Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Introduction

International Community School (ICS) is dedicated to ensuring a safe and healthy environment for all students, staff, contractors, and visitors. This policy outlines the comprehensive health and safety measures in place at ICS, ensuring compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations, the Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF), and other relevant legal requirements. The policy details the roles and responsibilities of various stakeholders, specific procedures for handling different health and safety concerns, and the systems for monitoring and improving safety standards within the school.

Purpose

The purpose of this policy is to:

- Ensure that all health and safety practices at ICS comply with ADEK, OSHAD-SF, and other relevant regulatory standards.
- Safeguard the health, safety, and wellbeing of all students, staff, contractors, visitors, and other stakeholders.
- Provide clear roles and responsibilities for all members of the ICS community concerning health and safety.
- Establish and maintain procedures to prevent injuries, manage risks, respond effectively to emergencies, and comply with reporting requirements.
- Promote a culture of responsibility, awareness, and accountability for health and safety within the school environment.

Definitions

Additional Learning Needs
Refers to individual requirements for additional support, modifications, or accommodations within the school setting on a permanent or temporary basis, such as for students of determination or those with special educational needs.

Anaphylaxis
A severe and potentially life-threatening allergic reaction that requires immediate medical attention.

Basic Health Screening
Annual health check-ups conducted by the school nurse, including medical history reviews, body mass index measurements, and vision tests.

Comprehensive Health Screening
A detailed health assessment for students in Grades 1, 5, and 9, including medical check-ups, hearing screenings, oral health exams, and blood tests.

Emergency Plan
A systematic set of instructions and procedures detailing actions to be taken before, during, and after an emergency situation.

Health and Safety Committee
A group of appointed staff members responsible for overseeing and coordinating health and safety matters within the school.

Individual Healthcare Plan
A document detailing a student's medical needs and the plan to manage those needs, developed by the school nurse.

Occupational Stress
Work-related stress that impacts the mental or physical health of staff, potentially affecting their ability to perform their duties effectively.

Visitor
Any temporary visitor to the school premises, including parents, contractors, or other individuals interacting with students or staff.

Roles and Responsibilities

Governing Board
The Governing Board has the ultimate responsibility for health and safety matters at ICS. Their responsibilities include:

- **Policy Approval and Oversight**: Approving the Health and Safety Policy and ensuring its implementation.
- **Compliance Monitoring**: Ensuring that the school complies with all applicable health and safety laws, ADEK regulations, and OSHAD-SF requirements.
- **Strategic Direction**: Setting the strategic direction for health and safety within the school and ensuring that adequate resources are allocated for health and safety initiatives.
- **Review and Evaluation**: Regularly reviewing health and safety performance reports and conducting evaluations to ensure continuous improvement.

Principal
The Principal holds overall responsibility for managing health and safety at ICS. The Principal's duties include:

- **Policy Implementation**: Implementing the Health and Safety Policy across the school.
- **Staff Training and Awareness**: Ensuring that all staff, students, and visitors are aware of and comply with health and safety procedures.
- **Reporting to the Governing Board**: Providing regular updates on health and safety matters to the Governing Board.
- **Emergency Management**: Overseeing the preparation and execution of emergency drills, including fire and lockdown drills, and ensuring that emergency procedures are up-to-date and effective.
- **Delegation**: Assigning health and safety responsibilities to relevant staff members, particularly in their absence.

Health and Safety Officer
The Health and Safety Officer is a full-time role dedicated to overseeing health and safety systems at ICS. This role includes:

- **Risk Assessments**: Conducting and reviewing risk assessments for all school activities, including off-site visits and high-risk activities like science experiments and physical education.
- **Inspection and Audits**: Leading regular health and safety inspections and audits of the school premises, including classrooms, laboratories, sports facilities, and outdoor areas.
- **Incident Investigation**: Investigating all health and safety incidents, accidents, and near-misses, and recommending corrective actions.
- **Compliance**: Ensuring that the school adheres to the OSHAD-SF and other relevant regulatory frameworks, including maintaining up-to-date documentation and records.

- **Training Coordination**: Organizing and overseeing health and safety training for all staff, ensuring that they are informed about their responsibilities and best practices.
- **Emergency Response**: Coordinating emergency response efforts, including developing and testing emergency plans and procedures.

