



المدرسة الهندية العالمية الخاصة INTERNATIONAL INDIAN SCHOOL

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HEALTH & SAFETY POLICY-AY 2026-2027

Ratified	2024
Amended	April 2026
Next Review Date	March 2027
Policy Type	School
Reference	UAE regulations and CBSE guidelines
Related Policies	Child Protection Policy, School Emergency Management Policy
Review Frequency	Annually
Committee Responsible	Health & Safety Committee
Chair Signature	 PRINCIPAL Ms. Qurat Ul Ain

School Mission and Vision

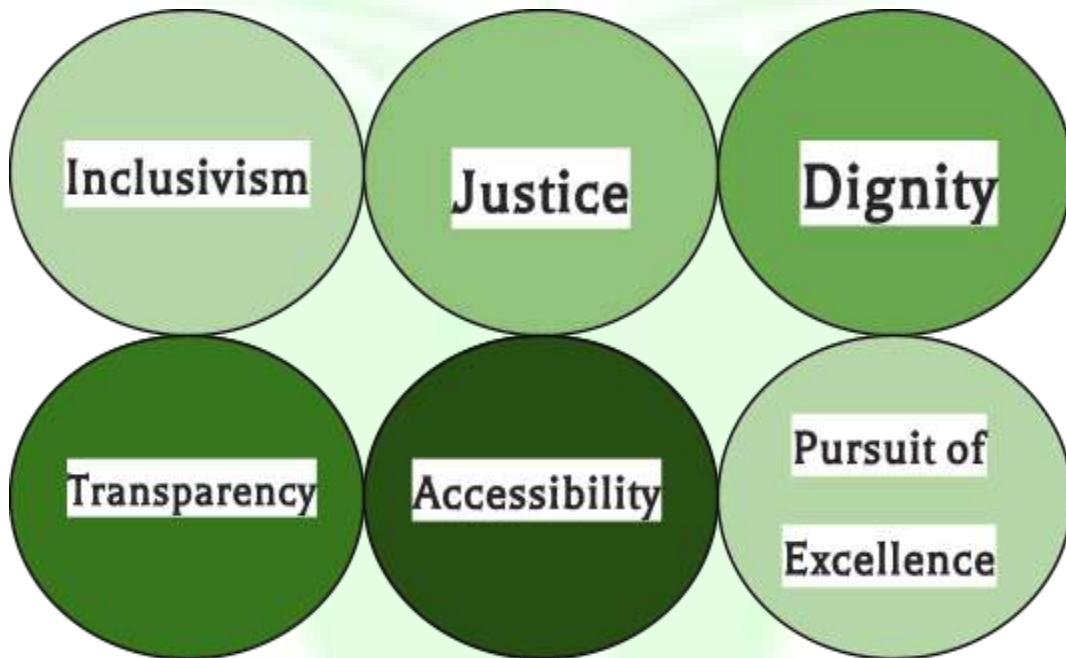
Our Vision

The school envisages learning as a communitarian process of imbibing education from the natural, academic, social and technological ecosystems created around the institution of school.

Our Mission

We strive to provide a new model of education for the expatriate children in the UAE in a culturally inclusive, technologically effective and ecologically sensitive way in a cosmopolitan environment.

CORE VALUES



Purpose

The purpose of this Health and Safety Policy is to provide a safe and healthy environment for students, staff, and visitors at International Indian School Ajman. This policy aims to prevent accidents and injuries, promote well-being, and ensure compliance with UAE regulations and CBSE guidelines.

Scope

This policy applies to all students, staff, visitors, and contractors on the school premises and during school-related activities.

Objectives

1. To ensure the health and safety of all individuals within the school environment.
2. To prevent accidents and manage emergencies effectively.
3. To comply with UAE laws and CBSE regulations related to health and safety.
4. To promote a culture of safety and awareness among students and staff.

Health and Safety Management

1. Health and Safety Officer

- **Role:** Appoint a Health and Safety Officer responsible for overseeing and implementing health and safety measures. Mr. ALPHIN JOBY, AO is the health and safety officer of the academic year 2026-27.
- **Responsibilities:** Ensure compliance with health and safety regulations, conduct regular inspections, and manage incident reports.

Responsibility of School Administrative Officer

- ❑ The provision and maintenance of a safe and healthy working environment and adequate welfare facilities. This includes the health and hygienic aspects of the whole premises.
- ❑ To ensure that the school has adequate resources for health and safety programs, practices, and equipment.
- ❑ Arrangements for ensuring safety in connection with the use, handling, storage, transportation and disposal of articles and substances.
- ❑ Health and safety aspects of the school transportation services ie. Provision for necessary instruction, training and supervision to ensure the health and safety of our students and staff.
- ❑ Ensuring that workplaces, including laboratories, and equipment are safe and well maintained.

- Ensuring that staff & students in the school have been provided with appropriate safety training and information.

2. Emergency Procedures

- **Fire Safety:** Implement fire drills and ensure that fire alarms, extinguishers, and evacuation routes are in place and regularly tested.
- **First Aid:** Maintain a first aid kit in accessible locations, train staff in first aid procedures, and ensure that first aid trained personnel are available during school hours.
- **Emergency Contacts:** Maintain a list of emergency contacts, including local emergency services, and ensure that all staff are aware of emergency procedures.

The school maintains a comprehensive School Emergency Management Plan, which forms an integral part of this Health and Safety Policy. The detailed procedures for emergency response, including evacuation, lockdown, and shelter-in-place protocols, are outlined in **School Emergency Management Plan**.

The school is committed to ensuring the safety of all students, staff, and visitors through a structured Emergency Management System. This includes preparedness, response, and recovery procedures for emergencies such as fire, lockdown, evacuation, and shelter-in-place situations.

The school implements:

- A School Emergency Management Plan
- Clearly defined roles and responsibilities during emergencies
- Regular emergency drills (fire, lockdown, evacuation, shelter-in-place)
- Communication protocols for emergencies
- Provisions for Students of Determination and medical emergencies

All staff are required to be familiar with emergency procedures and participate in regular training and drills.

