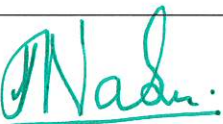
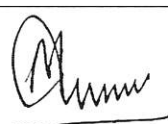




Model Private School, Abu Dhabi

Health and Safety Policy

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Signature		Date:	07.09.2026
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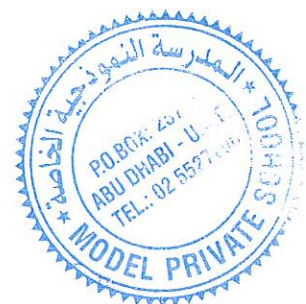


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Abbreviations

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



1. INTRODUCTION:

Model Private School, Abu Dhabi is committed to provide and maintain a healthy, safe and secure environment for students, staff, contractors and visitors.

The school recognizes that effective health and safety management is an essential part of educational excellence and is committed to prevent injury, ill health, unsafe conditions and avoidable incidents through effective leadership, risk management, training, consultation, emergency preparedness, monitoring and continual improvement.

This policy establishes the school's overall framework for managing Health and Safety in accordance with applicable requirements of the Abu Dhabi Department of Education and Knowledge (ADEK), Abu Dhabi Public Health Centre (ADPHC), Department of Health – Abu Dhabi (DOH), Abu Dhabi Civil Defense Authority (CDA), ADOSH-SF and other relevant UAE authorities.

2. PURPOSE:

The purpose of this policy is to:

- ✚ Protect the health, safety and wellbeing of students, staff, contractors, visitors and other stakeholders.
- ✚ Establish clear accountability for Health and Safety throughout the school.
- ✚ Ensure compliance with ADEK, ADPHC/DOH, ADOSH-SF, CDA and other applicable regulatory requirements.
- ✚ Identify hazards and assess risks associated with school activities and facilities.
- ✚ Implement appropriate measures to eliminate hazards or reduce risks to an acceptable level.
- ✚ Prevent work-related injuries, occupational illness and incidents.
- ✚ Provide appropriate health and safety information, instruction, training and supervision.
- ✚ Maintain effective emergency preparedness and response arrangements.
- ✚ Ensure appropriate medical and healthcare services are available to students.
- ✚ Promote consultation, communication and participation in Health and Safety matters.
- ✚ Monitor Health and Safety performance and implement corrective and preventive actions.
- ✚ Promote continual improvement of the school's Occupational Safety and Health Management System (OSHMS).

3. SCOPE:

This policy applies to:

- All students, staff, contractors and subcontractors, Volunteers, Visitors and invited guests.
- All MPS buildings and facilities, Buses, off-campus events and activities.



4. HEALTH & SAFETY COMMITMENT:

Model Private School is committed to maintaining a strong Health and Safety culture based on prevention, responsibility, accountability, consultation and continual improvement.

The school shall:

- Provide adequate resources for Health and Safety.
- Maintain safe buildings, facilities, equipment and working environments.
- Identify hazards and assess risks before activities are undertaken.
- Implement suitable control measures.
- Provide appropriate PPE where required.
- Ensure emergency plans are established and tested.
- Provide suitable Health and Safety training.
- Investigate incidents and near misses.
- Monitor corrective actions until closure.
- Maintain appropriate Health and Safety records.
- Encourage employees and students to report hazards and unsafe conditions.
- Ensure contractors and visitors comply with school safety requirements.
- Promote student and staff wellbeing.
- Provide appropriate medical and healthcare support.
- Review this policy regularly and update it when requirements change.

5. ROLES AND RESPONSIBILITIES:

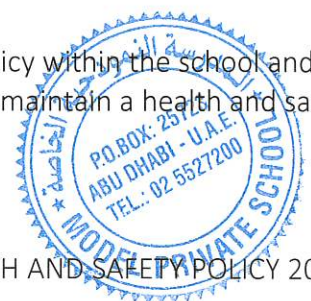
5.1 Governing Board

The Governing Board is the senior authority of the school, appointed by the school owners. The board is responsible for the overall governance of the school's activities and holds ultimately accountability for MPS health, safety and compliance performance. The Governing body shall

- Provide leadership and oversight for Health and Safety.
- Ensure adequate financial and human resources are available.
- Appoint a qualified OSH officer and provide the necessary authority to fulfill OSH responsibilities.
- Support compliance with ADEK, ADPHC, DOH, CDA, MCC, ITC, ADAFSA and other regulatory requirements.
- Review the school's Health and Safety performance.
- Support continual improvement of the school's Health and Safety arrangements.

