



**KINGS'
EDUCATION**

The Best By Every Child

HEALTH AND SAFETY POLICY

2025-26



Kings' School Al Barsha, Dubai, UAE
Reviewed and Updated: November 2025
Compliant with:

- Dubai Health & Safety Standards (DCD, DHA, MOE 2025)
- Dubai Municipality Environmental Health & Safety (EHS) Guidelines
 - UAE Fire and Life Safety Code 2023
 - DHA School Health Manual 2024

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PART ONE – STATEMENT OF INTENT

Kings' School Al Barsha is committed to ensuring the health, safety, and wellbeing of all staff, pupils, contractors, and visitors. We recognise that a safe and healthy environment is essential for effective teaching, learning, and overall school success.

We are committed to:

- a) Providing and maintaining a safe, secure, and healthy environment for learning and work.
- b) Preventing accidents, injuries, and occupational ill health.
- c) Conducting comprehensive risk assessments for all school and extracurricular activities.
- d) Ensuring that safe systems of work and appropriate safety equipment are in place.
- e) Providing information, instruction, supervision, and training to staff and students.
- f) Monitoring and reviewing health and safety performance regularly.
- g) Promoting a positive safety culture through communication and consultation.
- h) Setting measurable safety objectives for continuous improvement.
- i) Providing adequate welfare and first aid facilities in compliance with DHA standards.
- j) Allocating sufficient financial and human resources for effective safety management.

Approved by:

Name: _____

Position: Principal / Headteacher

Signature: _____

Date: _____

PART TWO – ORGANISATION

1. Introduction

The school's health and safety management system aligns with Dubai Health, Safety & Environment (HSE) Frameworks. Specific roles and responsibilities are delegated to ensure accountability and compliance.

2. Responsibilities

Headteacher / Principal

The Headteacher has overall responsibility for ensuring that:

- The Health and Safety Policy complies with current UAE and Dubai regulations.
- Risk assessments are conducted, documented, and reviewed annually.
- Emergency and crisis management procedures meet DCD and DHA requirements.
- All incidents and near misses are reported and investigated promptly.
- Adequate resources and staff training are provided.
- Regular safety inspections and audits are conducted.
- Contractors and visitors adhere to school safety rules and UAE regulations.
- Annual review and approval of the policy are completed before the start of each academic year.

Premises Officer / Facilities Manager

Responsible for:

- Conducting building and equipment inspections in line with Dubai Municipality and DCD requirements.
- Maintaining records of maintenance, testing, and safety certification.
- Ensuring fire detection, emergency lighting, and alarm systems are tested as per DCD guidelines.
- Managing contractor safety, permits, and compliance.

- Reporting any health and safety concerns to the Headteacher.
- Coordinating waste management and environmental health compliance.

Teaching and Administrative Staff

Responsible for:

- Implementing health and safety practices within their classrooms or departments.
- Completing risk assessments for curriculum and extracurricular activities.
- Ensuring pupils understand and comply with safety rules.
- Reporting hazards, accidents, or unsafe practices immediately.
- Attending safety training as directed by the school.
- Supervising students to prevent unsafe behaviour.

All Employees

Every employee must:

- Follow all health and safety policies and safe working procedures.
- Report hazards, incidents, and unsafe conditions immediately.
- Use personal protective equipment (PPE) when required.
- Participate in drills and training.
- Maintain cleanliness and hygiene in their work areas.

Pupils

Pupils are expected to:

- Act responsibly regarding their safety and that of others.
- Follow the instructions of staff during lessons, drills, or emergencies.
- Maintain personal hygiene and adhere to dress codes.
- Refrain from tampering with safety equipment or alarms.

PART THREE – PROCEDURES AND ARRANGEMENTS

Risk Assessment

- Annual comprehensive risk assessments will be conducted by the Headteacher and Premises Officer.
- Curriculum-specific assessments will be conducted by teachers and department heads.
- External trip and event assessments must be submitted using the school's Risk Assessment Form (Appendix 1).
- Special consideration must be given to high-risk activities (e.g., science labs, PE, swimming).

Emergency Procedures

Fire and Evacuation

- Fire safety and evacuation plans are reviewed annually with DCD.
- Fire drills are conducted once per term and logged.
- All staff must know the location of alarms, exits, and assembly points.
- Firefighting equipment is inspected by DCD-approved contractors.
- Evacuation signage and lighting are maintained as per UAE Fire Code.

First Aid and Medical

- A DHA-licensed school nurse is on site during school hours.
- First aid boxes are available in classrooms, sports areas, and administrative zones.
- Nominated teaching staff receive certified Basic Life Support (BLS) or CPR training every two years.
- Records of treatment and medication are maintained confidentially in compliance with DHA and MOE data protection standards.

- Emergency contact numbers (999, 998, 997) are displayed in key areas.

Incident and Accident Reporting

- All incidents, injuries, or near misses must be reported using the Incident Report Form (Appendix 3).
- Serious incidents are reported to the MOE, DHA, and Dubai Municipality as required.
- The Headteacher and Premises Officer will conduct an investigation and implement corrective actions.

Security and Access Control

- Visitors must sign in and wear identification badges.
- CCTV systems monitor key areas per Dubai Data Protection laws.
- Security guards are licensed by SIRA (Security Industry Regulatory Agency).

Educational Visits and External Activities

- Trip leaders must complete a risk assessment and seek written approval.
- Adequate supervision and emergency communication procedures must be ensured.
- Transport must comply with RTA school transport safety standards.

Training and Competence

- Annual health and safety induction for all staff.
- Mandatory refresher training for fire safety, first aid, and evacuation leadership.
- Premises and admin staff receive DCD-certified fire warden and emergency response training.
- Regular student awareness sessions are integrated into the curriculum.

Health and Safety Monitoring

- Monthly workplace inspections by the Premises Officer.

- Annual audit by external safety consultants (if applicable).
- Termly reports to the School Governing Body.
- Action plans reviewed and documented.

Premises and Contractor Management

- Contractors must comply with DCD and Dubai Municipality EHS regulations.
- Work permits and risk assessments are mandatory for all contracted work.
- Hazardous materials (cleaning chemicals, lab substances) are stored and labelled per Dubai Municipality requirements.
- Safe access and signage must be in place for all maintenance work.

Policy Review

This policy will be reviewed **annually (or sooner if regulations change)** by the Headteacher, Premises Officer, and School Nurse in consultation with the Health and Safety Committee.

Next Review Due: November 2026

Appendix 1

DEPARTMENT:	RA LEADER:	APPROVED BY: (SIGNATURE)	REFERENCE NO.:
LOCATION: Kings School Al Barsha	RA MEMBER:	NAME:	
ORIGINAL ASSESSMENT DATE:		DESIGNATION:	
LAST REVIEW DATE:		DATE:	
NEXT REVIEW DATE:			

[illegible]

<i>Likelihood Severity</i>	<i>Rare (1)</i>	<i>Remote (2)</i>	<i>Occasional (3)</i>	<i>Frequent (4)</i>	<i>Most Certain (5)</i>
<i>Catastrophic (5)</i>	<i>Medium (5)</i>	<i>Medium (10)</i>	<i>High (15)</i>	<i>High (20)</i>	<i>High (25)</i>
<i>Major (4)</i>	<i>Medium (4)</i>	<i>Medium (8)</i>	<i>Medium (12)</i>	<i>High (16)</i>	<i>High (20)</i>
<i>Moderate (3)</i>	<i>Low (3)</i>	<i>Medium (6)</i>	<i>Medium (9)</i>	<i>Medium (12)</i>	<i>High (15)</i>
<i>Minor (2)</i>	<i>Low (2)</i>	<i>Medium (4)</i>	<i>Medium (6)</i>	<i>Medium (8)</i>	<i>Medium (10)</i>
<i>Negligible (1)</i>	<i>Low(1)</i>	<i>Low(2)</i>	<i>Low(3)</i>	<i>Medium (4)</i>	<i>Medium (5)</i>

SEVERITY (S)

Level	Severity	Description
5	Catastrophic	Fatality, fatal diseases or multiple major injuries
4	Major	Serious injuries or life-threatening occupational disease (includes amputations, major fractures, multiple injuries, occupational cancer, acute poisoning).
3	Moderate	Injury requiring medical treatment or ill-health leading to disability (includes lacerations, burns, sprains, minor fractures, dermatitis, deafness and work-related upper limb disorders).
2	Minor	Injury or ill-health requiring first-aid only (includes minor cuts and bruises, irritation, ill-health with temporary discomfort)
1	Negligible	Not likely to cause injury or ill-health

LIKELIHOOD (L)

Level	Likelihood	Description
1	Rare	Not expected to occur but still possible
2	Remote	Not likely to occur under normal circumstances
3	Occasional	Possible or known to occur
4	Frequent	Common occurrence
5	Most Certain	Continual or repeating experience

RISK PRIORITISATION NUMBER (RPN) = S X L (multiply Severity and Likelihood)

RISK MATRIX

RPN	RISK LEVEL	RPN	RISK LEVEL	RPN	RISK LEVEL
1 – 3	Low Risk	4 – 12	Medium Risk	15 – 25	High Risk

Appendix 3

Incident Report Form

To be completed by staff within 12 hours of incident/accident

Incident Date:
Name:

Incident Time:

Location:

Details of Incident:

If any person was injured-
Did Injury require Hospital/Physician?
Hospital Name:
Address: _____
Hospital Phone Numbers:

Important Notes and Instructions:

Prepared By:

Date: