مدرسة الشروق الدولية

SUNRISE INTERNATIONAL SCHOOL

Abu Dhabi, UAE

SISAD

HEALTH & SAFETY POLICY

مـدرسـة الشـروق الـدولـيـة
SUNRISE INTERNATIONAL SCHOOL
Abu Dhabi, UAE

HEALTH AND SAFETY POLICY

Policy development Committee Members:
➢ Principal ➢ Vice- Principal ➢ EHS Officer ➢ Headmistress ➢ Section Head – KG ➢ Section Head - Primary ➢ Section Head - Middle School ➢ Transport Coordinator ➢ Social Worker
Policy Applies to: All the students & stakeholders of Sunrise International School, Abu Dhabi
Reviewed on: March 2026 **Next Review Date**: April 2027

Introduction

SISAD ensures that by law it provides a healthy and safe environment for their staff, students, and visitors. The Principal and Governing Board share ultimate accountability for the health and safety of the school. Additionally, they share responsibility which extends to the provision of healthcare services to students. This policy sets out the basic requirements for school health and safety.

Purpose

- Ensure that schools meet the health and safety requirements set out by ADEK, Abu Dhabi Public Health Centre (ADPHC)/Department of Health (DoH) and all other relevant government and regulatory entities.

- Ensure that schools safeguard the health and safety of their students, 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 students 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 schools provide access to high-quality health services to all students through school-based clinics, without any additional cost to students, in compliance with ADEK and DoH regulations and requirements.

Definitions:

	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 students 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).

Additional Learning Needs	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	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 students in all grades, conducted by the school nurse, including review of medical history, measurement of body mass index, and vision testing (Al Hajeri, 2020).
Comprehensive Health Screening	An in-depth health screening for students 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 students in Grades 1, 5 and 9, as well as a blood count test by a phlebotomist for all students in Grade 1 and for female students 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
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.
Health and Safety	Requirement for schools to ensure that students, staff, contractors, sub-contractors, 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 students 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 (Wadeema).

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 students (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 students (e.g., parent chaperones, etc.).
Wellness	The quality or state of being in good physical and mental health.

Policy

1. School Health and Safety Policy

1. The responsibility of the Principal and the Governing Board for the health and safety of school operations and any school-related activities.

2. The roles and responsibilities of all members of the school community, including students, staff, health and safety officers, contractors, sub-contractors, relevant stakeholders, and visitors, in relation to health and safety.

3. The procedures for ensuring the health and safety of school and extracurricular activities, including those that take place off-campus.

4. The resources and processes in place to ensure a healthy, safe, and secure school environment including promoting a culture of responsibility and accountability.

5. The provisions for educating students and training staff on health and safety.

6. The procedures for preventing injury and ill health.

7. The provision for risk assessments, maintenance of the risk register, implementation of control measures, and monitoring and review of systems.

1.2 Regulatory Compliance:

1. Schools shall ensure that their Health and Safety Policy 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 school and ensuring it is readily accessible to all stakeholders (including staff, students, visitors, etc.).

2. Schools shall meet 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.

3. Schools shall maintain any inspection records, observations, and notifications made by relevant authorities, in line with the ADEK School Records Policy and shall meet all applicable compliance requirements.

4. Schools shall ensure that every digital incident is recorded, documented, and signed by the principal, and stored for auditing purposes, in line with the ADEK School Digital Policy and the ADEK School Records Policy.

5. Schools shall adhere to appropriate school transportation and traffic management procedures, including maintaining school bus inspection records and acquiring relevant licenses and permits for school buses, bus drivers, and bus supervisors, in line with the ADEK School Transportation Policy.

1.3 Mandatory Recruitment of a Health and Safety Officer and Resources:

Schools shall appoint a Health and Safety Officer to effectively implement, oversee, manage, and monitor their Health and Safety Policy.

1. The Health and Safety Officer is a dedicated full-time role. They may only be assigned to other relevant roles (e.g., facilities manager) as long as health and safety remains their priority. A deputy may be assigned by the members of the Health and Safety Committee to cover shorter leave periods.

2. The Health and Safety Officer is required to remain on the school premises at all times during the school day. Multiple school campuses are not authorized to share a Health and Safety Officer.

3. The Health and Safety Officer shall be adequately trained to implement the policy and meet the following minimum requirements, as indicated in Table 1. Health and Safety Officer Position, including meeting any other Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF) requirements.

a. The Health and Safety Officer shall be subject to all other applicable requirements from relevant authorities such as but not limited to ADPHC/DoH and Abu Dhabi Quality and Conformity Council (QCC).

b. Current Health and Safety Officers who do not meet the position requirements may continue to be employed for the role but are obligated to meet the requirements of the position by 1 February 2026.

c. New Health and Safety Officers are subject to the eligibility requirements as of AY 2024/25 (Fall term).

Table 1: Health and Safety Officer Position

HEALTH AND SAFETY OFFICER			
Role: Oversees the development, implementation, and maintenance of health and safety systems, policies, documentation, and practice in a school. **Minimum Eligibility:** The Health and Safety Officer shall meet qualifications as per the ADPHC risk classification notification (and amendments).			
***ADPHC Risk Classification**	**Main Qualification**	**Additional Qualification**	**Experience**
	QFE 7 (Bachelor's Degree) in Health & Safety. QFE 7 (Bachelor's Degree) in another subject AND	• Course on Incident Investigation and Reporting. • Accredited First Aider and Fire Fighter. • Knowledge of ADPHC's	Minimum 5+ years of Health & Safety

High Risk Entities	National Examination Board in Occupational Safety and Health (NEBOSH) Certification	electronic OSH reporting system Minimum 5+ years of Health & Safety.	
Medium Risk Entities	QFE 7 (Bachelor's Degree) in another subject. AND Institute of Occupational Safety and Health (IOSH) Certification	• Course on Risk Assessment and Hazard Analysis • Accredited First Aider and Fire Fighter • Knowledge of ADPHC's electronic OSH reporting system.	Minimum 2+ years of Health & Safety

4. Health and Safety Officer Responsibilities:

The Health and Safety Officer shall adhere to the following responsibilities, in line with ADPHC risk classification, requirements, documentation, and updates:

a. Develop, implement, and maintain an occupational safety and health management system meeting ADPHC's compliance requirements. 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-off, 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 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. Liaise with the school's Safeguarding Committee or Lead, in line with the ADEK School Safeguarding Policy, to maintain sufficient supervision and monitoring of students, with full visual coverage, to safeguard against and tend to incidents.

5. For detailed requirements as per the school's risk classification, refer to the OSHAD-SF and its latest system framework updates.

6. Schools shall set aside adequate resources (e.g., financial resources, necessary infrastructure, etc.) to appropriately implement this policy.

2. Education and Training.

2.1 Student Education: Schools shall educate all students on health and safety, including teaching road safety, risk management, fire safety, using personal protection equipment, emergency and evacuation procedures, basic first aid training, and personal physical awareness.

2.2 Staff Training: Schools shall ensure that 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. This training shall include, but is not limited to:

1. Procedures for safeguarding students in the case of an emergency on campus or during a school-related activity (e.g., in the event of a fire or security incident), in line with the ADEK School Safeguarding Policy.

2. Schools shall conduct a risk assessment to determine the type and level of health and safety-related training (e.g., first aid, fire safety) that staff would require, based on the school's own risk assessment and as per Abu Dhabi and UAE regulations, where applicable.

3. Health and Safety Requirements

3.1 General Health and Safety Measures: Schools shall ensure that:

1. Procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g., laboratory chemicals and 800 555 |

 equipment, biological materials, cleaning substances, workshop tools, and maintenance equipment) are meticulously followed, as per CDA, ADPHC/DoH, ADAFSA, and/or any other relevant government or regulatory entity.

2. All equipment used by the school is regularly tested and maintained in safe working condition, in line with regulatory requirements and manufacturer recommendations.

3. 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.

4. The site is equipped with fully functioning and effective security and systems to prevent and detect crime, vandalism, unlawful behavior, and inappropriate conduct; and surveillance provisions are in place in line with the ADEK School Digital Policy and the Manual of Standards for Surveillance Devices (MCC, 2023).

5. The site is equipped with fully functioning and effective fixed and portable protection systems for fire prevention and detection (see Section 3.4 Fire Protection).

3.2 Weight Limits of School Bags: Schools shall adhere to maximum weight limits for students' school bags and ensure that this policy is communicated to parents.

1. A student'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 2. Maximum Backpack Weight Limit per Grade.

Table 2. 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	

Gr 7 / Year 8	Not exceed 6 to 8 kgs
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.

3.3 Smoke-free campus: Schools shall maintain a smoke-free environment, within the school premises or in the perimeter outside the school premises as defined by ADPHC/DoH, by enforcing a strict no-smoking policy (e-cigarettes/vaping included) for all students, staff, and visitors.

3.4 Fire Protection: Schools shall equip their 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.

1. Schools shall ensure that these systems are fully compliant with the specifications set out by the CDA and obtain the necessary valid licenses for such systems.

2. Schools shall maintain inspection records and notifications relating to their fire protection and detection systems, in line with the ADEK School Records Policy.

3. Schools shall install the HASSANTUK system (if directed by the CDA and/or relevant authorities) to ensure timely response to fire and life safety emergencies.

3.5 Liquid Petroleum Gas (LPG): Schools shall not use LPG except for educational purposes and shall have a central LPG system (no individual burners or cylinders). The main supply line shall be located outside of the school building and properly secured from access by students and any other unauthorized persons. This main LPG supply must comply with the requirements of the CDA. This distribution system must be linked to the school's fire alarm system and must comply with the requirements of the CDA.

3.6 Emergency Planning: Schools shall prioritize student safety in an emergency.

1. The Principal is responsible for drawing up a School Emergency Plan setting out the circumstances defining an emergency and the resulting safeguarding and evacuation procedures to be followed.

2. Schools shall conduct emergency drills at least annually (or as per civil defense requirements) to maintain their preparedness for emergencies and identify potential weaknesses or gaps in their execution. Schools shall document and maintain a log of observations from such emergency drills.

3. Schools shall have a notification system in place to quickly communicate information to parents (e.g., text message system, public address system, or mobile apps) in the event of an emergency.

3.7 Health and Safety-Related Mental Health Support:

Schools shall provide students and staff with mental health support following any serious whole-school emergency situations, in line with the ADEK School Student Mental Health Policy and the *ADEK School Staff Wellbeing Policy.*

4. Health System

4.1 Provision of Medical Services:

1. School Clinics: Schools shall establish and manage a clinic on the school's premises to provide healthcare services to students, in line with DoH requirements and standards. Schools are required to obtain and maintain a DoH healthcare facility license in order to operate their clinic.

2. School Nurse: Schools shall employ a full-time school nurse with a valid DoH healthcare professional license, in line with DoH requirements and the ADEK School Coeducation Policy. Schools shall ensure that the school nurse meets the professional qualifications requirements and performance criteria set for them by DoH, and fully understands and strictly adheres to all DoH standards regulating the administering of medication in schools.

3. Administering of Medication: Schools shall ensure that medication is administered including the handling of accidents and medical emergencies (such as anaphylaxis and seizures), as per DoH requirements and a completed parental consent form that is renewed each term or whenever there is a change in student's medication.

4.2 Inclusion: Schools shall provide individual healthcare plans for students with additional learning needs, where appropriate, in line with the *ADEK School Inclusion Policy.*

4.3 Health Screening: Schools shall ensure that regular basic and comprehensive health screening is conducted in compliance with the DoH requirements.

4.4 Immunization: Schools shall 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.

4.5 Student Records: Schools shall ensure 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 School Records Policy.*

****

Policy Approved by:

Mr. Rajendran Padmanabhan

School Director / Principal

مدرسة الشروق الدولية ش.ذ.م
ص.ب: ١١١٧٦١
أبوظبي - الإمارات
P.O.Box: 111761
Abu Dhabi
U.A.E.
SUNRISE INTERNATIONAL SCHOOL L.L.C