5.2 Principal

The Principal has overall responsibility for implementing this OSH policy within the school and ensure the adequate resources, systems and controls are in place to maintain a health and safety environment.



- Approve and support the Health and Safety Policy and related procedures, and ensure that they are communicated to all relevant staff and stakeholders.
- Ensure that the school complies with applicable Health and Safety laws, regulations, ADEK, ADPHC/DOH, ADOSH-SF and other relevant authority requirements.
- Provide adequate resources, including budget, staff, equipment, and facilities, to effectively implement Health and Safety arrangements.
- Ensure that Health and Safety procedures and controls are implemented and regularly reviewed across all areas of school operations.
- Establish appropriate OSH committees.
- Ensure that identified hazards, incidents are recorded internally and reported externally to ADEK/ADPHC (or relevant authorities) via the ALADAA portal.
- Review the outcomes of any incident investigation and ensure sufficient resources are allocated to actions preventing recurrence.
- Promote a positive Health and Safety culture by encouraging staff and students to follow safe practices and report unsafe conditions.
- Ensure that emergency preparedness and response arrangements are maintained and regularly tested.

5.3 Health & Safety Officer

The Health and Safety Officer is the key authority for ensuring, promoting, implementing and monitoring the overall health, safety and wellbeing of students, staff, contractors and visitors within the school. The Health & Safety officer shall have the required qualifications in accordance with the ADPHC risk classification and applicable ADEK requirements and shall be responsible for Develop, implement and maintain the Occupational Safety and Health Management System (OSHMS) in accordance with ADPHC/ ADEK requirements and other applicable regulatory obligations based on the school's risk classification.

Responsibilities include:

- Develop, implement and maintain the school's OSHMS in accordance with the ADEK/ ADPHC risk classification including the allocation of responsibilities and coordination with relevant internal and external stakeholders.
- Maintain the Occupational Health and Safety Policy and related procedures.
- Conduct hazard identification, risk assessments and implement control measures to mitigate risks in all crucial areas in consultation with the relevant departments (e.g., school bus services, traffic flow, emergency evacuations).
- Maintain the Risk Register.
- Conduct planned and routine Health and Safety inspections.
- Monitor corrective and preventive actions.
- Investigate incidents, accidents and near misses and recommend appropriate correction and preventive actions.
- Maintain the Occupational Injury/Incident Register.
- Ensure that all relevant staff, new employees, and contractors receive appropriate OSH induction, training, refresher training, and safety awareness as required.
- Develop, maintain and update emergency response plan as required.
- Coordinate emergency drills.



- Monitor school bus and traffic safety arrangements.
- Monitor contractor Health and Safety compliance.
- Coordinate Health and Safety Committee meetings.
- Liaise with ADEK, ADPHC/DoH and other relevant authorities.
- Maintain required Health and Safety records.
- Monitor compliance with statutory inspections and certificates.
- Provide Health and Safety reports to school management.
- Participate in management reviews.
- Promote Health and Safety awareness throughout the school.
- Advise the Principal and senior management on Health and Safety matters, risks, and concerns raised by staff.
- Coordinate and monitor the school's Health and Safety inspection programme, ensuring that regular inspections and walkthroughs are carried out as scheduled and recorded in the OSH Activities Calendar.
- Provide guidance and support to the Principal, Governing Board and school leadership on Health and Safety matters to promote continual improvement in the school's Health and Safety performance.

5.4 Health & Safety Committee

The school shall maintain a Health & Safety Committee comprising relevant representatives from management and operational departments.

The Committee shall:

- Review Health and Safety performance.
- Discuss incidents and trends.
- Review outstanding corrective actions.
- Review risk assessments.
- Discuss inspection findings.
- Review emergency drill outcomes.
- Discuss training requirements.
- Review employee/student safety concerns.
- Recommend improvement measures.
- Monitor implementation of agreed actions.

5.5 Staff

All staff shall:

- Take reasonable care of their own safety and the safety of others.
- Follow school Health and Safety procedures.
- Attend required training.
- Report all hazards, incidents, near misses and unsafe conditions promptly to the OSH Officer or relevant supervisor.
- Use PPE where required.
- Follow safe work procedures, OSH instructions and emergency/evacuation procedures.



