

# Al Ittihad National Private School

## Shakbout



# Health and Safety Policy

## AY 2025-2026

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## I. Introduction

At Al Ittihad National Private School – Shakhbout (INPS-Shakhbout), we believe that the safety of our students and staff is a crucial priority and recognize that the school needs to have a well-structured Health and Safety policy that helps enhance a positive and productive learning environment. We are committed to upholding the highest standards of health, safety, and well-being for all members of our school community. This policy outlines our comprehensive approach to ensuring a safe, secure, and healthy environment for students, staff, parents, contractors, and visitors.

Our commitment to health and safety extends beyond compliance; we strive to create a culture of awareness, responsibility, and proactive risk management. Through preventive measures, regular safety assessments, emergency preparedness plans, and ongoing training programs, we aim to minimize risks and respond effectively to any incidents or emergencies that may arise.

This policy outlines our structured framework for addressing various health and safety concerns, including fire safety, emergency response, medical care, student well-being, risk assessment, transportation safety, and infrastructure security. It defines the responsibilities of all stakeholders, ensuring that each member of our school community plays a role in maintaining a safe and secure environment.

### 1.1 Purpose

INPS- Shakhbout is committed to ensuring a safe and secure educational environment that prioritizes the wellbeing of students, staff, visitors, and other stakeholders. The purpose of this policy is to establish a structured framework for preventing accidents, reducing risks, and promoting a culture of safety, responsibility, and awareness. By implementing robust health and safety measures, the school aims to safeguard individuals from potential hazards, promote health consciousness, and support emergency preparedness. A safe educational environment fosters productivity, enhances learning outcomes, and promotes well-being.



## 1.2 Scope

This policy applies to all areas within the school premises, including classrooms, playgrounds, laboratories, transportation, and extracurricular activities. It extends to all members of the school community, including students, teachers, administrative staff, parents, contractors, and visitors. The policy also encompasses compliance with local and national safety regulations, ensuring that the school meets the required health, hygiene, and security standards.

## 1.3 Objectives

- Promote a culture of responsibility and accountability towards protecting everyone from dangers (e.g., fire accidents, laboratory accidents, medical incidents, near miss incidents, etc.)
- Promote a culture of safety, accountability, and awareness among all school community members through ongoing safety campaigns, training, and awareness programs to instill responsibility in students and staff.
- Ensure classrooms, playgrounds, and other school facilities are free from hazards.
- Create an environment that promotes students' wellbeing and ensure their physical safety through keeping all school staff accountable for creating a safe learning environment for students.
- Ensure compliance with ADEK's School Health and Safety Policy (September 2024, Version 1.1) by strictly following all prescribed safety measures, procedural guidelines and government regulations related to educational institutions.
- Create a hazard-free environment in classrooms, playgrounds, science laboratories, school cafeterias, hallways, staircases, and school transport facilities to prevent any potential accidents or health risks.
- Prepare for emergencies by ensuring all students and staff are well-versed in evacuation and response protocols through regular drills, proper signage, and easily accessible emergency exits and equipment.
- Provide access to high-quality health services for students at no additional cost, ensuring comprehensive health screenings, vaccinations, and mental health support in collaboration with certified medical professionals.
- Ensure the safety in classrooms, playgrounds, science laboratories, school cafeterias, hallways, staircases, and school transport facilities to prevent any potential accidents or health risks.

## 1.4 Alignment with UAE and ADEK Guidelines

This policy is guided by relevant local, state, and national laws regarding Health and Safety, including:

- 2024 (January) ADEK\_School\_Health and Safety Policy\_v.1.0
- Federal Decree Law No. 5 of 2012 on Combating Information Technology Crimes.
- Federal Decree Law No. 31 of 2021 Promulgating the Crimes and Penalties Law.
- MedlinePlus (n.d). Allergic Reactions
- The Superme Council for National Security Monitoring and Control Center (MCC). (2022). Manual of
- Surveillance Devices (1<sup>st</sup> ed.V1.0.2022)

## 1.5 Definitions

<b>Health and Safety</b>	Requirement for schools to ensure that students, staff, contractors, sub-contractors, relevant stakeholders, and visitors are kept safe and healthy in school and school-related activities.
<b>Wellness</b>	The quality or state of being in good physical and mental health.
<b>Additional Learning Needs</b>	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).  For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.

<b>Anaphylaxis</b>	A sudden and severe allergic reaction and medical emergency that occurs within minutes of exposure and requires immediate medical attention (MedlinePlus, n.d.)
<b>Basic Health Screening</b>	Annual health screening of students in all grades, conducted by the school nurse, including review of medical history, measurement of body mass index, and vision testing (Al Hajeri, 2020).
<b>Comprehensive Health Screening</b>	An in-depth health screening for students in Grades 1, 5, and 9. The screening is conducted by visiting health professionals and includes a medical check-up by a licensed medical doctor, a hearing screening, and an oral health examination for students in Grades 1, 5 and 9, as well as a blood count test by a phlebotomist for all students in Grade 1 and for female students in Grade 9 (Al Hajeri, 2020).
<b>Emergency Plan</b>	Systematic instructions and procedures that clearly detail what needs to be done, how, when, and by whom before and after the time an anticipated emergency event occurs

## II. Roles and Responsibilities

### 2.1 The Health and Safety Committee

The INPS-Shakhbout Health and Safety Committee (EHSC) serves as the central body responsible for planning, coordinating, monitoring, and continuously improving all matters related to health, safety, and wellbeing within the school community. This committee ensures that safety protocols are rigorously applied, legal and regulatory requirements are met, and a proactive culture of safety is embedded throughout the school's operations.

The EHSC is chaired by the School Principal with the Vice Principal acting as deputy chair. Its membership represents a cross-section of leadership, support services, teaching staff, and specialist roles, ensuring a holistic and collaborative approach to school safety.

The EHSC responsibilities include:

- Conducting systematic inspections and safety audits of all school facilities, including classrooms, laboratories, playgrounds, sports facilities, transportation services, and administrative.

- Ensuring that potential hazards are identified early, documented, and addressed through immediate and long-term preventive measures.
- developing, reviewing, and updating health and safety policies in accordance with national regulations, ADEK requirements, and best international practices such as OSHA guidelines.
- Clearly communicating the school Health and safety policy to all staff, students, and visitors to ensure consistent application.
- designing, reviewing, and overseeing the implementation of comprehensive emergency response plans covering fire drills, first aid, medical emergencies, lockdowns, and evacuations.
- Ensuring readiness by organizing and facilitating ongoing health and safety training sessions, workshops, and awareness campaigns. These initiatives address topics such as safe equipment use, hygiene practices, first aid, and specific hazard management relevant to school activities.
- Investigating reported accidents, injuries, and near misses determine root causes, implement corrective actions, and prevent recurrence, maintaining detailed records for accountability.
- Ensuring that all school operations comply with relevant local, federal, and international health and safety standards, including those set by ADEK, the Department of Health (DoH), and other regulatory bodies.
- Evaluating the effectiveness of implemented health and safety measures through feedback, performance reviews, and audits.

## 2.2 The School Leadership (School Principal and Governing Board)

- Developing and enforcing comprehensive health and safety policies aligned with ADEK and international best practices.
- Ensuring legal compliance with all national and international safety and health regulations.
- Allocating budget and resources for safety training, emergency preparedness, and procurement of protective equipment.
- Conducting internal safety audits in collaboration with external regulatory bodies to assess risk factors and implement necessary safety enhancements.
- Promoting collaborative communication among teachers, students, parents, and local authorities to address safety concerns and incidents proactively.

## 2.3 Health and Safety Officer

- Developing, implementing, and maintaining an Occupational Safety & Health Management System with detailed reporting and compliance tracking mechanisms.

- Conducting frequent risk assessments and hazard evaluations in key areas such as science labs, playgrounds, bus parking areas, and canteens.
- Maintaining an updated log of incidents, near-misses, and corrective measures taken.
- Organizing annual emergency drills, first aid training sessions, and fire safety programs to ensure preparedness.
- Providing comprehensive safety orientation for new students and staff to familiarize them with school health and safety policies.

#### **2.4 Teachers and Staff**

- Supervising students to ensure compliance with health and safety rules, particularly during physical education, extracurricular activities, and field trips.
- Participating in mandatory health and safety training sessions on topics such as first aid, CPR, fire safety, and emergency response.
- Incorporating safety education into the curriculum, particularly in science and technology-related subjects.

#### **2.5 Students**

- Adhering to safety rules and regulations and complying with the directions of teachers, supervisors, and other authorized staff at all times.
- Promptly report hazards and incidents by immediately informing a teacher, supervisor, or any staff member about unsafe conditions, damaged equipment, accidents, injuries, or near-miss incidents.
- Knowing how to effectively respond during emergencies when actively engaging in all safety-related activities, including fire drills, lockdown simulations, first aid training, hygiene campaigns, and safety awareness workshops.
- Respecting all posted warning signs, hazard notices, and safety instructions and stay out of restricted or unauthorized areas unless accompanied by an authorized staff member.

- Avoiding dangerous and disruptive behavior such as:
  - running in hallways, pushing or fighting with others, throwing objects on others or joking around in a way that could cause accidents or injuries.
  - using school facilities in a way that could endanger oneself or others. All equipment and materials must be handled responsibly and as instructed. running, pushing, wrestling, throwing objects, or joking around in a way that could cause accidents or injuries
- Reporting any observed hazards, broken equipment, or unsafe conditions immediately to the school Principal and EHSC.
- Participating in mandatory health and safety training sessions on topics such as first aid, CPR, fire safety, and emergency response.
- Incorporating safety education into the curriculum, particularly in science and technology-related subjects.

## **2.6 Contractors & Subcontractors (Maintenance, Construction, Catering, etc.)**

- Staff must comply fully with the school's health and safety policies as well as all relevant national regulations and standards.
- All work must be carried out using safe practices and with the correct operation of equipment in accordance with established procedures.
- A comprehensive risk assessment must be conducted prior to initiating any activity to identify hazards and implement appropriate control measures.
- Staff must be provided with suitable personal protective equipment (PPE) and the necessary training to ensure its correct and effective use.
- All hazardous materials, chemicals, and tools must be stored securely and labeled clearly to prevent unauthorized access or accidental exposure.



## 2.7 Visitors (Parents, Guests, Inspectors, etc.)

- All visitors are expected to comply with the school's health and safety policies at all times while on campus.
- Upon arrival, visitors must complete the sign-in process at the designated registration desk.
- Visitors are required to remain within authorized areas and adhere strictly to the school's established safety procedures.
- Any safety concerns, hazards, or emergencies must be reported without delay to a member of the school staff.

## 2.8 Visitors Relevant Stakeholders (Local Authorities, ADEK, Ministry of Education, Emergency Services, etc.)

- Establish comprehensive guidelines and regulatory frameworks to ensure the safety and security of the school environment.
- Carry out systematic inspections and audits to verify compliance with established health and safety standards.
- Provide schools with the necessary resources, training programs, and emergency response support to enhance safety measures.
- Investigate significant incidents thoroughly and issue informed recommendations to strengthen safety practices and prevent recurrence.

# III. Health and Safety Principles

## 3.1 Risk Assessment & Prevention

At INPS-Shakhbout, we consider risk assessment to be a proactive and continuous process that underpins all our safety efforts. The school conducts comprehensive hazard identification in all environments, including classrooms, laboratories, gymnasiums, playgrounds, school buses, dining facilities, and administrative offices. Each identified risk is evaluated in terms of severity and likelihood, with control measures tailored to minimize or eliminate those risks. These measures may include engineering controls (such as barriers or ventilation systems), administrative controls

(such as supervision and signage), or personal protective equipment (PPE). Risk assessments are reviewed periodically and after any significant changes to ensure ongoing safety. Safety inspections and independent audits are conducted by trained personnel to verify compliance with mitigation strategies.

### **3.2 Compliance with Safety Regulations**

INPS-Shakhbout is fully committed to complying with all local, national, and international health and safety regulations. We ensure full alignment with ADEK, ADPHC/DoH, CDA, MCC, and any other relevant governmental authority, as well as internationally recognized standards such as ISO 45001 and OSHA guidelines. Compliance is an ongoing process, supported by scheduled internal and external audits, systematic record-keeping, and active engagement with regulatory updates. Our health and safety policies are reviewed annually and following the release of new regulatory guidelines to ensure continuous alignment with current legal requirements.

### **3.3 Emergency Preparedness**

Emergency preparedness is embedded into INPS-Shakhbout's operational and safety culture. The school maintains an extensive emergency response plan that outlines step-by-step procedures for various emergency situations, including fire evacuations, lockdowns, medical emergencies, chemical spills, and severe weather events. Regular drills are conducted to assess response effectiveness and improve the confidence and readiness of staff and students. Emergency procedures are clearly communicated and visually displayed throughout the campus. INPS-Shakhbout also collaborates with local emergency services (e.g., Civil Defence, paramedics) to ensure swift coordination in the event of a real emergency.

### **3.4 Safe and Healthy Environment**

The school places high importance on maintaining a physically and psychologically safe environment. Cleaning and disinfection protocols adhere to national public health standards and ensure all spaces remain sanitary, especially high-traffic and high-touch areas such as restrooms, cafeterias, and classrooms. Air quality is maintained through proper ventilation and air conditioning systems. Classrooms and office spaces are equipped with ergonomic furniture to promote posture health and reduce injury risks. Additionally, measures such as safe flooring, adequate lighting, hand sanitizing stations, and hygienic waste management are implemented to create a supportive and health-conscious setting.

### **3.5 Use of Protective Equipment (PPE)**

INPS-Shakhbout provides and mandates the use of appropriate PPE in all situations where hazards cannot be fully mitigated by other means. This includes laboratory environments, maintenance tasks, PE activities, and extracurricular events involving physical risks. Students, staff, and contractors receive comprehensive training on the correct selection, usage, maintenance, and disposal of PPE. Supervisors are responsible for enforcing proper PPE use, and periodic audits are conducted to ensure compliance. The school maintains adequate PPE inventory to meet demand during both routine and emergency operations.

### **3.6 Safety Training and Awareness**

The school fosters a culture of safety awareness through structured and ongoing education programs. All staff undergo mandatory health and safety training during onboarding and participate in refresher courses throughout the academic year. Specialized training is provided to high-risk roles such as lab supervisors, PE instructors, and maintenance personnel. Students receive age-appropriate instruction on personal safety, emergency procedures, and responsible behavior through workshops and assemblies. Safety campaigns, newsletters, and visual reminders (e.g., posters and signs) are used to continuously reinforce key safety messages.

### **3.7 Accident Reporting & Investigation**

INPS-Shakhbout has an open and transparent incident reporting protocol that requires immediate documentation of all accidents, injuries, and near-miss incidents. Reporting forms are easily accessible to all staff, and confidentiality is maintained throughout the reporting process. Each incident is thoroughly investigated by the Health and Safety Officer, who identifies the root cause and recommends corrective and preventive actions. Findings are shared with relevant stakeholders, and remedial actions are tracked to completion. Lessons learned from investigations are incorporated into policy revisions and staff training.

### **3.8 Wellbeing and Mental Health**

INPS-Shakhbout takes a holistic approach to health, recognizing the importance of both physical and mental well-being. The school implements well-being programs that include counseling services, stress management workshops, mindfulness sessions, and access to a dedicated social

counselor. Staff and students are encouraged to seek support through an open-door policy and peer mentoring initiatives. INPS-Shakhbout promotes work-life balance for staff through flexible working arrangements when feasible, and monitors well-being trends through regular surveys and feedback channels.

### 3.9 Security Measures

The school enforces a multi-layered security system to protect the entire campus community. All visitors must register at the main entrance, present identification, and wear a visitor badge during their stay. Access to sensitive areas is restricted to authorized personnel via electronic locks and staff ID cards. Trained security officers are stationed at key locations, and school grounds are monitored via an extensive CCTV network compliant with MCC standards. The school collaborates with local law enforcement agencies for risk assessments and emergency response planning.

### 3.10 Collaboration and Continuous Improvement

INPS-Shakhbout promotes collaborative engagement in all safety matters through the active involvement of the Health and Safety Committee, which includes representatives from leadership, staff, students, and parents. The committee meets regularly to review safety performance, discuss feedback, and share recommendations. The school actively encourages feedback from all community members through surveys, suggestion boxes, and open forums. Findings from audits, inspections, and incident investigations are used to inform updates to the health and safety policy, with a focus on continuous improvement and alignment with international best practices.

## IV. Health and safety procedures

The INPS-Shakhbout Health and Safety Procedures provide clear operational guidelines to ensure that all activities, environments, and interactions within the school premises meet the highest safety and health standards. Each procedure is designed in strict compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) and the Department of Health (DoH) regulations, as well as best international practices. The procedures encompass the following areas:



## **4.1 Emergency procedures:**

The school maintains comprehensive emergency preparedness protocols covering a range of potential incidents.

