

HEALTH & SAFETY POLICY

Policy Owner	Head of School and Medical Team; Health and Safety Officer: Mr Richard Lloyd, Head of Operations
Approved by	Ms Sapna Changrani (Head of School)
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Circulation	All Staff, Students, Parents; School Website; KHDA Inspection File

1. RATIONALE AND PURPOSE

Creating a safe and healthy environment in which to work and learn is of the utmost importance. This policy sets out how the school ensures and protects the safety and wellbeing of students, staff, and visitors at all times, and is committed to maintaining high standards of health and safety through effective policies, procedures, risk management, and continuous monitoring.

2. AIMS AND OBJECTIVES

- Establish and maintain a safe and secure environment for all.
- Identify potential hazards and risks to minimise the likelihood of accidents and incidents.
- Establish procedures and protocols for responding to emergencies, including fire, medical incidents, and security threats.
- Communicate safety procedures and protocols to all stakeholders so everyone is aware of their role and responsibilities.
- Conduct regular risk assessments and implement appropriate control measures.

3. ROLES AND RESPONSIBILITIES

Governing Body / Board

Establishes health and safety policies, provides strategic direction, monitors performance, and allocates adequate resources.

Head of School

Implements and oversees health and safety procedures, ensures staff are informed of procedures, ensures regular safety inspections are carried out, and reports significant matters to the Governing Body.

Facilities Manager

Assists in implementation and monitoring, arranges withdrawal, repair or replacement of unsafe items, monitors contractors, investigates concerns, carries out regular inspections, and prepares emergency evacuation and lockdown procedures with periodic drills. Mr Richard Lloyd, Head of Operations, is the

designated Health and Safety Officer and coordinates the school-wide risk register, inspection programme, corrective-action verification and reporting to the Head of School. The Facilities Manager is responsible for facilities inspections, maintenance records and contractor controls.

All Staff

Take reasonable care for their own health and safety and that of others; cooperate with the Senior Leadership Team; make themselves aware of safety procedures; report defects, accidents, and hazards; exercise effective supervision of students, including making them aware of evacuation procedures and emergency exits.

Students

Exercise responsibility for their own safety and that of peers; adhere to all health and safety rules, particularly emergency instructions; follow the school's Behaviour (Restorative) Policy; not misuse or interfere with safety equipment or rules.

Parents

Support the school in all matters pertaining to health and safety; inform staff of any incidents or medical changes affecting their child; keep emergency contact details up to date; respond promptly to communication.

Visitors

Sign in at the security desk and wear the relevant visitor lanyard at all times on the premises; observe all health and safety procedures as far as reasonably possible.

4. HEALTH & SAFETY TEAM

The school's Health & Safety Team is drawn from the Head of School, the designated Health and Safety Officer (Mr Richard Lloyd, Head of Operations), pastoral leadership, Phase Heads, the School Doctor, school nurses, Facilities Manager and Transport Manager. The current membership, meeting records, action owners and follow-up verification are retained in the school's internal Health & Safety records.

5. HEALTH AND SAFETY ARRANGEMENTS

Accident and Incident Reporting

All accidents and incidents are reported immediately to the School Clinic and/or relevant school leadership, documented in the accident register, and investigated where serious to identify preventive measures.

Medical Emergencies

Students who report feeling unwell, or who have been injured, are sent to the school clinic for assessment. All incidents, ailments, and treatment are recorded. Parents are contacted where necessary; in a serious incident, an ambulance is called and a staff member accompanies the student to hospital.

Fire Safety and Emergency Procedures

The school maintains clear fire evacuation procedures and emergency response plans, including fire alarm zones, exits and a Fire Warden list. Fire drills are conducted at least once per term, with dated reports, headcounts, findings and corrective-action closure. The Facilities Manager retains inspection and service records for alarms, emergency lighting, extinguishers and other fire protection systems. Fire safety

arrangements are reviewed against applicable Dubai Civil Defence requirements and the UAE Fire and Life Safety Code of Practice. Lockdown procedures are set out in the school's dedicated Lockdown Policy, reviewed regularly and practised through periodic drills. Guidance on hot and adverse weather conditions is set out in the school's Hot/Adverse Weather Policy.

Risk Assessments

Risk assessments are conducted regularly for school activities, facilities and educational visits, with control measures implemented and reviewed periodically. A risk and action register records the hazard, interim control, responsible owner, due date, evidence and follow-up verification.

6. ADMINISTRATION OF MEDICINE

Medicines are stored in a locked cupboard, with staff recording and signing the time each medication is given. Parents hold primary responsibility for providing the school with their child's medical information at admission. Further detail on medicine administration is set out in the school's Medication Management Policy.