- Take part in risk assessment and the preparation of risk control measures.
- Maintain appropriate supervision of students.
- Never intentionally disable safety equipment.
- Participate in inspections as requested and support incident investigations, completing required reports and forwarding them to OSH officer.

5.6 Students

- Follow all school Health and Safety rules.
- Follow instructions from teachers and staff.
- Use school equipment, tools and facilities responsibly.
- Report hazards and unsafe conditions immediately to the class teacher.
- Use laboratories, sports equipment and other facilities safely.
- Follow emergency evacuation instructions during emergencies and be aware of emergency exists, evacuation routes and assembly points.
- Avoid unsafe behavior.
- Report any accidents, injuries or incidents to staff or the school nurse promptly.

5.7 Parents / Guardians:

Parents and guardians have an important role in supporting the school in maintaining the health, safety, and wellbeing of students. They shall cooperate with the school and ensure that relevant health and safety information is provided and communicated when required.

Parents/Guardians responsibilities include:

- Ensure that their children understand and follow the school's Health and Safety rules, procedures and instructions.
- Provide the school with accurate and updated medical information, including allergies, medical conditions, and prescribed medications.
- Inform the school promptly of any health condition, injury, or other circumstance that may affect their child's safety or participation in school activities.
- Support the school in promoting safe behavior and responsible conduct during school activities and events.
- Encourage their children to report any hazards, incidents, injuries or unsafe conditions to the appropriate school staff immediately (class teacher/Supervisor).
- Attend Health and Safety briefings, meetings, awareness sessions or workshops organized by the school when required.
- Cooperate with school staff during emergency situations, drills, investigations and other Health and Safety-related activities.
- Follow and comply with school communications, notifications, procedures and requirements related to student health, safety and wellbeing.

5.8 Contractors and Subcontractors

- Follow all MPS Health and Safety policies and procedures as well as UAE regulatory and ADEK requirements.



- Attend site- specific OSH induction and relevant training before commencing work.
- Provide valid licenses and certificates where applicable.
- Submit appropriate Risk Assessments and Method Statements (RAMS).
- Provide SDS for hazardous chemicals.
- Ensure competent and trained workers are deployed.
- Provide and use suitable PPE and follow safe systems of work at all times.
- Follow permit-to-work requirements where applicable.
- Maintain safe work areas.
- Report hazards, unsafe conditions or incidents immediately to the OSH officer or Facility-in-charge.
- Cooperate with OSH inspection, audits and investigations conducted by MPS OR regulatory authorities.
- Ensure that all equipment, tools and machinery are safe, properly maintained and used according to the manufacturer and regulatory guidelines.
- Participate in emergency drills and Comply with school emergency arrangements while on school premises.
- Ensure subcontractors under their control also comply fully with MPS safety requirements.
- Prevent any actions or omissions that may endanger themselves, students, staff or visitors.

5.9 Visitors and Invited Guests

- Register at the designated entrance.
- Follow security and access-control procedures.
- Wear visitor identification where required.
- Remain within authorized areas.
- Comply with ADEK safeguarding policies when interacting with students, including maintaining professional boundaries.
- Respect the privacy, dignity and wellbeing of students and staff at all times.
- Cooperate with MPS staff during emergency situation, drills or evacuation procedures.
- Comply with school Health and Safety requirements.

6. Health and Safety Procedures:

The school establish, implement and maintain appropriate Health and Safety procedures to identify hazards, assess and control risks, prevent incidents and injuries and ensure the health, safety and wellbeing of students, staff, contractors and visitors.

The procedures are implemented in accordance with applicable ADEK, ADPHC/DoH, ADOSH-SF, Civil Defense and other relevant authority requirements.

6.1 Risk Assessment and Risk Management Procedure

MPS maintains a systematic process for identifying hazards, assessing risks, implementing appropriate control measures and monitoring risks to ensure a safe and healthy school environment.



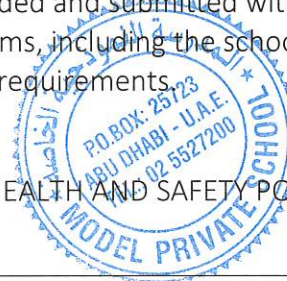
- Hazards shall be identified through routine Health and Safety inspections, checklists, staff and student hazard reports, pre-activity reviews, incident and near-miss reports and other relevant observations.
- Risk assessments are completed using the approved Risk Assessment Form, based on the applicable ADOSH risk assessment methodology, for activities, high-risk areas, events and other significant hazards before work or activities commence.
- Risk assessments are conducted annually for high-risk areas, and whenever there is a new activity, significant change to an existing activity, new equipment or any other situation that may introduce new or additional risks.
- All identified risks shall be assessed and classified according to the applicable risk-rating system. Activities assessed as High or Extreme Risk shall not proceed until appropriate control measures have been implemented.
- Appropriate control measures shall be selected and implemented following the Hierarchy of Controls, including Elimination, Substitution, Engineering Controls, Administrative Controls, and Personal Protective Equipment (PPE), where applicable.
- Identified hazards, risk ratings, control measures, responsible persons and review dates are recorded in the school's Risk Register and monitored regularly.
- Risk assessments are reviewed annually and whenever an incident occurs, significant changes are made or new activities, equipment or hazards are introduced.
- The Health and Safety Officer monitors the implementation of risk controls and ensure that corrective and preventive actions are followed up and closed.
- Relevant staff and departments are consulted during hazard identification, risk assessment and the implementation of control measures.

Related Document: Risk Management - MPS-OSHMS-PR04

Risk Assessment Register- MPS-OSHMS-PR04-Annexure-01

6.2 Incident Reporting and Investigation Procedure

- MPS ensures that all health and safety incidents are reported, investigated, documented and reviewed in accordance with applicable ADEK and ADOSH-SF requirements, with the aim of preventing recurrence.
- All incidents, including injuries, illnesses, medical emergencies, property damage, near misses, unsafe conditions, acts of violence, bullying and safeguarding concerns, shall be reported promptly to the relevant responsible person.
- MPS provide first aid and appropriate medical assistance or contact emergency services (999/998) when required.
- The affected area is secured, where necessary, to prevent further injury, damage or exposure to hazards.
- Parents/Guardians shall be informed promptly in the event of a student injury or other incident requiring parental notification.
- Incidents are investigated to identify the immediate and underlying causes and to determine appropriate corrective and preventive actions.
- Incidents that are required to be reported shall be recorded and submitted within the applicable regulatory timeframes, using the required forms, including the school's internal Incident Report and G1 and G2 forms, as per ADOSH-SF requirements.



- The investigation team includes the OSH officer, relevant department head and witnesses/ teacher (if applicable) and identify direct and underlying causes, violated procedures and required corrective and preventive actions.
- Serious incidents, such as injuries requiring hospitalization, fire or chemical accidents, structural fractures or any event impacting school safety shall be reported to ADEK/ADPHC as required.
- Fatalities shall be reported to the concerned Sector Regulatory Authority (SRA) within 24 hours of the incident, and other serious incidents shall be reported within a maximum of 3 working days, in accordance with ADOSH-SF requirements, using the relevant forms (G, G1, G2) in the ALADAA portal, with the completed investigation report submitted within 30 calendar days.
- Non-serious incidents and near misses shall be recorded and investigated internally and are not required to be reported to ADEK. The incidents shall be reviewed to identify trends and take appropriate corrective actions to prevent recurrence.
- Corrective and preventive actions identified during the investigation shall be assigned to responsible persons, monitored, and followed up until closure.
- Incident investigation findings and relevant trends shall be reviewed during Health and Safety meetings to prevent recurrence.
- **Related Document:** Near miss, Incident investigation and Reporting –MPS-OSHMS-PR10.

6.3 Emergency Management Procedure

- MPS maintains a comprehensive Emergency Management Procedure to ensure the safety of students, staff, contractors and visitors during emergency situations.
- MPS manage all emergency situations, including fire evacuation, lockdown, bomb threats, adverse weather, missile threats and other emergencies, in accordance with established emergency procedures and protocols.
- A designated Emergency Response Team (ERT) is responsible for coordinating the school's emergency response, with clearly defined roles such as Team Leader, First Aid Staff, Assembly Point Coordinator, Head Counters, floor Sweepers etc.
- Emergency contact numbers for Fire, Police, Ambulance and essential services are maintained and displayed at appropriate locations throughout the school. These details are reviewed regularly and whenever changes occur.
- Emergency procedures are communicated to staff, students, contractors and visitors to ensure that they understand their responsibilities during an emergency.
- Emergency response procedures shall be tested through regular drills and exercises to ensure preparedness and identify areas requiring improvement.
- MPS review the results and observations from emergency drills and implement necessary corrective actions.
- The Emergency Management Procedure and Emergency Response Plan shall be reviewed periodically and updated whenever there are significant changes to the school, its activities, or emergency arrangements.
- **Related Documents:** Emergency Management MPS-OSHMS-PR-06