Health and Safety Committee
The Health and Safety Committee is a group of staff members appointed by the Principal to coordinate and oversee health and safety matters at ICS. Their responsibilities include:

- **Regular Meetings**: The Committee meets monthly to discuss health and safety issues, review incidents, and plan preventive measures. Meeting minutes are documented and made available to the Governing Board and relevant staff.
- **Policy Review**: Regularly reviewing and updating the Health and Safety Policy to reflect changes in regulations, school operations, or identified risks.
- **Incident Review**: Reviewing all health and safety incidents reported during the month, identifying trends, and making recommendations for improvements.
- **Record Keeping**: Maintaining comprehensive records of all health and safety activities, including risk assessments, training logs, and incident reports.
- **Reporting**: Providing regular health and safety reports to the Principal and the Governing Board, including updates on compliance and recommendations for action.

Teachers and Staff
All ICS staff members have a responsibility to:

- **Health and Safety Compliance**: Follow all health and safety instructions, guidelines, and procedures relevant to their roles.
- **Risk Identification**: Identify and report potential hazards or risks to the Health and Safety Officer immediately.
- **Supervision of Students**: Ensure the safety of students during all school activities, including classroom activities, off-site visits, and ECAs.
- **Emergency Preparedness**: Participate in emergency drills and be familiar with emergency procedures.
- **Incident Reporting**: Report any accidents, injuries, or near-misses to the Health and Safety Officer immediately.

Students and Parents
Students and parents play a crucial role in maintaining health and safety at ICS:

- **Adherence to Guidelines**: Students are expected to follow the school's health and safety rules, including those related to behavior, hygiene, and emergency procedures.
- **Communication**: Parents must inform the school of any health conditions or safety concerns affecting their child and ensure that the school has up-to-date contact information.
- **Participation in Health Programs**: Parents are expected to support the school's health programs, including immunization, health screenings, and providing necessary medical information.

Contractors
Contractors working on ICS premises must comply with the school's health and safety policies and:

- **Risk Assessments**: Provide detailed risk assessments for any work conducted on-site, particularly if it involves hazardous materials or poses a risk to students or staff.
- **Compliance with Regulations**: Adhere to all relevant health and safety regulations, including OSHAD-SF requirements, and ensure their workers are trained in safe practices.
- **Coordination with School Staff**: Work closely with the Health and Safety Officer to minimize risks during their time on-site and ensure that all safety protocols are followed.

Health and Safety Procedures

Fire Safety
ICS is equipped with an integrated fire protection system that includes:

- **Fire Alarms and Extinguishers**: Regularly inspected and maintained according to Civil Defence Authority (CDA) regulations.
- **Evacuation Plans**: Clearly marked and posted in all classrooms and common areas, with designated evacuation routes and assembly points.
- **Fire Drills**: Conducted at least once per term to ensure that all staff and students are familiar with evacuation procedures. Special provisions are made for the safe evacuation of individuals with disabilities.
- **Fire Wardens**: Designated staff members trained to assist with evacuations and ensure that all areas are clear during drills and actual emergencies.

Control of Substances Hazardous to Health (COSHH)
ICS manages hazardous substances by:

- **COSHH Assessments**: Conducting assessments for all hazardous substances used within the school, particularly in science laboratories and maintenance areas.
- **Storage and Labeling**: Ensuring that all hazardous substances are stored securely and labeled according to safety regulations.
- **PPE Provision**: Providing appropriate personal protective equipment (PPE) to staff and students handling hazardous materials.
- **Safety Data Sheets (SDS)**: Maintaining up-to-date SDS for all hazardous substances on-site, accessible to all relevant staff.

Lone Working
Lone working refers to situations where staff work alone or outside regular school hours. ICS addresses lone working by:

- **Risk Assessment**: Conducting specific risk assessments for lone working scenarios, particularly for staff involved in maintenance, security, or late-night duties.
- **Communication Protocols**: Implementing communication procedures to ensure that lone workers can contact others in an emergency, including providing mobile phones or radios.
- **Monitoring and Supervision**: Ensuring that lone workers are monitored, either through regular check-ins or security cameras.

Working at Height
Working at height involves tasks such as maintenance or installations that require staff to work above ground level. ICS manages these risks by:

- **Equipment and Training**: Providing safe access equipment, such as ladders and scaffolding, and ensuring that staff are trained in their proper use.
- **Risk Assessment**: Conducting risk assessments for all tasks that involve working at height, ensuring that appropriate measures are in place to prevent falls or injuries.
- **Supervision**: Ensuring that working at height activities are supervised by trained personnel and that safety harnesses and other protective equipment are used as necessary.

