



1. INTRODUCTION

Emirates Future International Academy (EFIA) is committed to providing a safe, secure, and healthy environment for all students, staff, visitors, and stakeholders. This commitment aligns with the requirements of the ADEK Health and Safety Policy Version 1.1.

This policy establishes a comprehensive framework of procedures, responsibilities, and standards designed to effectively identify, manage, and mitigate health and safety risks across all school facilities and operations.

2. SCOPE

This policy applies to:

- All 2,040 students enrolled at EFIA
- All 183 teaching and non-teaching staff members
- All visitors, contractors, and third-party service providers
- All school premises, including:
 - 6 Blocks (A, B, C, D, E, and F)
 - 7 Entry and Exit gates
 - Classrooms, Laboratories, and Offices
 - Playgrounds and Sports facilities
 - Transportation Facilities

3. OBJECTIVES

The key objectives of this policy are to:

- Protect the health, safety, and wellbeing of students, staff, and visitors
- Ensure full compliance with ADEK regulations and UAE laws
- Promote a proactive culture of safety, prevention, and accountability
- Identify hazards and implement effective risk control measures
- Establish clear and effective emergency preparedness and response procedures.

4. HEALTH AND SAFETY POLICY

EFIA prioritizes health and safety as a core element of its daily operations and educational environment. All staff members are required to comply with this policy and relevant legal requirements within the Emirate.

Any health and safety concern, hazard, or incident must be reported immediately to the Principal or designated authority





4.1 Compliance

The school will comply with all policies, procedures, and directives issued by ADEK and other relevant governmental authorities regarding health, safety, and environmental standards.

4.2 License and Permits

The school will obtain and maintain all required licenses and approvals from relevant authorities, including municipal and health departments. All inspection and compliance records will be properly documented and retained.

4.3 Fire Safety

EFIA is equipped with integrated fire detection and protection systems, including alarms, extinguishers, and water-based systems. These are regularly inspected and maintained in accordance with Civil Defense requirements.

4.4 Security Systems

The school maintains comprehensive security systems, including CCTV surveillance, controlled access points, and monitoring systems, to ensure the safety of all individuals on campus.

4.5 Health Services

A fully equipped school clinic operates during school hours and is staffed by qualified and licensed medical nurses. The clinic provides routine, preventive, and emergency medical care in compliance with the requirements of the relevant health authorities.

5. ROLES AND RESPONSIBILITIES

5.1 School Principal

The Principal holds overall responsibility for health and safety within the school and shall:

- Ensure the effective implementation and enforcement of the Health and Safety Policy.
- Appoint a qualified Health and Safety Officer (HSO) to manage day-to-day safety operations.
- Regularly review, update, and communicate the Health and Safety Policy to all staff, students, and stakeholders.
- Ensure safe working practices, appropriate risk control measures, and compliance with ADEK and relevant regulations.



- Oversee regular risk assessments and ensure timely implementation of corrective and preventive actions.
- Ensure adequate first aid provision, including trained personnel, supplies, and facilities.
- Promote a culture of safety, accountability, and proactive risk management across the school.
- Monitor the effectiveness of health and safety programs and initiatives, adjusting strategies as needed.
- Encourage reporting of hazards, incidents, and near misses, ensuring appropriate follow-up and learning.
- Support training, awareness campaigns, and drills to ensure readiness for emergencies.

This establishes the Principal as the ultimate authority for health and safety, ensuring a safe and compliant school environment.

5.2 Vice Principal

The Vice Principal supports the Principal in maintaining a safe and healthy school environment and shall:

- Assist the Principal in implementing and enforcing the Health and Safety Policy.
- Act as the Principal's delegate in health and safety matters during their absence.
- Oversee student behavior and ensure adherence to safety rules and procedures.
- Coordinate emergency preparedness activities, including drills, evacuations, and lockdowns.
- Assist in conducting risk assessments and ensure corrective actions are implemented promptly.
- Monitor and maintain compliance with regulatory requirements and school safety standards.
- Support staff training, inductions, and awareness programs on health and safety.
- Review incident reports, near misses, and accidents, and contribute to follow-up actions.
- Promote a positive safety culture among students, staff, and visitors.

5.3 Health and Safety Officer (HSO)

The HSO is responsible for managing and monitoring health and safety practices and shall:

- Implement, enforce, and regularly review the Health and Safety Policy to ensure it meets current standards.
- Ensure compliance with ADEK regulations and other relevant local and national health and safety requirements.
- Remain on-site during school hours, with a designated deputy assigned in their absence.
- Conduct regular hazard identification, risk assessments, and safety inspections across all school areas.
- Implement appropriate control measures in critical areas, including school transportation, traffic management, playgrounds, laboratories, and sports facilities.



- Maintain accurate and up-to-date records of incidents, accidents, and near misses.
- Report all incidents through official reporting systems, such as Al Adaa and ADEK platforms, and follow up on corrective actions.
- Develop, review, and update emergency response and evacuation plans, ensuring readiness for all potential scenarios.
- Coordinate and deliver training programs, staff inductions, and safety drills for students and employees.
- Liaise with safeguarding teams to ensure student protection and address any health or safety concerns promptly.
- Monitor compliance with personal protective equipment (PPE) usage, safe work practices, and safety protocols.
- Promote a culture of safety awareness and continuous improvement among staff, students, and visitors.

This ensures the HSO plays a central role in maintaining a safe, compliant, and proactive school environment.

5.4 Teachers and Staff

All staff members share responsibility for maintaining a safe environment and shall:

- Follow all health and safety procedures and policies
- Maintain safe and clean classrooms and workspaces
- Report hazards, incidents, and near misses immediately
- Ensure fire exits remain accessible and unobstructed
- Use equipment and materials safely and appropriately
- Participate in safety training and emergency drills
- Supervise students effectively to prevent accidents
- Use appropriate personal protective equipment (PPE) where required
- Promote safety awareness among students
- Maintain discipline to ensure student safety

5.5 Students

Students are expected to:

- Follow all school safety rules, guidelines, and instructions issued by staff and authorities.
- Behave responsibly to ensure their own safety and the safety of others.
- Report unsafe conditions, hazards, or incidents to staff members immediately.
- Participate actively in school safety drills and emergency exercises.
- Use school equipment, facilities, and resources responsibly and safely.
- Avoid bringing prohibited or hazardous items to school.
- Respect signage, barriers, and instructions related to safety zones or restricted areas.
- Support peers by promoting a safe and respectful school environment.
- Cooperate with health and safety personnel during inspections or investigations.



- Understand basic first aid and emergency procedures relevant to their age and capabilities.

This ensures students are active participants in maintaining a safe and healthy school environment

5.6 Maintenance and Security Staff

Maintenance and security personnel shall:

- Ensure all gates, access points, and perimeter fencing are secure at all times.
- Maintain the safety, functionality, and cleanliness of school infrastructure across all buildings and facilities.
- Conduct routine inspections of classrooms, laboratories, playgrounds, and common areas to identify hazards or maintenance needs.
- Report safety issues, hazards, or potential risks promptly to the relevant authorities for corrective action.
- Support traffic management during school arrivals, departures, and special events.
- Assist in the implementation of emergency procedures, including evacuations, lockdowns, and fire drills.
- Monitor and maintain safety equipment such as fire extinguishers, alarms, and first aid stations.
- Ensure proper lighting, signage, and clear pathways throughout the school premises.
- Respond promptly to emergencies, accidents, or incidents and provide assistance until qualified personnel arrive.
- Participate in health and safety training programs to stay updated on safety protocols and emergency procedures.

These measures ensure that maintenance and security staff play a critical role in safeguarding students, staff, and school property.

6. HEALTH AND SAFETY PROCEDURES

6.1 Access and Security

- Controlled entry and exit through designated school gates to ensure the safety of students, staff, and visitors.
- CCTV surveillance installed across the campus to monitor activities and enhance security.
- All visitors, guests, contractors, and other authorized individuals must be issued a visitor badge, which serves as temporary identification while on campus.
- Visitor registration and identification procedures are followed to track and authorize all external visitors.
- Security personnel are present during school operational hours to manage access, monitor premises, and respond to incidents.
- Regular inspections of gates, fences, and perimeter security systems are conducted to ensure integrity.
- Any suspicious activity or security breach is reported immediately, with prompt response



measures taken.

- Coordination with local authorities and emergency services is maintained when necessary.

6.2 Risk Assessment

- Conduct annual risk assessments for all school facilities to identify potential hazards and implement preventive measures.
- Perform activity-specific risk assessments for laboratories, sports activities, transport services, and other high-risk areas.
- Regularly review and update risk control measures to ensure their effectiveness and compliance with safety standards.
- Maintain detailed records of all risk assessments, findings, and corrective actions taken.
- Involve staff and relevant stakeholders in the risk assessment process to ensure comprehensive coverage.
- Monitor emerging risks and adjust safety protocols proactively to prevent accidents or incidents.
- Ensure communication of identified risks and safety measures to all staff, students, and relevant personnel.

6.3 Emergency Preparedness

- A comprehensive Emergency Response Plan (ERP) is in place to manage all potential emergencies effectively.
- Evacuation procedures are clearly displayed in all classrooms, laboratories, offices, and common areas.
- Termly fire drills and annual lockdown drills are conducted to ensure staff and students are familiar with emergency procedures.
- Emergency communication systems are established to notify parents, staff, and relevant authorities promptly.
- Emergency exits are clearly marked, unobstructed, and regularly maintained for safe egress.
- Fire safety equipment, including extinguishers, alarms, and sprinklers, is inspected and serviced regularly to ensure functionality.
- Designated assembly points are established and communicated to all students and staff.
- Staff and students receive training on emergency procedures, including first aid, evacuation, and lockdown protocols.
- Post-incident reviews are conducted after drills or real emergencies to identify improvements and update plans as needed.

6.4 First Aid Procedures

- First aid is provided by qualified and licensed medical personnel in the school clinic and designated areas.
- Immediate response is ensured for serious injuries or medical emergencies.
- School leadership and parents/guardians are promptly notified in case of significant



incidents.

- All first aid interventions, incidents, and observations are properly documented and recorded.
- First aid equipment and supplies are available in key areas, including classrooms, laboratories, sports facilities, and transport vehicles.
- Non-critical cases are monitored and observed according to established protocols until further care is needed.
- Isolation facilities are available for students or staff showing signs of infectious or contagious conditions.
- Trained first aiders are assigned to each school block to provide timely assistance.
- Regular audits and checks are conducted to ensure first aid supplies are complete and up-to-date.
- Staff and students are periodically trained and refreshed on basic first aid procedures and emergency response protocols

6.5 Hygiene and Sanitation

- All classrooms, laboratories, offices, playgrounds, and common areas are routinely cleaned, disinfected, and maintained to ensure a hygienic environment.
- Handwashing facilities and hand sanitizing stations are available throughout the school, including entrances, classrooms, and dining areas.
- Cleanliness and sanitation practices are regularly monitored to maintain high hygiene standards.
- Proper waste management procedures, including the disposal of general and hazardous waste, are consistently implemented.
- Staff and students are encouraged and trained to practice personal hygiene, including regular handwashing, respiratory etiquette, and proper use of facilities.
- Periodic audits and inspections are conducted to identify and address any hygiene or sanitation concerns promptly.
- Immediate corrective measures are implemented in response to any identified hygiene-related issues or incidents.

6.6 Facilities Management

- Routine cleaning, disinfection, and maintenance of all school facilities.
- Regular inspections to identify and address maintenance or safety issues.
- Monitoring of essential infrastructure and safety equipment.
- Records maintained for maintenance and corrective actions.
- Promote proper use and care of school facilities by staff and students.

6.7 Lone Workers

When working alone in the school, staff members must follow the school's procedures and maintain communication to ensure their safety and accountability.



7. BUILDING AND PHYSICAL ENVIRONMENT

7.1 Classroom Safety

- Continuous supervision of students to prevent accidents and ensure safe behavior.
- Safe storage, handling, and use of classroom equipment and materials.
- Maintenance of a clean, hygienic, and organized learning environment.
- Immediate cleaning of spills or hazards to prevent slips and injuries.
- Integration of safety awareness and practices into daily teaching and classroom activities.
- Regular checks of furniture, electrical outlets, and classroom resources for safety compliance.
- Encourage students to report hazards or unsafe conditions promptly.

7.2 Science Laboratories

- Access to laboratories is strictly supervised by qualified staff.
- Chemicals and hazardous materials are securely stored and labeled according to safety standards.
- Students and staff must use appropriate personal protective equipment (PPE) such as gloves, goggles, and lab coats.
- Safety instructions and protocols are clearly displayed and followed at all times.
- Emergency equipment, including eyewash stations and fire extinguishers, is readily available and maintained.
- Regular safety inspections and risk assessments are conducted to identify and mitigate hazards.
- Students are trained in proper handling, disposal, and emergency procedures for laboratory activities.

7.3 Hazardous Substances

- Hazardous materials and chemicals are safely stored in locked, clearly labeled cabinets.
- Cleaning materials and other potentially dangerous products are securely stored away from students.
- Safety Data Sheets (SDS) for all hazardous substances are accessible to staff.
- Regular inspections are conducted to ensure compliance with storage and safety procedures.
- Spill response procedures and emergency protocols are in place and communicated to relevant staff.

7.4 Equipment Safety

- All school equipment is regularly inspected, maintained, and serviced to ensure safe operation.
- Faulty or damaged equipment is reported immediately and repaired or replaced promptly.
- Staff and students are trained in the proper use of equipment.



- Safety instructions and warning signs are clearly displayed on relevant equipment.
- Records of maintenance, inspections, and repairs are maintained for accountability.

7.5 Building and Playground Safety

- All buildings and playgrounds are constructed and maintained using safety-certified materials.
- CCTV surveillance monitors the premises to enhance security and safety.
- Playground equipment is regularly inspected, maintained, and repaired as needed.
- Pest control measures are implemented to maintain a safe and hygienic environment.
- Walkways, stairs, and common areas are kept free from hazards and properly maintained.
- Safety signage is displayed in high-risk areas, and students are supervised during playtime.

7.6 Electrical Safety

- All electrical equipment is regularly tested, inspected, and maintained to ensure safe operation.
- Cables, extension leads, and electrical outlets are properly managed to prevent tripping hazards or overloading.
- Unauthorized electrical devices are strictly prohibited from use on campus.
- Safety signs and instructions are displayed near high-risk areas and equipment.
- Immediate action is taken to repair or disconnect faulty electrical equipment.

7.7 Extreme Weather and Sun Safety

- Monitor weather conditions continuously to guide decisions for outdoor or shaded indoor activities.
- Encourage students and staff to stay hydrated and use protective measures, such as sunscreen, hats, and appropriate clothing.
- Limit outdoor exposure during extreme heat, cold, or severe weather conditions.
- Adjust schedules and activities as needed to ensure safety during adverse weather.
- Educate students and staff on recognizing signs of heat stress, sunburn, or cold-related illnesses.

7.8 Traffic Management

- Traffic flow during pick-up and drop-off is controlled to ensure safety within the school premises.
- Security personnel are responsible for managing the safe movement of vehicles and act as traffic marshals during morning peak hours (07:00 AM to 08:00 AM, Monday to Friday).
- Road crossing guards supervise designated school crossing points, assist students in safely crossing the road, and temporarily stop traffic when required.
- Crossing guards support students in traveling safely to and from school.
- Gate supervisors monitor designated entry and exit gates and ensure the safe movement of students during arrival and dismissal times.
- Gate supervisors also help manage congestion at school gates during peak hours.



- The School Traffic Management Plan is maintained and regularly updated to ensure effective traffic control and safe student pick-up and drop-off.

7.9 Transportation Safety

- All school transport vehicles are equipped with seatbelts, CCTV, GPS tracking, fire extinguishers, and first aid kits.
- Transportation is supervised by trained and qualified personnel to ensure student safety.
- Regular safety inspections and maintenance checks are conducted on all vehicles.
- Drivers and supervisors are trained in emergency procedures and safe driving practices.
- Students are educated on safe behavior while boarding, traveling, and exiting school vehicles.
- Incidents or hazards related to transport are promptly reported and addressed.
- Regular evacuation drills are conducted to ensure readiness in emergencies.
- Transportation policies are maintained, reviewed, and updated regularly.

