry out their health and safety responsibilities
 - 6.1.6 Inform their line manager of all potential hazards to health and safety, in particular those which are of serious or imminent danger
 - 6.1.7 Inform their Line Manager of any shortcomings they consider to be in the school 's health and safety arrangements
 - 6.1.8 Exercise good standards of housekeeping and cleanliness
 - 6.1.9 Know and apply the procedures in respect of fire, first aid and other emergencies
 - 6.1.10 Cooperate with the Health and safety Officer and the OSH Committee members

All employees who authorize work to be undertaken or authorize the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered. Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. The employee's immediate Line Manager must approve such reassignments.

7. The responsibilities of Students

7.1 Students in accordance with their age and aptitude are expected to:

7.1.1 Exercise personal responsibility for the health and safety of themselves and others

7.1.2 Observe standards of dress consistent with safety and/or hygiene

7.1.3 Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency and

7.1.4 Use and not willfully misuse, neglect or interfere with facilities or equipment provided for their health and safety

8. The responsibilities of Visitors, Members of the Public and Volunteers

8.1.1 Visitors and members of the public are kindly asked to cooperate with the school's health and safety measures, which are in place to ensure their safety while on school premises and grounds.

8.1.2 All visitors are required to sign in and out at the school gate and wear their visitor tag at all times while inside the school.

8.1.3 Visitors must carefully read and acknowledge the health and safety instructions provided at the security desk.

9. The responsibilities of Parents

9.1 Parents will work towards the school 's aims by:

9.1.1 Ensuring that children attend school in good health

9.1.2 Notifying the school immediately regarding the health of their child(ren)

9.1.3 Supporting the curriculum, in particular PE by allowing their child to participate fully in all activities offered

9.1.4 Providing prompt information to the school about absences and illnesses

9.1.5 Providing support for the behavior and discipline procedures within the school and the role of the teaching staff

9.1.6 Support the school 's well-being and healthy eating policy

9.1.7 Ensuring the school has up to date contact information and that any changes to details are communicated to the school

9.1.8 Ensuring early contact is made with the school to discuss major changes in family circumstances or other issues that affect the welfare of their child

9.1.9 Following the instructions of staff members during an emergency situation

9.1.10 Ensuring that appropriate equipment and clothing is provided, including recommended footwear and PE kits

GENERAL ARRANGEMENTS

The following procedures and arrangements have been established within our School to minimize health and safety risks and maintain them at an acceptable level:

GENERAL ARRANGEMENTS

1. Accident Reporting, Recording and Investigation

- The school will report and investigate seriously all accidents & incidents. The school will adhere to the procedures adopted by the school for accident reporting and investigation. This will include any person on school premises and applies to subcontractors
- In line with the procedure, all staff are encouraged to report accidents & incidents. Line Managers will investigate such incidents and identify and implement means to prevent any recurrence
- All completed accident/incident/near miss form will be submitted to the principal and health and safety officer

2. Bus Assistants

Bus Assistants will work towards the school 's aim by:

- Undertaking close supervision of students in their care whilst travelling on school transport
- Ensuring compliance with DOT regulations
- Actively promoting a high level of safe practices and setting an example to students
- Effectively communicating with parents and school regarding the student's well-being

3. Classroom Safety

- The school recognizes that programmed study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety
- Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use. Teachers must be familiar with and follow all guidance adopted by the school
- All non-teaching staff must be informed of the safety procedures and practices related to any of the activities that they support
- Schemes of work will be reviewed to assess the risk in all activities in order to determine:
 - a. Where close supervision is required
 - b. Suitable group size
 - c. Suitability for whole class participation
 - d. Where particular skills need to be taught
 - e. Personal protective equipment (PPE)

4. Domestic Water Tanks

- Water Tank Cleaning takes place bi-annually and water analysis by an independent Abu Dhabi Municipality approved contractor takes place quarterly on all water storagetanks. A full report is submitted after cleaning which contains before and after photographs. Full water analysis reports are also submitted
- In line with Abu Dhabi Municipality regulations the contract includes full microbiologytests by an independent third-party company after each clean
- All reports are subject to regular Abu Dhabi Municipality inspection.

5. Drugs, Medications, Diseases and Medical Conditions

- Parents have prime responsibility for their child's health and MUST provide the school with information about their child's medical condition on admission. The admission process cannot be completed without the completed medical consent/history forms. Parents should obtain details from their child's doctor, if needed
- The school recognizes that children with medical needs have the same rights of admission to school as other students.
- The school follows the UAE Ministry of Health Guidelines for Private School s in Abu Dhabi and the school nurse work to update and apply this Guidelines.

6. Equipment

- Various pieces of equipment within the school are under preventive maintenance contract to ensure minimal risk through fault and facility manager undertake the responsibility to provide the proper company to make the maintenance.

7. Evacuation, Lockdown and Off-Site Evacuation

- Evacuation Procedure has been developed and adopted
- Off-site evacuation to be developed and approve

8. Fire Precautions and Procedures

8.1 The designated Fire Warden has responsibility for the implementation of the Fire Management Plan by:

- a. Detailing any significant findings from the fire risk assessment and practice drills and recording any action taken
- b. Fire drill and evacuation training of all relevant people which is in-line with the FireEvacuation Procedure Policy
- c. Planning, organizing, policy and implementation, monitoring, audit and review
- d. The arrangements for a coordinated emergency plan of action in the case of a fire

8.2 The Facilities Manager has responsibility for:

- a. Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices.
- b. Testing of fire warning systems, including weekly alarm tests and periodic maintenance by a competent person
- c. Recording of false alarms and fire drills carried out
- d. Testing and maintenance of emergency lighting systems
- e. Testing and maintenance of extinguishers, hose reels, fire blankets, emergency torches etc.

- f. Testing and maintenance of other any other safety equipment such as fire suppression and smoke control systems
- g. Maintenance and audit of any systems that are provided to help the fire and rescue service
- h. All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors

8.3 Fire Safety

8.3.1 A Fire Risk Assessment that will be reviewed at regular intervals and after any significant change. The school will also maintain a Fire Logbook that will record fire procedures such as drills and training and include a copy of the Fire Emergency Evacuation Plan.

8.4 Fire Instructions

8.4.1 Fire instructions are posted in every room

8.4.2 Where appropriate, the names of fire wardens should be known by staff

8.4.3 Emergency Exits, Assembly Point Instructions are clearly identified by safety signs and notices

8.5 Fire Alarms

8.5.1 Instructions to employees are posted in every room incorporated in the Fire Instructions

8.5.2 Detailed arrangements on how to raise the alarm are incorporated in the Site-Specific Fire Emergency Evacuation Plan. A copy can be found in the Fire Logbook

8.5.3 Regular testing of fire alarms will occur weekly. Records are detailed in the Fire Logbook

8.5.4 The Fire Logbook will be kept by the Site Manager

8.5.5 The result of each test will be properly recorded in the Fire Logbook.

8.6 Fire Drills

8.6.1 Fire drills will be carried out at least three times a year

8.6.2 A record of the drill must be kept in the Fire Logbook

8.7 Fire Fighting

8.7.1 Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire

8.8 Fire Hazards

8.8.1 Storage of flammables and chemicals

8.8.2 Control of Substances Hazardous to Health Regulations identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled,

8.9 Maintenance of Fire Precautions

The health and safety officer will follow up with the facility Manager will ensure regular maintenance of:

1. Emergency lighting and other emergency equipment
2. Fire extinguishers
3. Fire alarms
4. Fire doors
5. Fire Safety Signs and identification of escape routes
6. Sprinkler systems (if appropriate)

9. First Aid

- 9.1 The school follows the UAE Ministry of Health Guidelines for Private School s in Abu Dhabi
- 9.2 The school will follow the above guidance and provide sufficient and appropriately qualified first aid staff
- 9.3 The school clinic has developed the First Aid Policy and Procedures manual as per the UAE Ministry of Health Guidelines for Private School s in Abu Dhabi

10. Glass & Glazing

All glass in doors and side panels shall be certified safety glass. All replacement glass must be of the same safety standard.

