

	Integrated Management System	Document ID	AD3/EA
		Revision No.	1
		Issue Date	16-Jun-2025
	Health & Safety Policy		



This Document has been reviewed and approved by:

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Revision History of the Document

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1 Rationale

At New Dawn Private School, **Health and Safety Policy** is designed to provide a safe, secure, and supportive environment for all students, staff, parents, and visitors. This policy ensures that the school meets these legal obligations while safeguarding the physical, emotional, and mental well-being of its community.

Implementing this policy enhances educational experiences by minimizing health risks, preventing accidents, and promoting a positive school culture. It also prepares the school community to respond effectively to emergencies, reducing potential liabilities and building trust among parents and stakeholders.

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2 Purpose

The purpose of this Health, Safety, and Environment (HSE) Policy is to ensure a safe, healthy, and secure learning and working environment for all students, staff, visitors, and contractors within the school premises. The policy aims to promote a strong safety culture, prevent accidents and injuries, comply with UAE and Dubai regulatory requirements, and ensure environmental responsibility through safe practices and continuous improvement.

3 Scope

This policy applies to all aspects of school operations, including:

- **All students** enrolled at the school, including participation in extracurricular activities, field trips, and events.
- **All school staff**, including teachers, administrative personnel, support staff, and external contractors.
- **Visitors and volunteers** who access school premises or engage in school activities.
- **Third-party service providers** such as transportation companies, cleaning agencies, and maintenance contractors.

The policy covers the following areas:

- **Fire Safety and Emergency Preparedness:** Fire prevention, evacuation plans, emergency drills, and crisis management.
- **Emergency & Crisis Management:** A structured approach to preparing for, responding to, and recovering from emergencies or external threats—prioritizing safety through measures such as lockdown or shelter-in-place etc.
- **Safety and Security Measures:** Access control, visitor management, child protection, and surveillance systems.
- **Facility Safety and Maintenance:** Inspections, infrastructure maintenance, environmental safety, and safe use of equipment.
- **Health Services and Medical Emergencies:** First aid administration, health screenings, management of communicable diseases, and vaccination programs
- **Transportation Safety:** Safety of students using school transport, including driver training and bus assistant responsibilities.
- **Mental and Emotional Well-being:** Counseling services, anti-bullying initiatives, and the promotion of a positive school culture.
- **Hygiene and Sanitation:** Cleanliness standards for classrooms, washrooms, cafeterias, and other facilities.

4 Terms and Definitions

Terms	Definition
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Terms	Definition
Health, Safety and Environment (HSE)	A structured system of policies and procedures designed to ensure the health, safety, and wellbeing of all students, staff, visitors, and contractors while maintaining environmental responsibility within school operations.
Hazard	Any source, situation, or activity with the potential to cause harm, injury, illness, damage to property, or negative environmental impact.
Risk	The likelihood and severity of harm arising from exposure to a hazard.
Risk Assessment	A systematic process of identifying hazards, evaluating risks, and implementing appropriate control measures to reduce risks to an acceptable level.
Incident	Any unplanned event that results in injury, illness, damage, or disruption to normal school operations.
Near Miss	An unplanned event that did not result in injury or damage but had the potential to do so.
Emergency	A serious and unexpected situation requiring immediate action to protect life, property, or the environment (e.g., fire, medical emergency, security threat).
Evacuation	The organized and safe movement of students, staff, and visitors from a building to a designated safe assembly area.
Lockdown	A security procedure implemented during an immediate threat requiring all occupants to remain secured inside classrooms or safe areas.
Shelter-in-Place	A safety procedure requiring individuals to remain indoors due to external environmental or security risks until the situation is safe.
First Aid	Immediate medical assistance provided to an injured or ill person before professional medical treatment is available.
Preventive Planned Maintenance (PPM)	Scheduled maintenance activities carried out to prevent equipment failure and ensure safe operation of school facilities.
Personal Protective Equipment (PPE)	Protective equipment such as gloves, goggles, and lab coats used to minimize exposure to hazards.
Communicable Disease	An infectious disease that can be transmitted from one person to another within the school environment.
Food Safety	Procedures and practices that ensure food is handled, prepared, and stored safely to prevent foodborne illness.
Hygiene	Practices that maintain cleanliness and promote health, preventing the spread of diseases.
Sanitation	Measures used to maintain cleanliness through cleaning, disinfection, and proper waste disposal.
Waste Management	The safe handling, segregation, storage, and disposal of waste in accordance with regulatory requirements.
Medical Waste	Waste generated from medical activities that requires special handling and disposal due to contamination risks.

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Pest Control	Measures taken to prevent, control, or eliminate pests to maintain a safe and hygienic environment.
Emergency Drill	A planned practice exercise conducted to prepare staff and students for emergency situations.
Competent Person	An individual with the required training, knowledge, and experience to safely perform specific safety-related tasks.
Contractor	An external service provider engaged to perform work such as maintenance, cleaning, transport, or construction within the school.
Stakeholder	Any individual or group who has an interest in the school's health and safety performance, including students, parents, staff, and regulators.

5 Rols and Responsibilities

5.1 Board of Governors (BOG)

The Board of Governors are responsible for ensuring that the school follows proper Health, Safety, and Environment (HSE) standards as per UAE laws, KHDA requirements, and other authority regulations. The Board provides guidance, support, and direction to ensure that the school HSE policy and procedures are properly implemented and maintained.

- Take reasonable steps to ensure that the school is following the Health and Safety Policy and Procedures through regular discussion at governor's meetings.
- Approving the whole school budget which includes policy requirements.
- Work in close partnership with the SLT to support their approach to Health and Safety.
- Ensure that there is an effective and enforceable policy for health and safety throughout the school.
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
- Identify and evaluate all risks relating to:
 - The premises
 - School activities
 - Educational visits
 - School events
- Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, pupils and others.
- Create and monitor the management structure to enable the implementation of health and safety.

5.2 School Principal

The School Principal is responsible to the Board for ensuring the proper implementation of the School's Health and Safety Policy and is accountable to the Board. The Principal shall take all

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necessary and appropriate actions to ensure that health and safety standards are maintained at all times. In particular, the principal will, on a day-to-day basis be responsible for:

- Ensuring at all times the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- Ensure safe working practices and procedures throughout the school so that all risks are controlled.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards and where appropriate ensure that the BOG are made aware of the findings.
- Identify the training needs of the staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk.
- Collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence, monitor the standards of health and safety throughout the school, including all school-based activities.
- Encourage staff and others to promote health and safety.

5.3 Operations Manager

The Operations Manager is the Health and Safety Officer for the School, ensure that there is a school health and safety committee responsible for monitoring the H & S Policy, procedures, risk assessment and actions. The School Operations Manager is responsible for weekly and termly site inspections to address any health and safety issues including:

- Display of statutory notices.
- Risk assessments.
- Full facility HSE walk report.
- Training needs.
- Reported health and safety maintenance needs.
- Accident reports and near misses
- Vehicle compliance.
- Compliance with health and safety checks (water, fire, electricity, gas and pest control).
- Site security.
- School visits and fixtures.
- Performance and events.
- Fire drill, lock down and emergency procedures.

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5.4 Health and Safety Committee

A Health and Safety Committee, made up of the School Principal, VP, Head of EYFS Head, Primary Head, and Inclusion Lead, PE Head, Counsellor, Operations Manager, Operations In charge, Clinic Doctor, Nurse, Receptionist and Pastoral leads. The Health and Safety Committee is responsible for supporting the school in maintaining a safe, healthy, and secure environment for students, staff, visitors, and contractors. The committee shall assist in the effective implementation and monitoring of the school's Health, Safety, and Environment (HSE) policy and procedures.

The responsibilities of the Health and Safety Committee shall include:

- Monitoring the implementation of the school HSE policy and safety procedures.
- Conducting regular health and safety inspections within the school premises.
- Identifying hazards, unsafe conditions, and recommending corrective actions.
- Reviewing accidents, incidents, and near-miss reports and suggesting preventive measures.
- Ensuring emergency procedures, evacuation plans, and safety drills are conducted regularly.
- Promoting health and safety awareness among students, staff, and visitors.
- Supporting the organization of HSE trainings, workshops, and awareness programmes.
- Ensuring that safety equipment and emergency facilities are properly maintained and accessible.
- Discussing health and safety concerns raised by staff, students, or parents and recommending suitable actions.
- Maintaining records of committee meetings, inspections, and safety recommendations.
- Supporting continuous improvement of health and safety standards within the school.

5.5 School Doctor and Nurse

- Provide first aid and medical care to students and staff as needed.
- Maintain accurate health records and manage medication administration.
- Conduct health screenings and monitor the spread of communicable diseases.
- Educate students and staff on health and hygiene practices.

5.6 Teachers & Teaching Assistants

The safety of students during the school hours and extracurricular activities, is the immediate responsibility of class teachers or teachers in charge of games and activities. Class teachers are expected to:

- Exercise effective supervision of their pupils and know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Adequate supervision' during arrival and dispersal at the beginning and the end of the day.

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- Staff must have access to emergency contact details at all times.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice and ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils where necessary.
- Follow safe working procedures personally.
- Ensure that fire exits are unlocked and free from obstruction.
- Make recommendations to the Principal or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with the regulatory authorities.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization.
- Report all accidents, defects and dangerous occurrences to the Principal or Head of Department.
- All materials and tools must be stored safely. The tops of cupboards must not be used for storage. At the end of each year all drawers and cupboards must be cleared / tidied
- All staff are responsible for maintaining good health and safety practices.

5.7 Pupils

Pupils in accordance with their age and aptitude are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

5.8 Parents

Parents will work towards the school's aims by:

- Ensuring that children attend school in good health.
- Notifying the school immediately regarding the health of their child.
- Supporting the curriculum, in particular PE by allowing their child to participate fully in all activities offered.
- Providing prompt information to the school about absences and illnesses.
- Providing support of the behavior and discipline procedures within the school and the role of the teaching staff.
- Support the school's well-being and healthy eating policy.
- Ensuring the school has up to date contact information and that any changes to details

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are communicated to the school.

- Ensuring early contact is made with the school to discuss major changes in family circumstances or other issues that affect the welfare of their child.
- Following the instructions of staff members during an emergency situation.
- Ensuring that appropriate equipment and clothing is provided, including recommended footwear and PE kits.

5.9 Visitors & Contractors

Visitors and members of the public are requested to cooperate with the health and safety arrangements put in place by the school to protect them when using the school premises and grounds. Outside contractors are required to abide by all safe working practices and relevant Health and Safety legislation.

6 Procedures: - General Arrangement for Health and Safety

To ensure that a positive health and safety culture is established, and a healthy and safe environment is maintained the following arrangements are in place. These are reviewed regularly through a variety of methods including discussions, staff meetings, inspections and site walks.

6.1 Accident Reporting and Recording

All accidents to both staff and children / visitors / members of the public must be recorded and reported to the Principal / Operations Manager who will report to Board of Governors. Records of accidents must be recorded in the accident logbook. The school clinic staff is responsible for managing the accident logbook. The school will report and investigate seriously all accidents & incidents. The school will adhere to the procedures adopted by the school for accident reporting and investigation. This will include any person on school premises and applies to subcontractors. In line with the procedure, all staff are encouraged to report accidents & incidents. Line Managers will investigate such incidents and identify and implement means to prevent any recurrence. All completed accident/incident/near miss form will be submitted to the principal.

6.2 General Emergency Response Protocol

Types of Emergencies Covered:

- Fire incidents
- Emergency & Crisis Management
- Medical emergencies (e.g., serious injury, illness, or allergic reactions)
- Natural disasters (e.g., earthquakes, floods, or sandstorms)
- Security threats (e.g., unauthorized intruders or terrorist threats)
- Transportation incidents (e.g., bus accidents)

Emergency Action Plan (Evacuation and Safety Procedures):

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- Alarm Activation: The designated staff member will activate the emergency alarm to alert everyone on the premises.
- Evacuation Procedures: Clearly marked evacuation routes will be followed to the designated assembly points. Evacuation drills will be conducted at least one a term.
- First Aid and Medical Assistance: Trained personnel will provide first aid while waiting for professional medical services.
- Headcount and Accountability: Teachers will take attendance at the assembly points to ensure that all students are accounted for.
- All-Clear Signal: Only authorized personnel will announce the all-clear signal to return to the premises once it is safe.

6.3 Fire Safety

The school buildings and facilities will be provided with sufficient emergency firefighting equipment and an alarm system in accordance with the required safety standards and regulations. Such equipment will be regularly maintained to ensure effective operation. There will be an periodic maintenance check on firefighting equipment by an Civil Defense approved contractor. Staff will be instructed / trained on the use of firefighting equipment. Emergency evacuation procedures will be prominently displayed in all rooms and corridors. Firefighting training is provided for 20% of staff by the external agency licensed by Dubai Civil Defense. Access and evacuation routes within the school are regularly monitored to ensure they remain free from obstruction and are clearly marked with appropriate signage. Fire procedures and fire action posters, including evacuation routes and "You Are Here" indicators, are displayed at various locations throughout the school premises. Evacuation drills are conducted termly, with at least one drill each year carried out in coordination with Civil Defence. All evacuation drills are reviewed, and any identified issues are addressed promptly. The in-house security personnel have detailed knowledge of the school buildings and safety systems. Fire safety training programmes are conducted regularly for staffs.

6.4 Emergency Evacuation

Evacuation Time	The allotted evacuation time is 3 minutes at the assembly point
Assembly Area-1	Bus parking fencing near football ground for FS1 – Y6
Assembly Area-2	Near Security Shelter for Admin & Visitors

The following procedures are required to be followed in the event of fire:

1. Immediately raise the alarm by activating the nearest Manual Call Point (MCP).
2. Everyone is to stop work and be alert.
3. Teachers within classrooms are to collect the emergency pack from their room.
4. Students are to leave their books and belongings behind, except their valuables (wallet/mobile phone), and exit the classroom in a calm line quickly as possible.

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5. Teachers / adults must switch off all lights and fans. Ensure all gas outlets, electrical appliances and machines are to be switched off in the science laboratories, and kitchens.
6. Ensure all classroom doors are closed, and clear signs are posted.
7. Students are to remain calm and obey instructions given by the teachers
8. If safe to do so rescue any persons who are in immediate danger.
9. If safe to do so, attempt to tackle the fire, please note that you must never put yourself or others at risk. Fires larger than a wastepaper bin should be left to trained emergency personnel.
10. Students are to proceed to the Assembly Point in an orderly manner using the assigned Evacuation Route (The assigned nearest Evacuation Route can be found on the Evacuation Chart in the classrooms / corridors.
11. Safe return will be announced by school principal after evaluating the safety of the facility.

6.5 Emergency & Crisis Management

The school adopts a structured response approach based on the nature of the threat. This includes lockdown procedures for immediate danger, shelter-in-place for environmental or nearby risks, and controlled evacuation only when deemed necessary by authorities. The objective is to ensure a calm, organized, and safe response that prioritizes student protection.

6.5.1 Shelter-in-Place

Shelter-in-place is implemented when it is safer to remain indoors due to external hazards. The school ensures that all individuals stay inside classrooms or designated safe areas, with access to basic necessities, until the situation is resolved or further instructions are received.

6.5.2 Lockdown Procedure

A lockdown is initiated when there is an immediate threat within or near the school. All classrooms and offices are secured, and movement is restricted. Students and staff remain inside safe areas until official clearance is given. This measure is designed to prevent exposure to danger and maintain control within the school.

6.5.3 Controlled Evacuation

Evacuation is carried out only when the school environment becomes unsafe or when directed by emergency authorities. The process is managed in an orderly manner to avoid panic and ensure that all students and staff are safely relocated to designated assembly points or secure locations.

6.5.4 Communication Protocol

Effective communication is critical during emergencies. The school uses internal

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systems such as announcements and staff communication channels to provide clear instructions. External communication with parents and stakeholders is managed by authorized personnel to ensure accurate and consistent information, avoiding confusion or misinformation.

6.5.5 Roles & Responsibilities

Specific roles are assigned to staff to ensure an organized response during emergencies. The Crisis Management Team oversees decision-making, while teachers, support staff, and operational teams carry out their responsibilities to safeguard students, manage facilities, and support emergency procedures.

6.6 Hazard Identification and Risk Assessment

Hazard identification is part of the process used to evaluate if any particular situation, item, thing, etc. may have the potential to cause harm. The term often used to describe the full process is risk assessment people who are not – this way you have both the experienced and fresh eye to conduct the inspection.

Risk Assessment Steps:

- Step 1: Identify Hazards Title (e.g. Physical Hazard, Fire Hazard, and Electrical Hazards).
- Step 2: List Hazards Details identified (e.g. Tripping Hazard, Flammable Materials stored, Working in Electrical Cabinets).
- Step 3: List Causes of Hazard (e.g. Untidy workplace, Hot work, un-isolated electrical supply)
- Step 4: List Consequences of Hazard (e.g. Personnel Injury, Fire, electric shock).
- Step 5: Determine Likelihood and Consequences to People, Assets, Environment, and Reputation from attached Risk Assessment Matrix.
- Step 6. Calculate the Risk Index using the Qualitative or Semi-Quantitative Risk Assessment Matrix as deemed appropriate. This is a product of Likelihood and Consequence and should be stated Low, Medium, High or Very High).
- Step 7. List Existing Controls. (e.g. Cleaning, Hygiene & Sanitization Policy, Hot Weather Safety Policy, Isolation of Electrical Supply).
- Step 8. List Safety Critical Activities and Additional Controls that may be deemed necessary to reduce risk level.
- Step 9: Recalculate Likelihood and Consequences to People, Assets, Environment, and Reputation from attached Risk Assessment Matrix.
- Step 10. Recalculate the Risk Index.
- Step 11. If residual risk deemed to be High or Very High then risk must be reduced further before proceeding, if risk is medium then note that risk reduction must be planned, monitored and documented, if risk is low then risk is acceptable without required further action.

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6.7 First Aid

The school follows the guidelines issued by the Dubai Health Authority for private schools in Dubai and ensures the availability of sufficient and suitably qualified first aid personnel. The school clinic has developed a First Aid Policy and Procedures Manual in accordance with the Dubai Health Authority Guidelines for Private Schools. In addition, the school has designated first aiders who undergo regular training to maintain their certification and competency. All employees are required to be aware of the locations of first aid boxes within their respective work areas. Any first aid box requiring replenishment or restocking shall be submitted to the school nurse for necessary action.

6.7.1 Medical Emergency Procedures:

In case of a medical emergency, the school nurse or trained first aiders will be contacted immediately. The affected individual will be provided first aid and, if necessary, transported to the nearest medical facility. Parents or guardians will be informed immediately. An emergency contact list for all students and staff will be maintained and easily accessible.

6.8 Allergies

The school is committed to protecting students and staff from allergy-related risks and maintaining a safe environment for all. Students shall not bring food or drinks onto the school premises, including birthday cakes, sweets, or treats, unless prior medical approval has been granted by the school clinic or management, such as in cases involving specific medical conditions like diabetes. Aerosol cans and spray products are strictly prohibited on the school premises due to health and safety concerns. The school shall take appropriate precautions to minimise exposure to allergens and ensure that staff are aware of students with identified medical or allergy conditions.

6.9 Maintenance of Buildings, Facilities & Grounds

The Maintenance Policy covers specific issues concerned with Health & Safety. It is essential to provide an environment in which danger and the risk of accident and illness are minimized. Essential utility services (water, gas, and electricity) must be provided and maintained. All licenses must be fully up-to-date. Regular checks must be made to confirm that standards are being met and maintained. Annual audits are compiled in order to assess the condition of building, facilities and grounds and identification may be made as to work required to reduce risk of illness and injury.

6.9.1 Day-to-Day Maintenance:

- Daily inspections shall be conducted by the maintenance team to identify any defects, damages, or unsafe conditions within the school premises.
- Immediate corrective actions shall be taken for urgent maintenance issues affecting health, safety, or school operations.
- Classrooms, washrooms, corridors, play areas, sports facilities, and common areas shall

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be regularly checked and maintained.

- Electrical systems, lighting, plumbing, air-conditioning systems, doors, windows, and safety equipment shall be monitored on a routine basis.
- Maintenance complaints and requests raised by staff shall be recorded and attended to within a reasonable timeframe.
- Any hazardous condition identified shall be isolated or controlled until proper repairs are completed.
- Housekeeping and cleaning standards shall be monitored daily to maintain hygiene and safety within the school.

6.9.2 Long-Term Maintenance:

- A preventive maintenance schedule shall be developed and implemented for all major equipment, systems, and facilities.
- Periodic servicing and inspections of HVAC systems, firefighting systems, elevators, generators, water tanks, and electrical systems shall be carried out by competent personnel or approved contractors.
- Long-term repair, renovation, and replacement works shall be planned based on inspection findings, audits, and operational requirements.
- Budget planning shall be conducted annually for major maintenance and infrastructure improvement works.
- Annual condition assessments and risk evaluations shall be performed to identify areas requiring upgrade or replacement.
- All maintenance records, service reports, inspection reports, and certificates shall be properly maintained and documented.
- The school shall continuously review and improve maintenance procedures to ensure compliance with applicable UAE regulations and health and safety standards.

6.10 Pest Control

The school shall ensure that effective pest control measures are implemented and maintained to provide a safe, clean, and hygienic environment for students, staff, visitors, and contractors. Pest control services shall be carried out only through contractors approved by the Dubai Municipality and in accordance with the applicable Dubai Municipality guidelines and regulations.

Regular pest control treatments shall be conducted for both internal and external areas of the school premises. Additional treatments, including drainage and external utility areas, shall be carried out on a monthly basis or as required. All pest control activities, materials, and chemicals used shall be approved by Dubai Municipality. Relevant service reports and records shall be maintained by the school and made available for inspection by Dubai Municipality or other relevant authorities whenever required.

6.11 Water Tank Cleaning and Water Quality Management

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The school shall ensure that all water storage tanks and associated water distribution pipelines are maintained in a clean, safe, and hygienic condition in accordance with the regulations and guidelines of the Dubai Municipality. Water tank cleaning shall be carried out bi-annually by a Dubai Municipality approved contractor. Quarterly water quality analysis shall also be conducted on all water storage tanks by an independent Dubai Municipality approved company to ensure compliance with health and safety standards.

Pipeline disinfection and flushing shall be carried out in accordance with Dubai Municipality requirements during water tank cleaning activities, after maintenance works, and whenever contamination risks are identified. The disinfection process shall include cleaning, chlorination, flushing, and testing of the water pipelines to ensure safe and hygienic water supply throughout the school premises.

Following each water tank cleaning and pipeline disinfection activity, a comprehensive service report, including before and after photographs, shall be submitted and maintained for record purposes. Detailed water analysis reports shall also be obtained and reviewed by the school management.

In compliance with Dubai Municipality requirements, the maintenance contract shall include microbiological testing conducted by an independent third-party laboratory after each cleaning activity. The testing shall include analysis for Legionella, Streptococci, E-Coli, Heterotrophic Plate Count, and Pseudomonas Aeruginosa to ensure the safety and quality of the water supply.

All reports, certificates, and records related to water tank cleaning, pipeline disinfection, testing, and inspections shall be maintained by the school and shall be subject to regular inspection by Dubai Municipality and other relevant authorities.

6.12 Lab Equipment Calibration and PPM

The school shall ensure that all laboratory equipment, instruments, and safety devices are properly maintained, calibrated, and inspected to provide a safe and effective learning environment for students and staff. Calibration and Preventive Planned Maintenance (PPM) of laboratory equipment shall be carried out at regular intervals in accordance with manufacturer recommendations, applicable safety standards, and regulatory requirements.

All calibration and maintenance activities shall be performed by qualified personnel or approved service providers to ensure the accuracy, reliability, and safe operation of laboratory equipment. Any defective, damaged, or unsafe equipment identified during inspections or maintenance activities shall be immediately removed from service until necessary repairs or replacements are completed.

The school shall maintain proper records of calibration certificates, maintenance reports, inspection checklists, servicing schedules, and corrective actions for all laboratory equipment. Laboratory staff shall regularly monitor the condition of equipment and report any faults, damages, or safety concerns to the school operations.

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6.13 Hygiene and Sanitation

To ensure a safe and healthy environment for students, staff, and visitors, the school is committed to maintaining high standards of hygiene and sanitation.

6.13.1 General Hygiene Practices

- All students and staff are required to practice good personal hygiene, including regular handwashing with soap and water. Hand sanitizers will be made available in hallways, and washroom areas.
- Educational programs on proper hygiene practices, such as handwashing, respiratory etiquette (covering mouth and nose while coughing or sneezing), and personal cleanliness, will be conducted regularly.

6.13.2 Cleaning and Disinfection

- Classrooms, restrooms, dining areas, and other common spaces will be cleaned and disinfected daily using approved cleaning agents.
- High-touch surfaces (e.g., door handles, railings, light switches) will be sanitized multiple times a day.
- All cleaning staff will be trained in the proper use of cleaning and disinfection products.
- MSDS (Material Safety Data Sheet) information is held for all chemicals used and all are approved for use in schools.

6.13.3 General Waste Disposal

All general waste generated within the school premises shall be properly collected, stored, and disposed of in accordance with applicable UAE regulations and authority requirements. The school shall engage a licensed waste disposal company for the safe removal and disposal of waste materials. A minimum of two waste collection services shall be scheduled per week to ensure proper waste management and hygiene standards within the school premises.

Waste storage areas shall be subject to a full risk assessment to identify and control any health, safety, and environmental risks. Waste bins shall be provided at suitable locations throughout the school to encourage the proper disposal of waste materials by students, staff, visitors, and contractors. The school shall ensure that waste storage and disposal practices are maintained in a clean, safe, and environmentally responsible manner at all times.

6.13.4 Medical Waste Disposal

Medical waste generated from the school clinic shall be segregated, handled, and disposed of separately in accordance with the requirements of the Dubai Municipality

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and the Dubai Health Authority. Such waste shall be collected in designated, clearly labelled clinical waste containers and stored securely in a controlled area until collection.

Medical waste disposal shall only be carried out by an approved and licensed medical waste contractor. The school clinic shall ensure proper segregation of infectious waste, sharps, and contaminated materials at the point of generation. All records, manifests, and disposal certificates shall be maintained for audit and inspection purposes. The school shall ensure that all medical waste handling staff are appropriately trained to prevent exposure risks and to maintain compliance with health and safety standards.

6.14 Food Safety and Hygiene

The school is committed to maintaining high standards of food safety, hygiene, cleanliness, and healthy nutrition within the canteen and all food service areas to protect the health and wellbeing of students and staff. All food handling, storage, preparation, and serving activities shall comply with applicable health and safety regulations and safe hygiene practices. The school shall promote healthy eating habits by encouraging the provision of nutritious and balanced food options while limiting unhealthy food and beverages. Regular inspections, sanitation measures, medical fitness checks, and hygiene training for food handlers shall be implemented to ensure continuous compliance with food safety and healthy food standards.

6.15 School Transportation

The school is committed to ensuring the safety and wellbeing of all students using school transport services. All school buses shall operate in accordance with the requirements of the Roads and Transport Authority and applicable UAE safety regulations.