7.10 External Providers and Contractors

- All external providers and contractors must comply with the school's Health and Safety policies.
- Safe working practices must be followed at all times on school premises.
- Appropriate personal protective equipment (PPE), tools, and safety signage must be used during work.
- Work schedules and access to school areas should be coordinated with school administration to minimize risk.
- Contractors must report any incidents, hazards, or unsafe conditions immediately to school authorities.
- Security personnel shall inform the HSO to provide safety briefings or inductions to all contractors.
- Regular monitoring and inspections are conducted to ensure compliance with safety requirements.
- High-risk activities must be assessed, and control measures implemented before work begins.

8. TRAINING AND AWARENESS

- Induction programs are conducted for new staff and students to familiarize them with school safety protocols.
- Ongoing safety awareness campaigns are implemented to reinforce safe practices and promote a culture of safety across the school.
- Specialized training is provided for staff involved in high-risk activities or emergency response roles.
- Records of all training sessions, attendance, and competency assessments are maintained for accountability.



- Safety reminders, posters, and communications are regularly shared with staff and students to reinforce awareness. Ongoing safety awareness campaigns

9. REPORTING AND MONITORING

- All incidents, accidents, and near misses shall be recorded using standard reporting procedures.
- Incidents shall be reported promptly to the designated authority and investigated to identify root causes and corrective actions.
- Health and Safety Committee meetings shall be conducted on a termly basis to review performance, incidents, and compliance status.
- Minutes of meetings shall be documented, and action items shall be tracked to closure.
- Regular monitoring of health and safety practices shall be carried out through inspections and observations.
- Annual internal audits and compliance reviews shall be conducted to ensure alignment with regulatory requirements and school policies.
- Corrective and preventive actions shall be implemented and monitored for effectiveness.
- Records and documentation shall be maintained properly for audit and reference purposes.
- Continuous improvement initiatives shall be undertaken based on findings, feedback, and best practices.

10. SMOKE FREE CAMPUS

EFIA maintains a smoke-free environment within the school premises and the surrounding perimeter, as defined by ADPHC/DoH, by enforcing a strict no-smoking policy (including e-cigarettes and vaping) for all students, staff, and visitors.

11. WEIGHT LIMITS OF SCHOOL BAGS

A student's school bag shall not exceed 5–10% of their body weight when packed, taking into account individual factors such as overall health, physical strength, and any pre-existing medical conditions. This measure helps prevent adverse effects on the student's spine and overall posture. EFIA ensures compliance with the maximum weight limits for school bags, as outlined in the ADEK School Health and Safety Policy, and communicates these guidelines to parents.



Maximum Backpack Weight Limit per Grade

| Grade / Year | Maximum 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 |
| Gr 4 / Year 5 | |
| Gr 5 / Year 6 | |
| Gr 6 / Year 7 | Not exceed 6 to 8 kgs |
| Gr 7 / Year 8 | |
| Gr 8 / Year 9 | |
| Gr 9 / Year 10 | Not exceed 10 kgs |
| Gr 10 / Year 11 | |
| Gr 11 / Year 12 | |
| Gr 12 / Year 13 | |

12. STAFF WELFARE AND STRESS

- Staff are encouraged to maintain their physical, mental, and emotional wellbeing.
- Any stress-related concerns should be reported confidentially to the designated authority or supervisor.
- Staff are encouraged to report concerns regarding the wellbeing of colleagues to ensure timely support and intervention.
- Access to counseling, support programs, and wellness initiatives shall be provided where appropriate.
- Regular awareness sessions on stress management, work-life balance, and mental health shall be conducted.
- The Senior Leadership Team (SLT) shall foster a supportive work environment and monitor workloads to minimize stress risks.
- Continuous evaluation of staff welfare programs shall be conducted to ensure effectiveness and responsiveness to staff needs.




13. POLICY REVIEW & APPROVAL

This policy shall be reviewed every **two (2) years** or earlier if required due to:

- Changes in school operations,
- Updates to ADEK policies or regulatory requirements, or
- Lessons learned from incidents, audits, or inspections.

All revisions shall be documented and approved by the school management.

| | |
|-------------------------------|--------------------|
| Date Of Implementation | 20 Mar 2026 |
| Next Review Date | 31 Mar 2028 |

| | Name | Signature | Date |
|------------------------------------|------------------------------------|--|--------------------|
| Reviewed & Approved By: | Mr. Saji Oommen (Principal) |  | 20 Mar 2026 |