11. Hazardous Substances

11.1. The school has adopted the Control of Substances Hazardous to Health (COSHH) in respect of managing hazardous substances. Where hazardous substances are used, Line Managers themselves, or a designated employee, will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate risk first and foremost

11.2. The Facilities Manager will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment for all cleaning materials and substances brought onto the premises by contractors e.g., for fumigation and pest control and adopt a hierarchy of control measures seeking to eliminate risk first and foremost

** (COSHH) Control of Substances Hazardous to Health Regulations.*

12. Health & Safety Advice

12.1. The school will seek to obtain the best advice from government departments, relevant authorities and professional bodies in the UAE and overseas and adopt policy and guidance as appropriate

12.2. All policies to do with health and safety will be ratified by the School Governing Body for adoption by the school

13. Handling & Lifting

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

13.2. Line managers are responsible for assessing the appropriate approach to handling and may seek advice from the school Nurse

14. Lone Working

14.1. Line Managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, in- out boards and other means of monitoring staff whereabouts

14.2. Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety

14.3. The Facilities Manager will be responsible for ensuring that lone-working contractors work on site safely at all times.

15. Personal Protective Equipment (PPE)

15.1. Line Managers will assess the need for PPE

15.2. Where it is assessed, that PPE is required it shall be appropriately selected and provided

15.3. A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when necessary

16. Pest Control

16.1. The pest control of the school is carried out by Abu Dhabi Municipality (ADM) approved contractor

16.2. Frequent pest control treatments of internal areas take place as per the ADM guidelines

16.3. Materials used are ADM approved

17. Personal Protective Equipment (PPE)

17.1. Line Managers will assess the need for PPE

17.2. Where it is assessed that PPE is required it shall be selected and provided

17.3. A record of PPE issue will be made which will include details of any expiry date so that equipment can be replaced as and when necessary

18. Pest Control

18.1. The pest control of the school is carried out by Abu Dhabi Municipality (ADM) approved contractor

18.2. Frequent pest control treatments of internal areas take place as per the ADM guidelines

18.3. Additional external treatments, including drains takes place monthly

18.4. Materials used are ADM approved

19. Risk Assessments

The health and safety officer has adopted a Risk Assessment Procedure which should be followed as guidance to the risk assessment process

19.1. Risk Assessment steps

Step 1: Describe the Activity or Process

Step 2: Identify the Hazards

Step 3: Assess the Level of Risk

Consider the hazards identified in Step 2 and use the risk assessment matrix below as a guide to assess the level of risk.

RISK ASSESSMENT MATRIX					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain/ Frequent	Med	High	Extreme	Extreme	Extreme
Likely	Med	High	High	Extreme	Extreme
Possible	Low	Med	High	High	Extreme
Unlikely	Low	Med	Med	High	High
Rare	Low	Low	Low	Med	Med


Consequence	Description of Consequence
Insignificant	Insignificant impact on surrounding communities. Minor injuries which may require self-administered first aid. Injured person can continue to perform normal duties.
Minor	Minor Complaints. Injuries requiring on-site treatment by medical practitioner. Injured person unable to perform normal duties.
Moderate	Ongoing complaints from community. Serious Injuries

Likelihood	Description of Likelihood
Rare	Never occurred.
Unlikely	Has Occurred.
Possible	Has occurred more than once

	requiring off-site treatment by medical practitioner or immediate evacuation to hospital. Potential long-term or permanently disabling effect.		
Major	Major ongoing long term health effects likely to surrounding communities. Single fatality.	Often	Occurs several times per year.
Critical	Extreme health risk potential for death in community. Multiple fatalities.	Almost Certain/Frequent	Occurs frequently.

