

The Apple International School

LEAMS Education Group



HEALTH, SAFETY POLICY

Academic Year 2026 – 2027

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Regulatory Alignment

This policy has been developed in full compliance with the following UAE and Dubai regulatory frameworks:

- Knowledge and Human Development Authority (KHDA) — School Inspection Framework 2024-25
- Dubai Civil Defence (DCD) — Fire Safety & Emergency Requirements
- Dubai Health Authority (DHA) — School Health & Medical Standards
- Dubai Municipality (DM) — Environmental Health, Food Safety & Pest Control
- Ministry of Education UAE (MOE) — Federal Education Law & School Safety Standards
- UAE Federal Law No. 8 of 1980 (Labour Law) & UAE Cabinet Resolution No. 37 of 2021 (OHS)
- Dubai Decree No. 61 of 2009 — Child Rights Law
- Dubai Schools Inspection Bureau (DSIB) Outstanding Descriptors

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1. POLICY FRAMEWORK & REGULATORY ALIGNMENT

KHDA | DCD | DHA | MOE | DSIB | UAE OHS Cabinet Resolution 37/2021

Apple International School (AIS, a member of the LEAMS Education Group, serves over 5,900+ students and over 420 staff across two campuses in Dubai, UAE. This Health, Safety and Wellbeing Policy constitutes the school's primary governance instrument for creating and sustaining a safe, healthy, and caring environment in which every individual can flourish.

This policy has been developed to achieve an Outstanding rating under the KHDA/DSIB School Inspection Framework and to ensure full compliance with all applicable UAE and Dubai regulatory bodies. It supersedes and replaces all previous versions of the AIS Health and Safety Policy.

1.1 Regulatory Framework

Regulatory Authority	Specific Requirement Addressed
Knowledge & Human Development Authority (KHDA) / DSIB	School safety culture, student wellbeing, inspection quality descriptors, safeguarding
Dubai Civil Defense (DCD)	Fire prevention, evacuation plans, fire-fighting equipment, building compliance
Dubai Health Authority (DHA)	School clinic standards, medical waste, communicable disease control, DHA-licensed staff
Dubai Municipality (DM)	Food safety, pest control, environmental health, waste management, water quality
Ministry of Education UAE (MOE)	Federal school safety standards, SEND provisions, student welfare
UAE Cabinet Resolution No. 37 of 2021	Occupational Health & Safety (OHS) management system obligations
UAE Federal Law No. 8 of 1980 (Labour Law)	Staff health, safety and working conditions
Dubai Decree No. 61 of 2009	Child Rights — protection from harm, abuse and neglect
NFPA 101 (Life Safety Code)	Fire safety and emergency egress standards applied in UAE
ISO 45001:2018	Occupational Health & Safety Management System benchmark

2. VISION, MISSION & CORE COMMITMENTS

Vision: AIS strives to be the safest, healthiest and most nurturing learning community in the UAE — where every student, member of staff, and visitor is empowered, protected and valued.

Mission: To embed a proactive, evidence-based health, safety and wellbeing culture that exceeds regulatory expectations, inspires confidence among all stakeholders, and enables every learner to reach their full potential in a risk-managed environment.

2.1 Core Policy Commitments

The Governing Body and Executive Principal commit to:

- Provide and maintain a safe and healthy environment for all students, staff, visitors and contractors.
- **Comply fully with all applicable UAE and Dubai legislation, regulations, and KHDA/DSIB inspection standards.**
- **Prevent accidents, injuries, and work-related ill health through systematic risk assessment and control.**
- **Ensure immediate, adequate first aid and emergency medical response at all times.**
- **Promote the physical, mental, emotional and social wellbeing of every member of the school community.**
- **Provide comprehensive health and safety induction, training and continuing professional development for all staff.**
- **Allocate sufficient human, financial and material resources to health and safety management.**
- **Foster a culture of openness, where hazards and near-misses are reported without fear of reprisal.**
- **Engage students, parents and the wider community as active partners in safety culture.**
- **Monitor, review and continuously improve this policy and all associated procedures.**

3. SCOPE AND APPLICATION

This policy applies, without exception, to:

- All areas of the AIS Secondary Campus, including classrooms, corridors, stairwells, science laboratories, technology rooms, sports facilities, swimming pool, canteen, library, staff rooms, administrative offices, clinics, prayer rooms, and all outdoor spaces.
- **All AIS Secondary Campus staff: teaching, non-teaching, administrative, support, maintenance, security, bus drivers and bus attendants.**
- **All students enrolled at AIS Secondary Campus.**
- **All parents, guardians and authorised visitors to the campus.**
- **All contracted service providers, building contractors, and third-party vendors operating on or adjacent to campus.**
- **All school-organised activities occurring off-campus, including educational visits, sporting events and field trips.**
- **All school transportation services operating under the AIS contract.**

This policy must be read in conjunction with all linked policies listed in Section 33.

4. GOVERNANCE STRUCTURE & ROLES AND RESPONSIBILITIES

Maintaining a safe school is a shared, non-delegable responsibility. The structure below defines accountability at every level of the organisation.

4.1 Board of Directors / Governing Body

- Hold ultimate legal and moral responsibility for health, safety and wellbeing across all LEAMS campuses.
- **Formally approve and adopt this policy and all major revisions.**
- **Ensure adequate financial and resource allocation for H&S compliance.**
- **Receive an annual H&S compliance report and act on it without delay.**
- **Ensure that Safer Recruitment procedures align with DHA, KHDA and MOE requirements.**
- **Monitor the school's H&S performance through key performance indicators (KPIs) reported quarterly.**

4.2 Executive Principal

- Champion and model the school's safety culture at all levels.
- **Ensure the policy is implemented, monitored, communicated and reviewed in accordance with KHDA inspection standards.**
- **Approve and sign the school's Emergency Response Plan (ERP) and fire evacuation procedure annually.**
- **Ensure all staff receive mandatory H&S induction before commencing duties.**
- **Ensure the MSO and HSO have the authority, competence and resources to fulfil their functions.**
- **Report serious incidents to KHDA, DCD, DHA, Dubai Police or other bodies as legally required within stipulated timeframes.**
- **Ensure the H&S policy, risk assessments and emergency plans are accessible to all staff and available during DSIB inspections.**
- **Ensure compliance with the Dubai Schools Inspection Framework's Wellbeing and Safety indicators.**
- **Maintain open, transparent communication with parents and the community on safety matters.**

4.3 Manager School Operations (MSOs) — H&S Compliance Lead at School

- Act as the named Responsible Person for operational H&S compliance.
- **Develop, implement and maintain the school's H&S Management System in line with ISO 45001:2018 and UAE Cabinet Resolution 37/2021.**
- **Lead the preparation and submission of all H&S documentation required by KHDA, DCD, DHA, and Dubai Municipality.**
- **Oversee all facility risk assessments, safety audits and compliance inspections; ensure corrective actions are completed within agreed timescales.**
- **Manage all H&S-related contractor inductions, permit-to-work systems and site safety monitoring.**

- Develop and maintain the school's Compliance Document Renewal Tracker, ensuring no license, permit or certification lapses.
- Supervise the Assistant Facilities Manager, HSO, Store In-Charge and Reception to ensure H&S standards are embedded across all functions.
- Prepare weekly and monthly H&S KPI reports for the Executive Principal and Group Head of Operations.
- Coordinate emergency drills (minimum three per academic year) and ensure all outcomes are documented and shared with DCD if required.
- Liaise with Dubai Civil Defence regarding fire safety inspections, NOC renewals and any enforcement actions.
- Ensure all maintenance contracts cover the legally required inspection frequencies for lifts, fire systems, electrical installations, water systems, HVAC, CCTV and security systems.
- Induct all new contractors, ensuring receipt and compliance with the AIS Contractor Safety Rules prior to commencement of work.
- Report to the Executive Principal and Board any H&S non-conformances, regulatory changes or significant risks.