All buses shall be regularly inspected and maintained and equipped with required safety equipment such as seat belts, fire extinguishers, first aid kits, CCTV systems, and emergency exits. Drivers and bus assistants shall be properly trained, licensed, and responsible for ensuring student safety during boarding, travel, and drop-off.

Students shall be supervised at all times while using school transport. Regular bus evacuation drills and safety checks shall be conducted to ensure emergency preparedness and safe transport operations.

6.16 Own Transportation

The school acknowledges that some students use private transportation to commute. To ensure the safety of all students, the following guidelines are established for own transportation.

6.16.1 Drop-off and Pick-up Zones

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- Designated drop-off and pick-up zones will be clearly marked to ensure smooth traffic flow and safety for all students.
- Parents and guardians are required to follow the school's traffic guidelines and avoid double parking or obstructing traffic.

6.17 Field Trip, Performances and Events

The school is committed to ensuring that all field trips, performances, events, and off-site activities are planned and conducted in a safe, secure, and controlled manner in compliance with school policies and procedures. All activities shall receive the necessary approvals and parental consent prior to commencement. Suitable risk assessments will be conducted and documented to identify potential hazards and implement appropriate control measures, including fire safety requirements, emergency arrangements, occupancy limits, and general safety precautions, to protect students, staff, visitors, and contractors at all times.

6.18 Security and Monitoring

Site Security The school will provide a safe and secure environment as possible. There will be a security guard present at all times. The guard will control access to and egress from the site. Staff and students will adhere to the entrance and exit procedures at all times. Visitors will be required to display their authorization at all times during their visit. CCTV cameras are installed in key areas within the school premises to enhance security and monitor student safety. School security personnel will oversee the drop-off and pick-up zones to ensure compliance with safety protocols. Routine patrols of the internal areas of the school and the perimeter of the site. These are undertaken continuously by guards, with feedback to the Facility Supervisor and the Operations Manager. This is monitored using a check-in system in higher risk locations.

6.19 Classroom Safety

- **Furniture and Equipment:** Classroom furniture and equipment will be arranged to allow safe movement and emergency evacuation.
- **Electrical Safety:** Electrical outlets and devices will be inspected regularly. Damaged cords or appliances will be removed.
- **Cleanliness and Hygiene:** Classrooms will be cleaned and disinfected regularly to maintain a hygienic environment.
- **Emergency Exits:** Classroom doors must not be obstructed to ensure quick evacuation.

6.20 Sports Facilities and Playground Safety

To minimize the risk of injury during sports activities, the following safety measures will be implemented:

- **Facility and Equipment Inspection and Maintenance:** Playground equipment will be checked regularly for safety hazards, including sharp edges, broken parts, or unstable structures.

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- **Safe Surfacing:** Impact-absorbing surfaces (e.g., rubber mats or sand) will be maintained under play equipment.
- **Age-Appropriate Design:** Play areas will be designed for different age groups to ensure age-appropriate activities and equipment.
- **Supervision:** Adequate adult supervision will be provided during playtime to prevent accidents and injuries.
- **First Aid and Emergency Preparedness:** First aid kits should be available at all sports facilities.
- **Hydration and Sun Safety:** Adequate drinking water and shaded rest areas will be provided during outdoor activities.

6.21 Laboratory Safety

To ensure a safe learning environment in science laboratories, the following safety guidelines must be observed:

- **Supervision:** Students must be supervised by a qualified teacher during laboratory activities.
- **Protective Equipment:** Safety goggles, lab coats, and gloves must be worn when handling chemicals or conducting experiments.
- **Chemical Storage and Handling:** Chemicals will be labeled clearly and stored securely. Proper disposal methods for hazardous materials will be followed.
- **Equipment Safety:** Laboratory equipment must be inspected regularly for defects. Damaged equipment will be repaired or replaced.
- **Emergency Equipment:** The laboratory will be equipped with safety showers, eyewash stations, fire extinguishers, and first aid kits.

6.22 Office Safety

All work performed in offices at NDPS will be conducted using safe work practices. Office and administrative areas will be maintained free of recognized hazards.

Safe Work Practices:

- Guard the sharp edges of furniture to prevent personal injury.
- Practice good housekeeping.
- Keep floors free of items that might cause tripping
- Keep waste cans out of the way; do not overfill them.
- Prevent slipping accident by cleaning up spills immediately.
- Report all defects such as loose tiles, broken steps, railings and doors immediately to the school operations team.
- Keep razor blades, tacks, and other sharp objects in closed containers.
- Use the proper tool for the job at hand (e.g. a staple remover to remove staples).
- Do not overload electrical outlets.
- Do not plug a multiple outlet strip-- an extension cord with multiple electrical receptacles

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into a second multiple outlet strip.