### **4.1.1 Fire Drill and Evacuation Procedures:**

Detailed evacuation routes are posted in all classrooms and common areas. Fire drills are conducted at least once per term to ensure students and staff are familiar with evacuation procedures, assembly points, and accountability measures.

### **4.1.2 Medical Emergency Response**

The school clinic is fully equipped and staffed by a licensed nurse capable of administering first aid, managing emergencies and coordinating with external medical services when needed.

### **4.1.3 Lockdown and Intruder Procedures:**

In the event of an intruder or other security threat, lockdown protocols are activated to ensure all students and staff remain safe until the situation is resolved. All staff are trained to respond quickly, lock doors, and secure their rooms.

## **4.2 Risk Assessment Procedures**

Proactive risk management is central to the school's safety approach.

- Regular risk assessments are carried out for classrooms, playgrounds, laboratories, sports facilities, and activity areas to identify potential hazards.
- Hazard control measures are implemented immediately to reduce risks to acceptable levels.
- All risk assessments, mitigation strategies, and follow-up actions are recorded and reviewed periodically.
- Field trips and off-site activities require a pre-event safety review to assess transport, destination, and planned activities.



### **4.3 Hygiene and Disease Prevention**

INPS-Shakhbout places a high priority on maintaining exemplary hygiene standards across all areas of the campus to safeguard the health of students, staff, and visitors. The school follows a rigorous cleaning and sanitization schedule in line with Department of Health (DoH) requirements and international best practices.

#### **4.3.1 Daily Cleaning and Sanitization:**

All classrooms, laboratories, offices, corridors, and communal spaces are thoroughly cleaned each day by trained maintenance personnel. High-contact surfaces—such as door handles, railings, light switches, desks, and shared equipment—are sanitized multiple times throughout the school day to reduce the risk of germ transmission.

#### **4.3.2 Washroom Hygiene:**

Washrooms are cleaned and restocked with hygiene supplies (soap, tissues, and hand-drying facilities) at frequent intervals. Regular inspections are carried out to ensure cleanliness, functionality, and compliance with hygiene standards.

#### **4.3.3 Hand Hygiene Promotion:**

Hand sanitizing stations and soap dispensers are installed at strategic locations throughout the campus, including entrances, classrooms, laboratories, dining areas, and sports facilities. Students and staff are encouraged to wash or sanitize their hands before and after meals, after using the washroom, and following any physical activity.

#### **4.3.4 Awareness Campaigns:**

Periodic health awareness campaigns are organized to educate students and staff on proper handwashing techniques, respiratory etiquette, and personal hygiene practices. These campaigns may include posters, assemblies, digital reminders, and interactive activities to reinforce positive habits.

#### **4.3.5 Disease Prevention and Control:**

The school strictly follows DoH and ADEK guidelines regarding the prevention and management of communicable diseases. If a student or staff member exhibits symptoms of a contagious illness—such as fever, persistent cough, rash, vomiting, or diarrhea—they are referred to the school clinic for assessment. Where necessary, they are temporarily excluded from school until a licensed healthcare provider issues medical clearance confirming they are fit to return.

#### **4.3.6 Coordination with Health Authorities:**

In the event of a reportable infectious disease case, the school promptly informs the relevant health authorities, cooperates fully with contact tracing measures, and implements any additional precautionary steps advised by the DoH.

#### **4.3.7 Special Health Protocols During Outbreaks:**

In situations such as seasonal influenza surges or public health emergencies (e.g., COVID-19), the school enforces enhanced disinfection routines, health screenings (temperature checks, symptom

### **4.4 Supervision and Student Safety Procedures**

INPS-Shakhbout maintains a robust and proactive supervision framework to ensure the safety, security, and wellbeing of all students throughout the school day. This framework covers every stage of the student's time on campus and during school-organized activities, from arrival to departure, including break times, transitions between classes, and participation in extracurricular programs.



#### **4.4.1 Arrival and Departure Supervision:**

Designated staff members, including section leaders, supervisors, and security personnel, are assigned to oversee student arrival and dismissal. During arrival, staff are stationed at school entrances, bus drop-off points, and main gates to welcome students, guide them safely to their classrooms, and monitor traffic flow. At dismissal, staff ensure that students board buses in an orderly manner, are handed over only to authorized individuals, and follow safe exit routes.

#### **4.4.2 Break and Transition Monitoring:**

During recess, lunch breaks, and transitions between lessons, supervisors are strategically positioned across playgrounds, corridors, stairwells, and other high-traffic areas to monitor student conduct, enforce safety rules, and intervene promptly in cases of unsafe behavior. Supervisors are trained to remain vigilant, maintain visibility, and communicate effectively via school radios or agreed signaling methods to coordinate coverage.

#### **4.4.3 Extracurricular and Off-Site Activities:**

All extracurricular activities—whether sports, arts, clubs, or educational trips—are supervised by appropriately trained staff members who maintain clear sightlines of all participating students at all times. Risk assessments are completed in advance to identify potential hazards, and adequate adult-to-student ratios are maintained in line with ADEK guidelines to ensure student safety during both on-campus and off-site events.

#### **4.4.4 Preventive Safety Oversight:**

Supervisors are trained not only to react to incidents but also to prevent them. This involves actively scanning the environment for potential risks (e.g., wet floors, obstructed pathways, unsafe play) and addressing them immediately. Staff are also trained in child protection procedures to ensure the physical and emotional safety of students.

#### **4.4.5 Emergency Readiness:**

All supervisory personnel are equipped with the knowledge and tools necessary to respond effectively in emergencies, including medical incidents, behavioral crises, or environmental hazards. Supervisors know the location of emergency exits, first aid kits, and communication devices, and they are trained to initiate emergency protocols without delay.

### **4.5 Safe Handling of Equipment and Materials**

INPS-Shakhbout enforces strict protocols for the safe use, maintenance, and storage of all equipment and materials used within the school to minimize the risk of accidents and injuries. These procedures apply to all areas of the school, including classrooms, science laboratories, sports facilities, art rooms, technology workshops, and any specialized learning spaces.

#### **4.5.1 Regular Safety Inspections:**

All equipment—ranging from sports gear and playground apparatus to laboratory instruments and IT hardware—is inspected at scheduled intervals by trained personnel to ensure it meets established safety standards. Any defective, damaged, or malfunctioning equipment is immediately removed from use, reported to the relevant department, and repaired or replaced before being returned to service.

#### **4.5.2 Proper Use and Handling Training:**

Both staff and students receive training on the correct and safe use of equipment appropriate to their age, subject area, and activity. This includes practical demonstrations, safety briefings before lessons, and clear written or visual instructions posted near equipment. Training emphasizes safe operating procedures, correct posture or technique, and awareness of potential risks.

#### **4.5.3 Hazardous Materials Management:**

Any hazardous materials, including chemicals used in laboratories, cleaning agents, and certain art supplies, are clearly labeled with standardized hazard symbols. These materials are stored in secure, well-ventilated, and access-controlled areas in accordance with ADEK, DoH, and



international safety regulations. Only authorized and trained staff are permitted to handle or dispense hazardous substances.

#### **4.5.4 Preventive Controls:**

Safety guards, shields, or other protective devices are installed on relevant machinery and equipment to prevent accidental injury. For activities involving potential hazards—such as chemical handling, power tools, or heavy equipment—appropriate personal protective equipment (PPE) such as goggles, gloves, lab coats, or helmets must be worn at all times.

#### **4.5.5 Incident Response Preparedness:**

Each area containing specialized equipment is equipped with readily accessible emergency resources, such as eyewash stations in laboratories, first aid kits in sports facilities, and spill kits for chemical accidents. Staff and designated student leaders are trained in immediate response procedures in the event of equipment malfunction or injury.

### **4.6 Visitor and Contractor Safety Procedures**

All visitors and contractors must register at the reception and wear identification badges while on campus. Safety briefings are provided when necessary, particularly for contractors involved in maintenance or construction work. Access to certain areas may be restricted to minimize risk.

### **4.7 Accident and Incident Reporting Procedures**

INPS-Shakhbout maintains a structured and transparent process for the prompt reporting, thorough investigation, and effective resolution of all accidents, injuries, and near-miss incidents occurring on school premises or during school-related activities. This process is designed to ensure that any safety concern is addressed swiftly, lessons are learned, and preventive measures are implemented to protect all members of the school community.



#### **4.7.1 Immediate Reporting:**

Any accident, injury, or near-miss incident—regardless of severity—must be reported without delay to the designated Health and Safety Officer (HSO) or the nearest responsible staff member. This applies to all students, staff, visitors, contractors, and volunteers. Staff are trained to prioritize medical assistance when needed while simultaneously notifying the HSO.

