



Canadian International School

Health and Safety Policy

Approval Date: 20 Feb 2026

Next Review Date: 19 Feb 2027

Contents

1. Introduction	4
2. Purpose	4
3. Scope	4
4. Health and Safety Commitments	4
5. Roles and Responsibilities	5
5.1 Governing Board	5
5.2 Principal.....	5
5.3 Health and Safety Officer	6
5.4 Staff (Teaching and Non-Teaching)	7
5.5 Students	8
5.6 Parents / Guardians	8
5.7 Contractors / Sub-Contractors	8
5.8 Visitors and Invited Guests	9
6. Health and Safety Procedures	10
6.1 Risk Management Procedure	10
6.2 Incident Reporting and Investigation Procedure.....	10
6.3 Emergency Management Procedure	11
6.4 Communication and Consultation Procedure	11
6.5 School Inspection Procedure	12
7. Education and Training.....	13
7.1 Student Education	13
7.2 Staff, Contractors and Parents Training.....	14
8. Health and Safety Requirements	14
8.1 General Health and Safety Measures	14
8.1.1 Safe Storage and Use of Hazardous Substances and Equipment.....	14
8.1.2 Maintenance and Testing of School Equipment	15
8.1.3 Regular Safety Assessments.....	15
8.1.4 Security and Surveillance Systems.....	15
8.1.5 Fire prevention and Fixed/Portable Protection Systems	15

8.2 Weight Limits for School Bags	16
8.3 Smoke, Vape, Drug-Free Campus	16
8.4 Fire Protection	17
8.5 Emergency Planning and Preparedness	17
8.5.1 School Emergency Plan	17
8.5.2 Emergency Drill.....	17
8.5.3 Parent Notification System	17
8.6 Mental Health Support Related to Health and Safety Events	17
9. Health System.....	18
9.1 Provision of Medical Services	18
9.1.1 School Clinic	18
9.1.2 School Nurse	18
9.1.3 Administration of Medication and Medical Emergencies	18
9.2 Inclusion of Students with Additional Healthcare Needs	18
9.3 Health Screening	18
9.4 Immunization Program	19
9.5 Student Medical Records	19
10. Regulatory Compliance	19
10.1 Policy Compliance	19
10.2 Licenses, Permits, and Authorizations	19
10.3 Records and Documentation	19
10.4 Transportation and Traffic Compliance	20
11. References.....	20
12. Document Review and Approval.....	20

Abbreviations

CIS	Canadian International School
OSH	Occupational Safety and Health
ADEK	Abu Dhabi Department of Education and Knowledge
ADPHC	Abu Dhabi Public Health Centre
DoH	Department of Health – Abu Dhabi
CDA	Abu Dhabi Civil Defence Authority
MCC	Monitoring and Control Center
DMT	Department of Municipalities and Transport
ITC	Integrated Transport Centre
ADAFSA	Abu Dhabi Agriculture & Food Safety Authority
OSHMS	Occupational Safety and Health Management System
ADOSH-SF	Abu Dhabi Occupational Safety and Health System Framework
PPE	Personal Protective Equipment
ERT	Emergency Response Team
SDS	Safety Data Sheet
ICT	Information & Communication Technology
AED	Automated external defibrillator
ACA	American Chiropractic Association
PEEP	Personal Emergency Evacuation Plan

1. Introduction

Canadian International School (CIS) is committed to ensuring a healthy, safe, and secure environment for all students, staff, contractors, volunteers, and visitors. In accordance with the requirements of ADEK, ADPHC/DoH, CDA, MCC, and all relevant UAE authorities, this policy establishes the standards, responsibilities, and procedural framework required to safeguard the school community.

2. Purpose

This policy aims to:

- Ensure CIS fully complies with ADEK, ADPHC/DoH, CDA, DMT, MCC, ITC, ADAFSA, and all other regulatory entities.
- Safeguard the health and safety of all stakeholders on campus and during all school-related activities.
- Establish a standard of safety, accountability, and prevention.
- Ensure adequate training, risk management, emergency preparedness, and safe operational systems.
- Ensure access to licensed, high-quality health services through the school clinic.

3. Scope

This policy applies to:

- All CIS buildings, facilities, buses, off-campus events, and activities.
- All students, staff, contractors, sub-contractors, visitors, inspectors, and volunteers.