Step 4: Control the Risk

- 1) List the hazards you identified in Step 2.
 - 2) Rate their risk level (refer to the information contained in step 3 for this).
 - 3) Detail the control measures you will implement to eliminate or minimize the risk.
- Note: Control measures should be implemented according to the ‘hierarchy of control. If lower-level controls (e.g. administration, PPE) are implemented without higher level controls, please give reasons why.

Hierarchy of Control	
<p>Most Effective (High Level)</p>  <p>Least Effective (low level)</p>	Elimination: Remove the hazard completely from the workplace or activity.
	Substitution: Replace the hazard with a less dangerous one.
	Engineering (Redesign): Changing a machine or work process to make it safer.
	Engineering (Isolation): Separate people from the source of the hazard.
	Administration: Putting rules, procedures, signage or training in place to make the workplace safer.
	Personal Protective Equipment (PPE): Protective clothing and equipment.

Step 5: Monitor and Review Controls

Risk Register

ADEC OSH Section developed generic risk registers for the following school environments - Kindergarten, Cycle 1, Cycle 2, and Cycle 3. These registers can be modified to suit the specific environment of each school.

Initial Review of the Risk Register

The School Principal and OSH Officer must conduct an initial review of the risk register in consultation with the relevant employees and contractors. Advice regarding this process can be obtained from ADEC OSH Section.

During the initial review, the OSH Officer should review each entry to determine whether its applicable to their school and only delete the risks if they are not appropriate (e.g. if the equipment/plant is not present at the school).

Any additional hazards not already identified on the generic risk registers should be added.

Once the risk register is finalized, the School Principal and OSH Officer must ensure the recommended controls as identified on the register are implemented. The OSH Officer is then responsible for making sure the risk register is maintained on an ongoing basis.

The OSH Officer is responsible for keeping a record of the school's risk register and making it available to ADEC OSH inspectors during their annual OSH inspection.

Ongoing Review of Risk Register

The OSH Officer must review the risk register:

- First, implementing the risk register into the school.
- Annually.
- When hazards are reported.
- When incidents or near misses occur.
- When controls are not effective and need review.
- When new substances or plants and equipment are introduced.
- When new or additional information regarding a hazard is made available or is communicated to schools by ADEC OSH Section.

19.2 Risk Procedures

The Risk Procedures at the school follow the guidelines established by the ADEK (Abu Dhabi Department of Education and Knowledge) OSH Section to ensure a systematic and effective approach to identifying, assessing, and controlling risks within the school environment. These procedures are designed to support the school's Health and Safety Management System and align with ADEK's regulations and best practices.

The primary steps involved in the risk procedures include:

Risk Identification and Assessment: All activities, processes, and potential hazards must be identified, described, and assessed according to the established risk assessment matrix. The likelihood and consequences of each identified hazard are assessed to determine the level of risk. This process is documented in the school's risk register and reviewed by the OSH Officer in consultation with school staff and contractors.

Risk Control Measures: Once risks are assessed, appropriate control measures must be implemented. The controls are selected based on the hierarchy of control, starting with the most effective solutions such as elimination, substitution, or engineering controls, and moving to less effective measures like administrative controls and personal protective equipment (PPE). The OSH Officer is responsible for ensuring that all recommended controls are in place and effective.

Ongoing Monitoring and Review: The effectiveness of the implemented controls is monitored regularly. The risk register is reviewed and updated annually, or more frequently if new hazards are identified, incidents occur, or controls are found to be ineffective. The school's risk register is maintained and made available for inspection during ADEK's annual OSH audits.

Communication and Documentation: All staff members must be informed of the identified risks and the controls in place to mitigate them. Training, signage, and procedures must be communicated clearly to ensure that the school community is aware of health and safety expectations.