4.4 Senior Leadership Team (SLT) & Vice Principals

- Support the Principal and MSO in implementing this policy across all departments and sections.
- Conduct regular departmental safety walkthroughs and report findings to the HSO and MSO.
- Ensure all subject teachers comply with subject-specific safety protocols (labs, PE, DT, swimming, etc.).
- Monitor the effectiveness of safe working practices within their sections and recommend improvements.
- Ensure student supervision ratios always comply with KHDA standards, including transitions, breaks and dispersal.
- Investigate H&S concerns raised by staff or students within their sections and escalate as appropriate.
- Ensure H&S matters are communicated clearly to teaching and support staff within their sections.
- Ensure that all staff absence cover arrangements do not leave students unsupervised.

4.5 Health & Safety Officer (HSO)

- Assist the MSO as the campus H&S operational lead on a day-to-day basis.
- Conduct daily, weekly and monthly safety inspections using approved KHDA-aligned checklists; document and act on all findings.
- Maintain up-to-date risk assessment registers for all school areas and activities.
- Lead and facilitate the H&S Committee, ensuring meetings are held at minimum once per term and outcomes are recorded and actioned.
- Prepare and coordinate fire, lockdown and general emergency drills; record and analyse all drill outcomes.
- Liaise with DCD fire inspectors, DHA health inspectors, and Dubai Municipality officials during inspections.
- Ensure the First Aid team is adequately trained, equipped and supported at all times.
- Ensure all H&S noticeboards, PASS posters, hazard signs, assembly point markers, and emergency contact boards are current and clearly displayed.

- **Coordinate with the School Clinic on all medical H&S matters including infection control, health surveillance and DHA compliance.**
- **Manage Toolbox Talks for support staff, bus supervisors and cleaning teams.**
- **Maintain the Accident and Incident Register; ensure all entries are complete, accurate and submitted to MSO within 24 hours.**
- **Escalate any high-severity incidents to the MSO and Principal immediately.**
- **Ensure staff receive relevant H&S training and that training records are maintained.**

4.6 Health & Safety Committee

Composition: MSO (Chair), HSO, Assistant Facilities Manager, School Doctor/Nurse, SLT Representative, PE Head, Lab Coordinator, Security In-Charge, Transport Coordinator.

Meeting Frequency: Minimum once per term (three times per academic year); extraordinary meetings convened following any serious incident.

Mandate:

- Review H&S performance data, KPIs and audit outcomes.
- **Review and update risk assessments across all school areas.**
- **Review all accident and incident investigations and approve corrective actions.**
- **Plan, review and evaluate emergency drills.**
- **Identify training needs and ensure they are met.**
- **Review contractor safety compliance.**
- **Review any new hazards arising from building works, changes in school activities or updated regulations.**
- **Prepare and submit the Termly H&S Report to the Executive Principal.**

4.7 School Clinic (Medical Team)

The AIS School Clinic operates in compliance with DHA licensing requirements and provides the following health and safety functions:

- Provide immediate first aid and triage for all students, staff and visitors during school hours.
- **Maintain confidential, up-to-date medical records for all students, including known allergies, chronic conditions and Individual Health Plans (IHPs).**
- **Administer prescribed medications in accordance with the AIS Medicines Administration Protocol and DHA guidelines.**
- **Manage communicable disease surveillance; liaise with DHA and notify the Principal of any reportable disease.**
- **Conduct periodic health screenings as required by MOE and DHA (vision, hearing, BMI, dental).**
- **Maintain the school's stock of first aid supplies, AED devices, EpiPens and emergency medications, ensuring items are within expiry.**
- **Provide health education to students and support mental health and wellbeing initiatives.**
- **Ensure all clinical waste is managed in accordance with DHA Medical Waste Management Guidelines.**
- **Maintain clinic equipment calibration and DHA inspection records.**
- **Liaise with the HSO and MSO on health-related safety matters.**

4.8 Inclusive Education Department

- Ensure that Individual Education Plans (IEPs) for students with SEND include specific safety and evacuation requirements.
- **Liaise with the MSO and HSO to ensure physical accessibility of all school areas for students with mobility needs.**
- **Contribute to the development of Personal Emergency Evacuation Plans (PEEPs) for students and staff with disabilities.**
- **Communicate specific medical and safety needs of SEND students to all relevant staff, the clinic and the transport team.**

4.9 All Teaching and Non-Teaching Staff

- Read, understand and implement this policy and all related procedures relevant to their role.
- **Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.**
- **Report all hazards, near-misses, accidents and unsafe conditions to the HSO or MSO immediately.**
- **Never leave students unsupervised at any time, including during transitions, breaks, and dispersal.**
- **Complete mandatory H&S induction training before starting duties and all subsequent training as directed.**
- **Follow safe working procedures, use PPE as instructed, and operate equipment only after receiving authorisation.**
- **Cooperate fully with H&S inspections, risk assessments and incident investigations.**
- **Administer first aid only if holding a current, valid first aid certificate from an approved provider.**
- **Ensure classroom and workspace areas are kept clean, tidy and free from hazards.**

4.10 Students

- Follow all school H&S rules, instructions and procedures at all times.
- **Report any hazard, injury or safety concern to a member of staff immediately.**
- **Treat all school equipment and facilities with care, preventing damage or misuse.**
- **Participate actively and cooperatively in emergency drills and evacuation exercises.**
- **Never engage in behaviour that could endanger themselves or others.**
- **Follow the rules specific to specialist environments (science labs, PE, swimming pool, DT rooms).**

4.11 Parents and Guardians

- Inform the school promptly of any change in their child's medical condition, medications, allergies or special health needs.
- **Provide accurate and up-to-date emergency contact information.**
- **Cooperate with the school's safe arrival and dispersal procedures.**
- **Read and acknowledge the school's H&S and transport safety requirements shared at enrolment and annually thereafter.**
- **Engage constructively with the school on any H&S concern affecting their child.**

4.12 Visitors and Contractors

- Sign in at the Reception and obtain a visitor badge before entering the campus.
- **Follow all H&S instructions provided by Reception staff, the HSO or the MSO.**
- **Contractors must complete the AIS Contractor Safety Induction and receive a Permit to Work before commencing any works.**
- **Contractors must submit a valid risk assessment and method statement (RAMS) to the MSO prior to work commencement.**
- **All visitors and contractors must comply with emergency evacuation procedures and report to designated assembly points upon alarm activation.**
- **No visitor or contractor may access restricted areas without escort by an authorised member of staff.**

5. RISK ASSESSMENT & HAZARD MANAGEMENT

UAE Cabinet Resolution 37/2021 | ISO 45001:2018 | KHDA Inspection Framework

AIS adopts a proactive, systematic approach to risk assessment (RA) as the foundation of its H&S management system. Risk assessments are not a paper exercise; they are living documents that drive operational safety decisions.

5.1 Risk Assessment Principles

- All significant activities, areas and operations must have a current, documented risk assessment.
- **Risk assessments must follow the UAE 5-step process: Identify hazards → Identify who may be harmed and how → Evaluate risks and decide on controls → Record findings → Review and update.**
- **Risk ratings are calculated using a 5x5 Likelihood × Severity matrix (1=Low to 25=Critical).**
- **Controls follow the Hierarchy of Controls: Elimination → Substitution → Engineering Controls → Administrative Controls → PPE.**
- **All risk assessments must be reviewed annually, after any incident, following any significant change, or when a new activity or hazard is identified.**

5.2 Risk Assessment Schedule

Area / Activity	Responsible Person	Review Frequency
All classrooms and learning spaces	HSO / Class Teacher	Annually + after any incident
Science laboratories (Chemistry, Biology, Physics)	Lab Coordinator / HSO	Annually + before each practical
Design & Technology rooms	DT Head / HSO	Annually + before each practical
Physical Education — indoor & outdoor	PE Head / HSO	Annually + start of each term
Swimming pool	Swimming Instructor / HSO	Annually + each session start
Canteen / food preparation areas	Catering Manager / HSO	Annually + monthly audit
School transportation (42 buses)	Transport Coordinator / HSO	Annually + each term
Educational visits and field trips	Trip Leader / HSO / MSO	Prior to each visit
Maintenance activities and building works	MSO / AFM	Prior to each task/contract
Playground and sports courts	HSO / PE Team	Termly + after any damage
Server room, electrical panels, plant rooms	AFM / Authorised Electrician	Annually + after any works
Roof access and working at height	MSO / AFM	Prior to each access event

Chemical storage (labs, cleaning, pool)	Lab Coordinator / HSO	Annually + on new receipt
First aid and clinic operations	School Doctor / HSO	Annually
Fire and emergency evacuation	HSO / MSO	Annually + after each drill
Events (sports days, concerts, graduations)	Event Coordinator / MSO	Prior to each event

6. FIRE SAFETY & EMERGENCY EVACUATION

Dubai Civil Defence (DCD) | DCD Fire Code | NFPA 101 | UAE Fire & Life Safety Code

AIS is committed to the highest standard of fire safety and emergency preparedness. All fire safety provisions are maintained in full compliance with Dubai Civil Defence requirements and the UAE Fire and Life Safety Code of Practice.

6.1 Fire Prevention

- All areas of the campus are maintained in a fire-safe condition. Combustible materials are stored safely and accumulations prevented.
- **A strict No Smoking policy applies to all school buildings and grounds.**
- **All designated fire doors are kept closed (not wedged open); self-closing mechanisms are tested monthly.**
- **Fire hazard inspections are incorporated into the daily H&S walkthrough checklist.**
- **Any potential fire hazard identified must be reported to the HSO and rectified within 24 hours.**
- **Evacuation routes and exit doors are kept permanently clear of obstructions.**

6.2 Fire Detection & Suppression Systems

- The campus is equipped with a DCD-approved, addressable fire alarm system connected directly to Dubai Civil Defence.
- **The alarm system undergoes a full annual inspection and certification by a DCD-approved contractor (Gamma Fire Fighting).**
- **Monthly functional tests of the fire alarm panel, manual call points and detectors are conducted and documented.**
- **Fire extinguishers are positioned throughout the campus in compliance with DCD specifications. Minimum one extinguisher per 200 m² of floor area.**
- **Extinguishers are subject to a quarterly contractor inspection and a monthly in-house check by the HSO.**
- **Fire hose reels and sprinkler systems (where installed) are inspected and tested per DCD and NFPA 25 requirements.**
- **Emergency lighting is tested monthly (short functional test) and annually (full duration test); records maintained.**
- **Exit signage (fluorescent green directional arrows and illuminated EXIT signs) is tested and maintained.**

6.3 Emergency Evacuation Procedure

On activation of the fire alarm or in any other emergency requiring evacuation:

1. All occupants must immediately cease all activities and move calmly to the nearest fire exit. Teachers lead their classes; support staff assist remaining occupants.
2. Students and staff must not use lifts during any evacuation.
3. Roll call is taken at the designated assembly point by each class teacher / section coordinator using the daily register.
4. The MSO or HSO (the designated Emergency Coordinator) assumes command at the assembly point and coordinates with DCD upon arrival.

5. No person may re-enter the building until the all-clear is issued by the Emergency Coordinator in consultation with DCD.
6. Staff responsible for physically impaired students or visitors must have a documented Personal Emergency Evacuation Plan (PEEP) and must not leave until that individual is safely evacuated or handed to DCD rescue personnel.
7. The HSO records the evacuation outcome (time to clear building, any difficulties) immediately after the all-clear.

6.4 Evacuation Drills

- A minimum of three evacuation drills are conducted per academic year (one per term). At least one shall be unannounced.
- **Each drill is evaluated against the KPI target of full building clearance within 3 minutes.**
- **Drill outcomes are documented on the official DCD Drill Report Form and submitted to DCD as required.**
- **Post-drill debriefs are conducted with SLT and the H&S Committee; improvement actions are logged and completed within 10 working days.**
- **A lockdown drill is also conducted once per academic year in coordination with Dubai Police protocols.**

6.5 Emergency Contact & Assembly Points

Emergency Contacts — prominently displayed in all areas

Dubai Civil Defence (Fire & Rescue): 997
 Dubai Police: 999
 Dubai Ambulance / Emergency Medical Services: 998
 DHA Health Advice Line: 800-DHA (800 342)
 School Emergency Coordinator (MSO): [Insert Mobile No.]
 Executive Principal: [Insert Mobile No.]
 LEAMS Group Emergency Line: [Insert No.]

Primary Assembly Point: Main sports field / designated courtyard
 Secondary Assembly Point: Rear external car park

6.6 PASS Fire Extinguisher Protocol

PASS posters are displayed adjacent to every fire extinguisher location: Pull the pin — Aim at the base — Squeeze the handle — Sweep side to side.

Staff must use a fire extinguisher ONLY if they have received training and can do so without risk to themselves. Evacuation takes absolute priority over fire-fighting.

7. MEDICAL, FIRST AID & ACCIDENT MANAGEMENT

DHA Licensing | MOE School Clinic Standards | UAE Federal Law No. 8/1980

7.1 First Aid Provision

- The school clinic is staffed at all times during school hours by a DHA-licensed school doctor and at least one DHA-licensed nurse.
- **A minimum ratio of one trained First Aider per 50 students is maintained at all times across all campus areas, including sports activities and school trips.**
- **First Aid boxes are located in each science laboratory, PE changing rooms, swimming pool area, canteen, each building entry point, and all school buses.**
- **First Aid box contents are checked monthly and replenished immediately after use; records are maintained by the HSO.**
- **Automated External Defibrillators (AEDs) are located at a minimum of [No.] stations across the campus; all locations are clearly signposted. AEDs are inspected monthly.**
- **All staff are strongly encouraged to hold a current (3-year) First Aid at Work (FAW) or Emergency First Aid (EFAW) certificate from an accredited Dubai/UAE provider.**
- **A list of all current First Aid certificate holders, their locations during the school day, and certificate expiry dates is maintained by the HSO.**

7.2 Injuries Involving Bleeding

- Staff must follow Universal Precautions — treat all blood and bodily fluids as potentially infectious.
- **Single-use gloves must be worn before attending to any bleeding injury.**
- **Wounds are cleaned, dressed and documented. Significant or deep wounds are referred immediately to the school clinic or 998 is called.**
- **Disposable PPE used in managing bleeding incidents is disposed of in the clinic's clinical waste stream in compliance with DHA guidelines.**

