

Occupational Health, Safety and Environmental Policy (HSE)

Introduction

This policy aims to:

1. Protect students and employees from any hazard or illness.
2. Build a culture in which everyone accepts responsibility for protecting the environment and ensuring health and safety for individuals and the community in school operations and activities.
3. Ensure the school provides high-quality school health services to all students through the school clinic at no additional cost to students.

Definitions

Environmental Health and Safety: The school's responsibility to fulfill security and good health requirements for students and employees inside and outside the school in places that fall within the school's responsibility.

Policy

The School Principal and the Board of Trustees share joint responsibility for providing a safe and healthy environment and for taking measures that include:

1. Maintaining a safe, healthy, hazard-free environment throughout the school and its external facilities, taking public health considerations into account, including areas used for the arrival and departure of students, staff, and visitors at all times.
2. Providing a safe, hazard-free, and healthy environment for students and staff during extracurricular activities such as trips and visits.
3. Obtaining all required, valid licenses and permits from all relevant authorities.
4. Equipping the school with integrated and effective protection systems that comply with specifications.
5. Equipping the school with surveillance systems (cameras) and maintaining contracts with security companies.
6. Providing a dedicated medical clinic for healthcare services, equipped with qualified and licensed staff.
7. Promoting and encouraging a culture of health, safety, and environmental awareness through extracurricular activities and within the school curriculum.

Security Surveillance Cameras (CCTV)

Schools must be equipped with integrated and effective security and access systems, including school building entry procedures, entry logs, security CCTV cameras, and other relevant devices or measures. These must be installed to cover school buildings and facilities and be classified as sensitive sites, in order to ensure:

1. Enhancing a safe educational environment.

2. Ensuring the safety of students, staff, and visitors, and protecting their privacy.
3. Detecting crimes, vandalism, unlawful acts, and improper behaviors and deterring them.
4. Protecting school buildings and property.

Access to Recordings

CCTV recordings are confidential. No staff member other than the Principal or the Principal’s Assistant/Deputy has the right to view, retrieve, or restore recordings. It is strictly prohibited for other school employees to access any recordings.

Recordings are retained for 180 days. If the CCTV system captures an incident that requires clarification beyond the school level, the Principal or the Principal’s Assistant/Deputy must immediately notify the Private Schools and Quality Assurance Sector to handle the incident.

It is prohibited to provide any person or entity with any copy of recordings except by a judicial order or written approval from the Executive Director of the Private Schools and Quality Assurance Sector. It is also strictly prohibited to copy or distribute recordings.

School Clinic

Al Seddique Private School undertakes to establish a school clinic within the school and to comply with the requirements stipulated by the Abu Dhabi Health Authority.

The School Owner, the Principal, and the School Nurse are responsible for complying with the regulations and standards set by the Health Authority.

The school must obtain a health facility license for school clinics. A valid copy of the clinic license and the licenses of health professionals working in the clinic must be displayed inside the clinic.

General Safety Measures

The school is committed to ensuring the following:

1. Following procedures related to the safe storage of hazardous materials and equipment.
2. Regularly testing equipment used in the school.
3. Conducting safety assessments in accordance with ADEK requirements and other relevant government entities.

Cleaning Staff

Cleaning staff work at the school according to the attached schedule:

Stage / Cycle	Gender of Cleaning Staff	Timing
All Kindergarten (KG) and Cycle 1 students	Female cleaning staff	During school hours
Cycle 2 and Cycle 3 – Boys	Male cleaning staff only	During working hours
Cycle 2 and Cycle 3 – Girls	Female cleaning staff	During official school hours

Emergency Situations

The Principal is responsible for identifying emergency situations and the procedures that must be taken in such cases. These procedures may include canceling the school day, shifting to distance learning, early dismissal, and evacuating students and staff from the school.

The Principal must also organize effective emergency drills at least once per year.

School Administration

School Administration

Staff Signatures

Staff signatures on the Health, Safety and Environmental Policy

Academic Year 2023–2024

Employee Name	Job Title	Signature
---------------	-----------	-----------

مدير المدرسة: محمد قاسم الخليل

..... 