

Al Sadiq Islamic English School Health and Safety Policy

Policy Name	Health and Safety 2025-26
Stakeholder	All staff, students, and parents
Policy Directory Reference	Al Sadiq Islamic English School
Policy Lead	Vice Principal - Ms.Aisha Thasneem, Ms.Georgina Drake
Reviewed by	Mr. Julian Williams
Approved by	Ms. Sadia Wajid – Principal
Approved Date	September 2025
Monitoring Cycle	Annually

Purpose

Al Sadiq Islamic English School (ASIES), under Athena Education, is committed to safeguarding the health, safety, and wellbeing of students, staff, contractors, volunteers, and visitors by providing a safe, secure, and supportive environment and by proactively identifying and managing risks.

Scope

This policy applies to all ASIES sites, activities (on-site and off-site), employees, students, contractors, volunteers, and visitors, at all times.

Policy Statement

ASIES will, so far as is reasonably practicable:

- Provide and maintain safe premises, safe access/egress, safe plant and equipment, and safe systems of work.
- Identify hazards, assess risks, implement controls, and monitor effectiveness.
- Provide information, instruction, training, and supervision appropriate to roles.
- Maintain compliant emergency arrangements and conduct regular drills.
- Comply with all relevant UAE laws and regulatory guidance (e.g., Dubai Municipality, Civil Defence, DHA/MOHAP, RTA, KHDA/MOE).
- Consult staff and students on health & safety matters and continuously improve.

Legal & Regulatory Compliance (UAE)

ASIES aligns with:

- UAE Labour Law and relevant Federal/Local H&S requirements.
- Dubai Municipality regulations (e.g., water quality, pest control, food safety).
- UAE Civil Defence (fire safety, drills, maintenance, evacuation).
- DHA/MOHAP school clinic and first-aid requirements.
- RTA regulations for school transport.
- KHDA/MOE directives related to school operations and student safety.

Governance & Accountability

- **Governing Body/Director:** Ultimate accountability for H&S; ensures adequate resources and oversight.
- **Principal:** Day-to-day leadership of H&S; ensures policy implementation, risk management, reporting, and continual improvement.
- **Health & Safety Committee** (per term): Principal (Chair), H&S Coordinator/Fire Warden, School Doctor & Nurse, Operations/PRO, Governor rep, Supervisory/Teaching reps.
 - Tasks: risk matrix, inspections schedule, action tracking, policy/procedure updates, incident reviews, environment & maintenance oversight.
- **Line/Supervisory Staff** (VPs, HoDs, Coordinators, Facilities, Office/Cleaning supervisors): implement H&S within areas; conduct/approve risk assessments; supervise, inspect, and rectify.
- **All Employees:** follow procedures, use equipment safely, report hazards/incidents, attend training, cooperate with investigations.
- **Students:** follow safety instructions, use equipment responsibly, report concerns.
- **Parents/Visitors/Contractors:** comply with site rules; contractors must present RAMS and work under permit-to-work when required.

Consultation & Communication

- H&S Committee meetings each term with minutes and action logs.
- Termly safety briefings; induction for new staff; student H&S orientation.
- Safety signage (evacuation maps, assembly points, clinic/first-aider lists).
- Hazard/near-miss reporting routes visible to all users.

Risk Management

- **Risk Assessments (RAs):** required for all significant activities (curriculum/practical areas, events, trips, lone working, working at height, contractors, COSHH, weather, etc.).
- **Hierarchy of control:** eliminate → substitute → engineering → admin → PPE.
- **Review:** annually, after incidents/changes, or upon regulator guidance.
- **Records:** maintained by area leads and centrally by H&S Coordinator.

Training & Competence

- Induction for all staff (emergency procedures, reporting, RA basics).
- Role-specific training (first aiders, fire wardens, lab/DT/PE/ICT, manual handling, COSHH, working at height, clinic protocols).
- Refresher cycle documented; attendance logs retained.

Incident Reporting & Investigation

- **Report:** all accidents, near misses, hazards—immediately to line manager/clinic/H&S Coordinator.
- **Record:** incident form logged centrally; clinic logs for medical.
- **Investigate:** by line manager/H&S; root cause analysis; corrective/preventive actions; lessons shared via H&S Committee.
- **Notify:** regulators as legally required (via Principal/Operations).

Emergency Management

- **Plans:** Fire evacuation, lockdown/critical incident, off-site evacuation.
- **Drills:** fire ≥ 3 per year; lockdown at least annually; records in Fire Logbook.
- **Equipment:** alarms, detectors, emergency lighting, extinguishers, signage—tested and maintained to manufacturer/regulatory schedules by competent providers.
- **Roles:** Fire Warden network; marshals sweep; assembly roll-call; post-drill debrief.

First Aid & Medical

- Clinic complies with DHA/MOHAP guidelines.
- Adequate trained first-aiders and first-aid kits; locations signposted.
- Medical conditions documented; care plans and parent consents held.
- Medication management per UAE guidelines; secure storage and audit.
- Communicable disease protocols followed; notify authorities where required.

Specific Operational Controls

Classroom & Practical Areas

- Schemes of work incorporate safety; teachers brief pupils; class sizes suitable to supervision; PPE where required.
- Subject-specific codes (Science labs, DT, PE, ICT) followed and displayed.

