

## **United Private School (UPS) Health and Safety Policy**

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### **Introduction**

United Private School (UPS) prioritizes the creation of a healthy and safe environment for staff, students, and visitors, in compliance with legal requirements. The Principal and Governing Board accept ultimate accountability for health and safety within the school, including the provision of healthcare services for students. This policy outlines the basic requirements for ensuring health and safety at UPS.

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### **Purpose**

The purpose of this policy is to:

- Ensure UPS meets the health and safety requirements established by ADEK, Abu Dhabi Public Health Center (ADPHC)/Department of Health (DoH), and other relevant entities.
  - Safeguard the health and safety of all stakeholders through clear and compliant policies for on-site and school-related activities.
  - Provide adequate training, information, and supervision to all staff and students regarding hazards present in the school environment.
  - Promote responsibility and accountability in protecting against dangers, such as fire and laboratory accidents, while fostering awareness through effective communication.
  - Provide high-quality, cost-free healthcare services to all students through school-based clinics in compliance with ADEK and DoH regulations.
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### **Policy Provisions**

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#### **1. School Health and Safety Policy**

##### **1.1 Policy Development**

UPS develops and implements a Health and Safety Policy aligned with ADEK regulations, ensuring it is accessible on the school website in Arabic and English. The policy includes:

1. Accountability of the Principal and Governing Board for health and safety in school operations and related activities.

2. Defined roles and responsibilities for all stakeholders, including staff, students, contractors, and visitors.
3. Procedures for ensuring health and safety in both on-campus and off-campus activities.
4. Processes and resources to maintain a safe and secure environment.
5. Education and training programs on health and safety.
6. Injury and illness prevention measures.
7. Risk assessment protocols, a risk register, and control measures.

### **1.2 Regulatory Compliance**

UPS ensures full compliance with all regulations and requirements issued by ADEK, ADPHC/DoH, Civil Defence Authority (CDA), and other relevant entities. This includes:

- Submitting periodic reports, audits, and incident management documentation.
- Displaying the Health and Safety Policy prominently within the school.
- Meeting licensing and permit requirements for school operations, transportation, and safety systems.
- Maintaining inspection records and adhering to compliance guidelines.

### **1.3 Health and Safety Officer**

UPS appoints a full-time Health and Safety Officer to oversee policy implementation and ensure compliance. The officer's responsibilities include:

- Developing and maintaining an occupational safety and health management system.
- Conducting risk assessments and managing an emergency response plan.
- Establishing and leading a Health and Safety Committee.
- Coordinating with the Safeguarding Committee to ensure adequate supervision and student safety.

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## **2. Education and Training**

### **2.1 Student Education**

UPS educates students on health and safety topics, including road safety, fire safety, emergency procedures, and basic first aid.

### **2.2 Staff Training**

UPS provides staff with health and safety training, ensuring they:

1. Understand emergency response protocols.
2. Are equipped to identify and report hazards.
3. Receive role-specific training based on risk assessments.

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## **3. Health and Safety Requirements**

### **3.1 General Safety Measures**

UPS ensures:

1. Safe storage and use of potentially hazardous substances and equipment.
2. Regular testing and maintenance of school facilities and equipment.
3. Compliance with fire safety, emergency response, and security system requirements.

### 3.2 Weight Limits for School Bags

UPS enforces weight limits for student backpacks, ensuring they do not exceed 10% of a student's body weight, in line with chiropractic recommendations.

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	

### 3.3 Smoke-Free Campus

UPS enforces a strict no-smoking policy, including e-cigarettes and vaping, on school premises.

### 3.4 Fire Protection

UPS installs and maintains fire detection and suppression systems as per CDA requirements.

### 3.5 Emergency Planning

UPS develops an emergency response plan and conducts regular drills to ensure preparedness. A notification system informs parents promptly during emergencies.

### 3.6 Mental Health Support

UPS provides mental health support for students and staff following emergencies, aligning with the ADEK Student Mental Health Policy.

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## **4. Health System**

### **4.1 School Clinics**

UPS operates a licensed clinic providing healthcare services at no additional cost.

### **4.2 School Nurse**

UPS employs a full-time, licensed school nurse to manage healthcare services, medication administration, and emergency response.

### **4.3 Health Screening and Immunization**

UPS facilitates regular health screenings and immunization programs in compliance with DoH requirements.

### **4.4 Student Records**

UPS maintains accurate and confidential medical records for all students, adhering to ADEK's Records Policy.

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## **5. Compliance**

### **5.1 Effective Date**

This policy takes effect from AY 2024/25, with full compliance expected by February 2026.

### **5.2 Accountability**

Failure to comply will result in penalties as per ADEK regulations and UAE laws.

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## **References**

- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties.
- ADEK and DoH guidelines on health and safety.

## سياسة البيئة والصحة والسلامة في المدرسة

إننا ندرك مسؤولياتنا في تشكيل قيم أجيال المستقبل، ونهدف إلى ضمان استدامة عملنا كمدرسة من خلال الريادة الفاعلة في حماية صحة الإنسان وسلامته والمحافظة على البيئة المحيطة بنا، وذلك فنحن ملتزمون ب :

- تعزيز ثقافة المسؤولية والمساءلة تجاه حماية البيئة وصحة الإنسان وسلامته .
- تقليل الآثار والأخطار والمخاطر التي تنجم عن أنشطتنا وعملياتنا وتؤثر على البيئة والصحة والسلامة.
- تعزيز الوعي وتشجيع المشاركة من خلال التواصل الفعال والتشاور مع العاملين والطلبة ومتعهدي الخدمات والأطراف المعنية المهمة .
- تقديم التدريب المستمر على أنشطة الحفاظ على البيئة والصحة والسلامة ذات الصلة .
- منع ما قد يؤدي إلى حدوث الإصابات واعتلال الصحة والتلوث البيئي .
- العمل على تحسين صحة وسلامة العاملين والطلاب .
- الامتثال لجميع قوانين البيئة والصحة والسلامة ذات الصلة .
- توفير الموارد الكافية للحفاظ على بيئة صحية آمنة مستدامة .
- الحفاظ على البيئة الثقافية والطبيعية والمشيدة التي نعمل على تحسينها .
- العمل على تحقيق التحسين المستمر في أدائنا الخاص بالحفاظ على البيئة والصحة والسلامة .
- توفير بيئة خالية من المخاطر وأمنة وصحية للطلبة والموظفين في أثناء الأنشطة اللاصفية ( الرحلات – والزيارات الميدانية )
- توفير عيادة مخصصة للخدمات الطبية العادية والطوارئ داخل مباني المدرسة ، مجهزة بالموظفين المؤهلين والمرخصين كمرضة المدرسة والموارد والمعدات اللازمة لتعمل بدوام كامل خلال ساعات عمل المدرسة .
- يتحمل مدير المدرسة ومجلس الأمناء والمالك المسؤولية المشتركة عن توفير بيئة آمنة وصحية .

تنطبق هذه السياسة على جميع العاملين في المدرسة والطلاب ومتعهدي الخدمات والزوار ويمكن الاطلاع على هذه السياسة بسهولة من قبل جميع الأطراف المعنية المهتمين .

وفي حالة الحوادث والإصابات الخطيرة ، تقوم المدرسة بإخطار دائرة التعليم والمعرفة – قسم السلامة والصحة المهنية

**(رقم الطوارئ 026156999)**

بشكل فوري علي

مدير المدرسة

مسؤول الأمن والسلامة

راند يوسف

سامح زينهم