Off-Site Visits
Off-site visits, including field trips and educational excursions, are integral to the ICS educational experience. ICS ensures the safety of these activities by:

- **Risk Assessments**: Conducting thorough risk assessments for all off-site activities, including travel, accommodation, and the activities themselves.
- **Parental Consent**: Obtaining written consent from parents for all off-site visits, providing them with detailed information about the trip.
- **Supervision Ratios**: Ensuring appropriate staff-to-student ratios for off-site activities, with additional staff for high-risk activities or students with additional needs.
- **Emergency Planning**: Developing specific emergency plans for off-site visits, including communication protocols and contingency arrangements.

Violence at Work
ICS is committed to preventing violence and aggression in the workplace. The school's approach includes:

- **Zero Tolerance Policy**: Implementing a zero-tolerance policy toward violence or aggression directed at staff, students, or visitors.
- **Reporting and Support**: Encouraging staff to report any incidents of violence or threats, providing support through counseling services and legal assistance if necessary.
- **Security Measures**: Enhancing security measures, such as installing CCTV and employing security personnel, to deter and respond to violent incidents.

Smoking and Vaping
ICS maintains a smoke-free environment in compliance with UAE laws. The school's policy on smoking and vaping includes:

- **No Smoking/Vaping Areas**: Designating the entire school campus as a no-smoking and no-vaping area, including outdoor spaces.
- **Signage**: Posting clear signs to indicate that smoking and vaping are prohibited on school premises.
- **Enforcement**: Strictly enforcing the smoking and vaping ban, with disciplinary actions for staff or students who violate the policy.

Infection Prevention and Control
To prevent the spread of infectious diseases, ICS implements the following measures:

- **Hygiene Practices**: Promoting regular handwashing, the use of hand sanitizers, and respiratory hygiene among students and staff.
- **Cleaning Protocols**: Implementing enhanced cleaning protocols for classrooms, restrooms, and common areas, particularly during outbreaks of infectious diseases.
- **Isolation Procedures**: Isolating students or staff who show symptoms of contagious illnesses and advising them to seek medical attention before returning to school.
- **Vaccination Programs**: Coordinating with the DoH to facilitate vaccination programs for students, with parental consent.

New and Expectant Mothers
ICS is committed to supporting the health and safety of new and expectant mothers by:

- **Risk Assessments**: Conducting specific risk assessments for new and expectant mothers, identifying any tasks or environments that may pose a risk to their health.
- **Work Adjustments**: Making reasonable adjustments to the work environment or duties to reduce risks, such as modifying tasks or providing additional breaks.
- **Confidential Support**: Offering confidential support and advice to new and expectant mothers, ensuring they have access to the necessary health services.

Occupational Stress
ICS recognizes the importance of managing occupational stress to maintain staff wellbeing. The school's approach includes:

- **Stress Risk Assessments**: Conducting risk assessments to identify sources of occupational stress, such as workload, work-life balance, and interpersonal relationships.
- **Support Systems**: Providing access to counseling services, mental health resources, and stress management training for staff.
- **Work Environment**: Promoting a positive work environment by fostering open communication, providing adequate resources, and encouraging work-life balance.

Reporting to ADEK OSH

ICS is required to report all significant health and safety incidents to ADEK's Occupational Safety and Health (OSH) division. The process includes:

- **Immediate Reporting**: Reporting serious incidents, such as accidents resulting in injury or significant near-misses, to ADEK within 24 hours.
- **Incident Documentation**: Maintaining detailed records of all incidents, including investigations, corrective actions, and communications with ADEK.
- **Compliance Audits**: Participating in regular OSH compliance audits conducted by ADEK, ensuring that all health and safety practices meet regulatory standards.

Compliance and Legal Accountability

This policy is effective from the Academic Year 2024/25, with full compliance required by AY 2025/26. ICS acknowledges that failure to comply with this policy may result in legal accountability and penalties as stipulated by ADEK regulations. The school ensures that all staff, students, and parents are informed of this policy and that it is implemented consistently.

Linked Policies

This Health and Safety Policy is interconnected with several other ICS and ADEK policies, including:

- Safeguarding Policy
- Emergency Response Policy
- Infection Control Policy
- Risk Management Policy
- Student Protection Policy
- Occupational Safety and Health Policy
- Mental Health and Wellbeing Policy