COSHH (Hazardous Substances)

- Inventory & Safety Data Sheets maintained; COSHH RAs completed; labelled storage; restricted access; training for handlers; spill response available.

Manual Handling

- Assess tasks; avoid where possible; provide handling aids/training; adhere to safe lifting techniques.

Working at Height

- Risk assessed; use correct access equipment; trained users only; no standing on chairs/desks; contractor PTW where applicable.

Lone Working

- Risk assessed; sign-in/out; comms devices available; restricted activities after hours; security informed.

Contractors & Maintenance

- Pre-qualification (competence, insurance, DM/Civil Defence approvals).
- RAMS reviewed; permits to work (hot works, confined space, electrical).
- Supervision and site rules brief; isolate work zones; audit compliance.

Water Quality (Tanks)

- Bi-annual cleaning; quarterly DM-approved lab analysis (microbiology incl. Legionella, E-coli, etc.); reports retained and actions closed.

LPG & Gas Safety (if applicable)

- Cylinders housed, locked, and signed; detectors installed; quarterly checks; auto cut-off interfaced with alarm; 24/7 call-out contract.

Fire Safety (summary)

- Fire Risk Assessment; weekly alarm tests; maintenance by competent provider; three drills/year; staff only use extinguishers if trained and it's safe to do so.

Glazing

- Safety glass on doors/side panels; legacy panes protected with safety film pending replacement.

Pest Control

- DM-approved contractor; scheduled internal/external treatments; records retained.

Canteen & Food Safety

- Operations Manager oversight; food safety management system; staff trained; DM inspections; temperature logs and hygiene checks.

Transport & Bus Safety

- RTA compliance; driver/nanny training and supervision; seating, belts, behaviour protocols; incident reporting and parent communication.

Security & Site Traffic

- Controlled access; visitor sign-in/badging; segregated vehicle/pedestrian routes; report violence/theft immediately; CCTV per UAE privacy rules.

Weather Protocols

- **Heat:** Amber/Red break procedures; shaded areas; indoor alternatives; hydration reminders.
- **Rain/Storms:** learning available online; buses assessed for safe travel; events/ECAs postponed; parents notified via email/SMS/app.

Smoking / Prohibited Items / Allergens

- No smoking; no alcohol/pork; nut-aware campus; dogs by Principal approval only.

Staff Wellbeing

- Stress risk included in RAs; access to counsellor; supportive workload management.

Inclusion & Students of Determination

- UK-aligned best practice for complex needs; risk-assessed adjustments; IEP/ALP considerations in all activities; supervision ratios reviewed as needed.

Visitors & Parents

- Sign-in/out, ID verification, safety briefing where relevant, compliance with emergency instructions and site rules.

Educational Visits

- Separate policy and RA templates; SLT approval; medical/first-aid planning; provider assurances; transport checks; emergency contacts and dynamic risk assessment on the day.

Records & Documentation

- Maintain: RAs, training logs, drill logs, equipment maintenance, incident reports, contractor PTWs/RAMS, water/pest/fire records, clinic logs.
- Retention periods per UAE guidance and school data policy.

Monitoring, Audit & Review

- Half-termly workplace inspections by line managers; termly H&S Committee audits; corrective actions tracked to closure.
- Annual policy review or sooner after significant change/incident/regulatory update.

Roles—Quick Reference

- **Director/Governing Body:** Strategy, resources, oversight.
- **Principal:** Implementation lead, compliance, reporting.
- **H&S Coordinator/Fire Warden:** Systems, records, drills, maintenance oversight.
- **Facilities Manager:** Premises, permits, statutory checks, contractors.
- **Clinic (Doctor/Nurse):** Medical protocols, first aid, records, regulator liaison.
- **Line Managers/HoDs:** Local RAs, supervision, inspections, training.
- **All Staff:** Safe practice, reporting, cooperation, training.

- **Students/Parents/Visitors:** Follow site rules and instructions.

Policy Approval

- **Approved by:** Principal
- **Date:** August 2025
- **Review:** August 2026

Health and Safety Policy Appendices

Appendix 1: Accident/Incident Reporting Form

Appendix 2: Risk Assessment Template

Appendix 3: Fire Drill Log

Appendix 4: First Aid Log

Appendix 5: Health & Safety Checklist

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Appendix 2 –

Risk Assessment Template

Hazard	Risk Level (H/M/L)	Mitigation	Person Responsible	Review Date

Appendix 4: First Aid Log



Medical Emergency Report Form

[illegible]

See clinic reports with following information recorded for all students who visit the clinic:

- S.Code
- Student Name
- Class
- Section
- Date
- Complaint
- Treatment
- Remarks
- Treatment By
- Referred By
- Time In
- Time Out
- Next Date
- Medicine Given
- Is Admitted
- Isolation
- Exit Date
- Exit Time

Appendix 5: Health & Safety Checklist

- ☐ Policy displayed and accessible
- ☐ Posters with DSL contact info visible in school
- ☐ Staff training logs up to date
- ☐ Records of referrals maintained
- ☐ Risk assessments for trips completed
- ☐ Safe recruitment evidence file maintained
- ☐ Fire exits clear and accessible
- ☐ First aid kits checked and stocked