6.4 Communication and Consultation Procedure:

- MPS shall ensure effective communication and consultation on Occupational Safety and Health (OSH) matters.
- All employees and contractors engaged by the school are included in OSH communication and consultation activities.
- MPS will consult with relevant staff and contractors when identifying hazards, assessing risks, and determining appropriate measures to control risks.
- Staff and /or contractors must be consulted before introducing or modifying procedures, equipment's or changes to school premises.
- MPS is responsible for establishing an OSH committee to facilitate collaboration and the sharing of OSH information.
- School Principal is responsible for establishing the OSH committee, which shall meet at least four times per academic year.
- The OSH Committee shall support communication and consultation on Health and Safety matters and clearly define its roles, responsibilities, purpose and functions.
- The OSH Committee is chaired by a member of senior management/Principal
- The OSH committee includes representatives from all parts of the school including section heads and the school nurse.
- Minutes of OSH Committee meetings shall be recorded and maintained.
- Health and Safety information is communicated through appropriate channels, including the OSH Committee, school website, official emails, staff communication platforms and notice boards.
- OSH Policy and Emergency Plan are displayed in designated areas where appropriate.
- Health and Safety shall be included as a standing agenda item in staff meetings and Health and Safety concerns raised by employees shall be recorded in the meeting minutes.
- Appropriate safety signs are displayed to identify hazards and important safety information, including emergency exits, assembly points, fire extinguishers, restricted areas, hazardous substances, electrical hazards, no-smoking areas and PPE requirements.

Related Document: Communication and Consultation MPS-OSHMS-PR-11

6.5 School Inspection Procedures

- ✚ MPS maintain a safe and healthy environment through regular inspections of school areas, facilities, equipment, tasks and activities to identify, assess and control hazards and unsafe conditions.
- ✚ The Health and Safety Officer will oversee and coordinate the implementation of the school's Health and Safety inspection program.
- ✚ Small inspection teams, led by competent and experienced personnel, will conduct inspections of relevant areas, facilities, equipment, tasks and activities on a monthly and termly basis.
- ✚ The School Principal and Health and Safety Officer will identify the areas and facilities that require regular inspection and ensure that they are recorded on the monthly inspection checklist.
- ✚ Areas requiring monthly inspection include administration and office areas, classrooms, laboratories, sports facilities, playgrounds, storage areas, clinic, fire-fighting equipment, and



other high-risk areas. A comprehensive inspection shall be conducted for the entire school at least once each term.

- ✚ Inspection checklists must be reviewed before inspections to ensure that they remain suitable and cover the relevant risks. Checklists must be reviewed at least annually or whenever significant changes occur.
- ✚ Hazards, unsafe acts and unsafe conditions identified during inspections shall be recorded, and appropriate control measures shall be implemented in accordance with the Hierarchy of Controls and the Risk Management Procedure.
- ✚ Previous inspection reports must be reviewed before conducting inspections to verify that identified corrective actions have been completed and outstanding issues are followed up.
- ✚ The Health and Safety Officer will review each completed inspection checklists within seven days to verify that identified risks and proposed control measures have been appropriately addressed.
- ✚ Completed inspection checklists and reports will be maintained by the Health and Safety Officer. Outstanding issues will be raised at OSH committee meetings and/or with the School principal for further action.
- ✚ Findings from inspections shall be reflected in the school's Risk Register, where applicable.

7. Education and Training:

The school is committed to provide appropriate Health and Safety education and training to students, staff, contractors, volunteers and parents to promote a safe and healthy school environment.

7.1 Student Education

The school shall provide students with appropriate Health and Safety education and awareness to help them understand and follow safe practices.

- Students shall receive education on Health and Safety topics, including road safety, risk management, fire safety, proper use of Personal Protective Equipment (PPE), emergency procedures and basic safety practices.
- Students shall be provided with the knowledge and practical skills required to protect their own health and safety and that of others.
- Students shall be made aware of procedures for their protection during emergencies on school premises and school-related activities, including fire, security incidents, lockdown, and other emergencies, in accordance with the school's Emergency Response Plan and Safeguarding Policy.
- Students shall receive age-appropriate instruction and guidance to develop awareness and skills to manage hazards safety both in school and during school-related activities.
- Health and Safety awareness shall be reinforced through lessons, assemblies, awareness campaigns, drills, demonstrations and school activities.
- Students shall be encouraged to report hazards, unsafe conditions, incidents and injuries to the appropriate school staff.



7.2 Staff Training

- The school shall ensure that all staff receive appropriate Health and Safety training to provide them with the necessary knowledge and practical skills to protect the health and safety of students, in accordance with applicable ADPHC/DoH and ADOSH-SF requirements.
- 1. **Emergency and Safeguarding Procedures:**
Staff shall be trained on procedures for safeguarding students during emergencies on school premises and during school-related activities, including fire, security incidents and other emergencies, in accordance with the school's Emergency Response Plan and ADEK School Safeguarding Policy.
- 2. **Risk-Based Health and Safety Training:**
School shall conduct risk assessments to determine the type and level of Health and Safety training required for staff, including First Aid, Fire Safety, emergency response and other relevant safety competencies, based on the school's risk assessment and applicable Abu Dhabi and UAE regulations.
- 3. **Hazard and Incident Reporting:**
Staff shall be provided with training on identifying and reporting hazardous conditions, unsafe acts, near misses, injuries and Health and Safety-related incidents through the school's established reporting procedures.
- 4. **Refresher Training:**
Refresher training shall be provided when required, particularly when there are changes to procedures, equipment, activities, identified risks or applicable Health and Safety requirements.
- 5. **Training Records:**
The Health and Safety Officer shall maintain appropriate records of completed Health and Safety training, including attendance and relevant training certificates.

8. Health and Safety Requirements:

MPS is committed to providing a safe, healthy and secure environment for all students, staff, visitors, contractors and other stakeholders with applicable ADEK, ADPHC/DoH, Civil Defense (CDA), ADAFSA, and other relevant UAE requirements.

8.1 General Health and Safety Measures

8.1.1 Safe Storage and Use of Hazardous Substances and Equipment:

- ✚ MPS maintains strict procedures for the safe storage, handling, use and disposal of hazardous substances and equipment, including laboratory chemicals, biological materials, cleaning chemicals, workshop tools, machinery and maintenance equipment.
- ✚ Access to hazardous substances and equipment shall be restricted to trained and authorized personnel only.
- ✚ All storage, handling, use and disposal procedures shall comply with applicable requirements of ADEK, ADPHC/DoH, CDA, ADAFSA and other relevant authorities.



- ✚ Safety Data Sheets (SDS) shall be available for applicable hazardous substances and shall be regularly reviewed and updated.

8.1.2 Maintenance and Testing of School Equipment:

- ✚ All school equipment, including laboratory equipment, sports equipment, electrical installations, playground equipment, ICT equipment and other relevant equipment, shall be regularly inspected, tested and maintained.
- ✚ Preventive maintenance shall be carried out according to manufacturer recommendations and applicable regulatory requirements.
- ✚ Maintenance logs shall be properly recorded, monitored and retained in accordance with the ADEK School Records Policy (Minimum retention: 5 years).

8.1.3 Regular Safety Assessments:

- ✚ MPS, conduct safety assessments on a yearly basis and as needed, including fire safety systems and equipment, emergency evacuation arrangements, emergency lighting, first-aid equipment, AEDs and emergency response equipment.
- ✚ Assessments will be carried out in accordance with applicable ADEK, ADPHC/DoH, CDA, and other relevant authority requirements.
- ✚ Hazards identified during assessments will be documented and appropriate corrective actions will be implemented promptly.

8.1.4 Security and Surveillance Systems:

- ✚ MPS premises have appropriate security and surveillance arrangements, including access control, perimeter security and monitoring systems, to support the safety and security of students, staff, visitor and school property and to prevent crime, vandalism, bullying and inappropriate behavior.
- ✚ CCTV and other surveillance systems are operated in accordance with applicable ADEK School Digital policy and Manual of Standards for surveillance Devices (MCC, 2023)
- ✚ CCTV footage and surveillance information will be securely stored and accessed only by authorized safety and security purposes.
- ✚ School will retain CCTV recordings for a minimum of 90 days as per MCC.
- ✚ Staff, students, visitors and contractors shall comply with the school's security and access-control requirements.