4. Health & Safety Commitment

We recognize our responsibilities in shaping the values of future generations and aim to ensure our sustainability as a school through proactive leadership in the protection of health and safety. Therefore, we are committed to:

- Promoting a culture of responsibility and accountability toward protection of the human health and safety.
- Minimizing health and safety hazards and risks arising from our activities and operations.
- Promoting awareness and encouraging participation through effective communication and consultation with staff, students, contractors and concerned stakeholders.
- Providing on-going training in relevant health and safety issues.
- Preventing injury and ill health.
- Enhancing the health and wellbeing of our staff and students.
- Complying with all relevant OSH legislation.
- Providing adequate resources to maintain a, healthy and safe environment.
- Achieving continual improvement of our OSH performance.

5. Roles and Responsibilities

This section outlines the duties and accountability of all individuals and entities responsible for implementing, maintaining, and upholding CIS's health and safety standards in accordance with ADEK and all relevant UAE authorities.

5.1 Governing Board:

The Governing Board is the senior authority of the school, appointed by the school owners, and includes qualified representatives and parents. The Board is responsible for the overall governance of the school's activities and holds ultimate accountability for CIS's health, safety, and compliance performance. The governing board shall meet four times per year.

- Review the CIS Health and Safety Policy and all related procedures annually and as needed.
- Ensure that adequate financial, human, and infrastructural resources are allocated to maintain a safe and healthy learning environment.
- Appoint a qualified OSH Officer and provide the necessary authority to fulfill OSH responsibilities.
- Oversee strategic direction and ensure alignment with ADEK, ADPHC/DoH, CDA, MCC, DMT, ADAFSA, and all relevant UAE authorities.
- Ensure that all statutory licenses, certifications, and regulatory submissions are completed and maintained.
- Review and monitor compliance reports, risk assessments, audit findings, and incident trends submitted by the Principal and the Health and Safety Officer on a yearly basis and as required.
- Support continuous improvement efforts in health, safety, and wellbeing through regular review and feedback.
- Promote a positive standard of safety and safeguarding at all levels of the school.
- Ensure that emergency preparedness and crisis management capabilities are in place and regularly tested.

5.2 Principal:

The School Principal has ultimate responsibility for implementing this OSH Policy within the school and ensuring that adequate resources, systems, and controls are in place to maintain a safe and healthy environment.

- Approve and endorse the OSH Policy and all related procedures, and ensure they are communicated to all staff, students, contractors, and visitors.
- Ensure the school complies with all applicable OSH laws, regulations, and AD-EK/ADPHC requirements.
- Allocate sufficient resources (budget, staffing, equipment, facilities) to support the effective implementation of OSH processes, in consultation with the governing board.
- Ensure the implementation and continual review of OSH procedures across all school operations.

- Oversee the integration of risk management processes into all relevant school activities and ensure risks are assessed, controlled, and periodically reviewed.
- Ensure employees, contractors, students, and visitors receive appropriate OSH information, instruction, and training.
- Establish communication and consultation mechanisms, including the formation of an OSH Committee.
- Ensure all incidents are recorded internally and reported externally to ADEK/ADPHC (or relevant authorities) via the ALADAA portal.
- Review the outcomes of any incident investigation and ensure sufficient resources are allocated to actions preventing recurrence.
- Ensure effective emergency management procedures are in place, communicated, practiced, and reviewed.
- Provide oversight and resources to maintain, monitor, and improve risk controls within the school.
- Ensure the school demonstrates continuous improvement in its OSH performance, evidenced through incident trend analysis, improved evacuation outcomes, stronger inspection results, and faster closure of corrective actions. This information is communicated via the safety notice board, staff and parent meetings, and the school website.

5.3 Health and Safety Officer:

The Health and Safety Officer serves as the key authority for promoting, managing, and ensuring the overall health, safety, and well-being of all staff, students, and visitors within the school environment. The officer shall meet qualifications as per the ADPHC risk classification notification (and its amendments) and ADEK staff eligibility policy, and this is a dedicated full-time role responsible for overseeing and monitoring health and safety across the school, with health and safety remaining their primary responsibility.

- Develop, implement, and maintain an Occupational Safety and Health Management System (OSHMS) that meets ADPHC/DoH fulfillment of periodic submissions and other relevant authority obligations based on the school's risk classification.
- Establish a clearly defined leadership structure for health and safety within the school, including delegation mechanisms and coordination with external stakeholders.
- Ensure all relevant staff, new employees, and contractors receive appropriate OSH induction and ongoing training, including handovers and refresher programs.
- Conduct hazard identification, risk assessments, and implement control measures to mitigate risks in all critical areas, including school bus services, pick-up/drop-off zones, and internal traffic flow.
- Review reported hazards, incidents, and risk assessments to identify potential risks and recommend improvements.
- Develop, maintain, and update the Emergency Response Plan and Occupational Injuries Register as required.

- Establish and support a School Health and Safety Committee to manage and review all OSH matters.
- Ensure committee operations comply with Terms of Reference and provide suitable facilities, access to information, and communication of meeting minutes.
- Maintain comprehensive records of all incidents and investigations, and ensure timely reporting through ADEK and ADPHC electronic OSH reporting systems.
- Review incident investigation outcomes and ensure appropriate follow-up actions are implemented to prevent recurrence.
- Liaise with the school's Safeguarding Committee or Lead to ensure sufficient supervision, monitoring, and full visual coverage of students, safeguarding them and responding promptly to any incidents.
- Provide advice on the implementation of OSH policies, procedures, and requirements across the school.
- Ensure OSH requirements are implemented for all contractors and visitors accessing the school.
- Advise the Principal and senior management on OSH matters and issues raised by employees.
- Lead and oversee the school's OSH inspection program, ensuring comprehensive inspections and walkthroughs are scheduled at least once a month and once per term, and that inspection activities are recorded in the OSH Activities Calendar.
- Identify areas subject to regular inspections and ensure area-specific checklists are available for inspection teams, and allocate inspection responsibilities to competent personnel and provide guidance and support to inspection teams.
- Provide guidance and support to the Principal, Governing Board, and other school leaders on health and safety matters to ensure continuous improvement in the school's OSH performance.

5.4 Staff (Teaching and Non-Teaching):

- Take care to ensure that their actions do not endanger the health and safety of themselves, students, or colleagues.
- Participate in OSH training, induction, awareness activities and emergency drills, providing feedback on their relevance and content.
- Participate in consultation processes within the school and cooperate with OSH initiatives, procedures, and risk management activities.
- Take part in risk assessments and the preparation of risk control measures.
- Report all hazards, OSH incidents, and unsafe conditions promptly to the OSH Officer or relevant supervisor.
- Follow safe work procedures, OSH instructions, and emergency/evacuation procedures.
- Use appropriate personal protective equipment (PPE) and adhere to safety systems and controls, where applicable.

- Participate in inspections as requested and support incident investigations, completing required reports and forwarding them to the OSH Officer.
- Provide feedback on the suitability and effectiveness of risk controls and contribute to continuous improvement of OSH practices within the school.

5.5 Students:

- Follow all school safety rules, instructions, and directions from staff.
- Use school equipment, tools, and facilities responsibly and report any unsafe conditions or hazards immediately.
- Participate actively in safety education programs, drills, and emergency exercises.
- Be aware of emergency exits, evacuation routes, and assembly points, and follow instructions during emergencies.
- Follow safe practices in classrooms, laboratories, workshops, and outdoor areas.
- Wear appropriate personal protective equipment (PPE) when required and follow safety procedures.
- Avoid behaviors that could harm themselves or others.
- Report any accidents, injuries, or incidents to staff or the school nurse promptly.

5.6 Parents / Guardians:

- Ensure their children understand and follow school safety rules, procedures, and instructions.
- Provide accurate and up-to-date medical information, including allergies, chronic conditions, and medications.
- Inform the school promptly of any health issues, injuries, or conditions that may affect their child's safety or participation in school activities.
- Support the school in reinforcing safe behavior and responsible conduct during school-related activities.
- Encourage children to report hazards, incidents, or unsafe conditions to school staff immediately.
- Attend safety briefings, meetings, or workshops organized by the school when requested.
- Cooperate with school staff during emergency situations, drills, or health and safety investigations.
- Comply with all school communications, notifications, and requirements regarding student health, safety, and wellbeing.

5.7 Contractors/Sub-Contractors:

- Follow all CIS health, safety, and environmental policies and procedures as well as UAE regulatory and ADEK requirements.
- Attend site-specific OSH induction and relevant training before commencing work.

- Use approved personal protective equipment (PPE) and follow safe systems of work at all times.
- Comply with risk assessments, safe work method statements, and any specific safety instructions issued by CIS.
- Report hazards, unsafe conditions, or incidents immediately to the OSH Officer or Facility in-charge.
- Cooperate with OSH inspections, audits, and investigations conducted by CIS or regulatory authorities.
- Ensure that all equipment, tools, and machinery are safe, properly maintained, and used according to manufacturer and regulatory guidelines.
- Prevent any actions or omissions that may endanger themselves, students, staff, or visitors.
- Ensure subcontractors under their control also comply fully with CIS safety requirements.
- Participate in emergency drills and follow emergency procedures while on school premises.
- Support the school in promoting a culture of safety, accountability, and compliance.