7. EDUCATIONAL TRIPS

This is to ensure trip safety is addressed within this Health and Safety Policy rather than left to ad hoc practice:

- All staff organizing trips must complete a Risk Assessment, approved by the designated SLT member for trips and by the principal, before setting out.
- Pre-trip briefings must always cover correct clothing/footwear, equipment and competence in its use, first aid cover arrangements, and emergency procedures.
- Where a student deliberately disregards a safety instruction and creates a serious risk during a trip, staff will apply immediate, proportionate safety controls, inform school leadership and parents, and follow the school's safeguarding and Behaviour Policy. Any removal from an activity or early return must be appropriately supervised, documented and approved, with the student's welfare and any reasonable adjustments considered. Costs and refunds are determined under the applicable approved trip terms, not imposed automatically as a disciplinary penalty.

8. STUDENT SUPERVISION AND STAFF SUITABILITY

Phase Heads and duty coordinators maintain named supervision rosters for arrival, break times, corridors, toilets, play areas, dismissal and school events. Rotas identify locations, times, relief cover and escalation contacts; duty deployment is checked and gaps addressed promptly.

HR and safeguarding leads verify required identity, suitability and Good Conduct or Police Clearance checks for relevant staff under applicable requirements and school procedures. The applicability of KHDA Handbook reference 8.6.10.29 to particular roles must be confirmed. Staff must report any supervision or safeguarding concern immediately.

9. SPECIALIST AREAS AND ACTIVITIES

Laboratories and specialist rooms: maintain documented risk assessments, trained supervision, equipment and chemical inventories, safe storage, appropriate PPE, emergency shut-offs and spill response arrangements.

Swimming pool: permit supervised use only with appropriately qualified lifeguard provision, student headcounts, water-quality and rescue-equipment checks, and a documented emergency response. Suspend activity if safety controls are not met.

Playgrounds and PE: carry out pre-use checks, inspect surfaces and equipment, apply age-appropriate supervision, monitor heat and hydration, and adapt activities to student medical or inclusion needs.

Contractors: verify identity and applicable vetting, provide safeguarding and safety induction, segregate work areas, maintain work permits and risk assessments, and avoid hazardous work during student hours unless an emergency is authorised and controlled.

CCTV: limit access to authorised staff, maintain access and disclosure records, follow approved privacy and retention procedures, and never use CCTV as a substitute for direct student supervision.

10. CRISIS, BUSINESS CONTINUITY AND LEARNING CONTINUITY

The school will maintain a separately approved and version-controlled crisis management and continuity plan covering fire, severe weather, loss of utilities, security incidents, infectious-disease disruption, major IT outages and campus closure.

The plan must identify the incident team and deputies, activation thresholds, safeguarding and student accounting, emergency services liaison, parent and staff communications, safe dismissal or alternative accommodation, continuity of teaching and student support, recovery priorities and records protection.

Exercises and reviews will be documented, with corrective actions assigned and checked. Inclusion and Clinic teams will coordinate individual assistance and evacuation arrangements where required. The existence, approval and testing of these plans must be evidenced before implementation is reported as complete.

11. EDUCATIONAL VISIT REGULATORY CHECKS

In addition to the risk assessment and SLT/Principal approval requirements in Section 7, the trip organiser must confirm whether current KHDA rules require a separate approval or notification for the particular visit and obtain it before departure where applicable. The school retains any required KHDA permissions, parental consent, provider due diligence, emergency arrangements and trip briefing records.

12. RECORDS, MONITORING AND ASSURANCE

Operations and relevant departments maintain accessible evidence of the Health and Safety Officer appointment, duty rosters, HR vetting confirmation, risk assessments, fire-system maintenance, drills, incident investigations, specialist-area checks, contractor permits, CCTV access records, educational visit approvals and continuity exercises.

Actions must be assigned an owner and deadline and closed with supporting evidence and a follow-up effectiveness check. Sensitive medical, safeguarding and personnel records remain restricted.

13. IMPLEMENTATION AND REGULATORY VERIFICATION

Before this policy is reported as fully implemented, the school must confirm and retain: (a) written designation of Mr Richard Lloyd as Health and Safety Officer; (b) Dubai Civil Defence/fire-system compliance records and applicable UAE Fire and Life Safety Code requirements; (c) named supervision rotas and role-specific Good Conduct check requirements; (d) laboratory, swimming pool, PE, contractor and CCTV operating procedures and records; (e) an approved crisis, business and learning continuity plan with testing evidence; and (f) current KHDA educational-visit approval requirements and any permissions issued.

References to KHDA Handbook clauses 8.6.10.9, 8.6.10.29 and 8.7 are audit references requiring confirmation of their current wording and applicability. Policy approval does not itself prove that the described arrangements are already in operation.

14. POLICY REVIEW

 This policy will be reviewed annually, or sooner if required, to reflect operational needs, changes in legislation, or updated guidance from DHA