Health and Safety Policy
October 2024

Introduction
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The College policy on Occupational Safety and Health lays out the commitment to providing a sustainable, healthy and safe workplace for staff, pupils, contractors and visitors. This commitment reflects the intentions of the Abu Dhabi Emirate OSH policy and the Education Sector OSH policy. Brighton College's OSH policy reflects the OSHAD and Education Sector OHSMS and ADEK requirements. This policy applies to all staff, pupils, contractors and visitors and to all OHS records created or received by the College as a result of OSH activities and processes at the College.

Purpose
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- Ensure that the College meet the health and safety requirements set out by ADEK, Abu Dhabi Public Health Center (ADPHC)/ Department of Health (DoH) and all other relevant government and regulatory entities.
- Ensure that the College safeguards the health and safety of their pupils, staff, contractors, sub-contractors, visitors, and other relevant stakeholders by putting in place clear and compliant policies and procedures for all on-site and school-related activities.
- Ensure all staff and pupils receive adequate training, information, and supervision in relation to the hazards present within the school environment and within the specific area of work.
- Promote a culture of responsibility and accountability towards protecting everyone from dangers (e.g., fire accidents, laboratory accidents, etc.) and spread awareness through effective communication and consultation with employees and staff.
- Ensure that the College provides access to high-quality health services to all pupils through school-based clinics, without any additional cost to pupils, in compliance with ADEK and DoH regulations and requirements

Definitions
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Additional Learning Needs	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 pupils 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.
Anaphylaxis	A sudden and severe allergic reaction and medical emergency that occurs within minutes of exposure and requires immediate medical attention (MedlinePlus, n.d.)
Basic Health Screening	Annual health screening of pupils in all grades, conducted by the school nurse, including review of medical history, measurement of body mass index, and vision testing (Al Hajeri, 2020).
Governing Board	The governing body of a school, appointed by the school owners, and including qualified representatives and parents. The governing board is the senior authority of the school, with responsibility for the overall governance of its activities.
Comprehensive Health Screening	An in-depth health screening for pupils 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 pupils in Grades 1, 5 and 9, as well as a blood count test by a phlebotomist for all pupils in Grade 1 and for female pupils in Grade 9 (Al Hajeri, 2020).
Emergency Plan	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.
Health and Safety	Requirement for schools to ensure that pupils, staff, contractors, subcontractors, relevant stakeholders, and visitors are kept safe and healthy in school and school-related activities
Individual Healthcare Plan	A written description of a student's medical requirements, health status, and healthcare plan, developed by the school nurse.
Nurse	A full-time (internal/contracted) employee of the school, with a valid Department of Health (DoH) healthcare professional license, whose role is to oversee the school medical clinic and the healthcare of pupils in the school.
Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. 3 of 2016 Concerning Child Rights.
Visitor	For the purpose of this policy, a visitor is any temporary visitor (e.g., a parent or a relative of a student, prospective student and their parents, inspectors, contractors, etc.) entering the school premises. An invited visitor is anyone visiting the school on a temporary basis to interact with pupils (i.e., a speaker, career fair representative, etc.) and includes volunteers, who are engaged by an educational institution on a non-remunerated basis to interact with pupils (e.g., parent chaperones, etc.).
Wellness	The quality or state of being in good physical and mental health.

Policy

1. Roles and Responsibilities

1.1. Head Master and Governing Body:

The Board of Governors and Head Master establish our overall culture towards Health and Safety. Craig Lamshed, GM for Bloom Education and the governor responsible for H&S, and Oliver Bromley – Hall, Headmaster, monitor the implementation of the Health and Safety policy. The Governors and Head Master are responsible for:

- Reviewing the Health, Safety and Welfare Policy and ensuring its revision as necessary.
- Monitoring the policy's implementation and setting targets or objectives where appropriate.
- Addressing any faults or areas of weakness in the policy or its implementation.
- Ensuring that the relevant resources are made available to enable the policy to be implemented.

1.2. Health and Safety Officers

The Health and Safety officer – Jomar Gutierrez shall adhere to the following responsibilities, in line with OSHAD-SF risk classification, requirements, and updates:

a. Develop, implement, and maintain an occupational safety and health management system including ADPHC/DoH fulfilment of periodic submissions, together with other relevant authorities' requirements, based on school risk classification.

b. Establish a clearly defined leadership structure of health and safety related matters within the school including delegation mechanisms and linkages with external stakeholder requirements.

c. Ensure relevant staff training including appropriate handover and induction training for new employees and contractors.

d. Carry out hazard identification, risk assessment, and control measures to ensure risk mitigation in crucial areas (for example, school bus services, parents' pick-up and drop-of, traffic flow management, etc.).

e. Develop, maintain, and periodically update both an Emergency Response Plan and an Occupational Injuries Register.

f. Establish a School Health and Safety Committee (OSH)to handle all related matters

g. Maintain records of incident investigations as part of an incident register and report (via ADEK and ADPHC electronic OSH reporting system) on a timely basis.

h. Create, implement and review in a timely manner relevant policies and procedures at both a strategic and operational level

i. Carry out regular site inspections, safety audits, assist managers with the writing of method statements and risk assessments

j. Liaise with the school's Safeguarding Committee or Lead – Victoria Shillingford, in line with the ADEK Safeguarding Policy, to maintain sufficient supervision and monitoring of pupils, with full visual coverage, to safeguard against and tend to incidents.

1.3. Staff

All employees/contractors/subcontractors and visitors are required to:

- Co-operate and co-ordinate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions.
- Refrain from doing anything which constitutes a danger to themselves or others. Immediately bring to the attention of their Head of Department/Line Manager or Departmental Safety Representative or the Health and Safety Manager any situations or practices which may lead to injuries or ill health.
- Ensure that any equipment issued to them, or for which they are responsible, is correctly maintained, used and properly stored, completing regular visual checks on the equipment, taking any damaged equipment out of action and ensuring that the damaged equipment is maintained or destroyed ensuring that records are kept.
- Report all accidents, incidents, dangerous occurrences and near misses.
- Be responsible for good housekeeping in the area in which they are working; in school or at home

1.4. Pupils

- **Follow School Rules and Guidelines**: Pupils should adhere to all school health and safety rules, including classroom, playground, and lab rules.
- **Report Hazards**: Notify teachers or staff about any unsafe conditions, spills, damaged equipment, or other hazards they encounter.
- **Practice Safe Behaviour**: Avoid behaviours that could endanger themselves or others, such as running in hallways or misusing equipment.
- **Participate in Emergency Drills**: Engage fully and seriously in fire drills, lockdowns, and other emergency preparedness activities to understand their role in a real emergency.
- **Use Equipment Correctly**: Follow instructions for using equipment, especially in specialized areas like science labs, sports facilities, and tech rooms.
- **Maintain Personal Hygiene**: Follow hygiene guidelines, like washing hands and using hand sanitizer, to help reduce the spread of germs.
- **Look Out for Peers**: Be mindful of other pupils' well-being, offering assistance or notifying an adult if a peer is in danger or unwell.
- **Wear Appropriate Attire**: Follow any specific dress codes, like wearing safety goggles in labs or suitable footwear for physical activities.
- **Understand Basic First Aid**: Be aware of basic first-aid principles (age-appropriate), like when to seek help if someone is injured.
- **Respect Signs and Barriers**: Obey warning signs, restricted area markings, and any safety barriers or tapes set up by the school staff.

2. Extra – curricular Activities and Trips

All College CCAs and trips undergo a risk analysis and where necessary, risk assessments are carried out to mitigate and reduce any risks.

Every trip that involves pupils leaving the College site includes a qualified First Aider as one of the accompanying staff and a first aid kit is always taken on the trip.

3. Processes to ensure a healthy, safe and secure College environment.

1. **Reporting procedures**

   During staff induction the processes for reporting any Health and Safety concerns are discussed and shared. All reportable hazards and dangers should be reported to facilities@brightoncollegealain.ae

   If immediate action is required, staff should call the Health and Safety Officer directly.

2. **OSH Committee**

   The College has a dedicated OSH Committee that meet on a quarterly basis. The team consists of key staff throughout the College, as well as representatives from Bloom Education and the Board of Governors.

   Monthly OSH checks are carried out across the College by key personnel and all issues or concerns are raised to the Health and Safety Officer for action.

   A weekly Health and Safety inspection walk about is carried out jointly with the OSH Chair and Health and Safety Officer. Any correctional actions are logged and reviewed.

   A daily inspection is carried out by the Health and Safety officer and the site team managers in order inspect play equipment, general playing spaces and the swimming pool.

3. **Near Miss Record**

   A near miss is an event or situation that could have resulted in injury, damage or loss but did not do so, due to chance, corrective action and/or timely intervention. All staff have access to a Near Miss Microsoft Form that they will complete it they have witnessed a Near Miss event. This form is reviewed by the Health and Safety Chair, Officer and Head Master.

4. **Catering**

   The catering service providers should meet the requirements of Abu Dhabi Agriculture & Food Safety Authority (ADAFSA) requirements. The QHSE officer from the catering service provider should be available regularly in the school to monitor and ensure that all the regulatory requirements were meet.

5. **Transport/Traffic**

   The College has assigned from the school of Bus Coordinator – Lina Al Danobe and from the bus rental company Emirates Transportation – Khalid Mohsen. There will be a weekly check for the buses to ensure the health and safety of the pupils, drivers and bus attendants. The third-party services provider is responsible for updating the risk assessment registers and ensuring to meet the ITC requirements.

   The traffic management plan is available in the school policy and procedures which is updated annually.

6. **CCTV**

The College has a dedicated CCTV operator who monitors the footage closely. Any dangers or incidents are reported directly to the Heads of School or Head Master.

The College follows all ADEK and ADMCC protocols for the monitoring and viewing of CCTV footage

7. **Digital Incidents**

The College ensures that every digital incident is recorded, documented, and signed by the Head Master, and stored for auditing purposes, in line with the ADEK Digital Policy and the ADEK Records Policy.

8. **Risk Assessments**

    i. Risk Register

    A comprehensive Risk Register is regularly monitored and updated by the Health and Safety Officer and shared with appropriate staff.

    ii. Risk assessments.

    The Health and Safety Officer oversees all Risk Assessments across the College. They are updated on an annual or need basis and shared with the relevant staff/departments where appropriate. For more details please see the Brighton College Risk Assessment Policy.

9. **Training**

    i. First Aid

    - The College has 29 qualified First Aiders and 3 nurses on the College site. If a member of staff or pupil requires first aid assistance, the pupil or member of staff will visit the appropriate nurse.
    - If there is a medical emergency or CPR is required to be given, the nurses will be called to support and any trained first aider from the staff body can assist until they arrive. An ambulance will be called immediately.
    - We have a qualified first aider on all College trips and events.

    ii. Fire Awareness

    - The College has 25 staff who have completed the Fire Awareness training.
    - Pupils and staff have annual training in induction week with regards to the Fire Evacuation Procedures and drills. More details on the College Fire procedures can be found in the College Fire Evacuation Policy

10. **Emergency procedures**

    i. Fire drills and processes

    The College conducts 4 Fire Drills per academic year. One of these drills takes place in conjunction with the Civil Defence. More details on the College Fire procedures can be found in the College Fire Evacuation Policy

    ii. Lockdown

The College conducts 1 Lockdown Drill per academic year. The first drill is due to take place before the Spring Break 2025. More details on the College Lockdown procedures can be found in the College Lockdown Policy.

iii. Emergency response

The College has a bespoke Emergency Evacuation Policy and a Critical Incident and Disaster Recovery Policy. Both of these polices outline our processes and procedures for emergency responses.

If the emergency response is medical in terms of CPR or emergency medical treatment, then an ambulance will be called.

iv. Safeguarding Training

All staff receive comprehensive safeguarding training throughout the academic year.
During the induction week in August, all staff receive training that is delivered by our College DSL and deputies.
All third-party staff and contractors e.g. catering, security, transport, gardeners, maintenance and temporary staff also receive the statutory safeguarding training from the DSL. For more detailed information on safeguarding training throughout the year, please refer to the College Safeguarding Policy.

4. Training

4.1 Pupils

The College educates all pupils on health and safety, including teaching road safety, fire safety, emergency and evacuation procedures, and personal physical awareness.

4.2 Staff

All staff receive training to equip them with the foundational knowledge (including reporting hazardous and health and safety related incidents) and practical skills to safeguard student health and safety, in line with the ADPHC/DoH and OSHAD-SF guidelines.

5. Record keeping and reporting

5.1   The College ensures that all Health and Safety processes and documentation complies with the policies, procedures, regulations, frameworks, compliance checklists, circulars, and special instructions and their amendments issued and supervised by ADEK, ADPHC/DoH, Abu Dhabi Civil Defence Authority (CDA), or any other relevant authority in the UAE regarding school activities, operations, buildings, facilities, and equipment used. This includes:
a. Submission of periodic reports, audits, and action plans.
b. Submission of relevant forms, including incident reports and management systems.
c. Compliance with given timeframes.

d. Displaying the policy in prominent locations throughout the College and ensuring it is readily accessible to all stakeholders (including staff, pupils, visitors, etc.).

5.2 The College meets all requirements for obtaining necessary licenses and permits and maintain valid contracts to conduct their operations from ADEK, ADPHC/DoH, Department of Municipalities and Transport (DMT), Integrated Transport Centre (ITC), Monitoring & Control Center (MCC), CDA, the Abu Dhabi Agriculture and Food Safety Authority (ADAFSA), and/or any other relevant government or regulatory entity regulating areas related to health and safety.

5.3 The College maintains any inspection records, observations, and notifications made by relevant authorities, in line with the ADEK Records Policy and meets all applicable compliance requirements.

6. General Health and Safety Measures

6.1 Procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g., laboratory chemicals and equipment, biological materials, cleaning substances, workshop tools, and maintenance equipment) are followed, as per CDA, ADPHC/DoH, ADAFSA, and/or any other relevant government or regulatory entity.
Please see the College policy on Chemical Spills for more information.

6.2 Regular safety assessments are carried out (e.g., fire safety systems/equipment, emergency evacuation plans, emergency lighting, emergency response equipment), as required by ADEK, ADPHC/DoH, and all other relevant authorities.

6.3 The site is equipped with fully functioning and effective security and systems to prevent and detect crime, vandalism, unlawful behaviour, and inappropriate conduct; and surveillance provisions are in place in line with the ADEK Digital Policy and the Manual of Surveillance Devices (MCC, 2022).

6.4 Weight Limits of School Bags: Schools shall adhere to maximum weight limits for pupils' school bags and ensure that this policy is communicated to parents. A pupil's school bag shall not exceed 5-10% of a child's body weight when packed (considering individual factors such as the student's overall health, physical strength, and any existing health conditions) to avoid adverse effects on their spine or body as per Table 1. Maximum Backpack Weight Limit per Grade. All parents and staff are made aware of these regulations before the start of the academic year.

Table 1: Health and Safety officer Position

Grade/Year	Max. Backpack Weight*
KG1 / FS2	
KG2 / Year 1	Not exceed 2 kgs

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	

*Maximum school bag weight was calculated based on the American Chiropractic Association (ACA) recommendations.

6.5 The College maintains a smoke-free environment, within the College premises or in the perimeter outside the College premises as defined by ADPHC/DoH, by enforcing a strict no-smoking policy (e-cigarettes/ vaping included) for all pupils, staff, and visitors.

6.6 The College equips the premises with integrated and effective systems, both fixed and mobile, for fire protection and detection, including fire detection systems, fire suppression systems, and fire sprinkler systems.

6.7 The College maintains inspection records and notifications relating to our fire protection and detection systems, in line with the ADEK Records Policy.

6.8 The College has the HASSANTUK system to ensure timely response to fire and life safety emergencies.

7. Emergency Planning

The College has an Emergency Evacuation Policy that sets out the circumstances   that define an emergency and the resulting safeguarding and evacuation procedures to be followed. Please see the policy for more information.

8. Health System

8.1 Provision of Medical Services: School Clinics: The College has 2 clinics on the College's premises to provide healthcare services to pupils, in line with DoH requirements and standards.

8.2   School Nurse: The College employs 3 full-time school nurses with a valid DoH healthcare professional license, in line with DoH requirements and the ADEK Coeducation Policy. More information regarding the College Clinic, Health Screening, Immunizations, Health Records and procedures, please see the Clinic Policy

Approved by

Policy to be reviewed and checked annually by the Head Master.

[signature]

On behalf of the College Oliver Bromley-Hall –Head Master

[signature]

On behalf of the Board of Governors Craig Lamshed – General Manager, Bloom Education

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Policy update to new template and new ADEK guidelines	Victoria Shillingford	October 2024
2.0			

Related Policies

Lockdown Policy, Critical Disaster and Recovery Policy, Emergency Evacuation Policy, Fire Evacuation Policy.

Brighton College Al Ain's Policies and Guidelines

Brighton College Al Ain policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice. At the time of writing, policies aligned with the following:

• ADEK Guidance and Guidelines for Private Schools
• MOE United Arab Emirates School Inspection Framework
• DSIB School Inspection Supplement
• The College's Development Plan written for ADEK approval
• Standards for British Schools Overseas (DfE)
• COBIS / BSO Accreditation and Compliance
• Bloom Education and Bloom Holding policies where applicable.

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified