

School Policy
Regarding:

Health and Safety

Effective Date	Academic Year 2024/2025
Review Date	First Semester of the Following Academic Year

Introduction:

Al Khalil Private School is committed to applying the highest standards of health and safety in alignment with the Department of Education and Knowledge policy, ensuring a safe and healthy learning environment for students, teaching staff, administrative personnel, and visitors. The school continuously develops its internal policies to achieve full compliance with the requirements of the regulatory health and safety indicator.

1 - Policy Objectives:

- ◆ Compliance with all relevant local, regional, and international laws, legislation, and best practices.
- ◆ Establishing a framework to identify and review occupational safety and health system objectives and ensure continuous improvement.
- ◆ Identifying potential hazards through risk assessments, inspection processes, and audits, and ensuring their implementation.
- ◆ Protecting and improving the health of employees and ensuring their safety in the workplace.
- ◆ Preventing accidents, injuries, and occupational diseases through periodic evaluation of workplace risks.
- ◆ Ensuring that emergency procedures are implemented and their effectiveness is guaranteed.
- ◆ Committing to providing appropriate and required resources for full compliance with occupational safety and health requirements and fulfilling assigned roles and responsibilities.
- ◆ Promoting employee health and well-being by providing appropriate service facilities.
- ◆ Ensuring the provision of training and awareness programs for employees to enable them to perform their duties with high efficiency.
- ◆ Reviewing the occupational safety and health system periodically and making modifications to improve its effectiveness and sustainability.

2 - Responsibilities of Senior Management and Board of Trustees:

Al Khalil School's management, represented by the School Principal and the Board of Trustees, bears full responsibility for implementing and monitoring the Health and Safety Policy.

An internal Health and Safety Committee has been formed that meets monthly to review performance and update plans.

3 - Health and Safety Organizational Structure:

- ◆ A full-time Health and Safety Officer has been appointed, holding a certified First Aider qualification. This officer oversees policy implementation, prepares reports, and coordinates with regulatory bodies such as the Abu Dhabi Public Health Center.

Health and Safety Committee: Composed of representatives from management, teachers, and parents. It meets periodically to review health and safety procedures and reports.

4 - Health and Safety Requirements:

Evacuation Plans: Detailed evacuation plans have been prepared and are regularly updated, with periodic evacuation drills conducted for students and staff.

Safe Storage: Materials and equipment that may pose a hazard must be stored safely and used safely in accordance with the guidelines of the Abu Dhabi Civil Defence Authority, the Abu Dhabi Public Health Center, and all relevant authorities.

Equipment Inspection: All equipment used by the school must be regularly inspected and maintained.

Emergency Equipment: Safety equipment such as fire extinguishers and alarm systems are provided and ensured to be periodically maintained.

Risk Assessment and Register: Periodic risk assessments are conducted in all school facilities, including laboratories, playgrounds, and the canteen. The risk register is updated monthly, with corrective actions and implementation deadlines identified.

Periodic Maintenance: Periodic maintenance programs are implemented for air conditioning systems, lighting, air quality, noise, and sanitary facilities, to ensure a safe and healthy learning environment.

School Bag Weight: In line with Al Khalil School's Health and Safety Policy approved by the Department of Education and Knowledge, strict procedures have been implemented to control school bag weight, ensuring students' physical health and limiting musculoskeletal problems that may result from excessive loads.

School Bag Weight Policy Procedures:

1. Raising awareness among parents and students through periodic newsletters and educational meetings about appropriate bag weight (not to exceed 10–15% of the student's weight) and the importance of using bags with proper back support.
2. Scheduling the school day to reduce the number of daily subjects, thereby reducing the number of books carried daily.
3. Activating the use of digital educational platforms (such as the 'Alf' platform) to reduce reliance on printed books as much as possible, especially for activities and homework.
4. Regular follow-up by the school health team to examine students suffering from back or shoulder pain and refer them for medical examination when needed.
5. Coordinating with teachers to regulate the list of daily requirements and avoid unjustified requests to bring heavy materials.
6. Monitoring compliance through surprise inspection visits by the Health and Safety Coordinator, and submitting monthly reports to management to ensure sustainability of implementation.

5 - Smoke-Free Campus:

- ◆ The school maintains a smoke-free environment inside the school and within the external boundaries of the school building, and enforces a strict no-smoking policy for all students, staff, and visitors.

6 - Fire Protection:

- ◆ The school is equipped with effective safety systems and certified fixed and portable fire alarm systems to prevent and detect fires, which are tested weekly. Semi-annual evacuation drills are conducted for all students and staff, with results documented and analyzed to improve performance.

- ◆ All fire equipment fully complies with the specifications established by the Abu Dhabi Civil Defence Authority, and valid licenses are obtained for these systems.
- ◆ **Student Protection:** The school is equipped with effective safety systems to prevent and detect crime, illegal behavior, vandalism, and inappropriate conduct, and provides surveillance measures and monitoring and control device guides.
- ◆ Inspection records and notices related to fire protection and detection systems are maintained.
- ◆ The 'Husnatk' system is installed to ensure rapid response in fire and safety emergency situations.

7 - Health System:

Provision of Medical Services:

School Clinic: Al Khalil International Private School has a clinic fully equipped with basic medical equipment.

School Nurse: A full-time school nurse is employed, holding a valid professional health license from the Health Authority and meeting professional qualification requirements and performance standards.

Periodic Medical Examinations: Comprehensive medical examinations are conducted for students in Grades 1, 5, and 9, including hearing, vision, and oral health checks, in cooperation with the relevant health authorities.

Vaccinations: The school coordinates with the Health Authority to implement school vaccination programs according to the national schedule, with parent consent obtained and records documented.

Inclusion: The school provides individual healthcare plans for students with educational needs in line with the policies of the Department of Education and Knowledge.

Awareness and Education:

- ◆ Workshops and awareness lectures are organized on personal hygiene, proper nutrition, and disease prevention.
- ◆ Workshops and awareness lectures are organized on mental health, stress management, and coping with pressures, with the participation of specialists in the field.

8 - Psychological and Social Safety:

- ◆ **Psychological Support:** The school provides psychological counseling services for students and staff, focusing on bullying prevention and promoting psychological well-being.
- ◆ **Social Support:** The school provides social counseling services for students and staff.
- ◆ **Anti-Bullying:** Implementation of awareness programs to reduce bullying and promote a positive school environment.

9 - Nutrition and Food Safety:

- ◆ **School Canteen:** Providing healthy and balanced meals while adhering to food safety guidelines.
- ◆ **Quality Control:** Conducting periodic inspections of the canteen to ensure compliance with hygiene and safety standards.

10 - Environmental and Building Safety:

- ◆ **Building Maintenance:** Conducting periodic inspections of buildings and facilities to ensure their safety and freedom from hazards.

- ◆ **Waste Disposal:** Following appropriate procedures for waste disposal, including medical waste, in accordance with approved environmental standards.

11 - Training and Professional Development:

Staff Training:

- ◆ Periodic training is provided to staff on health and safety procedures, first aid, and evacuation plans, with training effectiveness continuously evaluated and improved.

Student Awareness:

- ◆ Health and safety concepts are integrated into the school curriculum, and interactive activities are held to raise students' awareness of the importance of safe and healthy behaviors.
- ◆ **Training Programs:** Providing regular training courses for staff on health and safety procedures, first aid, and emergency response.
- ◆ **Performance Evaluation:** Periodically reviewing and evaluating the effectiveness of training programs to improve performance and emergency response.

12 - Communication and Community Awareness:

- ◆ **Parent Engagement:** Organizing meetings and workshops for parents to raise awareness of health and safety policies.
- ◆ **Periodic Reports:** Issuing periodic reports on the health and safety status at the school and sharing them with the school community.

13 - Continuous Review and Evaluation:

- ◆ **Audit Processes:** Conducting periodic reviews of health and safety policies and procedures to ensure their effectiveness and update them as needed.
- ◆ **Feedback:** Collecting observations from students, staff, and parents to improve the health and safety environment at the school.
- ◆ **Periodic Reports:** The school prepares periodic reports on health and safety performance, sent to the Department of Education and Knowledge, including performance indicators, incidents, and corrective actions.

14 - Internal Audit:

- ◆ Semi-annual internal audits are conducted to assess compliance with policies and procedures, with action plans developed to improve performance.

Approved by,,,,,

School Principal / Mr. Ghazwan Kayla

Al Khalil Private School affirms its full commitment to all provisions of the Health and Safety Policy issued by the Department of Education and Knowledge, the Abu Dhabi Public Health Center / Health Authority, and the Abu Dhabi Civil Defence Authority, in order to ensure an ideal, safe, and stimulating learning environment. The school continuously seeks to improve its performance in this area in a manner that supports the quality of education and safeguards the safety of all members of the school community.