- Report immediately, any damaged electrical cords, broken switches, loose connections, or bare wires to the school operations team. Unplug any office machine that smokes, sparks, or delivers an electrical shock. Has it inspected by the appropriate repair personnel.
- Avoid overloading the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Open one drawer of the file cabinet at a time to prevent tipping. File cabinets should be placed where their use will not interfere with office traffic patterns.
- Keep file and desk drawers closed when not in use to help prevent tripping accidents.
- Be sure to use proper lifting techniques. Decide with personnel skilled in moving to shift furniture and other heavy objects.
- Use only safety step stools or ladders for climbing. Don't stand on swivel chairs or use them as step stools.
- Office doors shall be free of obstructions at all times to permit exits in case of an emergency.
- If it is necessary to run a cable or electrical cord across the floor, a cable cover must be used to protect the wiring and prevent tripping.
- Report any observed pest control problems to the school operations team.

6.22.1 Smoke Free Workplace

NDPS school shall be smoke-free in all Premises.

6.23 Extreme Weather Conditions

Outdoor heat monitoring policy is in place where the school doctor sends weekly weather forecast to PE teachers and all staff during the summer months with awareness be taken to prevent hyperthermia. No vigorous play and students are to remain in shaded areas at all times. Encourage students to drink plenty of water. All students are to remain indoors throughout breaks and lunchtime.

7 Accountability

The effectiveness of the Health, Safety and Environment (HSE) Policy at New Dawn Private School relies on clear accountability at all levels of the organization. Every member of the school community has a defined role in ensuring a safe, healthy, and secure environment.

- **The Board of Governors:** holds overall responsibility for ensuring that appropriate HSE systems, policies, and resources are in place and aligned with UAE regulatory requirements.
- **The School Principal:** is accountable for the day-to-day implementation of the HSE Policy and ensuring that all safety procedures are effectively followed across the school.
- **The Operations Manager:** as the designated Health and Safety Officer, is responsible for

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monitoring compliance, conducting inspections, coordinating risk assessments, and ensuring corrective actions are implemented without delay. The Health and Safety Committee supports the monitoring and continuous improvement of HSE practices across all departments.

- **All school staff**, including teachers, support staff, and contractors, are individually responsible for complying with HSE procedures, reporting hazards and incidents, and taking reasonable care of their own safety and the safety of others.
- **Students**: are expected to follow school safety rules, cooperate during emergencies, and take responsibility for their own behaviour in maintaining a safe environment.
- **Parents, visitors, and contractors**: are also required to comply with school safety instructions and contribute to maintaining a secure and hazard-free school environment.

Accountability is reinforced through regular inspections, audits, training, incident reporting, and continuous review of HSE performance to ensure compliance, improvement, and a strong safety culture across the school.

8 Policy Review and Updates

- This policy will be reviewed annually to align with any changes in regulatory requirements or best practices.
- The **Health and Safety Committee** will conduct regular audits and evaluations to ensure compliance and identify areas for improvement.
- Feedback from staff, students, parents, and stakeholders will be considered for policy updates.

9 Related forms and documents

- NDPS - Emergency Response Plan Policy
- NDPS - Fire Drill & Evacuation Policy
- NDPS – Transport Policy
- NDPS – Behavioral Policy
- NDPS - Cleaning, Hygiene & Sanitization Policy
- NDPS - Lock Down Policy and Procedure
- NDPS - Medical Policy and Procedure
- NDPS - Hot Weather Safety Policy
- Emergency Evacuation Floor Plans
- Cleaning and Hygiene checklist
- HSE Daily checklist
- HSE Operational checklist
- Risk Assessment form
- Incident Report form
- Certified Fire Marshalls
- Certified First Aiders
- AC Maintenance log sheet

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- Daily Maintenance Logbook
- Visitor logbook

10 References

- UAE Ministry of Education – Environment, Health & Occupational Safety Management Framework
[MOE EH&S Framework](#)
- Education Sector Environment, Occupational Health & Safety Management System (ESEOHSMS) – General Framework (PDF)
[MOE ESEOHSMS Framework PDF](#)
- Knowledge and Human Development Authority (KHDA) – Dubai Schools Inspection Framework (Health & Safety Requirements)
[KHDA Inspection Framework](#)
- Dubai Civil Defence – UAE Fire and Life Safety Code of Practice
[Dubai Civil Defence Fire & Life Safety Code](#)
- Dubai Municipality – Health, Safety and Environment Regulations
[Dubai Municipality Official Website](#)
- International Organization for Standardization (ISO 45001: Occupational Health and Safety Management Systems)
[ISO 45001 Standard](#)