

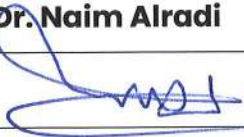


BELVEDERE
INTERNATIONAL SCHOOL

HEALTH AND SAFETY POLICY

2026-2027

Policy No.	POL-HS-001
Revision No.	003
Issue Date	15 September 2026
Effective Date	21 September 2026
Review Date:	10 September 2026
Next Review Date:	10 September 2027

Approvals:			
Principal	Mr. Ismat Daou		
Signature		Date:	11/9/26
BIS Board of Governors	Dr. Naim Alradi		
Signature		Date:	14/9/26

1. Purpose

Belvedere International School is committed to providing and maintaining a **sustainable, healthy and safe environment** for students, staff, contractors, visitors and all persons under the school's supervision.

This Policy establishes the school's approach to:

- Preventing injury and ill health;
- Identifying hazards and managing risks;
- Promoting health and safety awareness;
- Providing ongoing Health & Safety training;
- Reporting and investigating incidents;
- Preparing for and responding to emergencies;
- Protecting life during emergency situations;
- Maintaining accountability of all persons on campus; and
- Supporting safe recovery and controlled reopening following an emergency.

The school's Health & Safety mission is to **implement and maintain an effective and modern Health & Safety system**, while building a strong Health & Safety culture throughout the school.

2. Scope

This Policy applies to:

- All students;
- Teaching and non-teaching staff;
- Senior and middle leadership;
- Contractors and service providers;
- Security personnel;
- Visitors and parents;

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- Volunteers; and
- Any person undertaking activities within or on behalf of Belvedere International School.

3. Policy Statement

Belvedere International School shall promote a culture of **responsibility and accountability** in Health & Safety.

The school shall:

1. Minimize Health & Safety hazards and risks.
2. Promote Health & Safety awareness.
3. Provide ongoing Health & Safety training.
4. Prevent injury and ill health.
5. Enhance the health and wellbeing of students and staff.
6. Comply with relevant Health & Safety legislation and applicable regulatory requirements.
7. Maintain appropriate emergency preparedness and response arrangements.

4. Hazard Identification and Risk Management

A **hazard** is anything that has the potential to cause harm.

A **risk** is the potential for a hazard to occur, considering its likelihood and consequences.

The school shall apply the principle:

Risk = Likelihood × Consequences

All departments and responsible persons shall identify hazards, assess potential risks and implement appropriate control measures to reduce those risks.

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Examples of hazards that may be encountered at BIS include:

- Slips, trips and falls;
- Obstructed corridors and staircases;
- Electrical hazards;
- Fire hazards;
- Unsafe classroom furniture;
- Playground hazards;
- Swimming pool hazards;
- Science laboratory hazards;
- Canteen and food safety hazards;
- Cleaning chemicals;
- Toilet and washroom hazards; and
- Psychosocial hazards.

All identified hazards shall be reported and addressed through the school's established risk assessment, maintenance, corrective action and monitoring processes.

5. Incident and Accident Reporting

All staff and persons working within the school have a responsibility to report:

- Unsafe acts;
- Unsafe conditions;
- Accidents;
- Incidents;
- Injuries;
- Near misses; and
- Other situations that may affect Health & Safety.

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Reports may be escalated through the appropriate school personnel, including:

- Senior Leadership Team (SLT);
- Middle Leadership Team (MLT);
- OSH/Health & Safety Officer;
- Facility Officer;
- Corridor Supervisors;
- Security;
- School Nurse, where medical assistance is required.

Where applicable, serious incidents or accidents shall be reported to **ADEK using the required reporting forms and timelines**. The induction material identifies Form G, G1 and G2 and states that Form G is completed by the OSH Officer for serious incidents or accidents and reported to ADEK within 24 hours.

6. Emergency Management

The school shall maintain an Emergency Response Plan (ERP) to support preparedness, response, accountability, communication and recovery.

Emergency preparedness shall be based on three primary objectives:

6.1 Protect Life

Protect students, employees, contractors, visitors and every person under school supervision.

6.2 Control Escalation

Detect emergencies early, select the appropriate protective action and coordinate available resources.

6.3 Support Recovery

Maintain communication, accountability, safe relocation and controlled reopening.

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7. Emergency Response Principles

During an emergency, every person on campus is expected to:

RECOGNISE → RESPOND → ACCOUNT → COMMUNICATE → WAIT

Recognise

Identify alarms, warnings or emergency conditions without delay.

Respond

Follow instructions for evacuation, lockdown, shelter or relocation.

Account

Move to the designated safe location, remain with the assigned group and participate in headcount.

Communicate

Use approved communication channels and provide clear and accurate information.

Wait

Do not re-enter a building, leave the designated location or change location until authorized.

8. Emergency Scenarios

BIS shall maintain preparedness for the following emergency scenarios:

Code	Emergency	Primary Protective Action
CODE 01	Fire	Evacuate and account
CODE 02	Bomb Threat	Follow security/authority direction
CODE 03	Lockdown / Intruder	Secure and restrict movement
CODE 04	Active Shooter	Immediate protective lockdown
CODE 05	Child Abduction	Secure access and activate response
CODE 06	Missing Child	Accountability and controlled search
CODE 07	Structural Failure	Isolate and evacuate unsafe area
CODE 08	Loss of Services	Safe shutdown, relocation, or closure

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Code	Emergency	Primary Protective Action
CODE 09	Severe Weather	Shelter or adjust operations
CODE 10	Earthquake	Protect during shaking; move when instructed
CODE 11	Adjacent Fire / Explosion	Shelter, relocate or evacuate as directed
CODE 12	Fatality / Major Injury	Medical response, control and escalation

These emergency codes shall be communicated through approved school emergency communication systems.

9. Emergency Escalation

Emergency incidents shall be escalated according to their impact and the resources required.

Bronze – School Control

Managed internally by the Principal and Emergency Response Team using school resources.

Examples may include a local injury, a minor alarm, or limited disruption.

Silver – Leadership Support

Requires wider leadership involvement, additional resources, or enhanced control.

Examples may include multiple injuries, partial closure or a serious security concern.

Gold – External Authorities

Requires support or control from Police, Civil Defense, Ambulance, or other relevant authorities.

Examples include fire, active threat, fatality, major injury or structural emergency.

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10. Emergency Communication

Emergency communication shall be **clear, factual, timely and controlled**.

Personnel shall:

1. **Listen** – Recognize alarms, announcements, radio communications and authorized instructions.
2. **Confirm** – Identify the incident, exact location, persons affected and immediate hazards.
3. **Report** – Use the approved communication channel and provide concise factual information.
4. **Control** – Do not spread rumors, unverified information or incident images.
5. **Update** – Immediately report changes, missing persons, injuries and blocked routes.

Unauthorized photography, recording or sharing of emergency incident information is prohibited where it may compromise safety, privacy, safeguarding or emergency response.

11. Protective Actions

Depending on the emergency, the school may implement one or more of the following protective actions:

Evacuation

Leave the building or affected area using a safe designated route.

Lockdown

Secure rooms and restrict movement during an intruder, active threat or serious security risk.

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Shelter-in-Place

Remain indoors or move to a designated internal safe area when an external hazard makes outdoor movement unsafe.

Off-Site Relocation

Move students and staff under supervision to an approved alternative safe location when the campus cannot be safely used.

Closure / Controlled Collection

Suspend operations and implement controlled parent/guardian collection when continued operation is unsafe or impractical.

12. Immediate Emergency Actions

During the first stage of an emergency, personnel shall:

1. **Recognise** the alarm, warning, injury, threat or unsafe condition.
2. **Raise the Alert** using the approved school system.
3. **Protect Life** by moving away from immediate danger and stopping unsafe work where appropriate.
4. **Follow Instructions** for evacuation, lockdown, shelter or relocation.
5. **Report Facts**, including the location, people affected and current hazards.

13. Evacuation

During an evacuation:

- Stop normal activities immediately.
- Use the nearest available safe exit.
- Follow evacuation signs and Emergency Response Team instructions.
- Walk calmly and keep routes clear.
- Assist persons who require support in accordance with the emergency plan.

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- **Do not return for bags, phones or personal belongings.**
- Proceed directly to the designated assembly area.
- Remain with the assigned group.
- Do not re-enter until the authorized all-clear is provided.

14. Evacuation

Accountability is a critical part of emergency response.

Upon reaching the assembly point:

1. Proceed directly to the assigned assembly area.
2. Remain with the assigned class, work group or supervisor.
3. Teachers and supervisors shall conduct roll call using available records.
4. Missing, additional or injured persons shall be reported immediately.
5. All personnel shall remain under supervision until an all-clear, relocation instruction or formal handover is provided.

The **Primary Assembly Point** shall be clearly identified on the school's Emergency Response Plan and communicated to all staff and students.

15. Lockdown and Active Threat

Where a lockdown is initiated due to an intruder, active threat, serious security concern or authorized instruction:

- Move to the nearest designated secure location.
- Secure the room where possible.
- Move away from doors and windows.
- Silence devices and remain quiet.
- Do not open doors or leave unless instructed by authorized responders.
- Report accurate information only when safe and possible.
- Remain in place until the authorized all-clear or police direction.

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The priority is to **stay out of view, remain silent, follow instructions and protect persons under supervision.**

16. Shelter-in-Place and Severe Weather

Shelter-in-place may be implemented during:

- Sandstorms;
- Extreme heat;
- Heavy rain;
- Unsafe outdoor conditions;
- External smoke or fire;
- Explosion or fire in an adjacent building; or
- Any situation where remaining indoors is safer than evacuation.

Personnel shall move to the designated internal safe area, keep doors and windows closed where instructed, remain with their group, maintain accountability and await further instructions.

17. Emergency Command and Responsibilities

Incident Commander – Principal / Delegated Person

The Incident Commander shall:

- Lead emergency decisions;
- Select appropriate protective actions;
- Coordinate with external authorities;
- Approve closure, controlled collection and reopening.

OSH Management / OSH Officer

The OSH function shall:

- Maintain the emergency management programme;

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- Verify preparedness;
- Coordinate emergency drills;
- Record lessons learned and corrective actions.

Emergency Response Team

The ERT shall:

- Control safe routes and movement;
- Support communication;
- Assist with roll call;
- Conduct local verification.

Security

Security shall:

- Control gates and perimeter;
- Guide emergency responders;
- Provide CCTV, access and site information.

First Aid Team / School Nurse

The first aid function shall:

- Provide first aid and basic triage;
- Document care;
- Handover casualties to medical responders.

18. Responsibilities of All Groups

Teachers and Supervisors

Teachers and supervisors shall maintain calm control, follow emergency instructions, take attendance where records are available and immediately report missing persons.

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Employees and Staff

Staff shall stop normal work, follow the required protective action, report hazards and injuries, and support assigned emergency duties.

Contractors

Contractors shall stop work, make equipment safe where it is safe to do so, follow site supervision and support contractor headcount.

Visitors

Visitors shall follow their escort and school instructions, move to the designated safe area and remain available for headcount.

Students

Students shall remain calm, follow staff directions, remain with their group and never leave or re-enter an area without permission.

19. Emergency Drills and Training

Belvedere International School shall provide appropriate Health & Safety and Emergency Management training and conduct emergency drills to:

- Test emergency readiness;
- Familiarize staff and students with emergency procedures;
- Test communication systems;
- Test evacuation and assembly arrangements;
- Verify accountability procedures;
- Identify weaknesses and improvement opportunities; and
- Implement corrective actions.

An emergency drill is a planned exercise used to test readiness and identify areas for improvement.

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20. Monitoring, Review and Continual Improvement

The school shall monitor the effectiveness of this Policy through:

- Health & Safety inspections;
- Risk assessments;
- Incident and accident reports;
- Emergency drills;
- Emergency response evaluations;
- Corrective action tracking;
- Training records;
- Feedback from staff and relevant stakeholders; and
- Management review.

Lessons learned from incidents and drills shall be used to improve the school's Health & Safety and Emergency Management System.

21. Monitoring, Review and Continual Improvement

All persons covered by this Policy are required to comply with the school's Health & Safety requirements and emergency instructions.

Failure to follow Health & Safety or emergency procedures may result in appropriate corrective or disciplinary action in accordance with school procedures and applicable requirements.

22. Policy Review

This Policy shall be reviewed **at least annually** and whenever there is:

- A significant incident or emergency;
- A change in school operations;
- A change to emergency arrangements;
- A significant identified hazard;

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- A change in applicable regulatory requirements; or
- A need identified through drills, inspections or management review.

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