#### **4.7.2 Incident Documentation:**

Upon notification, the HSO provides an official Incident Report Form to be completed by the reporting party or relevant staff member. This form captures key details such as the date, time, location, individuals involved, description of the incident, and any immediate actions taken. Photographic evidence or witness statements are included where appropriate.

#### **4.7.3 Investigation and Root Cause Analysis:**

The HSO conducts a formal investigation into each reported incident, identifying contributing factors, determining the root cause, and evaluating whether existing safety controls were adequate. Investigations are documented, and findings are reviewed by the Health and Safety Committee for further action.

#### **4.7.4 Corrective and Preventive Measures:**

Based on investigation findings, the school implements corrective actions to address the immediate issue (e.g., repairing faulty equipment, revising supervision protocols) and preventive measures to mitigate the risk of recurrence. These may include updating procedures, providing targeted training, or enhancing safety signage.



#### **4.7.5 Escalation to Authorities:**

In accordance with ADEK and DoH requirements, all serious incidents—particularly those involving significant injury, hospitalization, or hazardous exposure—are formally reported to the relevant authorities within the stipulated timeframes. The school fully cooperates with any external investigations.

#### **4.7.6 Record-Keeping and Monitoring:**

All completed incident reports and investigation records are securely stored and maintained in line with the ADEK Records Policy. The Health and Safety Committee reviews incident data periodically to identify trends, assess the effectiveness of corrective measures, and recommend policy or procedural improvements.

### **4.8 Safety Training and Awareness**

INPS-Shakhbout is committed to fostering a proactive safety culture through comprehensive and continuous training programs, as well as targeted awareness initiatives for all members of the school community. These measures ensure that staff, students, and other stakeholders are equipped with the knowledge, skills, and confidence to act safely, prevent accidents, and respond effectively in emergencies.

#### **4.8.1 Regular Training for Staff:**

All staff members—teaching, administrative, and support—participate in mandatory safety training sessions scheduled throughout the academic year. These sessions cover critical topics including first aid, cardiopulmonary resuscitation (CPR), fire safety and extinguisher use, evacuation drills, hazard recognition, safe handling of equipment, and the correct use of personal protective equipment (PPE). Training content is regularly updated to reflect changes in regulations, emerging risks, and lessons learned from past incidents.

#### **4.8.2 Student Safety Education:**

Age-appropriate safety education is integrated into the school program to ensure that students develop essential awareness and safe practices from an early age. Lessons include recognizing hazards, following safe play and laboratory rules, responding appropriately in emergencies, and understanding the importance of personal hygiene and health precautions.

#### **4.8.3 Evacuation and Emergency Drills:**

Evacuation drills (including fire, lockdown, and earthquake simulations) are conducted at least once per term. These drills familiarize students and staff with emergency procedures, designated assembly points, and the roles of emergency coordinators. Performance during drills is reviewed, and improvements are implemented as necessary.

#### **4.8.4 First Aid and Specialized Response Training:**

Selected staff members, including physical education teachers, science laboratory supervisors, and activity coordinators, receive advanced training in first aid, injury assessment, and emergency medical response. The school clinic nurse also provides specialized briefings on medical emergencies such as allergic reactions, asthma attacks, and seizures.

#### **4.8.5 Safety Awareness Campaigns:**

The school organizes regular awareness campaigns to promote safe behaviors and reinforce best practices. Campaigns may focus on seasonal topics such as flu prevention, sun safety, road and transportation safety, sports safety, or digital well-being. Awareness materials include posters, newsletters, assemblies, interactive workshops, and digital reminders.

#### **4.8.6 Evaluation and Continuous Improvement:**

Training sessions are evaluated through feedback surveys, observations, and practical assessments to ensure they meet learning objectives and are relevant to the school's evolving safety needs. Records of attendance and training outcomes are maintained as part of the school's health and safety compliance documentation.

## 4.9 Extracurricular Activities Procedures

INPS-Shakhbout ensures that safety considerations are fully embedded into the planning, organization, and execution of all extracurricular activities, including sports events, cultural programs, performances, competitions, community service initiatives, and educational trips—both on and off campus. The objective is to provide enriching experiences for students while maintaining the highest standards of safety and risk management.

### 4.9.1 Comprehensive Risk Assessments:

Prior to each extracurricular activity, a detailed risk assessment is conducted by the responsible staff member in coordination with the Health and Safety Officer. This assessment identifies potential hazards, evaluates the likelihood and severity of risks, and outlines preventive measures to ensure a safe environment. Factors considered include venue safety, transportation arrangements, weather conditions, student health needs, and the nature of the planned activities.

### 4.9.2 Qualified Supervision:

Every extracurricular activity is supervised by trained and experienced staff members who are familiar with both the activity's requirements and the school's safety protocols. Supervisors maintain a vigilant presence, ensuring student behavior complies with safety rules and that emergency procedures can be initiated immediately if required. For certain activities—such as swimming, laboratory-based competitions, or field expeditions—specialist instructors or certified coaches are engaged to provide expert oversight.

### 4.9.3 Safety Briefings:

Before any activity begins, students receive a clear safety briefing outlining rules, expected conduct, and emergency procedures. For off-site trips, this briefing includes guidance on staying with the group, respecting local regulations, and reporting concerns promptly to the supervising staff.

#### **4.9.4 Health and Medical Preparedness:**

The school nurse or a trained first aider accompanies activities where there is an elevated risk of injury or illness. First aid kits are available at all event locations, and supervisors are informed of any student medical conditions or allergies in advance. In cases of overnight trips or extended events, healthcare provisions are planned in accordance with ADEK and DoH guidelines.

#### **4.9.5 Parental Consent and Information:**

Written parental consent is obtained for all off-campus activities, with detailed itineraries, contact information, and safety measures shared in advance. Parents are informed of the activity's objectives, location, duration, and the qualifications of supervisory staff.

#### **4.9.6 Post-Activity Review:**

After each extracurricular activity, supervisors submit a report to the Health and Safety Committee outlining any incidents, near-misses, or safety concerns encountered. Lessons learned are documented and incorporated into future planning to strengthen the safety framework.

### **4.10 Transportation Safety Procedures**

INPS-Shakhbout operates its school transportation system in strict compliance with ADEK regulations and the standards set by relevant transport authorities. The school is committed to ensuring that every aspect of student transportation—whether to and from school or for extracurricular and educational trips—is managed with the highest levels of safety, reliability, and care.

#### **4.10.1 Daily Bus Inspections:**

Each school bus undergoes a thorough pre-departure inspection by the driver and transportation officer to confirm that all safety systems are functioning correctly. This includes checks on brakes,

tires, lights, seatbelts, emergency exits, fire extinguishers, first aid kits, and air conditioning systems. Any mechanical faults are reported immediately and addressed before the bus is allowed to operate.

#### **4.10.2 Driver and Assistant Training:**

All bus drivers and assistants participate in mandatory safety and operational training sessions, which cover safe driving techniques, child supervision, emergency evacuation procedures, and communication protocols. Training is refreshed regularly and updated in line with new safety regulations or identified improvement needs.

#### **4.10.3 Student Conduct Rules:**

To ensure a safe and respectful environment, clear behavioral expectations are communicated to all students who use school transportation. Rules include wearing seatbelts at all times, refraining from eating, drinking, or littering on the bus, avoiding loud or disruptive behavior, and keeping hands, arms, and objects inside the bus. Students are required to follow all instructions from the bus driver and assistant without delay.

#### **4.10.4 Emergency Preparedness:**

All school buses are equipped with essential emergency resources, including first aid kits, fire extinguishers, and updated emergency contact lists. Emergency evacuation drills for bus riders are conducted regularly to ensure that students and staff are familiar with procedures for safely exiting the bus in the event of fire, accident, or other hazards.

#### **4.10.5 Pick-Up and Drop-Off Safety:**

Procedures are in place to guarantee safe boarding and disembarking at both school and designated bus stops. Younger students are released only to authorized individuals, as confirmed through the school's parent authorization records. Parents/guardians must notify the school in advance of any change in pick-up or drop-off arrangements.

#### **4.10.6 Hygiene and Sanitation Measures:**

In alignment with public health guidelines, buses are cleaned and sanitized daily, with special attention given to high-contact surfaces such as handrails, seatbelts, and door handles. Adequate ventilation is maintained during journeys to promote a healthy environment. Students who are unwell, particularly with symptoms of communicable diseases, are advised to avoid using school transportation until medically cleared.

#### **4.10.7 Compliance and Monitoring:**

The school transportation system is subject to regular audits by the transportation officer and school management to ensure full adherence to ADEK requirements, transport authority regulations, and internal safety protocols. Records of inspections, training, maintenance, and incident reports are maintained as part of the school's safety compliance documentation.

### **V. Resources and Processes**

Creating and sustaining a healthy, safe, and secure environment at INPS-Shakhbout requires the integration of adequate resources, clearly defined processes, and a school-wide culture of responsibility and accountability. These elements work together to ensure that health and safety standards are not only met but continuously improved in alignment with ADEK regulations, DoH guidelines, and recognized international best practices.

#### **5.1 Infrastructure and Physical Resources**

The school is committed to maintaining high-quality facilities that are conducive to safety and wellbeing. This includes ensuring that all classrooms, laboratories, playgrounds, sports facilities, and administrative areas are maintained in good condition through scheduled inspections and preventative maintenance programs. Health and safety equipment, such as fire extinguishers, first aid kits, emergency lighting, and safety signage, is strategically placed, regularly inspected, and replaced as necessary to guarantee full functionality. Transportation services are designed and operated with safety as a priority, including well-maintained buses, trained drivers and assistants, and safety features such as seatbelts, GPS tracking, and emergency equipment.

## 5.2 Processes and Protocols for Health and Safety

A robust set of processes and protocols underpins all school operations. Comprehensive risk management procedures are in place to identify, assess, and control potential hazards across all learning and operational environments. Emergency procedures, including evacuation plans, lockdown protocols, and medical response guidelines, are documented, communicated, and rehearsed through regular drills. Health and hygiene protocols ensure a clean and sanitary environment, supported by daily cleaning schedules, regular sanitization of high-contact areas, and compliance with disease prevention measures. Visitor and contractor safety is managed through registration procedures, identification checks, restricted access to sensitive areas, and briefings on relevant safety protocols.

## 5.3 Promoting a Culture of Responsibility and Accountability

The school actively fosters a safety-conscious culture where every member of the community—staff, students, parents, and visitors—understands and fulfills their role in maintaining a safe environment. Staff receive ongoing health and safety training tailored to their roles, ensuring they are equipped to identify risks, respond to emergencies, and apply safe working practices. Students are engaged through age-appropriate safety education, awareness campaigns, and active participation in safety drills, encouraging them to take responsibility for their own safety and that of their peers.

## 5.4 Monitoring and Continuous Improvement

The school's health and safety performance is continuously monitored through audits, inspections, feedback mechanisms, and incident reporting systems. Data from these processes is analyzed to identify trends, highlight potential areas for improvement, and guide policy updates. Regular review meetings by the Health and Safety Committee ensure that corrective measures are implemented promptly and that best practices are adopted in response to emerging risks or updated regulations. Continuous improvement is a fundamental principle, ensuring that health and safety measures evolve in line with technological advancements, educational needs, and regulatory changes.

## VI. Regulatory Compliance and Licensing

INPS-Shakhbout is committed to ensuring that its Health and Safety Policy remains fully compliant with all applicable policies, procedures, regulations, frameworks, compliance checklists, circulars, and special instructions issued or supervised by the Abu Dhabi Department of Education and Knowledge (ADEK), the Abu Dhabi Public Health Centre (ADPHC) / Department of Health (DoH), the Abu Dhabi Civil Defence Authority (CDA), and any other relevant governmental or regulatory authority in the United Arab Emirates. This applies to all aspects of the school's activities, operations, buildings, facilities, and equipment.

To maintain this compliance, the school undertakes the following:

- Submitting periodic reports, inspection results, audit findings, and corrective action plans to relevant authorities within prescribed timelines.
- Completing and submitting all required forms, including incident reports, compliance checklists, and documentation related to health and safety management systems.
- Ensuring strict adherence to all deadlines and reporting schedules set by regulatory authorities.
- Displaying the Health and Safety Policy in prominent and accessible locations throughout the school premises and ensuring it is readily available to all stakeholders, including staff, students, parents, and visitors.

### 6.1 Licensing and Permits

INPS-Shakhbout obtains and maintains all necessary licenses, approvals, and permits required for its operations, in compliance with the regulations of ADEK, ADPHC/DoH, the Department of Municipalities and Transport (DMT), the Integrated Transport Centre (ITC), the Monitoring & Control Center (MCC), the CDA, the Abu Dhabi Agriculture and Food Safety Authority (ADAFSA), and any other relevant authority. The school ensures that all contracts and agreements related to health and safety are valid, current, and aligned with regulatory requirements.

## 6.2 Record Management

The school maintains complete records of all inspections, observations, and notifications issued by relevant authorities, in accordance with the ADEK Records Policy. All health and safety-related documents are retained for the required period and made available for review by auditors and inspectors. Furthermore, every digital incident is recorded, documented, signed by the Principal, and stored securely for auditing purposes, in line with both the ADEK Digital Policy and the ADEK Records Policy.

## 6.3 Transportation and Traffic Safety

In adherence to the ADEK Transportation Policy, INPS-Shakhbout ensures that school transportation and traffic management meet the highest safety standards. At a minimum, the school:

- Develops, maintains, and regularly updates a traffic management plan detailing both internal and external traffic flow to ensure the safety of the school community, with particular attention to peak hours (drop-off and pick-up times).
- Maintains accurate records of school bus inspections and ensures that all buses, bus drivers, and bus supervisors hold valid licenses issued by the relevant authorities.
- Develops and communicates an up-to-date transport emergency and communication plan to all stakeholders, ensuring clear roles, responsibilities, and procedures in the event of a transport-related incident.

## 6.4 Weight Limits of School Bags

In compliance with health and safety best practices and in accordance with ADEK recommendations, INPS-Shakhbout enforces strict guidelines regarding the maximum permissible weight of students' school bags. A student's school bag must not exceed **5-10%** of the child's body weight, taking into consideration individual factors such as overall health, physical strength, and any pre-existing medical conditions. This is to prevent potential harm to students' spinal health, posture, and overall well-being. The school communicates these guidelines clearly to parents and monitors compliance through regular awareness campaigns and inspections.

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
Gr4/ 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	

## 6.5 Fire Protection

- INPS-Shakhbout shall ensure that its premises are equipped with comprehensive and integrated fire protection and detection systems, both fixed and mobile. These shall include fire detection devices, fire suppression systems, and automatic sprinkler installations.
- All fire safety systems must fully comply with the technical specifications and requirements set forth by the Civil Defence Authority (CDA), and valid operating licenses for such systems must be obtained and maintained.
- The school shall maintain up-to-date inspection records, maintenance logs, and official notifications related to fire protection and detection systems, in accordance with the ADEK Records Policy.
- Where directed by the CDA or other relevant authorities, INPS-Shakhbout shall install and maintain the *HASSANTUK* monitoring system to facilitate a rapid and coordinated response to fire and life safety emergencies.

## 6.6 Emergency Planning

- INPS-Shakhbout shall place the highest priority on ensuring student safety during any emergency situation.
- The Principal is responsible for developing and maintaining a comprehensive School Emergency Plan, which clearly defines the types of circumstances that constitute an emergency and outlines the corresponding safeguarding measures and evacuation procedures to be implemented.
- Emergency drills shall be conducted at least once annually, or more frequently if required by Civil Defence regulations, to ensure the preparedness of students, staff, and visitors. These drills shall be used to assess the effectiveness of current procedures, identify potential gaps, and implement necessary improvements. Detailed records and observation logs from each drill shall be documented and securely maintained.
- A reliable and efficient notification system shall be in place to ensure that parents are promptly informed in the event of an emergency. This may include communication channels such as SMS alerts, public address announcements, or designated mobile applications, ensuring timely and accurate dissemination of information.

## 6.7 School Clinic

- INPS-Shakhbout shall establish and operate an on-site clinic to provide comprehensive healthcare services to students, in full compliance with the Department of Health (DoH) requirements and standards. The school shall obtain and maintain a valid DoH healthcare facility license as a prerequisite for the clinic's operation.
- The school shall employ a full-time, licensed school nurse who holds a valid DoH healthcare professional license, meets all professional qualification requirements and performance criteria set by the DoH, and complies with the ADEK Coeducation Policy. The school nurse shall possess a thorough understanding of, and strict adherence to, all DoH standards governing the administration of medication.
- The administration of medication, as well as the management of accidents and medical emergencies—including conditions such as anaphylaxis and seizures—shall be carried out strictly in accordance with DoH regulations and only with a valid parental consent form, renewed each academic term.
- Where appropriate, INPS shall develop and implement individual healthcare plans for students with additional learning needs, in alignment with the ADEK Inclusion Policy.

- Routine and comprehensive health screenings shall be conducted in full compliance with DoH requirements. INPS shall also facilitate access for DoH-appointed health providers to implement the school-based immunization program in accordance with official guidelines.
- All medical care provided on campus—including medication administration, health screenings, immunizations, and the outcomes of any medical interventions—shall be accurately recorded in the student's medical file. The school shall ensure that these records are maintained confidentially and in strict adherence to the ADEK Records Policy.

## 6.8 Science Labs

### 6.8.1 General Safety Measures

#### 6.8.1.a Supervision and Access Control

- Students shall not be permitted to enter any laboratory without the presence and supervision of a qualified teacher or laboratory supervisor.
- Laboratories must remain securely locked when not in use to prevent unauthorized access.

#### 6.8.1.b Personal Protective Equipment (PPE)

- Appropriate PPE—including laboratory coats, gloves, and safety goggles—shall be worn during all experimental activities.
- Closed-toe footwear is mandatory; sandals, loose clothing, or any attire that may pose a safety risk is prohibited.

#### 6.8.1.c Behavior and Conduct

- Running, pushing, or engaging in any form of unsafe or disruptive behavior within the laboratory is strictly prohibited.
- Eating, drinking, or bringing personal items such as bags and mobile phones into the laboratory is not allowed.

#### **6.8.1.d Emergency Preparedness**

- Each laboratory shall be equipped with a fully stocked first aid kit.
- Emergency exits must be clearly marked, unobstructed, and easily accessible at all times.
- Fire extinguishers, eyewash stations, and spill kits shall be maintained regularly to ensure operational readiness.

#### **6.8.1.e Chemical and Equipment Handling**

- All instructions must be read carefully and followed precisely before handling any chemicals or operating equipment.
- Hazardous substances shall be clearly labeled and securely stored in designated containment areas.
- Electrical appliances and equipment must be switched off after use.

#### **6.8.1.f Waste Disposal and Cleanliness**

- Chemical, glassware, and biological waste must be disposed of according to established safety protocols.
- All laboratory equipment shall be cleaned thoroughly and returned to its designated storage location after use.

### **6.8.2 Roles and Responsibilities**

#### **6.8.2.a Students**

- Adhere to all laboratory safety rules and the instructions provided by teachers or laboratory supervisors.
- Immediately report any spills, breakages, or accidents to the supervising staff.

#### **6.8.2.b Teachers and Laboratory Supervisors**

- Ensure students comply with safety procedures and wear appropriate PPE during all laboratory activities.
- Provide safety briefings before the commencement of any experiment.
- Maintain an up-to-date inventory of chemicals, equipment, and emergency response kits.



### **6.8.2.c School Management and Safety Officers**

- Conduct regular laboratory safety audits and comprehensive risk assessments.
- Ensure all laboratory staff receive appropriate safety training.
- Schedule and oversee fire and emergency drills specifically for laboratory environments.

### **6.8.3 Incident Reporting and Emergency Response**

- All accidents, injuries, or chemical spills must be reported immediately to the designated safety officer.
- Clear and accessible emergency procedures for fire, chemical spills, and electrical hazards shall be displayed prominently in every laboratory.
- Fire and safety drills for laboratory users shall be conducted periodically to maintain a high level of preparedness.

## **VII. School Transportation**

### **7.1 General Safety Measures**

#### **7.1.1 Supervision and Access Control**

- Only authorized students and staff are permitted to use school bus transportation services.
- Bus assistants are responsible for ensuring that students board and disembark safely and in an orderly manner.

#### **7.1.2 Bus Rules for Students**

- Seatbelts must be worn at all times while the bus is in motion.
- Eating, drinking, or littering on the bus is strictly prohibited.
- Loud talking, shouting, or any behavior that may distract the driver is not permitted.
- Hands, arms, and personal belongings must remain inside the bus at all times.
- All students must comply with the instructions of the bus assistant at all times.



### **7.1.3 Pick-Up and Drop-Off Procedures**

- Students must arrive at their designated bus stop punctually.
- Parents or guardians must notify the school in advance of any changes to pick-up or drop-off arrangements.
- Younger students must only be released to authorized individuals during drop-off.

### **7.1.4 Emergency Preparedness**

- Each bus must be equipped with a first aid kit, a functional fire extinguisher, and an updated emergency contact list.
- Drivers and bus assistants must receive training in emergency response procedures.
- Fire evacuation and emergency drills for bus riders must be conducted regularly to ensure preparedness.

### **7.1.5 Bus Maintenance and Inspection**

- Buses must undergo daily inspections to identify and address mechanical or safety concerns.
- Comprehensive maintenance checks must be conducted on a monthly basis, with records maintained for review.
- Air conditioning systems, seatbelts, and emergency exits must be checked regularly to ensure functionality.

### **7.1.6 Health and Hygiene Measures**

- Buses must be cleaned and sanitized on a routine basis.
- Adequate ventilation must be maintained at all times.
- Students who are unwell should refrain from using school transportation to prevent the spread of illness.



## **7.2 Roles and Responsibilities**

### **7.2.1 Students**

- Comply with all bus safety regulations and treat drivers and assistants respectfully.
- Report any incidents of misbehavior, safety hazards, or concerns to school staff.

### **7.2.2 Bus Drivers and Assistants**

- Adhere to safe driving practices and maintain compliance with all applicable speed limits.
- Provide assistance to younger students when boarding or disembarking the bus.
- Report any incidents, accidents, or safety concerns immediately to school administration.

### **7.2.3 School Administration**

- Monitor and evaluate the performance of transportation services in relation to safety and efficiency.
- Provide regular safety and operational training for bus drivers and assistants.
- Ensure compliance with all local transportation safety regulations, including those set by ADEK, RTA, or equivalent authorities.

### **7.2.4 Incident Reporting and Emergency Response**

- All accidents, injuries, or safety concerns must be reported immediately to the designated school safety officer.
- Each bus must have readily accessible emergency contact numbers.
- Parents must be informed promptly in the event of any incidents involving transportation services.

### **7.2.5 Compliance and Review**

- This transportation policy shall be reviewed annually to ensure alignment with current safety regulations and recognized best practices.

## VIII. School Traffic Management

### 8.1 General Traffic Rules

The maximum permissible speed within the school premises is set between 10–15 km/h to ensure the safety of pedestrians and vehicles. Unauthorized vehicles are prohibited from entering restricted areas. All drivers must comply with the instructions of school security personnel at all times, and the use of mobile phones while driving within the school zone is strictly prohibited.

### 8.2 Drop-Off and Pick-Up Procedures

All students must use designated pick-up and drop-off zones. Parents and guardians are required to remain inside their vehicles during these times to maintain traffic flow and safety. Double parking, blocking entrances or exits, and obstructing traffic lanes are not permitted.

### 8.3 School Bus Safety

School buses must adhere to designated routes and park only in assigned areas. Students are to board and disembark solely at designated bus stops. Bus drivers must follow safe driving practices and adhere to established schedules.

### 8.4 Pedestrian Safety

Pedestrian crosswalks must be used at all times. Supervisors and security personnel will assist students in crossing safely, especially during peak arrival and dismissal periods. All pedestrian pathways must be well-lit, clearly marked, and unobstructed.

### 8.5 Parking Regulations

Reserved parking spaces for staff, visitors, and persons with disabilities must be respected. Parking in fire lanes, bus loading zones, or restricted areas is prohibited. Parking areas must be routinely monitored and maintained to meet safety standards.

### 8.6 Emergency Access

Fire lanes and emergency exits must remain clear at all times. Emergency vehicles must have unrestricted access to the premises. All staff members must be trained in emergency evacuation procedures related to traffic or vehicular incidents.



## 8.7 Roles and Responsibilities

### 8.7.1 School Administration

- Ensure that all traffic management rules are effectively communicated and enforced.
- Install and maintain appropriate signage, road markings, and speed control measures.
- Conduct training and awareness sessions for staff, students, and parents on traffic safety.

### 8.7.2 Security and Safety Officers

- Monitor and direct traffic during high-volume times to ensure order and safety.
- Assist students, particularly younger ones, in crossing roads and entering or exiting vehicles safely.
- Document and report traffic violations or unsafe practices to the school administration.

### 8.7.3 Parents and Guardians

- Follow all designated routes and adhere to the school's traffic guidelines.
- Ensure students exit vehicles on the curbside, away from moving traffic.
- Arrive and depart on time to minimize congestion and enhance safety.

### 8.7.4 Students

- Use designated pedestrian walkways and crossings at all times.
- Follow instructions from school staff and security personnel.
- Refrain from running, playing, or loitering in parking areas.

## 8.8 Incident Reporting and Emergency Response

All traffic-related accidents, hazards, or safety concerns must be reported immediately to school security personnel. Emergency contact information will be prominently displayed at key traffic management points. The school will conduct regular safety drills related to traffic and pedestrian safety.

## IX. School Canteen

### 9.1 Health and Safety Measures

#### 9.1.1 Food Safety and Hygiene Standards

All food handlers must adhere to strict hygiene practices, including thorough handwashing prior to handling food. Food storage must comply with safety regulations, maintaining cold foods below 5°C and hot foods above 60°C. Expired, spoiled, or contaminated food shall not be served under any circumstances. The canteen, including kitchen equipment and dining areas, must undergo regular cleaning and sanitization to maintain a safe and hygienic environment.

#### 9.1.2 Canteen Staff Requirements

All canteen staff members must successfully complete food safety training and maintain valid certification. Staff must wear clean uniforms, gloves, and hairnets while preparing or serving food. Any staff member experiencing illness or symptoms that could pose a contamination risk must report immediately and refrain from food handling duties.

#### 9.1.3 Healthy Food Options

The canteen must provide nutritious meal options that are low in sugar, salt, and unhealthy fats. The availability of carbonated drinks, artificial sweeteners, and high-fat or heavily processed foods should be restricted or eliminated. Priority should be given to offering fresh fruits, vegetables, whole grains, and other wholesome ingredients in compliance with healthy eating standards.

#### 9.1.4 Allergen and Dietary Awareness

All food items containing common allergens, such as nuts, dairy, and gluten, must be clearly labeled. Alternative meal options must be available for students with dietary restrictions or special nutritional needs. Canteen staff must be trained in allergen management, safe food preparation practices, and emergency procedures for allergic reactions.

### **9.1.5 Hygiene and Sanitation**

Food preparation areas, dining tables, trays, and utensils must be disinfected regularly. Proper waste disposal systems and pest control measures must be implemented and maintained. Handwashing stations equipped with soap and water must be available and accessible near the canteen.

### **9.1.6 Emergency and First Aid Readiness**

The canteen must have a well-stocked first aid kit readily available. All canteen staff must be trained in basic first aid and emergency response procedures. In cases of foodborne illness, suspected contamination, or allergic reaction, the school nurse must be informed immediately, and the incident must be documented.

## **9.2 Roles and Responsibilities**

### **9.2.1 School Administration**

- Ensure that the canteen undergoes regular inspections to confirm compliance with food safety regulations.
- Coordinate with local health authorities and food safety inspectors to uphold high food safety standards.
- Implement and promote school-wide healthy eating initiatives for students and staff.

### **9.2.2 Canteen Staff and Food Handlers**

- Adhere strictly to hygiene and food safety regulations.
- Maintain accurate documentation of food deliveries, storage temperatures, and product expiry dates.
- Report any safety concerns, violations, or potential hazards to the school administration promptly.

### **9.2.3 Students and Staff**

- Follow canteen hygiene protocols, including washing hands before eating.
- Avoid sharing food to prevent cross-contamination.

- Dispose of waste appropriately and contribute to maintaining a clean and hygienic dining area.

## X. School GYM

### 10.1 Health and Safety Measures

#### 10.1.1 Supervision and Access Control

The school gymnasium must remain under the supervision of a qualified Physical Education (PE) teacher or certified coach whenever in use. Unauthorized access to the facility is strictly prohibited. All students must adhere to established gym rules and receive appropriate orientation or training prior to using any equipment to ensure safe and correct operation.

#### 10.1.2 Equipment Safety

All gym equipment shall undergo regular inspections to identify signs of wear, damage, or malfunction. Any defective items must be repaired or replaced promptly. Heavy, specialized, or complex equipment may only be operated under the direct supervision of a qualified instructor. Students are required to wear appropriate footwear and attire designed to reduce the risk of injury during physical activities.

#### 10.1.3 Emergency Preparedness

A fully stocked first aid kit must be available and accessible in the gym at all times. All PE teachers, coaches, and supervising staff are required to maintain current certification in first aid and cardiopulmonary resuscitation (CPR). Clearly marked emergency evacuation routes must be visible throughout the gym, and evacuation or emergency drills must be conducted regularly in accordance with the school's emergency preparedness plan.

#### 10.1.4 Hygiene and Sanitation

All gym equipment, exercise mats, and contact surfaces must be cleaned and sanitized regularly, with increased frequency during periods of heightened health precautions. Students are expected to wipe down equipment after use and maintain personal hygiene standards. Adequate ventilation and proper air circulation must be maintained within the gym to ensure a healthy environment for physical activity.

#### 10.1.5 Physical Readiness and Injury Prevention

Structured warm-up and cool-down routines are mandatory before and after all physical



activities. Students with pre-existing medical conditions or recent injuries must obtain medical clearance from the school nurse or healthcare provider before participating in gym activities. PE teachers and coaches must ensure that all exercises are age-appropriate, developmentally suitable, and aligned with students' fitness levels to reduce the risk of injury.

### **10.1.6 Behavior and Safety Rules**

Unsafe behaviors, such as rough play, running in non-designated areas, or misuse of gym equipment, are strictly prohibited. Students are required to follow the instructions of the supervising teacher or coach at all times. In the event of an injury, the school nurse or designated medical personnel must be notified immediately so that appropriate care can be provided and the incident documented.

## **10.2 Roles and Responsibilities**

### **10. 2.1 School Administration**

- Ensure the gymnasium complies with all health and safety standards and conduct periodic inspections to verify compliance.
- Provide ongoing safety training for gym staff, PE teachers, and supervisors to maintain high safety awareness.

### **10. 2.2 PE Teachers and Coaches**

- Enforce gym safety rules and supervise student activities to prevent accidents or injuries.
- Conduct regular equipment checks and promptly report maintenance needs to the administration.
- Train students in correct exercise techniques and safe equipment usage.

### **10. 2.3 Students and Gym Users**

- Comply with all safety guidelines and facility rules.
- Immediately report hazards, equipment malfunctions, or injuries to supervising staff.

- Demonstrate respect for others, gym equipment, and the shared space.

## XI. School Visiting Procedures

### 11.1 Purpose

The establishment of effective school visiting and departure procedures, supported by a robust system for managing potential security breaches, is critical to maintaining a safe, secure, and orderly school environment. These procedures ensure that all visitors are appropriately identified, monitored, and managed during their time on campus, while safeguarding students, staff, and school property.

### 11.2 Visitor Registration

All visitors must report directly to the main reception upon arrival. Security personnel or reception staff are required to record each visitor's full name, contact information, purpose of visit, and the staff member or department they intend to visit. Valid identification may be requested, and a visitor badge or temporary pass must be issued. These badges must be worn visibly at all times while on school premises and returned upon departure.

### 11.3 Purpose of Visit

Visitors must clearly state the reason for their visit, such as attending a meeting, volunteering, delivering goods, or participating in an approved school event. Certain visits, including classroom observations, meetings with the school principal, or attendance at restricted-access events, may require prior administrative approval to ensure minimal disruption to teaching and learning.

### 11.4 Escort Policy and Procedures

To maintain effective supervision, all visitors should be accompanied by a designated staff member while moving through the school premises, unless explicitly authorized to proceed independently. Staff escorts are responsible for ensuring that visitors remain within approved areas and comply with school safety and conduct rules.

### 11.5 Exit Procedures

Before leaving the school, all visitors must return to the reception to sign out and surrender their visitor badges or passes. Reception or security staff must verify that all visitors have exited the premises before lockdown procedures or after the conclusion of the school day. For students leaving early, an official exit pass must be obtained from the main reception and presented to



gate security. Failure to present the pass may result in the student being stopped by security for verification.

## XII. Students Departure Procedures

### 12.1 Purpose

The dismissal process is designed to ensure the safe, orderly, and efficient departure of students from school premises while maintaining compliance with ADEK regulations, safeguarding protocols, and the school's internal traffic and security management plans.

### 12.2 End-of-Day Dismissal Procedures

- All student dismissals shall be supervised by designated school staff to maintain order, prevent overcrowding, and ensure student safety.
- Students using school transportation must proceed directly to the designated bus boarding area at the front side of the campus (Gates 1–3), where buses are parked in assigned zones prior to dismissal. Boarding will be supervised by bus drivers and bus assistants.
- Students being collected by parents/guardians in private vehicles shall exit via the designated rear pick-up gates (Gates 5–8) to streamline traffic flow and enhance safety.
- In accordance with INPS gate management procedures, Gates 1, 2, 3, and 4 will be closed during bus boarding and departure. No entry or exit will be permitted in these areas during this time. Any individual requiring access or egress from these gates must seek prior approval from school management and comply with all security instructions in a professional and respectful manner.

### 12.3 Parental Notification and Authorization

- Parents/guardians must provide the school with a pre-approved list of individuals authorized to collect their children. No student will be released to an unauthorized individual.
- Parents/guardians must ensure that the school has up-to-date contact details, including at least one emergency contact, to facilitate prompt communication in urgent situations.

### 12.4 Transportation Protocols

- **Bus Transportation:** Bus drivers and supervisors are trained to monitor student behavior, maintain seating order, and verify that all assigned students are on board before departure.
- **Walking Students:** Students who walk home must follow designated pedestrian routes. Staff will monitor dismissal areas to ensure walkers exit safely.

## 12.5 Incident Reporting System

- A standardized reporting protocol will be used by staff and students to report any security breach, suspicious activity, or safety concern.
- An anonymous reporting mechanism (such as a dedicated hotline or online form) will be available to encourage reporting without fear of retaliation.

## 12.6 Immediate Response Plan

- Clearly defined roles and responsibilities are assigned to staff members during a security breach, including designated personnel responsible for contacting law enforcement and coordinating the school's emergency response.
- A crisis communication plan will be used to disseminate timely, accurate information to students, staff, and parents during and after an incident.

## 12.7 Investigation Procedures

- The Health, Safety, and Environment (HSE) Officer and the Maintenance and Security Officer (MSO) are responsible for investigating all breaches, gathering relevant evidence, and determining corrective actions.
- Comprehensive documentation of all incidents, including the nature of the breach, the response actions taken, and follow-up measures, will be maintained in accordance with the ADEK Records Policy.

## 12.8 Tools and Measures for Property Protection

To safeguard school property, the following measures shall be implemented:

- Physical barriers and controlled access points.
- Surveillance systems (CCTV) with monitored coverage.
- Active observation and situational awareness by security personnel.

- Regular patrols to deter theft, vandalism, and unauthorized access.
- Targeted searches where appropriate and in compliance with school policy.
- Crowd control measures during high-traffic events.
- Alarm systems for early detection of security breaches.
- Secure locks on all critical entry points and storage facilities.
- Regular patrolling also mitigates risks of property damage due to hazards such as fire, flooding, water leakage, structural damage, or environmental factors (e.g., melting snow, frozen pipes).

## XIII. CCTV System

### 13.1 Purpose

The Closed-Circuit Television (CCTV) system is an integral component of the school's comprehensive security framework, aimed at enhancing safety, deterring misconduct, and supporting a secure learning environment. The system is implemented in strict accordance with the Abu Dhabi Monitoring and Control Center (MCC) regulations, while ensuring a balance between safeguarding objectives and the privacy rights of individuals. Regular operational assessments, transparent communication with stakeholders, and strict adherence to applicable policies are essential for maintaining trust and ensuring effective system performance.

### 13.2 System Overview

INPS-Shakhbout maintains a network of **222 strategically positioned CCTV cameras** across the campus. All cameras are located in **common areas and MCC-recommended positions**, ensuring coverage of critical zones without infringing on private spaces. All footage is securely recorded and retained for **a minimum of 90 days**, in full compliance with MCC requirements.

### 13.3 Key Functions of the CCTV System

- **Deterrence:** The visible presence of CCTV cameras discourages inappropriate behavior, vandalism, theft, and other forms of criminal activity.
- **Monitoring:** The system provides **real-time surveillance** of high-priority areas to ensure the safety and security of students, staff, and visitors.

- **Evidence Collection:** Recorded footage serves as a reliable source of evidence for incident investigations, disciplinary proceedings, and official cooperation with law enforcement agencies.

### 13.4 Camera Placement Strategy

Cameras are strategically installed in **high-traffic and high-risk locations** to maximize coverage and effectiveness. These include:

- Main entrances and exits.
- Hallways, stairwells, and connecting corridors.
- Canteen and dining hall areas.
- Playgrounds, sports facilities, and assembly points.
- Bus parking areas and transportation pick-up/drop-off zones.

### 13.5 Blind Spot Management

Regular campus security audits are conducted to identify any potential blind spots. Where coverage gaps are identified, corrective actions—such as repositioning existing cameras or installing additional units—are implemented without delay to ensure comprehensive monitoring.

### 13.6 Compliance and Privacy Considerations

All CCTV operations adhere strictly to **Abu Dhabi MCC guidelines, ADEK safety regulations, and UAE laws on privacy and data protection.**

- Access to live feeds and recorded footage is **strictly restricted** to authorized security and management personnel.
- All access and retrieval actions are documented in an official access log to ensure transparency and accountability.
- Footage is used solely for the purposes of security, safety, and lawful investigations.



## 13.7 CCTV System Management and Review

### 13.7.1 System Oversight:

The School Principal, Vice Principal, in coordination with the 13. and the School Security Team, is responsible for the daily oversight, functionality checks, and operational readiness of the CCTV system.

### 13.7.2 Maintenance and Servicing:

- Routine technical inspections are carried out by **certified service providers** to ensure all cameras, recording devices, and network connections remain in optimal condition.
- Any malfunctioning equipment is reported immediately to the **Support Services Supervisor** for urgent repair or replacement.

### 13.7.3 Incident Review Process:

- In the event of a safety or security incident, the EHS Officer retrieves and reviews relevant footage.
- The review process is documented, including date, time, camera ID, and nature of the incident.
- Findings are reported to the **School Principal** and, if necessary, shared with MCC, ADEK, or law enforcement agencies.

### 13.7.4 MCC Compliance Inspections:

- INPS-Shakhbout fully cooperates with MCC officials during scheduled and unscheduled inspections.
- All required compliance reports, maintenance logs, and access records are made available for review upon request.

## XIV. Compliance and Review

### 14.1 Purpose

The purpose of this section is to ensure that the school's Health and Safety Policy is effectively implemented, systematically monitored, and continuously enhanced to maintain a safe, secure, and healthy environment for students, staff, and visitors.

### 14.2 Compliance with Health and Safety Regulations

#### 10.2.1 Legal and Regulatory Compliance

The school shall comply with all applicable local, national, and international health and safety legislation, including ADEK regulations and other relevant governmental standards. The policy shall align with recognized best practice guidelines for fire safety, emergency preparedness, hygiene, and risk management.

### 14.3 Roles and Responsibilities

- School Leadership:** Responsible for ensuring full compliance with health and safety regulations, allocating the necessary resources, and fostering a culture of safety.
- Health and Safety Officers:** Conduct scheduled inspections, report hazards, coordinate training programs, and oversee corrective actions.
- Teachers and Staff:** Implement and enforce safety procedures in their respective areas of responsibility.
- Students and Visitors:** Follow all school safety rules, report unsafe conditions promptly, and cooperate with safety protocols.

#### 14.3.1 Regular Safety Inspections

- The Health and Safety Committee shall conduct routine safety audits and comprehensive risk assessments across all areas of the school.

- Classrooms, laboratories, playgrounds, transportation facilities, and food service areas shall be subject to regular inspection to ensure compliance.
- Any identified hazards or non-compliance issues shall be addressed immediately through documented corrective action plans.

#### **14.3.2 Incident Reporting and Documentation**

- All accidents, injuries, and near-miss incidents shall be reported immediately and documented in accordance with established protocols.
- Investigations shall be carried out to determine root causes, implement preventive measures, and strengthen existing safety systems.
- All incident reports shall be reviewed by the Health and Safety Committee and presented to school leadership for follow-up.

### **14.4 Policy Review and Continuous Improvement**

#### **14.4.1 Annual Policy Review**

- The Health and Safety Policy shall be formally reviewed at least once annually, or immediately following any significant incident.
- The review shall incorporate feedback from staff, students, parents, and relevant stakeholders.
- Any updates required due to changes in legal or regulatory requirements shall be implemented without delay.

#### **14.4.2 Staff Training and Awareness**

- Regular health and safety training programs shall be delivered to all staff and students, ensuring ongoing awareness of best practices and responsibilities.
- Emergency preparedness drills—including fire evacuation, first aid, and lockdown procedures—shall be conducted no less than twice annually.
- All policy updates shall be communicated clearly through staff meetings, official notices, and digital communication channels.

#### **10.4.3 Evaluation and Feedback**



- Surveys, feedback forms, and stakeholder consultations shall be utilized to evaluate the effectiveness of safety measures and procedures.
- The Health and Safety Committee shall review all feedback, address concerns, and recommend policy or procedural improvements.
- Updated policies and procedural changes shall be shared promptly with all members of the school community, including staff, students, and parents.



## XV. Disclaimer

### Disclaimer

This policy was developed by Al Ittihad National Private School. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

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