7.3 Accident & Incident Recording

- Every accident, injury, near-miss, or dangerous occurrence on campus or during a school-organised activity must be recorded in the AIS Accident & Incident Register within 24 hours.
- **The record must include: date, time, location, name and ID of affected person, nature of injury/illness, circumstances, treatment given, witnesses, and follow-up actions.**
- **Serious accidents (requiring hospitalisation, involving fractures, head injury, loss of consciousness, or any life-threatening event) must be escalated to the Principal and MSO immediately and reported to KHDA within 24 hours.**
- **The HSO conducts a root-cause investigation of every recordable incident and presents findings to the H&S Committee within 5 working days.**
- **All investigations are documented on the AIS Incident Investigation Report Form.**
- **A monthly analysis of accident trends is presented to the MSO and SLT; significant trends trigger a review of related risk assessments.**

7.4 Following a Serious Accident — Notification Protocol

Severity Level	Immediate Action	Notification Requirement
Minor — treated on site	Clinic treatment; record in register	Internal record only; parent informed same day
Moderate — referred to hospital	Call 998; notify Principal; escort to hospital	Parent notified immediately; KHDA notified within 24 hrs
Serious / life-threatening	Call 998; Principal & MSO notified; preserve scene	KHDA within 24 hrs; DHA if required; Police if criminal act suspected
Fatality	Call 999 & 998; secure scene; do not disturb evidence	Dubai Police; KHDA immediately; Board; DHA

8. ADMINISTRATION OF MEDICINES & STUDENT HEALTH

DHA | MOE School Health Standards | Dubai Decree 61/2009

8.1 Medicines Administration

- No medication may be administered to a student without a completed, signed Parental Consent and Medication Administration Form, accompanied by a valid prescription from a UAE-licensed physician.
- **Only DHA-licensed clinic staff (school doctor or nurse) may administer prescription medications to students on campus.**
- **All medications administered are recorded in the individual student's medical log: date, time, medication name, dose, route, and administering staff member's name.**
- **Medications are stored in a locked, labelled cabinet in the clinic, at the required temperature (refrigerated if indicated).**
- **Emergency life-saving medications (EpiPens, inhalers, prescribed anti-convulsants) for students with IHPs are stored in the clinic and a duplicate may be held by the class teacher in a labelled, accessible location, per DHA guidance.**
- **Staff must not administer any medication, including over-the-counter remedies, unless authorised per the above procedure.**
- **All controlled/narcotic medications follow DHA and Dubai Police protocols for storage, administration and documentation.**

8.2 Student Medical Records

- Comprehensive, confidential medical records are maintained in the DHA-compliant electronic/paper system in the school clinic for every enrolled student.
- **Records include: vaccinations, chronic conditions, known allergies, current medications, emergency contacts, and any IHP or care plan.**
- **Medical records are updated at enrolment and reviewed at the start of each academic year; parents are asked to confirm or update information.**
- **Records are only accessible to authorised clinic staff, the Principal, and the MSO. Confidentiality is maintained in line with UAE data protection requirements.**
- **Medical records are retained for a minimum of 7 years after a student's departure, as required by DHA.**

9. COMMUNICABLE DISEASE & INFECTION CONTROL

DHA | Dubai Municipality | MOE | WHO Guidelines

- AIS complies fully with DHA and Dubai Municipality guidelines on communicable disease prevention and control.
- **The school doctor is the designated Infection Control Lead. All suspected or confirmed communicable disease cases are assessed and managed by the clinic.**
- **DHA-notifiable diseases (including, but not limited to: meningitis, measles, mumps, rubella, hepatitis A & B, typhoid, COVID-19 variants, mpox) must be reported to DHA within the legally required timeframe.**

- **Students and staff diagnosed with a notifiable or highly contagious disease must not return to school until they meet the DHA clearance-to-return criteria; a medical fit-to-return certificate is required.**
- **Hand hygiene stations (soap and alcohol-based sanitiser) are available in all classrooms, the canteen, clinic, prayer rooms, toilets and entrances. All students and staff are expected to practice routine hand hygiene.**
- **Enhanced cleaning and disinfection protocols are activated during any outbreak, directed by the school doctor and MSO.**
- **Vaccination compliance records are reviewed annually by the school clinic in line with MOE enrolment requirements.**
- **The school's Air Conditioning and ventilation systems are maintained and serviced to ASHRAE standards to ensure adequate indoor air quality.**
- **In the event of a public health emergency declared by the UAE government, the school will implement all directives from the relevant authorities without delay.**

10. MENTAL HEALTH & WELLBEING

KHDA Wellbeing Framework | Dubai Decree 61/2009 | MOE Student Wellbeing Policy

AIS recognises that mental, emotional and social wellbeing are as important as physical safety. The school is committed to creating a culture where all members of the community feel safe, valued and supported.

- The school maintains a qualified, DHA-registered School Counsellor (or KHDA-approved equivalent) available to all students and staff.
- **The school's Wellbeing Policy, Student Welfare Policy, Anti-Bullying Policy and Mental Health and Wellbeing Policy all operate in alignment with this policy.**
- **Pastoral Care teams are trained to identify signs of stress, anxiety, depression and emotional distress in students and to make appropriate referrals.**
- **A Student Wellbeing Committee meets at least twice per term to review cases, share best practice and develop proactive programmes.**
- **Cyberbullying, physical bullying, discrimination and harassment are addressed under the Anti-Bullying and Safeguarding policies, both of which align with Dubai Decree No. 61 of 2009.**
- **Staff wellbeing is monitored through regular line management conversations, access to an Employee Assistance Programme (EAP), and an annual staff wellbeing survey; results are acted upon.**
- **KHDA's Wellbeing Measurement Tool (WMT) data is analysed to inform planning. Results are shared with the H&S Committee and SLT.**
- **Student social-emotional learning (SEL) is embedded in the curriculum and form time/personal development sessions across all year groups.**

11. NUTRITION, CANTEEN & FOOD SAFETY

Dubai Municipality Food Safety Department | DHA Nutrition Guidelines | MOE

- The AIS canteen operates under a current Dubai Municipality (DM) Food Establishment Licence, renewed annually.
- **All food handlers employed in the canteen hold current DM Food Handler Certificates and undergo annual food safety refresher training.**
- **Food preparation, storage, serving and disposal comply fully with Dubai Municipality Food Code and HACCP principles.**
- **The canteen undergoes a DM inspection at least once per academic year. All findings are actioned and recorded within the required timeframe.**
- **Internal HSO canteen audits are conducted monthly; audit reports are submitted to the MSO.**
- **The school promotes a Healthy Eating Policy aligned with DHA nutritional guidelines. Junk food, high-sugar beverages and excessive salt content items are prohibited from the canteen menu.**
- **A complete, current allergen matrix is displayed clearly in the canteen. Canteen staff are trained in allergen awareness and cross-contamination prevention.**
- **Separate preparation areas and utensils are maintained for common allergens (nuts, dairy, gluten, shellfish, sesame) where applicable.**

- **Drinking water is available free of charge throughout the school. Water quality (from dispensers and coolers) is tested every six months.**
- **Cold food items are maintained at or below 5°C; hot food items at or above 63°C. Temperature logs are maintained for each service period.**
- **Pest control in the canteen area is carried out monthly by a DM-licensed pest control contractor; records maintained.**

12. ALLERGY & ANAPHYLAXIS MANAGEMENT

DHA | MOE | Allergy UK Guidelines

- On enrolment and at each annual medical review, parents must declare all known allergies, the severity of reactions, and prescribed emergency medications.
- **Every student with a life-threatening allergy has an Individual Health Plan (IHP) and an Allergy Action Plan (AAP), developed jointly by the clinic, parents and the student's physician, and signed annually.**
- **Students with prescribed epinephrine auto-injectors (EpiPens) have two devices: one held in the clinic and one accessible in their classroom or with the class teacher, per DHA guidance.**
- **All teaching staff receive annual Allergy Awareness training, including recognition of anaphylaxis, correct use of an EpiPen and when to call 998.**
- **The canteen's complete allergen matrix is shared with all food-allergic students and their parents at enrolment and at each academic year's start.**
- **A 'nut-aware' policy applies throughout the school. Students with severe nut allergies are seated in clearly identified areas in the canteen and classroom.**
- **School events, class parties and shared food activities are managed with allergen protocols; parents are notified in advance.**
- **Following any allergic reaction or anaphylaxis event, a full incident investigation is conducted, the IHP is reviewed and lessons learned are shared.**

13. SCHOOL TRANSPORTATION SAFETY

RTA Dubai | MOE School Transport Standards | KHDA

AIS transportation services are provided under contract by G1 Transport Services, operating 42 buses with 42 drivers and 21 bus attendants. All transport operations must comply with RTA and MOE school transport standards.

13.1 Vehicle & Driver Standards

- All buses hold current RTA registration, inspection certificates and school transport permits.
- **All drivers hold a valid UAE school bus driving licence and RTA medical fitness certificate renewed annually.**
- **All drivers and bus attendants undergo a DBS/criminal record check and AIS safeguarding induction before commencing duties.**
- **All buses are equipped as a minimum with: working seat belts (child-appropriate), first aid kit, fire extinguisher, emergency exits, GPS tracking, dashcam and communication device.**
- **All buses are inspected daily using the AIS Pre/Post Journey Checklist covering: seat belts, mirrors, windows, door locks, lights, indicators, wipers, horn, first aid kit, fire extinguisher, emergency exit operation, tyre condition and fluid levels.**
- **All defects identified in pre-journey checks are reported to the Transport Coordinator and the vehicle is taken out of service until defects are rectified.**
- **Bus route risk assessments are reviewed annually and following any incident.**

13.2 Bus Attendants (Supervisors / Nannies)

- Every school bus must have a trained bus attendant (bus nanny/supervisor) in addition to the driver at all times when students are on board.
- **Bus attendants are responsible for: student boarding and alighting safety; seat belt compliance; roll call and student count; managing behaviour on the bus; first aid response; and reporting any incident to the Transport Coordinator immediately.**
- **Bus attendants receive mandatory annual training covering: child safeguarding, first aid, emergency procedures, pupil counting, and behaviour management.**
- **A Toolbox Talk is delivered to all bus drivers and attendants at the start of each academic year and at the start of each term.**

13.3 Bus Safety Rules for Students

- Seat belts must be worn at all times whilst the bus is in motion.
- **Students must remain seated throughout the journey.**
- **Distracting the driver or behaving unsafely is a disciplinary offence under the Behaviour Policy.**
- **Students must carry their school ID at all times. Bus passes must be presented on request.**
- **Students may only board or alight at their designated stop.**
- **In an emergency, students must follow instructions from the bus attendant and driver immediately.**

13.4 Own Transport Arrival & Collection

- Parents collecting students by private vehicle must present their ID and park in the designated areas only outside the school (RTA parking)— not in bus bays or emergency access routes.
- **For students from FS to Year 6, no student will be released to an unauthorised person during dispersal time. The school operates a secure, ID-verified collection system.**
- **Students who walk home must have written parental consent on file. No student is permitted to walk home without such consent.**
- **Speed limit within the school campus and RTA car park: 10 km/h maximum.**

13.5 Vehicle Movements on Campus

- The campus speed limit is strictly 10 km/h. All drivers are notified of this on entry.
- **Vehicles are restricted to designated routes and bus bays. Movement in student areas is prohibited during arrival, break and dispersal times.**
- **A Traffic Management Plan is maintained by the MSO, reviewed annually and shared with all relevant parties.**
- **No staff are allowed to park inside the school during business hours except during weekends and special days with prior communication.**

14. ARRIVAL, DISPERSAL & SUPERVISION

KHDA Inspection Framework | MOE Student Welfare Standards

- The school gates open at 7:10 AM. All students must enter the campus by 7:30 AM (first bell). Students arriving after 7:30 AM must sign in at the late arrival register which is submitted to the Section heads on a daily.
- **SLT, Admin team and Pastoral Care staff are deployed at gates, corridors and assembly areas during arrival and dispersal — duty rosters are published at the start of each term.**
- **No student may be left unsupervised at any time during the school day, including during lessons, breaks, transitions and dispersal.**
- **Staff must be punctual in collecting students from the playground/common areas and must arrange cover for any duty they are unable to attend.**
- **Students in Own Transport must wait in the designated supervised waiting area until collected. They must not loiter in corridors, stairwells or on the street.**
- **If a parent/guardian fails to collect a student by 30 minutes after the final dismissal bell, the school will contact all provided emergency numbers; students will not be left unsupervised.**
- **After-school activities are the responsibility of the organising teacher, who must ensure all students are handed over to parents or bus before leaving.**
- **Supervision of students in shared or transition spaces (staircases, corridors, toilets, changing rooms) is conducted in a manner that ensures safety while respecting dignity and privacy.**

15. PLAYGROUND, SPORTS & PHYSICAL ACTIVITY SAFETY

KHDA | MOE PE Standards | UAE OHS Cabinet Resolution 37/2021

- All outdoor play and sports areas are subject to a written risk assessment, reviewed termly by the PE Head and HSO.
- **The playground is zoned for different activities (basketball, football, cricket, badminton, free play). Zone boundaries are clearly marked. Students must remain in their designated zones.**
- **Duty staff must be deployed in strategic positions to provide line-of-sight supervision across all playground zones during all breaks.**
- **PE teachers conduct a pre-activity inspection of all equipment, surfaces and facilities before each lesson and record findings.**
- **Faulty, damaged or unsafe play/sports equipment is tagged out of use and reported to the HSO and MSO immediately for repair or replacement.**
- **Appropriate warm-up, cool-down and hydration protocols are in place for all PE activities. Students are not required to participate in strenuous outdoor activities when the temperature/heat index exceeds safe thresholds per MOE/DHA guidelines.**
- **Outdoor physical activities may be suspended by SLT during adverse weather conditions (sandstorms, extreme heat above 38°C or DHA Heat Alert Level 3).**
- **Student medical exemptions from PE are managed through the clinic via a valid medical certificate and an individual management plan.**

- **Staff-to-student supervision ratios during PE and sports activities comply with KHDA and MOE standards.**
- **Contact sports rules are clearly communicated to students; referees enforce them.**
- **All incidents occurring during PE or playground activities are recorded in the Accident Register.**