5.8 Visitors and Invited Guests:

- Follow all CIS health, safety, and security rules while on campus.
- Be escorted by authorized staff as required, depending on their role and level of access.
- Comply with ADEK safeguarding policies when interacting with students, including maintaining professional boundaries.
- Respect the privacy, dignity, and wellbeing of students and staff at all times.
- Follow CIS digital policy if accessing school networks, devices, digital systems, or taking photos.
- Refrain from any actions that could compromise the health, safety, or security of the school community.
- Report any hazards, unsafe conditions, or incidents immediately to school staff or the reception/security.
- Cooperate with CIS staff during emergency situations, drills, or evacuation procedures.

6. Health and Safety Procedures

The school implements clear, comprehensive, and regularly reviewed health and safety procedures to ensure the protection and well-being of all students, staff, contractors, and visitors, covering areas such as emergency preparedness, incident reporting, risk management, Inspection procedures etc.

6.1 Risk Management Procedure:

- The school shall maintain an effective Risk Management Program aligned with ADEK Health & Safety Standards and ADOSH-SF School Sector Guidelines.
- The school shall identify and assess hazards associated with facilities, equipment, curriculum activities, transportation, and special events.
- Hazards are identified through routine safety inspections, checklists, Staff and student hazard reports, pre-activity reviews, and incident and near reports, and documented using the official Risk Assessment Form.
- Risk assessments are completed using the approved Risk Assessment Form (based on ADOSH risk matrix) for all activities, high-risk areas, and events before they take place.
- Risk assessments shall be conducted annually for all high-risk areas, prior to any new or significantly modified activity, and before all off-campus trips or high-risk activities.
- All identified risks shall be classified as Low, Medium, High, or Extreme. Activities assessed as High or Extreme shall not proceed until appropriate mitigation measures have been implemented.
- Appropriate control measures, following the hierarchy of controls (Elimination, Substitution, Engineering Controls, Administrative Controls, and Personal Protective Equipment-PPE), are selected and documented to ensure risks are reduced to acceptable levels before activities proceed.
- All identified risks, control measures, responsibilities, and review dates are recorded, monitored, and periodically (yearly and as needed) reviewed in the school's central Risk Register.
- All risk assessments are reviewed yearly, and updated when incidents occur or new activities or equipment are introduced.
- **Related Document:** [CIS-Risk Management Procedure](#)

6.2 Incident Reporting and Investigation Procedure:

- The school shall report, investigate, and document all incidents in accordance with ADEK and ADOSH requirements to prevent recurrence.
- All incidents including injuries, illness or medical emergencies, property damage, near misses, unsafe conditions, and any acts of violence, bullying, or safeguarding concerns shall be reported immediately.
- The school shall provide first aid or contact emergency services (999/998) as needed, secure the area to prevent further harm, and notify parents/guardians in the case of student injuries.

- All incidents shall be recorded using the appropriate forms, including the School Internal Incident Report Form and G1 and G2 Forms (as per ADOSH).
- Investigations shall follow ADOSH's root-cause analysis methodology. The investigation team shall include the H&S Officer, relevant department head, and witnesses/teachers (if applicable), and shall identify direct and underlying causes, violated procedures, and required corrective and preventive actions.
- Serious incidents, such as injuries requiring hospitalization, fire or chemical accidents, structural failures, or any event impacting school safety, shall be reported to ADEK/ADPHC as required.
- Fatalities shall be reported to ADEK/ADPHC within 24 hours, and other serious incidents shall be reported within 3 days, using the relevant forms (G, G1, G2) in the ALADAA portal, with the completed investigation report submitted within 30 calendar days.
- Non-serious incidents do not need to be reported to ADEK, but the investigation shall be completed and the incident properly recorded for review and preventive action.
- Corrective and preventive actions shall be implemented and verified. Investigation findings shall be shared with staff during H&S meetings to prevent recurrence.
- **Related Document:** [CIS – Incident Management and Reporting Procedure](#)

6.3 Emergency Management Procedure:

- The school shall maintain a comprehensive Emergency Management Procedure to ensure the safety of students, staff, and visitors during any emergency.
- The school will manage all emergency situations, including fire evacuation, lockdown, bomb threat, adverse weather, and other incidents, according to established protocols.
- A designated Emergency Response Team (ERT) is responsible for coordinating the school's response, with defined roles such as Team Leader, First Aid Staff, Assembly Point Coordinator, and Head counters, floor sweepers etc.
- Emergency contact numbers for fire, police, ambulance, school administration, and essential utilities are maintained and displayed throughout the school, and are reviewed termly or whenever changes occur to ensure accuracy.
- Emergency procedures are tested through drills and are communicated to staff, students, and visitors to ensure awareness and readiness.
- **Related Documents:** [CIS- Emergency Handbook](#)
[CIS- Specific Emergency Response Plan](#)

6.4 Communication & Consultation Procedure:

- The school shall ensure communication and consultation on Occupational Safety and Health (OSH) matters.
- All employees and contractors engaged by the school are included in OSH communication and consultation processes.
- The school will consult staff and contractors when identifying hazards, assessing risks, and determining measures to control risks.

- Staff and/or contractors must be consulted before introducing or modifying procedures, equipment, or changes to school premises.
- The school is responsible for establishing an OSH Committee to facilitate collaboration and the sharing of OSH information.
- The School Principal shall be responsible for establishing the OSH Committee, which shall meet at least four times per academic year.
- The OSH Committee is chaired by a member of senior management/OSH Officer.
- The OSH Committee includes representatives from all parts of the school, including Division Heads and the School Nurse.
- The OSH Committee confirms the Chairperson, finalizes Terms of Reference, clarifies roles and responsibilities, and defines the purpose and function of the Committee.
- The proceedings of OSH Committee meetings are recorded in the OSH Committee Meeting Minutes template and displayed on the school noticeboard.
- OSH information is communicated through the OSH Committee, School website, Staff WAG, Official mails and designated areas such as notice boards.
- Designated areas must display the OSH Policy and the Emergency Plan.
- OSH is included as a standing agenda item in all staff meetings, and issues raised by employees are recorded in the meeting minutes.
- The school uses universal signs to identify hazards, including emergency exits, assembly points, fire extinguishers, restricted areas, hazardous substances, electrical hazards, no smoking zones, and PPE requirements.

6.5 School Inspection Procedures:

- The school is committed to maintaining a safe and healthy environment through monthly and termly inspections of all areas, facilities, equipment, tasks, and activities, to ensure that hazards, unsafe acts, and unsafe conditions are identified, assessed, and controlled.
- The OSH Officer is responsible for overseeing the implementation of the school inspection program.
- Small inspection teams, led by persons with relevant experience, will carry out regular inspections (monthly and termly) of areas, facilities, equipment, tasks, and activities.
- The School Principal and OSH Officer are responsible for identifying all areas and facilities that require inspections. These areas will be recorded on the Monthly Inspection Checklist.
- Areas for monthly inspection may include administration and office areas, gymnasiums, playgrounds, storage areas, the swimming pool, science laboratories, the clinic, and fire-fighting equipment. Termly comprehensive inspections cover the entire school.
- Each inspection team must review the OSH inspection checklist for suitability prior to conducting inspections, and checklists must be reviewed at least annually or whenever significant changes occur.

- The OSH Officer, in consultation with inspection teams, will schedule inspections and document them in the Annual OSH Activities Calendar.
- All areas will be inspected at least once per term in comprehensive inspection checklist, and a brief walkthrough conducted monthly using the approved Monthly inspection checklist.
- Other inspections, such as air quality, noise levels, lighting levels, and similar environmental checks, will also be conducted as required.
- Inspections must be led by the relevant personnel, such as the School Nurse for clinics or PE Teacher for swimming pools, using area-specific checklists.
- Hazards, unsafe acts, and unsafe conditions identified during inspections must be recorded on the checklist, and appropriate control measures implemented according to the hierarchy of controls in the Risk Management Procedure.
- Prior to inspections, previous inspection reports must be reviewed to verify that controls have been implemented, and any outstanding actions highlighted for immediate attention.
- The OSH Officer will review each inspection checklist within seven days of completion to confirm that proposed controls are appropriate.
- All completed inspection checklists and reports will be retained by the OSH Officer in a central file, and outstanding issues will be raised at OSH Committee meetings and/or with the School Principal for further action.
- The OSH Officer is responsible for ensuring the school's Risk Register is updated to reflect findings from inspections.

7. Education and Training

The school is committed to providing comprehensive education and training to students, staff, contractors, and parents to ensure a safe and healthy school environment, in accordance with ADEK, ADOSH-SF, and relevant UAE regulations.

- At the beginning of each academic year, the school prepares an OSH Annual Training Plan, which outlines all planned training sessions, proposed dates, and targeted audience. This plan is reviewed annually to ensure effectiveness and ongoing compliance.
- The OSH Officer is responsible for identifying training needs, coordinating training programs, and maintaining records of all completed training sessions.
- All completed OSH training is recorded in the OSH Training Register, which is maintained and regularly updated by the OSH Officer, including documented records of training attendance, content delivered, and certifications, and made available during ADEK OSH inspections.
- Based on the outcomes of risk assessments and requirements set by regulatory authorities, the school will provide external certified training for staff in areas such as first aid, fire warden duties, and any other competencies necessary to ensure safe and compliant school operations.

7.1 Student Education:

- The school shall educate all students on health and safety, including road safety, risk management, fire safety, proper use of personal protective equipment (PPE), emer-

- agency and evacuation procedures, basic first aid, and personal physical awareness.
- Students shall receive age-appropriate instruction and guidance to develop awareness and skills to manage hazards safely both in school and during school-related activities.
- Students receive health and safety education during lessons, assemblies, awareness campaigns, and practical demonstrations.
- The school ensures that students understand expected behaviors during emergencies, drills, school activities, and off-campus events.

7.2 Staff, Contractors and Parents Training:

- The school shall ensure that all staff and contractors receive training to equip them with the knowledge and practical skills necessary to safeguard student health and safety.
- Training shall include procedures for safeguarding students during emergencies on campus or school-related activities, including fires, security incidents, or other emergencies, in line with the ADEK School Safeguarding Policy.
- The school shall conduct a risk assessment to determine the type and level of health and safety training required for staff and contractors, including first aid, fire safety, and other OSH-related competencies, based on the school's own risk assessment and applicable Abu Dhabi and UAE regulations.
- Parents shall be provided with relevant health and safety information and guidance to support student safety, including emergency procedures, use of PPE, and safe practices for school-related activities.
- Training programs for staff and contractors shall cover reporting of hazardous conditions and health and safety-related incidents, emergency response procedures, and relevant OSH policies.
- Induction training shall be provided to all new staff, contractors, and volunteers prior to commencing work, ensuring awareness of the school's Health & Safety Policy, emergency procedures, and key OSH processes.
- Refresher training shall be provided beginning of the academic year or whenever changes occur to procedures, equipment, or activities that may affect health and safety.

8. Health and Safety Requirements

The school is committed to ensuring a safe, healthy, and secure environment for all students, staff, visitors, contractors, and stakeholders. In line with ADEK's School Health and Safety Policy and in compliance with CDA, ADPHC/DoH, ADAFSA, and other relevant UAE authorities.

8.1 General Health and Safety Measures:

8.1.1 Safe Storage and Use of Hazardous Substances and Equipment:

- The school shall implement strict procedures for the secure storage, handling, and disposal of potentially dangerous substances and equipment, including but not limited to laboratory chemicals, biological materials, cleaning substances, workshop

tools and machinery, and maintenance equipment.

- Access to such materials shall be restricted to trained and authorized personnel only.
- All procedures shall comply with requirements mandated by CDA, ADPHC/DoH, ADAFSA, and other applicable government authorities.
- Safety Data Sheets (SDS) shall be maintained, accessible, and reviewed regularly.

8.1.2 Maintenance and Testing of School Equipment:

- All school equipment, including laboratory devices, sports equipment, electrical installations, playground apparatus, and ICT hardware, shall be routinely inspected, tested, and maintained.
- Preventive maintenance schedules shall follow manufacturer recommendations and relevant regulatory standards.
- Maintenance logs shall be recorded, monitored, and retained in line with the ADEK-School Records Policy (Minimum retention: 5 years)

8.1.3 Regular Safety Assessments:

- The school will carry out safety assessments on a yearly basis and as needed, including fire safety systems and equipment, emergency evacuation plans, emergency lighting, and first-aid, AED, and emergency response equipment.
- All assessments shall follow requirements set by ADEK, ADPHC/DoH, CDA, and other authorities.
- Identified hazards shall be documented and corrective measures implemented promptly.

8.1.4 Security and Surveillance Systems:

- The school premises shall be equipped with effective security systems, including access control measures, perimeter security, and monitoring tools, to prevent crime, vandalism, bullying, and inappropriate behavior.
- CCTV and surveillance equipment shall comply with the ADEK School Digital Policy and the Manual of Standards for Surveillance Devices (MCC, 2023).
- Surveillance footage shall be stored securely and used strictly for safety and security purposes (Schools shall retain CCTV recordings for a minimum of 180 days).

8.1.5 Fire Prevention and Fixed/Portable Protection Systems:

- All school buildings shall be fitted with fully functioning fixed and portable fire safety systems, including fire detection and alarm systems, fire suppression and sprinkler systems, and portable fire extinguishers.
- Systems must be compliant with CDA requirements and maintained in accordance with legal standards.
- Routine inspections and valid licenses for fire systems shall be obtained and documented.

8.2 Weight Limits for School Bags:

The school recognizes the importance of preventing musculoskeletal strain in students and adheres to ADEK guidelines on maximum school bag weight limits based on 5–10% of the child’s body weight and the American Chiropractic Association (ACA) recommendations (Refer: Table 1).

- The school must communicate backpack weight limits clearly to parents and guardians.
- The school is required to encourage students to use lockers, digital books, and weekly timetables to minimize carried loads.
- The school will identify students with health issues requiring modified weight guidelines (considering individual factors such as the student’s overall health, physical strength, and any existing health conditions).

Table 1: Maximum Backpack Weight Limit per Grade

Grade/Year	Max. Backpack Weight*
KG1 / FS2	Not exceed 2 kgs
KG2 / Year 1	
Gr 1 / Year 2	
Gr 2 / Year 3	
Gr 3 / Year 4	Not exceed 3 to 4.5 kgs
Gr 4/ Year 5	
Gr 5 / Year 6	
Gr 6 / Year 7	Not exceed 6 to 8 kgs
Gr 7 / Year 8	
Gr 8 / Year 9	
Gr 9 / Year 10	Not exceed 10 kgs
Gr 10 / Year 11	
Gr 11 / Year 12	
Gr 12 / Year 13	

8.3 Smoke, Vape, Drug-Free Campus:

- The school has a clear Substance Abuse Policy and Guidelines and enforces a zero-tolerance approach to smoking, vaping, alcohol, and drug use across the campus at all times.
- The use, possession, distribution, or sale of illegal drugs, controlled substances, alcohol, tobacco products, shisha, cigarettes, e-cigarettes, vaping devices, or any related

paraphernalia is strictly prohibited.

- Smoking, vaping, or the use of any tobacco or shisha products is prohibited within all school premises and within the external perimeter designated by ADPHC/DoH.
- Signage indicating the smoke and vape-free policy shall be clearly displayed across the campus (e.g.: reception area).
- Staff, students, visitors, and contractors are required to comply at all times.

8.4 Fire Protection:

- All fire detection, alarm, and suppression systems shall strictly meet CDA specifications, and the school shall secure and maintain all necessary valid licenses.
- The school shall maintain detailed inspection records, notifications, and maintenance logs of fire protection systems in accordance with the ADEK School Records Policy.
- Where required by CDA and relevant authorities, the school shall install and maintain the HASSANTUK fire monitoring system to ensure rapid emergency response.

8.5 Emergency Planning and Preparedness:

8.5.1 School Emergency Plan:

- The principal shall prepare, approve, and regularly update a comprehensive School Emergency Plan outlining types of emergencies, safeguarding measures, evacuation and lockdown procedures, and roles and responsibilities of staff and emergency teams.
- Ensure that this plan is accessible and communicated to all relevant stakeholders including staff, parents, and students.

8.5.2 Emergency Drills:

- The school will conduct emergency drills annually or as required by Civil Defense.
- Drills shall be monitored, documented, and reviewed for continuous improvement.
- A log of observations and corrective actions shall be maintained.
- Emergency drills shall include students of determination, ensuring that each student's Personal Emergency Evacuation Plan (PEEP) is implemented and properly documented during the evacuation process.
- Staff involved in the drills must be familiar with each PEEP and provide the necessary support to ensure the safe and timely evacuation of all students with special needs.

8.5.3 Parent Notification System:

- The school shall use official email communication as the primary method to notify parents promptly in the event of emergencies.

8.6 Mental Health Support Related to Health and Safety Events:

- Following any major school-wide emergency, the school shall ensure students and staff have access to wellness support services.
- These services shall be provided in accordance with the ADEK School Student Mental Health Policy and the ADEK School Staff Wellbeing Policy.

- Staff shall receive guidance on identifying stress, trauma, or anxiety symptoms in students following emergencies.

9. Health System

CIS is committed to providing comprehensive, safe, and accessible healthcare services to all students, in compliance with the Abu Dhabi Department of Health (DoH) standards and ADEK policies. This Health System policy ensures that all students receive appropriate medical care, preventive health services, and support for special health needs, while maintaining confidentiality and high standards of professional practice.

9.1 Provision of Medical Services:

9.1.1 School Clinic:

- The school shall establish and maintain a fully operational clinic on campus to provide healthcare services to students.
- The clinic shall operate in full compliance with DoH requirements and standards.
- A valid DoH healthcare facility license shall be obtained and maintained at all times.

9.1.2 School Nurse:

- The school shall employ a full-time, ADEK-licensed school nurse holding a valid DoH healthcare professional license and meeting the performance criteria set out in the ADEK Co-Education Policy.
- The nurse is responsible for administering medication and providing medical care in strict accordance with DoH standards.

9.1.3: Administration of Medication and Medical Emergencies:

- Medication shall only be administered with a completed parental consent form, renewed each term or whenever there is a change in a student's medication.
- The school nurse shall manage medical emergencies, including but not limited to anaphylaxis, seizures, and injuries, following DoH protocols.
- Clear procedures for medication storage, handling, and administration shall be maintained and strictly followed.

9.2 Inclusion of Students with Additional Healthcare Needs:

- Individual Healthcare Plans (IHPs) shall be prepared for students with additional learning or health needs, in accordance with the ADEK School Inclusion Policy.
- Staff shall be trained and informed on each student's IHP to ensure appropriate support and care.

9.3 Health Screening:

- The school shall conduct regular health screenings, both basic and comprehensive, in compliance with DoH requirements.
- Health screenings shall identify early signs of medical conditions, ensure student well-being, and facilitate timely medical interventions.

9.4 Immunization Program:

- The school shall provide access to DoH-appointed health providers for the delivery of the school-based immunization program.
- Parents and guardians shall be informed of immunization schedules, and records shall be maintained according to DoH guidelines.

9.5 Student Medical Records:

- All medical care provided at school, including medication administration, health screenings, immunizations, and medical interventions, shall be accurately documented in each student's medical record.
- Confidentiality of medical records shall be strictly maintained in line with the ADEK School Records Policy.
- Records shall be securely stored and accessible only to authorized personnel.

10. Regulatory Compliance

The CIS is committed to full compliance with all relevant UAE health, safety, and operational regulations, ensuring the safety and wellbeing of students, staff, visitors, and stakeholders, while supporting lawful and effective operations.

10.1 Policy Compliance:

- The School's Health and Safety Policy shall comply with all applicable policies, procedures, regulations, frameworks, checklists, circulars, and instructions, including amendments, issued by ADEK, ADPHC/DoH, CDA, or any other relevant authority.
- Compliance includes, but is not limited to:
 - Submission of periodic reports, audits, action plans, and relevant forms, including incident reports and management system documentation.
 - Adherence to all specified timeframes for submissions and required actions.
 - Displaying the Health and Safety Policy prominently (all school entrance areas) and ensuring it is accessible to all staff, students, and visitors.

10.2 Licenses, Permits, and Authorizations:

- School shall obtain and maintain all necessary licenses, permits, and approvals required to operate legally, including those for buildings, facilities, equipment, health services, safety systems, and transportation services.
- Relevant authorities may include, but are not limited to, ADEK, ADPHC/DoH, DMT, ITC, MCC, CDA, ADAFSA, and other applicable government or regulatory entities.

10.3 Records and Documentation:

- The school shall maintain all inspection records, observations, notifications, and official correspondence from regulatory authorities in line with the ADEK School Records Policy.
- Every digital incident shall be promptly recorded, signed by the principal, and securely stored for auditing in compliance with the ADEK School Digital and Records Policies.

10.4 Transportation and Traffic Compliance:

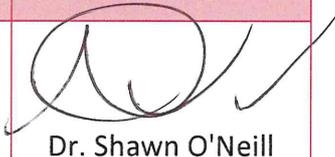
- The school shall implement transportation and traffic management procedures, including maintaining bus inspection records and ensuring valid licenses and permits for all buses, drivers, and supervisors.
- These procedures shall comply fully with the ADEK and CIS School Transportation Policy and any additional local regulations.

11. References

- ADEK School Health and Safety Policy_v.1.1 -2024 (September).
- Abu Dhabi Occupational Safety and Health System Framework (ADOSH-SF) Mechanism 11.0 – Incident Notification, Investigation and Reporting (Version 4.0, July 2024).
- ADOSH-SF – Technical Guideline Process of Risk Management - Version 4.0 – 15th July 2024
- Al Hajeri, O. M. (2020). The Comprehensive School Screening Program in Abu Dhabi Schools 2015-2018: The Challenges and Opportunities.
- Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema)
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its Amendments.
- Monitoring and Control Center (MCC). (2023). Manual of Standards for Surveillance Devices (Version 2.0).

12. Document Review and Approval

This document has been reviewed and approved as indicated in the following table

Date	Amendment	Reviewed by	Authorised by
20-02-2026	 Document Created by Mr. Risvan Vattaparamban (OSH Officer)	OSH Committee	 Dr. Shawn O'Neill (Principal)