3. Accident and Incident Reporting

- **Procedure:** Establish a procedure for reporting and recording accidents and incidents. Ensure that all incidents are documented, investigated, and reviewed to prevent recurrence.
- **Reporting:** All accidents or near-misses should be reported to the Health and Safety Officer, and relevant documentation should be completed.

4. Health and Hygiene

- **Sanitation:** Maintain high standards of cleanliness and hygiene in all school facilities. Regularly clean and disinfect classrooms, restrooms, and common areas.

- **Health Checks:** Conduct routine health checks and screenings as required. Ensure that students and staff are aware of and follow health guidelines.
- **Illness:** Establish procedures for managing contagious illnesses and ensure that sick students and staff are appropriately cared for.

5. **Safe Environment**

- **Facilities:** Ensure that school facilities, including playgrounds, laboratories, and sports areas, are safe and well-maintained. Regularly inspect and repair any hazards.
- **Equipment:** Ensure that all equipment is safe for use and properly maintained. Provide training for staff and students on the safe use of equipment.
- **Security:** Implement security measures to protect students and staff, including controlled access to the school premises and monitoring of visitors.

6. **Training and Awareness**

- **Staff Training:** Provide regular health and safety training for all staff, including emergency procedures, first aid, and safety protocols.
- **Student Education:** Educate students about health and safety practices, including emergency procedures and safe behavior.

7. **Health and Safety Committee**

- **Composition:** Form a Health and Safety Committee comprising representatives from staff, administration, and student bodies.
- **Responsibilities:** Meet regularly to review health and safety policies, address concerns, and recommend improvements.

8. **Compliance and Review**

- **Regulations:** Ensure compliance with all relevant UAE health and safety regulations and CBSE guidelines.
- **Policy Review:** Review and update this policy annually or as needed based on changes in regulations, school activities, or feedback.

9. **Responsibility of the Teaching and Non-Teaching Staff**

All teachers, nannies and the admin staff have a duty to take extra care to avoid injury to the students by their work activities. They are expected to:

- Monitor students effectively at all times.
- Identify risks and make recommendations /improvements.
- Participating in safety training programs as required by MOH/MOE and their supervisors and instructors.
- Adhering to health and safety practices in their workplace, classroom, laboratory , playground, etc. Reporting to supervisors, instructors about any unsafe practices or serious hazards in the workplace, classroom or laboratory

Visitors Tracking

All visitors must report to the School Security where a signing-in system is implemented via tablets. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Visitors will wear a suitable visitors badge when on the premises.

Fire & Emergency Evacuation Procedures

It is the duty of the School Emergency Response Team [SERT] team to be aware of the fire and emergency evacuation procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment. A formal check of the premises fire arrangements will be made by the caretaker/securities as often as is required. This will include fire doors, fire signage and alarm systems and will assess their suitability and any repairs or improvements required. Records of the inspection will be kept and addressed by the Administrative Officer.

Fire Prevention Equipment

All fire prevention equipment is annually inspected and serviced by a Civil Defense Ministry registered and approved Company. It is the responsibility of the Administrative Officer to ensure that fire prevention equipment is serviced annually and an inventory of all equipment is maintained.

Medical Records

Medical records for each student are updated on a termly basis and MOE/ EHS prescribed files are maintained.

School Transport

The school has its own transport fleet which lies across all important areas within the catchment area of the school and its extensions. The school provides for general insurance and due precautions are always taken for smooth running of the school fleet. The school buses are RFID (Radio Frequency Identification) enabled. It is used to give notification to the parents via mobile application of the school regarding the pick up and dropping of the child.

School Trips

- All members of staff responsible for organizing the study tour, excursions and international trips to ensure that the health and safety aspects are examined before setting out and that the procedures to be followed in case of any mishap are thoroughly understood by all those taking part.

- Staff responsible will complete all relevant forms and these must be approved by the Principal, Supervisor and designated Class Teacher.
- They will also remind children constantly of the need to be safety conscious.

Maintenance Work and Contractor

- All maintenance work and contractors must report to the main reception and sign the visitors form on arrival and when departing before commencing work.
- All contractors working for the company are required to comply with the school health and safety policy.
- Any vendor hired for maintenance or repair work needs to report to security and fill in the "Permit to Work" form. Submission of Emirates ID is mandatory while working on school premises.

No Smoking

The school is a non-smoking site and therefore smoking is not permitted anywhere on the school's premises. Smoking is also prohibited in any vehicle which is owned by the school. Buildings will display no-smoking signs at their entrances. This policy applies to all staff and pupils, visitors, temporary staff, contractors and clients.

CCTV Enabled Campus Closed Circuit Television (CCTV)

- Cameras are used to undertake surveillance to support and improve security procedures and to support behaviour management outside of classrooms.
- Habitat Schools is a place of work, where security and safety are reasonable expectations for all users of the building and CCTV can play a part in meeting those proper expectations.
- We believe that the use of surveillance CCTV supports the safety of our staff, students and visitors whilst on school premises but acknowledge that we will always consider proportionality in its deployment and use.

School Canteen

- Food safety and hygiene is maintained in the school canteen along with the availability of trained staff.

Management of Provider Access Requests

- **Procedure:** External contractors and service providers wishing to access the school premises must adhere to the school's health and safety guidelines.
- **Contact:** Providers should contact the Health and Safety Officer to ensure compliance with safety protocols before their visit.

Handling Accidents or Injuries Policy

1. Purpose

To ensure a safe and effective response to accidents or injuries occurring on school premises, minimizing harm and ensuring proper care, documentation, and communication.

2. Scope

This policy applies to:

- All students
- Staff members
- Visitors on school premises

3. Immediate Response Procedures

In the event of an accident or injury:

- The nearest staff member must **attend immediately** to the injured person.
- Assess the severity of the injury:
 - **Minor Injury:** Provide first aid at the school clinic.
 - **Major Injury:** Do not move the individual unnecessarily; call emergency services immediately.
- Inform the **school nurse/medical team** without delay.
- Ensure the area is made safe to prevent further incidents.

4. First Aid

- First aid will be administered only by **trained personnel**.
- All first aid kits must be **accessible and regularly checked**.
- Record all treatments provided in the **First Aid Log Book**.

5. Emergency Situations

For serious injuries:

- Call emergency services (e.g., ambulance).
- Inform the **school leadership immediately**.
- Contact the **parents/guardians** without delay.
- Assign a staff member to accompany the student to the hospital if required.

6. Reporting and Documentation

- All incidents must be recorded using an **Incident Report Form**.
- Details to include:
 - Date and time
 - Location
 - Description of the incident
 - Action taken
- Submit the report to the administration within **24 hours**.

7. Communication

- Parents/guardians must be informed promptly in case of any injury.
- For serious incidents, communication should be **immediate and documented**.

8. Investigation and Follow-Up

- The school will review all incidents to identify causes.
- Corrective actions will be implemented to prevent recurrence.
- Maintain records for future reference and compliance.

9. Roles and Responsibilities

- **Staff:** Ensure student safety and respond immediately.
- **School Nurse:** Provide medical assistance and maintain records.
- **Administration:** Ensure policy implementation and review.

10. Preventive Measures

- Regular safety inspections of school premises.
- Staff training in first aid and emergency response.
- Awareness sessions for students on safety practices.

11. Review of Policy

This policy will be reviewed annually or as required.

For access requests or safety concerns, please contact:

- **Ms. Qurat Ul- Ain, Child Protection Officer, Principal, principal@iisajman.org**
- **Mr. Alphin Joby Johnny, AO : ao@iisajman.org**

Safeguarding

- All health and safety measures adhere to the school’s safeguarding policies to ensure the protection of students.

HEALTH AND SAFETY COMMITTEE

The following outlines the responsibilities of individuals within the school:

DESIGNATION IN H&S COMMITTEE	NAME OF STAFF
Head of School & DSL	Ms. Qurat Ul Ain

The head of school, also known as the Principal, plays a crucial role in the school's Health and Safety Committee. This committee is responsible for ensuring the well-being and safety of students, staff, and visitors within the school. Here are the key roles and responsibilities of Head of School in the School's Health and Safety Committee:

1) Leadership and Oversight:

- Provide overall leadership and guidance to the School’s Health & Safety Committee.
- Ensure that the committee operates effectively and aligns with the school’s mission and policies.

2) Policy Development:

- Collaborate with a committee to develop, review and update Health and Safety policies for the school.
- Ensure policies comply with local regulations and best practices in education.

3) Budgetary Oversight:

- Work with the team to allocate resources for health and safety initiatives, including training programs, equipment and infrastructure improvements.
- Prioritize Health and Safety needs within the school budget.

4) Communication with Stakeholders:

- Communicate regularly with parents, staff and broader school community regarding health and safety matters.
- Provide updates to the committee's activities and initiatives to build transparency and trust.

5) Emergency Preparedness:

- Oversee the development and implementation of emergency preparedness plans, including evacuation procedures, first aid protocols and crisis management.
- Oversee drills and trainings are conducted on regular intervals

6) Compliance with Regulations:

- Ensure that the school adheres to local, state and national health and safety regulations.
- Stay informed about the changes in regulations and update in school policies.

7) Committee coordination:

- Facilitate regular meetings of the school's Health and Safety Committee.
- Encourage collaboration among committee members, including representatives from different departments and stakeholders.

8) Incident investigation and reporting:

- Oversee the investigation of health and safety incidents within the school.
- Ensure that appropriate reporting mechanisms are in place and that corrective actions are taken to prevent similar incidents in the future.

9) Training and Professional development:

- Support the implementation of health and safety training programs for staff and students.
- Encourage ongoing professional development to enhance the skills and knowledge of the school regarding health and safety.

10) Communication of Expectations:

- Clearly communicate health and safety expectations to all members of the school community.
- Reinforce the importance of individual responsibility in maintaining a safe and healthy environment.

11) Review Health and Safety Reports:

- Review the reports and recommendations presented by the School's Health and Safety Committee.
- Take appropriate action to address identified concerns and improvements.

12) Advocacy for the Health and Safety:

- Advocate for the prioritization of health and safety in school decision-making.
- Collaboration with the committee to raise awareness of health and safety issues among stakeholders.

The Head of School's involvement in the School's Health and Safety Committee is essential for creating a culture of safety, ensuring compliance and fostering a learning environment that prioritizes the well-being of all members of the school community.

DESIGNATION IN H&S COMMITTEE	NAME OF STAFF
Health and Safety Officer	Mr. Alphin Joby Johnny

The Health and Safety Officer also known as Admin Officer plays a key role in the School Health and Safety Committee, acting as the central figure for implementing and promoting health and safety measures across the school. Here are the main responsibilities:

1. Advisory Role

- Provides expert advice to the committee on legal compliance, school policies, and best practices.
- Interprets health and safety legislation and ensures policies are up to date.

2. Coordination

- Coordinates health and safety initiatives, including emergency procedures, fire drills, and inspections.
- Liaises between school management, staff, external agencies, and the committee.

3. Risk Management

- Leads or oversees risk assessments and ensures identified risks are addressed.
- Reviews accident/incident reports and helps develop prevention strategies.

4. Policy Implementation

- Ensures the implementation of the school's health and safety policy.
- Monitors and reports on safety performance to the committee.

5. Communication and Training

- Promotes health and safety awareness among staff and students.
- Organizes or recommends training for staff on first aid, fire safety, manual handling, etc.

6. Monitoring and Auditing

- Conducts or supervises regular inspections and audits
- Reports findings to the committee and suggests improvements.

7. Record Keeping

- Maintains documentation such as risk assessments, training records, and incident logs.

8. Emergency Preparedness

- Develops, updates, and tests the school's emergency response plans (fire, lockdown)
- Ensures emergency equipment (fire extinguishers, alarms, first aid kits) is inspected and maintained.

9. Safety Culture Promotion

- Promotes a positive safety culture by encouraging reporting of hazards and near misses.
- Leads safety campaigns, posters, and awareness drives throughout the school.