16. SWIMMING POOL SAFETY

Dubai Municipality | DHA | KHDA

- The swimming pool is subject to its own detailed risk assessment and Safe Operating Procedure, reviewed annually.
- **Full-time, qualified lifeguard supervision is mandatory whenever the pool is in use — by students, staff or guests.**
- **Pool water quality (pH, chlorine, turbidity) is tested a minimum of twice daily when in use and results recorded.**
- **Full pool water analysis is conducted bi-annually by a Dubai Municipality-approved laboratory.**
- **Emergency rescue equipment (throw lines, reach poles, first aid kit, AED) is positioned poolside and inspected daily.**
- **Maximum bather loads comply with Dubai Municipality specifications. Overcrowding is strictly prevented.**
- **Pool rules and depth markings are clearly displayed in Arabic and English.**
- **Non-swimmers must not enter the pool. A swimming ability assessment is conducted at the start of each academic year.**
- **No student is permitted in the pool area without direct supervision.**

17. EDUCATIONAL VISITS & OFF-CAMPUS ACTIVITIES

KHDA | MOE | UAE OHS Cabinet Resolution 37/2021

- All educational visits (within UAE or international) must be approved by the Principal and, where required, KHDA, a minimum of 15 working days before departure.
- **A comprehensive risk assessment specific to the destination and activities must be completed by the Trip Leader and countersigned by the HSO and MSO.**
- **Written parental consent must be obtained prior to departure. Consent forms include emergency contact details and any relevant medical information.**
- **Staff-to-student ratios comply with the following minimum standards: Years 7–9: 1:12; Years 10–13: 1:15 (or per KHDA/MOE requirements, whichever is more stringent).**
- **A Medical Information Pack (student allergies, medications, emergency contacts) travels with the trip leader at all times.**
- **Transportation used for educational visits complies with Sections 13 requirements.**
- **An on-call emergency contact is maintained at school throughout the duration of the visit.**
- **All incidents during a visit must be reported to the school, MSO and Principal immediately and documented in the Accident Register on return.**
- **A post-visit debrief is conducted; risk assessments are updated based on findings.**

18. FACILITIES, MAINTENANCE & CONTRACTOR SAFETY

UAE OHS Cabinet Resolution 37/2021 | DCD | Dubai Municipality | CDM Principles

18.1 Planned Preventive Maintenance (PPM)

All critical systems and equipment are maintained under a PPM schedule. The table below outlines minimum inspection and service frequencies:

System / Equipment	Frequency	Contractor / Responsible
Fire alarm system (full inspection)	Annual (+ monthly test)	Gamma Fire Fighting
Fire extinguishers (full service)	Annual (+ quarterly check)	Gamma Fire Fighting
Emergency lighting	Annual full test + monthly 30-min test	SIMONS Electronics
Electrical fixed wiring / switchboards	Every 5 years (or per DEWA mandate)	Licensed Electrician
Portable appliance testing (PAT)	Annual	Licensed Electrician
Lifts / elevators	Annual certification + monthly routine	Certified Lift Contractor
Air conditioning / HVAC	Annual full service + monthly filter clean	Approved HVAC Contractor
Plumbing / hot & cold water systems	Annual + Legionella risk review	Licensed Plumber
Drinking water dispensers / coolers	Bi-annual water quality test + monthly clean	DM-approved Lab / FM Team
Swimming pool systems	Annual + daily water quality checks	FM Team / Approved Contractor
Generator / UPS systems	Annual + monthly functional test	Approved Contractor
Glazing, aluminium & façade	Annual inspection	Minerwa Aluminium & Glass
CCTV and security systems	Annual + monthly functional test	SIMONS Electronics
Intruder alarm system	Annual	SIMONS Electronics
Kitchen extraction / ventilation	Annual deep clean + quarterly	DM-licensed Contractor
Pest control (all campus)	Monthly (canteen: monthly; other areas: quarterly)	DM-licensed Pest Control

18.2 Contractor Management

- All contractors must be registered and approved by the MSO before commencing any work on campus.
- **Contractors must provide: valid UAE trade licence, DED registration, worker visas and Emirates IDs, liability insurance certificate (minimum AED 5 million), and a Risk Assessment and Method Statement (RAMS) specific to the works.**
- **All contractors undergo the AIS Contractor Safety Induction delivered by the HSO or MSO before any work begins.**
- **A Permit to Work (PTW) system applies to all Hot Work, Working at Height, Confined Space, Electrical Isolation and Excavation activities.**
- **All contractor work is supervised by the Assistant Facilities Manager. Contractors may not access student areas during school hours without MSO approval and escort.**
- **All maintenance work on live systems (electrical, gas, HVAC) is carried out only by competent, licensed professionals and only during approved, low-occupancy periods.**
- **Building and renovation works require the MSO to act as Client under CDM principles: ensuring a safe site set-up, segregation from students and staff, dust/noise management, and regular site safety inspections.**

18.3 Compliance Document Renewal Tracker

The MSO maintains a master Compliance Document Renewal Tracker covering all licenses, permits, certificates and approvals. No license or permit is permitted to lapse. Renewal action is initiated a minimum of 60 days before expiry for all annual items and 90 days for multi-year items.

19. SCIENCE LABORATORY & DESIGN TECHNOLOGY ROOM SAFETY

MOE | KHDA | UAE OHS Cabinet Resolution 37/2021 | CLEAPSS / COSHH Principles

All science laboratories and DT rooms operate under their own specific Laboratory/Room Safety Policy, which is a subsidiary document to this policy. Key requirements are summarised below.

19.1 Lab Design & Physical Safety

- All labs are equipped with: fume cupboards / adequate ventilation, emergency shower, eyewash station, fire blanket, fire extinguisher, first aid kit, and clearly marked emergency cut-off switches (gas, electricity, water).
- **All safety equipment is inspected monthly by the Lab Coordinator; defects reported to HSO and MSO within 24 hours.**
- **Lab benches, storage, and work zones are arranged to permit safe movement, evacuation, and supervision at all times.**

19.2 Chemical Management (COSHH)

- A full chemical inventory (COSHH Register) is maintained by the Lab Coordinator, updated whenever chemicals are received or disposed of.
- **All chemicals are stored in accordance with MSDS/SDS requirements: flammables in fire-rated cabinets; corrosives and oxidisers segregated.**
- **All containers are clearly labelled with chemical name, hazard class, GHS pictograms, and emergency information.**
- **Disposal of chemical waste complies with Dubai Municipality hazardous waste regulations; a licensed waste contractor is used.**
- **A risk assessment is completed for every practical activity. High-risk practicals must be pre-approved by the Lab Coordinator and HSO.**

19.3 PPE & Behavioral Requirements

- Safety goggles, lab coats and closed-toe shoes are mandatory for all students and staff during all practical activities.
- **Gloves and additional PPE are required as specified in the activity risk assessment.**
- **Students must be briefed on safety procedures and rules at the start of every lab session.**
- **Any student who refuses to comply with PPE requirements or safe behaviour standards is removed from the lab.**
- **Lab staff-to-student ratio must not exceed 1:15 during practical activities.**

19.4 Design Technology - DT Room Safety

- A specific DT Room Safety Policy governs the use of all power tools, hand tools and machinery.
- **Only the DT teacher and authorised technicians may operate and supervise the use of power tools.**
- **All machinery is fitted with appropriate guards; guards must not be removed under any circumstances.**
- **Students receive a formal safety induction before first use of any DT machinery.**

- **Machinery is subject to annual PAT (Portable Appliance Testing) and a pre-use inspection before each session.**

20. ELECTRICAL & MECHANICAL SAFETY

DEWA Regulations | UAE OHS Cabinet Resolution 37/2021

- No person other than a DEWA-licensed, competent electrician may undertake any work on fixed electrical installations.
- **It is strictly forbidden to work on any live electrical circuit. Lock-out/Tag-out (LOTO) procedures must be followed for all electrical isolation.**
- **All portable electrical appliances are included in the PAT register and tested annually.**
- **Any defective electrical equipment must be taken out of service immediately, clearly labelled 'DO NOT USE', and reported to the AFM.**
- **Staff must not attempt to repair any electrical fault. The only exception is clearing a paper jam in a photocopier — with power off and unplugged.**
- **The fixed wiring installation is subject to an Electrical Installation Condition Report (EICR) every five years minimum, or following any significant alteration.**
- **All mechanical plant (pumps, motors, generators, compressors) is maintained under PPM by qualified technicians. Students and unauthorised staff must not access plant rooms.**

21. WATER SAFETY & LEGIONELLA CONTROL

Dubai Municipality | DHA

- A Legionella Risk Assessment is conducted annually for all water systems on campus by a contracted vendor.
- **Hot water is maintained at a minimum of 60°C at the calorifier; cold water below 20°C at point of supply.**
- **Drinking water quality tests are conducted bi-annually by a Dubai Municipality-approved laboratory.**
- **Swimming pool water is tested twice daily; comprehensive water analysis is conducted bi-annually.**
- **Seldom-used outlets (showers, taps) are flushed weekly to prevent Legionella proliferation.**
- **Water storage tanks are inspected, cleaned and disinfected annually.**
- **All water system maintenance records are retained by the AFM.**

22. WASTE MANAGEMENT & ENVIRONMENTAL HEALTH

Dubai Municipality | DHA Medical Waste Guidelines

- All waste is segregated at source: general, recyclable, clinical/medical, hazardous chemical, and food waste.
- **Clinical and medical waste (from the school clinic) is disposed of via a DHA-licensed medical waste contractor only.**

- Chemical waste from laboratories is disposed of via a Dubai Municipality-licensed hazardous waste contractor.
- Food waste from the canteen is managed in compliance with Dubai Municipality food waste regulations.
- General waste collection is conducted daily by the campus cleaning team. Waste storage areas are secured, pest-proofed and subject to monthly H&S inspection.
- The campus operates a paper/plastic/metal recycling programme as part of its environmental sustainability commitment.

23. PEST CONTROL

Dubai Municipality

- Pest control services are provided by a DM-licensed pest control contractor under an annual maintenance contract.
- **Routine pest control treatments are conducted monthly for the canteen and quarterly for all other campus areas; additional treatments are arranged as required.**
- **All treatments use only DM-approved, food-safe pesticide formulations. Treated areas are vacated for the required re-entry period.**
- **Pest sightings or evidence of infestation must be reported to the HSO and AFM immediately.**
- **Pest control treatment records are maintained by the AFM.**

24. CCTV, SECURITY & ACCESS CONTROL

Dubai Police | KHDA | Dubai Decree 61/2009

- CCTV cameras provide 24/7 coverage of all campus entry/exit points, corridors, common areas, canteen, car parks and bus bays. Footage is retained for a minimum of 30 days.
- **CCTV usage complies with UAE data protection requirements. Footage is accessed only by authorised senior management and provided to law enforcement on lawful request.**
- **Uniformed security guards are stationed at all campus entry gates at all times during school hours. A minimum of one guard remains on campus at night.**
- **All visitors must present a valid Emirates ID (UAE residents) or passport, sign the visitor register and wear a visitor badge at all times on campus.**
- **An electronic or manual access control system ensures no unauthorised individual enters the academic areas.**
- **Security staff conduct regular patrols of the campus perimeter and internal areas at defined intervals during and after school hours.**
- **Security staff conduct daily checks of all gates, fencing, lighting and CCTV functionality; defects are reported to the AFM and MSO immediately.**
- **A security threat protocol is in place and reviewed annually. All security staff are trained in the school's lockdown procedure.**

25. SAFEGUARDING & CHILD PROTECTION

Dubai Decree No. 61/2009 | KHDA | MOE | Dubai Child Safety Standards

This section provides an overview. The full Child Safeguarding and Protection Policy is a standalone, detailed document that must be read in conjunction with this policy.

- AIS operates a zero-tolerance approach to all forms of abuse, neglect, exploitation and harm to children.
- **The Executive Principal is the named Designated Safeguarding Lead (DSL). The MSO is the Deputy DSL.**
- **All staff receive mandatory safeguarding training at induction and annually thereafter, in line with KHDA requirements.**
- **All staff have an absolute duty to report any safeguarding concern — there is no threshold for reporting. Concerns are reported to the DSL within the same school day.**
- **The school cooperates fully with Dubai Child Development Centre (DCDC), Dubai Foundation for Women and Children (DFWAC), Dubai Police and any other body with child protection responsibilities.**
- **Safer Recruitment procedures ensure that all staff, volunteers and contractors in contact with students have undergone appropriate background checks before starting duties.**
- **Physical punishment or any form of corporal punishment is absolutely prohibited under the Zero Tolerance Policy and Dubai Decree 61/2009.**
- **The school's Whistleblowing Policy enables staff to report safeguarding concerns about colleagues without fear of reprisal.**
- **All safeguarding records are stored securely and confidentially and transferred to a student's new school as required.**

26. E-SAFETY & DIGITAL WELLBEING

TRA UAE | KHDA | MOE

- AIS's comprehensive E-Safety approach is governed by the BYOD Policy, Acceptable Internet Usage Policy, Data Protection Policy, Cyber Safety Policy and Social Media Policy.
- **All school internet access is filtered and monitored in accordance with TRA content filtering requirements and MOE e-safety standards.**
- **Filters restrict access to age-inappropriate, harmful or illegal content across all school devices and Wi-Fi networks.**
- **Students and staff receive annual digital citizenship, online safety and cyberbullying awareness education.**
- **All devices used on campus, whether school-owned or personal (BYOD), must comply with the AIS Acceptable Internet Usage Policy.**
- **Incidents of cyberbullying, grooming, online abuse or inappropriate digital content are treated as safeguarding matters and managed under the Safeguarding Policy.**
- **The school's data protection practices comply with UAE Federal Data Protection Law No. 45 of 2021.**
- **Staff must not photograph or record students on personal devices; only designated school devices may be used for educational documentation.**

27. WORKING AT HEIGHT

UAE OHS Cabinet Resolution 37/2021 | OSHAD

- A Permit to Work (PTW) is required for any work at height above 2 metres.
- **Ladders and step stools used for low-level access are inspected before each use and stored safely.**
- **Scaffolding and mobile elevated work platforms (MEWPs) used by contractors are inspected by a competent person before use.**
- **No student or unauthorised staff member may access any roof, plant room, elevated platform or any area not designated for normal occupancy.**
- **All rooftop access doors are locked and access is controlled by the MSO.**

28. MANUAL HANDLING

UAE OHS Cabinet Resolution 37/2021

- Manual handling risk assessments are conducted for all tasks involving lifting, carrying, pushing or pulling loads exceeding 10 kg.
- **Staff involved in regular manual handling tasks (maintenance, stores, catering, cleaning) receive manual handling training at induction and when tasks change.**
- **Mechanical aids (trolleys, hand trucks, pallet trucks) are provided and must be used wherever practicable.**
- **Ergonomic assessments are available for any member of staff reporting musculoskeletal discomfort.**

29. PERSONAL PROTECTIVE EQUIPMENT (PPE)

UAE OHS Cabinet Resolution 37/2021

- The school provides appropriate PPE free of charge for all tasks where its use is required.
- **PPE provision is based on risk assessment outcomes and follows the Hierarchy of Controls (PPE is the last resort).**
- **All PPE is maintained in clean, good working condition and stored appropriately. Damaged PPE is replaced immediately.**
- **Staff must wear PPE as required and must not modify or misuse it.**
- **PPE requirements are communicated through induction, training, toolbox talks, and area-specific rules.**

30. INCIDENT REPORTING, INVESTIGATION & RIDDOR

KHDA | UAE OHS Cabinet Resolution 37/2021 | Dubai Police

30.1 Reporting Requirements

All accidents, incidents, near-misses, dangerous occurrences and occupational ill-health cases must be reported and recorded. The AIS Incident Register is the central record.