20. Safeguarding Students & Students

20.1. See ADEK Child Protection and Safeguarding Policy

21. School Canteen

21.1. The Operations Manager is responsible for the safe operations of the school canteen. The canteen staff must:

- Be familiar with the School Health and Safety Policy
- Prepare risk assessments for all catering activities
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents
- Inform the Operations Manager or Principal of any potential hazards or defects
- Be familiar with the current Food Safety legislation

22. School Trips & Off-site Activities

22.1. See the School 's Policy on Educational Visits

22.2. The school follows the UAE Ministry of Education's guidance in regard to all school trips and off-site activities

23. School Transport

23.1. The principal, health and safety Officer, the transportation supervisor and the driver's supervisor are responsible for, in conjunction with the driver; ensuring that vehicles kept or hired by the school are operated in accordance with the law

23.2. See the School 's Policy on School Transport

24. School Security (including Violence to Staff, Theft & Losses)

24.1. Risks to personal security, premises and property will be assessed through the riskassessment process. Security in the school is the responsibility of the principal, facility manager and health and safety officer

24.2. Staff must report incidents of violence and aggression in the same way as accidents

24.3. All thefts and losses must be reported to the principal. Any stranger in a department should be challenged as to his/her business, without personal risk, and if no satisfactory answer is received administration/security should be contacted

25. Staff Consultation

25. 1. The School Governing Body, through the principal, will make arrangements for full and proper consultation with employees on health and safety matters

26. Staff Health & Safety Training and Development

26.1. Line Managers within the school will undertake training needs analysis to identify competency requirements of specific job roles in terms of health and safety and will ensure that the appropriate training is delivered by the health and safety officer and training records kept at OSH files.

26.2. Where training expertise is required from outside the School, the OSH officer will arrange this. Staff must be trained in Health and Safety policies and procedures during orientation week at the beginning of each school year

26.3. Where new jobs or tasks appear or when there are changes in health and safety requirements, OSH officers will conduct the popper training

27. Smoking, and other Prohibited Items

27.1. Future International Academy has a no smoking policy. Nobody may smoke on school premises.

27.2. Neither alcohol nor pork products may be brought onto school premises at any time

28. Staff Well-being/Stress

28.1. Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g., workload, job security etc. and implement appropriate control measures, so far as is practicable.

28.2. Where workplace stress arises, managers will deal with the situation in a sensitive and constructive manner using all available means including the school 's Counsellor

29. Sun Protection

- Access to Shade: Adequate shade will be provided in outdoor areas to allow students and staff to seek shelter from direct sunlight when necessary.
- Hydration: Staying hydrated is essential, especially during hot weather. Drinking water will be readily available to prevent dehydration. [Extreme Weather Conditions](#)

29.1. High Temperatures

- Break - Break time is the normal routine. At lunchtime the students eat their lunch in the usual places then can play outside. No vigorous play and they are to remain in shaded areas at all times
- All students have to remain indoors throughout breaks and lunchtime
- Bus assistants -support staff (i.e., Bus assistants, Supervisors etc.) will be designated Primary Classrooms in which to supervise

30. Visitors

Visitors are expected to:

- Sign in and out at the school security office
- Wear visitor badge/label for identification while on school premises

On entering the premises, the following is required by all parents/visitors:

- Provide most recent contact details and Emirates ID
- Maintain social distancing
- Follow the safety markings

31. Working at Height

Line Managers will ensure that working at height is risk assessed in accordance with the UAE Health & Safety Executive Guidance and that appropriate control measures are put in place to mitigate these risks.

Staff have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety

32. Workplace Inspections and Premises Risks

- Line managers are tasked with conducting workplace inspections every half-term and reporting their findings.
- A comprehensive health and safety inspection is performed once per term by the OSH officer and the school principal.
- The facility manager is responsible for carrying out monthly inspections of the school building facilities



Health and Safety Management System

This Health and Safety Management System has been developed by the **Health and Safety Officer** to ensure compliance with ADEK regulations and to maintain a safe environment for all staff, students, and visitors at the school. The system includes detailed procedures for risk assessments, hazard identification, and the implementation of control measures.

Reviewed and approved by:

<i>Position</i>	<i>Name</i>	<i>Date</i>	<i>Signature</i>
<i>Health and Safety Officer</i>			
<i>School Principal</i>			

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