10. Committee Support

- Prepares agendas, reports, and statistics for health and safety committee meetings.
- Acts as a coordinator during committee meetings, and following up on actions.

11. Contractor and Visitor Safety

- Ensures that contractors and external service providers are informed of school safety procedures.
- Verifies that contractors follow safe systems of work while on school premises.

12. Student and Parent Engagement

- Ensures students understand their basic safety responsibilities (e.g., safe behavior, reporting hazards).
- Works with the PTA or parent representatives on safety concerns and improvements.

13. Health Surveillance

- Coordinates health surveillance programs if required (e.g., noise, asbestos, chemical exposure).
- Works with occupational health professionals when needed.

14. Supporting Investigations

- Leads or assists in the investigation of accidents and incidents, ensuring root causes are identified.
- Develops corrective and preventive actions and follows up to ensure implementation.

15. Compliance Monitoring

- Keeps track of compliance deadlines (e.g., inspections, testing, training refreshers).
- Prepares for and supports external audits or inspections by authorities.

16. Continual Improvement

- Benchmarks school safety practices against industry standards.

- Recommends new technologies, systems, or methods to improve safety outcomes.

DESIGNATION IN H&S COMMITTEE	NAME OF STAFF
Student Protection Officer	Ms. Sudheesha Rahul

The Designated Safeguarding Lead (DSL) plays a critical role in promoting and ensuring the health, safety and well-being of students within the school facility, particularly in the context of safeguarding and child protection, here are the key roles and responsibilities of the Designated Safeguarding Lead in the School's Health and Safety Committee.

1. Safeguarding Oversight:

- Provide expertise and oversight on safeguarding matters within the School's Health and Safety Committee.
- Ensure that health and safety policies and procedures adequately address safeguarding concerns.

2. Collaboration with Health and Safety Committee:

- Work collaboratively with other members of the School's Health and Safety Committee to integrate safeguarding considerations into broader health and safety initiatives.
- Advocate for inclusion of safeguarding training and awareness programs.

3. Policy Alignment:

- Ensure that health and safety policies are aligned with the school's safeguarding policy.
- Advocate for the integration of safeguarding principles into emergency preparedness and response plans.

4. Training and Awareness:

- Facilitate or support the delivery of training sessions on safeguarding for all staff members.
- Promote awareness and understanding of safeguarding issues among teachers, support staff and other relevant personnel.

5. Risk Assessment for Safeguarding:

- Collaborate with a committee to conduct a risk assessment that specifically addresses safeguarding concerns.
- Identify potential risks related to the well-being of students, staff and implement measures to mitigate these risks.

6. Incident Reporting and Response:

- Oversee the reporting and response to safeguarding incidents within school.
- Ensure that the committee is informed promptly about safeguarding concerns and coordinating appropriate responses.

7. Coordination with External Agencies:

- Establish and maintain effective communication channels with external safeguarding agencies and authorities.
- Collaboration with external partners to ensure a coordinated and comprehensive approach to safeguarding.

8. Support for vulnerable students:

- Advocate for the needs of vulnerable students within the School's Health and Safety Committee.
- Collaborate with other committee members to address health and safety concerns specific to vulnerable students.

9. Review and Update Policies:

- Regularly review and update safeguarding policies in collaboration with the committee.
- Ensure policies align with current legal requirements and best practices.

10. Information sharing and Confidentiality:

- Educate committee members and school staff on the importance of information sharing in the safeguarding cases.
- Ensure confidentiality is maintained appropriately while prioritizing health, safety and well-being of students.

11. Continuous Improvement:

- Monitor and evaluate the effectiveness of safeguarding measures within the school.
- Work with the committee to identify areas for improvement and implement changes as needed.

12. Advocacy for Safeguarding:

- Advocate for the prioritization of safeguarding within the broader school community.
- Communicate the importance of safeguarding to parents, students and staff members.

13. Attendance and Reporting:

- Attend and actively participate in the School's H&S Committee meetings.
- Provide regular reports on safeguarding initiatives, incidents and progress to the committee.

14. Child Protection Training:

- Stay informed about current developments in child protection and attend relevant training sessions.
- Ensure all staff members, including committee members, receive appropriate child protection training.

By integrating safeguarding considerations into the broader health and safety framework, the DSL contributes to create a safe and secure environment that prioritizes well-being of all students within the school facility.

DESIGNATION IN H&S COMMITTEE	NAME OF STAFF
Chairperson	Mr. Manzar Alam

The Chairperson, as a member of the School & Health & Safety Committee, plays a significant role in supporting the Principal, AO in overseeing and promoting health and safety within the school. Here are key roles and responsibilities that the Vice Principal may have in the committee:

1. Leadership and Guidance:

- Support leadership and guidance within the School's Health & Safety Committee. Collaborate with the committee members to ensure a comprehensive and effective approach to health and safety.

2. Policy Development and Review:

- Contribute to the development, review, and updating of health and safety policies for the school.
- Ensure that policies comply with local regulations and best practices.

3. Implementation of Health & Safety Programs:

- Support and oversee the implementation of health and safety programs and Initiatives within the school.
- Monitor the effectiveness of these programs in promoting a safe and healthy environment.

4. Emergency Preparedness:

- Work with the committee to develop and implement emergency preparedness plans, including evacuation procedures and crisis management.
- Ensure that all staff and students are familiar with emergency protocols.

5. Communication and Reporting:

- Communicate regularly with staff, students, and parents regarding health and safety matters.
- Provide regular reports to school administrators and stakeholders on health and safety initiatives and outcomes.

6. Risk Management:

- Collaborate with the committee to conduct regular risk assessments of school facilities, activities, and programs.
- Prioritize and address identified risks to minimize potential hazards.

7. Training and Professional Development:

- Support the implementation of health and safety training programs for staff and Students
- Encourage ongoing professional development to enhance the skills and knowledge of the school community regarding health and safety.

8. Coordination with External Agencies:

- Support to maintain effective communication channels with external health and safety agencies and authorities.
- Collaborate with external partners to ensure a coordinated response to health and safety issues.

9. Incident Response and Investigation:

- Oversee the response to health and safety incidents within the school.
- Ensure that incidents are promptly reported, investigated, and appropriate corrective actions are taken.

10. Continuous Improvement:

- Monitor and support the effectiveness of health and safety measures within the school.
- Collaborate with the committee to identify areas for improvement and implement changes as needed.

11. Advocacy for Health and Safety:

- Advocate for the prioritization of health and safety within the broader school community.
- Promote a culture of safety and well-being among students, staff, and parents.

12. Attendance and Participation:

- Attend the School Health & Safety Committee meetings regularly and actively contribute to discussions.
- Provide input, insights, and feedback during committee deliberations.
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13. Review of Health and Safety Reports:

- Review reports and recommendations presented by the School & Health Safety Committee.
- Take appropriate actions to address identified concerns and improvements.

14. Collaboration with Designated Safeguarding Lead:

- Collaborate with the Designated Safeguarding Lead to ensure that health and safety measures address safeguarding concerns.
- Support the integration of safeguarding principles into health and safety initiatives.

15. Budgetary Oversight:

- Work with the committee to plan the allocation of resources for health and safety initiatives, including training programs, equipment, and infrastructure improvements.
- Advocate for necessary budget allocations to address health and safety needs.

The Chairperson involvement in the School Health & Safety Committee is essential for supporting and collaborating with the Principal, DSL, and Deputy DSL in creating a safe and healthy environment that supports the overall well-being of all members of the school community.

DESIGNATION IN H&S COMMITTEE	NAME OF STAFF
School Nurse	Ms. Vinaya
	Ms. Fathimath
	Ms. Geethu
	Ms. Sajna

Nurses or First Aiders within a school setting play a crucial role in contributing to the health and safety of students and staff. When involved in a school's Health & Safety Committee, their roles and responsibilities may include the following:

1. First Aid Training and Certification:

- Provide first aid training to teachers and staff members.
- Ensure that designated first aiders are trained, certified, and up-to-date on essential first aid techniques.

2. Emergency Response Planning:

- Contribute to the development and implementation of emergency response plans.
- Collaborate with the committee to ensure that emergency procedures account for medical considerations.

3. Medical Supplies and Equipment:

- Manage and maintain first aid supplies and equipment.
- Ensure that first aid kits are strategically located throughout the school premises.

4. First Aid Stations:

- Oversee the setup and maintenance of first aid stations within the school.
- Coordinate with other staff members to ensure the accessibility of first aid resources.

5. Medical Records and Confidentiality:

- Maintain and update health records for students and staff.
- Ensure the confidentiality and security of medical information.

6. Health Assessments and Screenings:

- Conduct health assessments and screenings as needed, such as vision and hearing tests.
- Collaborate with other health professionals for comprehensive health assessments.

7. Response to Health Incidents:

- Respond promptly to health incidents within the school, including accidents, injuries, or sudden illnesses.
- Administer first aid and coordinate with emergency services when necessary.

8. Collaboration with School Doctor:

- Collaborate with the school doctor to address health-related concerns and implement health programs.
- Share insights and observations related to student and staff health.

9. Medication Administration:

- Administer medication to students in accordance with established protocols.
- Ensure proper documentation and communication with parents regarding medication administration.

10. Allergy Management:

- Manage and address allergies within the school, including the administration of epinephrine if needed.
- Collaborate with parents and healthcare providers to develop allergy management plans.

11. Health Education Programs:

- Contribute to health education programs for students, addressing topics such as hygiene, nutrition, and overall well-being.
- Collaborate with teachers to integrate health education into the curriculum.

12. Communicable Disease Control:

- Monitor and implement control measures for communicable diseases within the school.
- Provide guidance on hygiene practices and preventive measures.

13. Individual Health Plans:

- Collaborate with teachers and the School Doctor to develop individual health plans for students with specific medical needs.
- Ensure that staff members are aware of and trained on the requirements of individual health plans.

14. Attendance at Committee Meetings:

- Attend the School's Health & Safety Committee meetings regularly to provide updates on health-related matters.
- Contribute insights and recommendations to enhance health and safety practices.

15. Health and Safety Training for Staff:

- Provide ongoing health and safety training for school staff, focusing on topics such as injury prevention, hygiene, and health promotion.

16. Mental Health Support:

- Provide basic mental health support and guidance to students and staff.
- Collaborate with mental health professionals as needed to address holistic well-being.

17. Coordination with External Health Agencies:

- Collaborate with external health agencies and professionals to enhance health services and resources within the school community.
- Stay informed about local health initiatives and resources.

18. Wellness Initiatives:

- Contribute to wellness initiatives within the school, promoting a holistic approach to health and safety.

DESIGNATION IN H&S COMMITTEE	NAME OF STAFF
Pastoral Care Officer	Mr. Shamjith

The Pastoral Care Officer, often responsible for the emotional, social, and personal well-being of students, can contribute valuable insights and support to a school's Health and Safety Committee. Here are key roles and responsibilities that a Pastoral Care Officer may have within the School's Health & Safety Committee:

1. Well-being Advocacy

- Advocate for the inclusion of well-being considerations within the broader health and safety framework.
- Ensure that health and safety policies align with the well-being and emotional needs of students.

2. Review and Development of Well-being Policies:

- Participate in the review and development of policies related to student well-being within the committee.
- Ensure that well-being policies are integrated into overall health and safety policies.

3. Mental Health Awareness and Training:

- Facilitate or support the delivery of mental health awareness and well-being training for school staff and committee members.
- Promote a culture of understanding and support for mental health within the school community.

4. Emotional Safety Measures:

- Advocate for the consideration of emotional safety measures within broader health and safety initiatives.
- Ensure that initiatives take into account the emotional well-being of students.

5. Incident Response and Support:

- Offer support and guidance in responding to incidents that may impact the emotional well-being of students.
- Collaborate with the committee to address emotional and mental health concerns as part of incident response.

6. Coordination with External Mental Health Resources:

- Establish and maintain effective communication channels with external mental health resources and organizations.
- Collaborate with external partners to ensure a coordinated response to emotional and mental health issues.

7. Support for Vulnerable Students:

- Advocate for the needs of vulnerable students within the School's Health & Safety Committee, particularly those facing emotional challenges.
- Collaborate with other committee members to address health and safety concerns specific to vulnerable populations.

8. Integration with Health & Safety Initiatives:

- Integrate well-being and mental health principles into broader health and safety initiatives.
- Ensure that well-being measures are considered in risk assessments and emergency preparedness plans.

9. Review of Reports and Data:

- Review reports and recommendations related to student well-being and emotional safety presented by the committee.
- Provide insights and recommendations based on pastoral care perspectives.

10. Coordination with Designated Safeguarding Lead:

- Collaborate closely with the Designated Safeguarding Lead and Child Protection Officer to ensure that emotional safety measures align with health and safety initiatives.
- Support the integration of emotional safety considerations into emergency response plans.

11. Advocacy for Student Voice:

- Advocate for student involvement in discussions and decisions related to their emotional well-being and safety.
- Promote a culture where students feel empowered to voice their concerns and needs.

12. Attendance and Participation:

- Attend the School's Health & Safety Committee meetings regularly and actively contribute insights related to student well-being.
- Provide feedback and recommendations to ensure that emotional safety measures are integrated into health and safety practices.

13. Review of Well-being Policies:

- Participate in the regular review and updating of policies related to student well-being
- Ensure that policies align with current well-being research, legal requirements, and best practices.

14. Mental Health Promotion Programs:

- Advocate for and support the implementation of mental health promotion programs within the school.
- Collaborate with the committee to enhance awareness and destigmatize mental health

15. Monitoring of Well-being Measures:

- Monitor and evaluate the effectiveness of well-being measures within the school.
- Collaborate with the committee to identify areas for improvement and participate in implementing changes as needed.

The Pastoral Care Officer's role within the School's Health & Safety Committee is crucial for addressing the emotional and social aspects of student well-being, ensuring that health and safety initiatives holistically consider the needs of the whole child.

DESIGNATION IN H&S COMMITTEE	NAME OF STAFF
Ground Field Care	Mr. Naizam

"Grounds Field Care" is responsible for maintaining the safety of students and staff on school grounds and outdoor facilities. The key roles and responsibilities that a Ground Field Care person has within the School's Health & Safety Committee:

1. Safety Inspection of Outdoor Areas:

- Conduct regular safety inspections of the school grounds, including sports fields, play areas, and outdoor facilities.
- Identify and address potential safety hazards, such as uneven surfaces, broken equipment, or tripping hazards.

2. Maintenance of Outdoor Equipment:

- Ensure that outdoor play equipment and sports facilities are properly maintained and meet safety standards.
- Repair or replace damaged equipment promptly to prevent accidents.

3. Landscape and Grounds Safety:

- Maintain landscaping in a way that promotes safety, including trimming bushes and trees to ensure clear sightlines.
- Implement measures to prevent slips, trips, and falls on outdoor surfaces.

4. Emergency Preparedness for Outdoor Areas:

- Collaborate with the committee to develop and implement emergency preparedness plans specifically tailored for outdoor areas.
- Ensure that evacuation routes and procedures for outdoor spaces are well-defined.

5. Coordination with Sports and Activities:

- Collaborate with sports coaches and activity organizers to ensure that outdoor facilities meet safety requirements for various sports and recreational activities.
- Provide input on safety considerations for outdoor events and activities.

6. Environmental Health and Safety:

- Address environmental health and safety concerns related to outdoor areas, such as pest control and chemical usage.
- Ensure compliance with relevant health and safety regulations pertaining to outdoor spaces.

7. Inspection and Maintenance of Playgrounds:

- Regularly inspect and maintain playgrounds to ensure that play structures, surfacing, and surrounding are safe for use.
- Address issues such as loose or damaged equipment and the condition of safety

8. Reporting Safety Concerns:

- Report safety concerns related to outdoor areas to the School's Health & Safety Committee.
- Provide recommendations for improvements and collaborate on action plans.

9. Training and Awareness:

- Provide training and awareness programs for school staff, especially those responsible for outdoor activities, regarding safety protocols and measures.
- Conduct drills for emergency situations specific to outdoor areas.

10. Coordination with Maintenance Staff:

- Collaborate with general maintenance staff to address safety concerns that may extend beyond outdoor areas, such as building entrances and walkways.
- Ensure a holistic approach to health and safety across the entire school premises.

11. Weather-related Safety Measures:

- Implement weather-related safety measures, such as during water flooding on grounds & in the school campus, during heavy winds, sand storms, or securing outdoor equipment during severe weather conditions.
- Provide input on weather-related emergency response plans.

12. Implementation of Safety Signage:

- Ensure that safety signage, such as warning signs or rules for outdoor activities, is clearly visible and properly maintained.
- Provide guidance on the placement of signage for maximum effectiveness.

13. Collaboration with Health & Safety Committee:

- Actively participate in the School's Health & Safety Committee meetings, providing updates on grounds and field safety.
- Collaborate with other committee members to address broader health and safety concerns.

14. Playground Surface Assessments:

- Conduct assessments of playground surfaces to ensure compliance with safety standards.
- Recommend improvements or replacements to maintain a safe play environment.

15. Insect and Pest Control:

- Implement measures for insect and pest control in outdoor areas, ensuring the safety of students and staff.
- Coordinate with pest control professionals as needed.

The Ground Field Care person's role within the School's Health & Safety Committee is integral to creating and maintaining a safe outdoor environment for students, staff, and visitors. Their expertise contributes to overall health and safety efforts, particularly in managing potential risks associated with outdoor spaces and facilities.

DESIGNATION IN H&S COMMITTEE	NAME OF STAFF
H&S Secretary	Ms. Ashfina

The role of the Secretary in a school's Health and Safety Committee is crucial for maintaining records, facilitating communication, and ensuring the smooth functioning of the committee. Here are key responsibilities that the Secretary may have within the School's Health & Safety Committee:

1. Meeting Logistics:

- Coordinate meeting logistics, including scheduling, venue reservations, and notification of committee members.
- Distribute agendas and relevant documents before meetings.

2. Meeting Minutes:

- Record accurate and detailed minutes during committee meetings, capturing discussions, decisions, and action items.
- Distribute meeting minutes to committee members in a timely manner.

3. Documentation Management:

- Maintain an organized and up-to-date file of all relevant health and safety documents, policies, and records.
- Ensure that the records and minutes are accessible to committee members.

4. Action Item Tracking:

- Track action items and responsibilities assigned during meetings.
- Provide regular updates on the progress of action items and follow up with responsible parties.

5. Communication Liaison:

- Serve as a communication liaison between committee members and other stakeholders.
- Assist in disseminating important health and safety information to the broader school community.

6. Coordination with School Administrators:

- Communicate with school administrators to gather relevant information and updates related to health and safety.
- Relay committee decisions and recommendations to school leadership.

7. Record Keeping:

- Maintain accurate records of attendance, decisions, and discussions during committee meetings.
- Archive records for future reference and compliance purposes.

8. Correspondence Management:

- Manage and respond to correspondence, emails, and inquiries related to the committee's work.
- Keep committee members informed of relevant communications.

9. Preparation of Reports:

- Assist in the preparation of reports and presentations for the committee.
- Compile data and information requested by the committee for analysis and decision-making.

10. Collaboration with Other Committees:

- Coordinate with other committees or departments within the school to share information and ensure alignment with broader initiatives.
- Facilitate collaboration on joint projects or activities.

11. Notification of Meetings:

- Notify committee members of upcoming meetings well in advance.
- Coordinate with members to address scheduling conflicts and ensure maximum attendance.

12. Archiving and Storage:

- Establish and maintain a system for archiving health and safety documents, ensuring accessibility for future reference or audits.
- Safeguard the confidentiality and security of sensitive information.

13. Follow-Up Communications:

- Follow up with committee members to ensure completion of assigned tasks and action items.
- Assist in monitoring the implementation of health and safety initiatives.

14. Administrative Support:

- Provide administrative support to the committee chair, vice-chair, and other members as needed.
- Assist in the coordination of external resources or presenters for committee meetings.

15. Review of Policies and Procedures:

- Participate in the review and revision of health and safety policies and procedures.
- Assist in the dissemination of updated policies to relevant stakeholders.

The Secretary's role is integral to the effectiveness and efficiency of the School's Health & Safety Committee, as they contribute to transparent communication, organized record-keeping, and the overall success of health and safety initiatives within the school.

Designation in H&S committee	Name of Staff
Inclusion Champion	Ms. Shehna

An Inclusion Champion, within the context of a school's health and safety committee, may focus on ensuring that health and safety measures are inclusive and address the diverse needs of all students, including those with disabilities or special needs. Here are key roles and responsibilities that an Inclusion Champion may have within the School's Health & Safety Committee:

1) Advocacy for Inclusion:

- Advocate for the inclusion of students with diverse needs in all health and safety initiatives and policies.
- Promote a culture of inclusion that considers the unique requirements of students with disabilities.

2) Review and Adaptation of Policies:

- Collaborate with the committee to review and adapt health and safety policies to ensure they are inclusive.
- Advocate for policies that address the specific health and safety needs of students with disabilities.

3) Accessibility Assessments:

- Conduct or participate in assessments of the physical environment to ensure accessibility for students with disabilities.
- Identify and address potential barriers to access within the school premises.

4) Collaboration with the Special Education Department:

- Collaborate closely with the Special Education Department to align health and safety measures with the needs of students receiving special education services.
- Ensure that health and safety plans consider individualized needs outlined in individualized Education Plans (IEPs).

5) Training and Awareness:

- Work with the committee to ensure that health and safety training is inclusive and addresses the needs of students with diverse abilities.
- Raise awareness among staff and students about the importance of inclusivity in health and safety practices.

6) Emergency Preparedness for All Students:

- Advocate for the development of emergency preparedness plans that consider the diverse needs of all students, including those with disabilities.
- Ensure that emergency evacuation procedures are accessible to students with mobility challenges or sensory sensitivities.

7) Support for Students with Medical Conditions:

- Collaborate with the school clinic and healthcare professionals to provide support for students with medical conditions or chronic illnesses.
- Advocate for the inclusion of necessary accommodations and resources.

8) Review of Inclusive Practices:

- Review and assess the inclusivity of health and safety practices within the school.
- Identify opportunities for improvement and recommend adjustments to enhance inclusivity.

9) Communication and Collaboration:

- Facilitate communication and collaboration between the School's Health & Safety Committee and other relevant departments, such as the Inclusion Department and Special Education.
- Ensure that information about health and safety practices is communicated effectively to parents and caregivers of students with diverse needs.

10) Individualized Support Plan:

- Advocate for the consideration of Individualized Support Plans (ISP) for students with specific health and safety needs.
- Collaborate with teachers and support staff to implement and monitor individualized plans.

11) Continuous Professional Development:

- Advocate for ongoing professional development for school staff to enhance their understanding of inclusive health and safety practices.
- Provide or facilitate training sessions on inclusive practices for staff members.

12) Participation in Health & Safety Committee Meetings:

- Attend the School's Health & Safety Committee meetings regularly and actively contribute insights related to inclusion.
- Provide feedback and recommendations to ensure that health and safety measures are inclusive.

13) Accessibility of Information:

- Ensure that health and safety information is provided in accessible formats for students with diverse needs.
- Advocate for the availability of information in multiple formats to accommodate various learning styles.

14) Coordination with External Organizations:

- Collaborate with external organizations and agencies that specialize in inclusive practices and disability services.
- Stay informed about best practices in inclusive health and safety.

The Inclusion Champion plays a pivotal role in fostering an inclusive and accessible environment, ensuring that health and safety measures consider the diverse needs of all students within the school community.