Event Type	Action & Notification Timeframe
Minor injury (treated on site)	Record in Incident Register within 24 hours. Inform parent same day.
Injury requiring off-site medical treatment	Record immediately; notify Principal and MSO; notify KHDA within 24 hours; notify parent immediately.
Serious injury / hospitalisation	Emergency services called (998/999); Principal, MSO notified; KHDA notified same day; DHA/Police as appropriate.
Near-miss / dangerous occurrence	Record within 24 hours; HSO investigation within 48 hours; Committee review.
Communicable disease / outbreak	Clinic notifies MSO and Principal; DHA notified per statutory timeframe.
Structural failure / collapse risk	Evacuate affected area; MSO notified immediately; DCD/Dubai Municipality notified; area secured.
Fatality	Emergency services; preserve scene; Police; KHDA; Board; DHA immediately.

30.2 Investigation Process

- All incidents resulting in injury, significant near-miss or property damage are formally investigated.
- **The investigation is led by the HSO (for minor/moderate incidents) or the MSO (for serious incidents), using the AIS Incident Investigation Report Form.**
- **Root cause analysis (RCA) uses the '5 Why' technique as a minimum.**
- **Findings, corrective actions and completion deadlines are logged in the Corrective Action Register, reviewed at the next H&S Committee meeting.**
- **Corrective actions are tracked to completion by the HSO. The MSO verifies close-out.**
- **Anonymized, aggregated incident data is reviewed monthly to identify trends and systemic issues.**

31. STAFF TRAINING, INDUCTION & COMPETENCY

KHDA | MOE | DHA | UAE OHS Cabinet Resolution 37/2021

AIS invests in the ongoing H&S competency of all staff. The following training is mandatory:

Training	Target Audience	Frequency
H&S Induction (general campus safety, emergency procedures, key contacts)	All new staff before starting duties	Once (on commencement) + annual refresher
Fire Safety & Evacuation	All staff	Annual (+ each drill debrief)
First Aid at Work (FAW) — approved UAE provider	All First Aiders (min ratio 1:50 students)	Every 3 years (+ annual refresher)
Safeguarding / Child Protection	All staff	Annual
E-Safety & Digital Safeguarding	All staff	Annual
Food Safety (Level 2, DM-accredited)	All canteen staff	Every 2 years
Manual Handling	Support staff, stores, maintenance, catering	Every 3 years + on task change
COSHH / Chemical Safety	Lab coordinators, science teachers, cleaning team	Annual
Allergy Awareness & EpiPen Administration	All teaching staff and pastoral staff	Annual
Mental Health First Aid	Counsellors, pastoral leads, SLT	Every 3 years
Toolbox Talks (Cleaning, Maintenance, Bus Teams)	Support staff, bus drivers, attendants	Each term
KHDA Inspection Readiness — H&S component	MSO, HSO, SLT	Annual (pre-inspection)

Training records are maintained by the HSO in the AIS Staff Training Register. The MSO reviews the training matrix quarterly to identify gaps.

32. COMMUNICATION, MONITORING & CONTINUOUS IMPROVEMENT

32.1 Communication

- This policy is published on the AIS school intranet and a physical copy is maintained in the Staff Room, Clinic, and MSO's office.
- **A parent-facing summary of the school's H&S commitments is shared annually at the start of the academic year via the school newsletter and parent portal.**
- **H&S notices, emergency contacts, assembly point signs, PASS posters and relevant safety signage are displayed in all areas in Arabic and English.**

- The H&S Committee publishes a Termly H&S Bulletin for all staff, summarising performance, incidents, drill outcomes and upcoming activities.

32.2 Performance Monitoring — KPIs

The following Key Performance Indicators are tracked and reported monthly to the Executive Principal and quarterly to the Board:

KPI	Target
Evacuation drill completion (per term)	3 per academic year; 100% completion
Full building clearance time in drills	≤ 3 minutes
Risk assessments current and reviewed	100% of all areas; 0 overdue
First Aid certification coverage	≥ 1 certified FA per 50 students at all times
Compliance licences / certifications lapsed	0 lapses
Accident/incident recording timeliness	100% recorded within 24 hours
H&S Committee meetings per academic year	Minimum 3 (one per term)
Corrective actions completed on time	≥ 90% within agreed deadlines
Staff H&S mandatory training completion	100% before deadline
Student safeguarding referrals resolved within SLA	100% within 24 hours

33. LINKED POLICIES

This policy operates alongside and must be read in conjunction with the following AIS policies:

- Child Safeguarding and Protection Policy
- **Health and Mental Wellbeing Policy**
- **School Clinic Policy**
- **Student Behaviour Policy**
- **Anti-Bullying Policy**
- **Laboratory Safety Policy**
- **Swimming Pool Safety Policy**
- **Physical Education Safety Policy**
- **Design Technology Room Safety Policy**
- **Acceptable Internet Usage Policy**
- **BYOD Policy**
- **Cyber Safety Policy**
- **Social Media Policy**
- **Data Protection Policy**
- **Student Welfare Policy**
- **Inclusive Education Policy**
- **Safer Recruitment Policy**
- **Staff Code of Conduct Policy**
- **Complaint Policy**
- **Zero Tolerance to Corporal Punishment Policy**
- **Fire Safety and Evacuation Plan**
- **Emergency Response Plan**

- Lanyard and Access Control Policy
- Allergy Policy
- Administration of Medicines Policy
- Educational Visits Policy
- Transport Safety Policy

34. POLICY REVIEW

- This policy is reviewed annually by the Principal, MSO and H&S Officer, with input from the H&S Committee.
- **This policy will also be reviewed in the event of: a significant incident; changes in UAE law or KHDA/DHA/DCD/MOE regulations; significant changes to the school's physical environment or activities; or a KHDA/DSIB inspection outcome requiring policy revision.**
- All amendments are documented in the Policy Version Control Log.
- Approved revisions are communicated to all staff within 10 working days of approval.
- All previous versions are archived for a minimum of 7 years.

POLICY SIGN-OFF REGISTER

This Health, Safety and Wellbeing Policy has been reviewed, approved and endorsed by the following authorised signatories:

Designation	Full Name	Signature	Date	Remarks
Executive Principal	Dr. Jinto Sebastian			
Manager School Operations - Secondary	Mr. Allan Derick Okedi			
Manager School Operations - Primary	Mr. Jithu Vanaja Narayanan			
Health & Safety Officer	Ms. Summiya Zia			
Group Head of Operations	Mr. Rahul Nair			
Board Representative				On behalf of LEAMS Education Group

Document Control

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