8.1.5 Fire Prevention and Fixed/Portable Protection Systems:

- ✚ MPS are equipped with appropriate and fully functioning fire detection and alarm systems, fire suppression and sprinkler systems and portable fire extinguishers.
- ✚ Fire protection systems must comply with applicable Civil Defense (CDA) requirements and relevant legal standards.
- ✚ Fire safety systems and equipment are regularly inspected, tested, maintained and kept in good working condition.
- ✚ Valid licenses, inspection certificates and relevant records for fire safety systems are maintained and documented.



8.2 Weight Limits for School Bags:

The school recognizes the importance of preventing physical strain and discomfort caused by carrying excessively heavy school bags. The school must follow applicable ADEK requirements for school bag weight limits.

- ✚ School bag weight limits must be communicated clearly to students, parents and guardians.
- ✚ Students are encouraged to use lockers, digital learning materials and appropriate weekly timetables to reduce the amount of material they need to carry.
- ✚ Teachers and relevant staff shall encourage students to carry only the materials required for the day's activities.
- ✚ The school will identify students who may require modified school bag weight limits based on individual needs and relevant health considerations.

Related Document: School bag weight limit policy.

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	

8.3 Smoke, Vape and Drug-Free Campus:

- ✚ MPS has a clear No-Smoking policy and enforce a zero-tolerance approach to smoking, vaping, alcohol and drug-use across the campus at all times.
- ✚ The possession, use, distribution or sale of illegal drugs, controlled substances, alcohol, tobacco products, shisha, cigarettes, e-cigarettes, vaping devices or related paraphernalia is strictly prohibited on school premises.



- ✚ Smoking, vaping and the use of tobacco or shisha products are prohibited within the school premises and applicable external areas.
- ✚ Appropriate smoke-free signage's are displayed in designated areas of the school.
- ✚ All students, staff, visitors, contractors and other persons on school premises shall comply with the school's smoke-, vape- and drug-free requirements.

8.4 Fire Protection:

- ✚ All fire detection, alarm and suppression systems shall comply with applicable Civil Defense (CDA) requirements and specifications.
- ✚ MPS has obtained and maintains all required fire safety licenses, approvals and certificates.
- ✚ Fire protection systems are regularly inspected, tested, serviced and maintained by approved/competent service providers.
- ✚ Inspection reports, notifications, maintenance records, certificates and other relevant fire safety documents are properly maintained in accordance with the ADEK School Records Policy.
- ✚ MPS has installed and maintains the HASSANTUK fire monitoring system to support rapid emergency response.

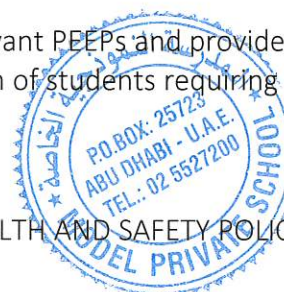
8.5 Emergency Planning and Preparedness

• 8.5.1 School Emergency Plan:

- ✚ MPS Principal shall ensure that a comprehensive School Emergency Plan is prepared, approved, implemented and regularly reviewed.
- ✚ The Emergency Plan shall identify potential emergency situations and include appropriate safeguarding measures, evacuation procedures, lockdown procedures, emergency response arrangements and roles and responsibilities of staff and emergency response teams.
- ✚ The Emergency Plan shall be accessible to relevant staff and communicated to students, parents, contractors and other relevant stakeholders, as appropriate.
- ✚ The plan shall be reviewed and updated whenever there are significant changes to the school, its activities, emergency arrangements, or applicable requirements.

• 8.5.2 Emergency Drills:

- ✚ MPS conducts emergency drills as per the planned schedule, or at least annually and as required by Civil Defense and other relevant authorities.
- ✚ All drills are monitored, documented and reviewed to identify areas for improvement.
- ✚ Observations, deficiencies and corrective actions identified during drills are recorded and followed up until closure.
- ✚ Emergency drills include Students of Determination, where applicable, and their Personal Emergency Evacuation Plans (PEEPs) are implemented and documented during evacuation exercises.
- ✚ Staff involved in emergency drills are familiar with the relevant PEEPs and provide the necessary support to ensure the safe and timely evacuation of students requiring additional assistance.



- **8.5.3 Parent Notification System:**

- ✚ MPS uses official WhatsApp groups and email communication as the primary methods of promptly notify parents p in the event of emergency.

8.6 Mental Health Support Related to Health and Safety Events:

- ✚ MPS provides mental health and wellbeing support to students and staff following any serious whole-school emergency situation, in line with the ADEK School Student Mental Health Policy and the ADEK School Staff Wellbeing Policy.

9. Health system:

The school is committed to provide appropriate medical and health services to support the health, safety and wellbeing of all students in compliance with DOH standards and ADEK policies. MPS ensure that all students receive appropriate medical care, preventive health services and support for special health needs, while maintaining confidentiality and high standards of professional practice.

- **9.1 Provision of Medical Services:**

9.1.1 School Clinic:

- MPS has established and maintain a fully operational school clinic to provide appropriate healthcare and first-aid services to students during school hours.
- The school clinic operates in accordance with a Department of Health (DoH) requirements, standards and guidelines.
- MPS maintains a valid DoH healthcare facility license for the school clinic.
- The clinic is equipped with appropriate medical equipment, first-aid supplies and emergency medical resources required for the school population.
- Medical equipment and supplies are regularly checked, maintained and replenished as required.
- Clinic records are properly maintained, securely stored and handled in accordance with applicable confidentiality and records-management requirements.

9.1.2 School Nurse:

- MPS has employed a full-time school nurse holding a valid DoH license in line with DoH requirements and the ADEK Coeducation Policy.
- The school nurse is responsible for administering medication and provide medical care in accordance with applicable DoH requirements, approved procedure and parental consent.
- The school nurse maintains appropriate medical and clinic records and ensure that students medical information is handled confidentially.
- The school nurse coordinates with parents/guardians, school staff, and external healthcare providers, when required to support the health and wellbeing of students.



9.1.3 Administration of Medication and Medical Emergencies:

- Medication is administered as per ADEK and DoH protocols, with parental consent renewed each term or whenever there is a change in the student's medication.
- Medication shall be appropriately labelled, securely stored and accessible only to authorized personnel.
- The school nurse shall manage medical emergencies, including but not limited to anaphylaxis, seizures, injuries, asthma, allergic reactions, and other medical emergencies, in accordance with approved DoH protocols.

9.2 Inclusion of Students with Additional Healthcare Needs:

- Individual Healthcare Plans (IHPs) shall be prepared for students with additional healthcare or medical needs, where required, in accordance with ADEK School Inclusion Policy.

9.3 Health Screening:

- ✚ MPS has ensured that regular basic and comprehensive health screening is conducted in compliance with the DoH requirements.
- ✚ Health screenings identify early signs of medical conditions, ensure student wellbeing and facilitate timely medical interventions.

9.4 Immunization Program:

- ✚ The school will allow access to DoH-appointed health providers and facilitate their task of conducting the school-based immunization program for students as per DoH's guidelines.

9.5 Student Medical Records:

- ✚ The school has ensured that all medical care provided at school, including any medication administered, health screening, immunization and the outcomes of any medical interventions, are recorded in the student's medical record while maintaining confidentiality in line with the ADEK Records Policy.

10. Regulatory Compliance:

MPS comply with all applicable UAE health, safety and operational requirements to protect students, staff, visitors and other stakeholders.

10.1 Policy Compliance:

- ✚ The Health and Safety Policy shall follow applicable ADEK, ADPHC/DoH, CDA and other relevant requirements.
- ✚ The school shall complete required reports, audits, action plans and forms within the required time.



- ✚ The Health and Safety Policy shall be displayed in suitable areas and made available to staff and students.

10.2 Licenses, Permits and Authorizations:

- ✚ The school shall maintain all licenses, permits and approvals required for its operations.
- ✚ These may include approvals for buildings, facilities, equipment, health services, safety systems and transportation.

10.3 Records and Documentation:

- ✚ Inspection records, observations, notifications and official correspondence shall be properly maintained.
- ✚ Digital incidents shall be recorded, approved by the Principal and securely stored according to school records requirements.

10.4 Transportation and Traffic Compliance:

- ✚ MPS maintains safe transportation and traffic arrangements to protect students, staff and other road users.
- ✚ Transportation and traffic management procedures are implemented and followed.
- ✚ School bus inspection and maintenance records are maintained.
- ✚ All school buses, drivers and supervisors shall have valid licenses, permits and required approvals.
- ✚ Transportation procedures shall comply with the ADEK School Transportation Policy, the MPS School Transportation Policy and applicable local regulations.
- ✚ Any transportation-related safety issue shall be reported, investigated and addressed promptly.

11. References:

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

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