DESIGNATION IN H&S COMMITTEE	NAME OF STAFF
Guardian of KG	Ms. Syeda Asra
Guardian of Primary 1	Ms. Diana
Guardian of Primary 2	Ms. Jagritha
Guardian of Girls Section	Ms. Vinu
Guardian of Boys Section	Mr. Jayakrishnan

“Guardian of KG”, “Guardian of Primary 1”, “Guardian of Primary 2”, “Guardian of Boys” and “Guardian of Girls” refer to guardians of students in KG, Primary 1, Primary 2, Girls Section and Boys section respectively within the school setting. The Guardians have important roles within a school’s Health & Safety Committee, their involvement and input are crucial for creating a collaborative and well- informed approach to health and safety. Here’s how Guardians should contribute to Health and Safety Committee:

1) Representation:

- Act as a representative voice for parents and students within the Health & Safety Committee.
- Share insights and perspectives on health and safety concerns that are relevant to the specific age group.

2) Communication Bridge:

- Serve as a communication bridge between the committee and other parents/students.
- Share important health and safety information with parents/students and gather feedback.

3) Parental Concerns and Suggestions:

- Share any specific concerns or suggestions related to health and safety within the school environment.
- Provide input on areas that parents/students believe need attention or improvement.

4) Participation in Health Initiatives:

- Actively participate in health and safety initiatives or programs organized by the committee.
- Encourage parents and students to engage in health-related activities within the school community.

5) Awareness Campaigns:

- Support the committee in disseminating information and awareness campaigns related to health and safety.
- Encourage parents/students to stay informed about health and safety protocols.

6) Emergency Preparedness:

- Participate in discussions and planning related to emergency preparedness within the school.
- Share insights on how students can be better informed and prepared for emergencies.

7) Feedback on Policies and Procedures:

- Provide feedback on existing health and safety policies and procedures.
- Share experiences or concerns related to the implementation of health and safety measures

8) Volunteer Opportunities:

- Offer to volunteer for health and safety events or activities organized by the committee.
- Participate in volunteer initiatives that contribute to the overall safety of the school.

9) Student and Parent Education:

- Attend workshops or sessions organized by the committee to educate students and parents on health and safety matters.
- Share knowledge gained with students and parents.

9) Community Engagement:

- Engage with the broader community to promote a culture of health and safety.
- Encourage community involvement in health-related initiatives organized by the committee.

10) Collaboration with Teachers and Staff:

- Foster collaboration between students/parents and teachers regarding health and safety concerns.
- Communicate effectively with school staff to address any shared concerns.

11) Participation in Committee Meetings:

- Attend the School's Health & Safety Committee meetings regularly to provide updates on health-related matters.

- Contribute insights and recommendations to enhance health and safety practices. Provide input during discussions that may impact students.

12) Advocacy for Age-Specific Needs:

- Advocate for the unique health and safety needs of students
- Bring attention to age-specific considerations that may not be immediately apparent.

13) Parental Involvement in Health Programs:

- Encourage parental involvement in health programs or initiatives designed for students.
- Share information about the benefits of participating in health-related activities

14) Positive Reinforcement:

- Acknowledge and reinforce positive health and safety practices within the school community.
- Celebrate successes and improvements in health and safety measures.

Guardians' active involvement and collaboration with the committee contribute to a more comprehensive and students-oriented approach to health and safety within the school.

Designation in H&S committee	Name of Staff
Transport Coordinator	Mr. Sathar

The roles and responsibilities of the Transport coordinator within the school's Health and Safety Committee are diverse, covering aspects related to the safety and well-being of students and staff in transit, as well as the maintenance of vehicles.

1) Transportation Safety:

- Ensure the safety of students during transportation to and from school.
- Implement and enforce safety protocols for school buses and other transportation vehicles.

2) Vehicle Maintenance:

- Oversee the regular maintenance and safety inspections of school buses and other vehicles used for transportation.
- Address and rectify mechanical issues promptly to ensure the reliability and safety of vehicles.

3) Driver Training:

- Provide training programs for transportation staff, including bus drivers, on safety procedures, emergency protocols, and defensive driving,
- Ensure that drivers are well-informed about health and safety regulations.

4) Route Planning and Emergency Evacuation:

- Collaborate with the committee to plan safe transportation routes, considering potential hazards and emergency evacuation procedures.
- Conduct drills for emergency situations related to transportation.

5) Facility Safety and Security:

- Implement safety and security measures within school transport facilities.
- Monitor and address potential safety hazards.

6) Emergency Preparedness:

- Collaborate with the committee to develop and implement emergency preparedness plans for both transportation and school facilities.
- Ensure that staff and students are familiar with emergency procedures.

7) Collaboration with Local Authorities:

- Coordinate with local transportation authorities and emergency services to enhance the overall safety and security of school transportation and facilities.
- Establish effective communication channels for emergencies.

8) Accessibility and UAE Differently-abled Compliance:

- Ensure that transportation services and school facilities comply with accessibility standards, including those outlined in the MOE/UAE Inclusive Education Framework and its relevant law guidelines.

9) Review of Safety Policies:

- Participate in the review and updating of safety policies related to transportation.
- Ensure that policies align with current legal requirements and best practices.

10) Training and Drills:

- Conduct safety training sessions for school staff, focusing on aspects related to transportation safety and security.
- Organize and participate in emergency drills for transportation facilities.

11) Communication with Parents:

- Communicate transportation-related information and safety guidelines to parents and guardians.
- Address parental concerns and inquiries related to transportation safety.

12) Collaboration with Health & Safety Committee:

- Actively participate in the School & Health & Safety Committee meetings, providing updates on transportation safety.
- Collaborate with other committee members to address broader health and safety concerns.

The Transport coordinator plays a crucial role in ensuring the safety, security, and functionality of transportation services. Their collaboration within the School & Health; Safety Committee is essential for creating a comprehensive and effective health and safety framework within the school community.

The school remains committed to maintaining a safe, secure, and healthy environment for all members of its community through the consistent implementation and regular review of this policy.

