



BELVEDERE
INTERNATIONAL SCHOOL

HEALTH AND SAFETY POLICY

2025-2026

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Approvals:			
Principal	Mr. Ismat Daou		
Signature		Date:	29/6/2025
BIS Board of Governors	Dr. Salem Aldarmaki		
Signature		Date:	29/06/2025

Rationale

Belvedere International School is committed to providing a safe and healthy environment for all students, staff and visitors. In accordance with legal requirements, the Principal and the Board of Governors hold ultimate accountability for the health and safety of the school. Additionally, they share the responsibility for ensuring the provision of appropriate healthcare services to students. This policy outlines the fundamental requirements for maintaining health and safety standards within the school.

Policy References

- ADEK Health and Safety Policy 2025
- ADEK School Digital Policy 2024
- ADEK School Records Policy 2024
- ADEK & BIS School Transportation Policy 2025
- ADEK Safeguarding and Student Protection Policy 2024
- BIS Critical Incident Response Plan 2025
- BIS Fire Evacuation Plan 2024
- ADEK School Student Mental Health Policy 2024
- ADEK School Staff Wellbeing Policy 2024
- ADEK Coeducation Policy 2024
- ADEK & BIS Inclusion Policy 2024

Definition(s):

The following definitions are taken from the ADEK Health and Safety Policy (2024)

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Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented). For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.
Anaphylaxis	A sudden and severe allergic reaction and medical emergency that occurs within minutes of exposure and requires immediate medical attention (MedlinePlus, n.d.)
Basic Health Screening	Annual health screening of students in all grades, conducted by the school nurse, including review of medical history, measurement of body mass index, and vision testing (Al Hajeri, 2020).
Comprehensive Health Screening	An in-depth health screening for students in Grades 1, 5, and 9. The screening is conducted by visiting health professionals and includes a medical check-up by a licensed medical doctor, a hearing screening, and an oral health examination for students in Grades 1, 5 and 9, as well as a blood count test by a phlebotomist for all students in Grade 1 and for female students in Grade 9 (Al Hajeri, 2020).
Emergency Plan	Systematic instructions and procedures that clearly detail what needs to be done, how, when, and by whom before and after the time an anticipated emergency event occurs.
Governing Board	The governing body of a school, appointed by the school owners, and including qualified representatives and parents. The Governing Board is the senior authority of the school, with responsibility for the overall governance of its activities.
Health and Safety	Requirement for schools to ensure that students, staff, contractors, sub-contractors, relevant stakeholders, and visitors are kept safe and healthy in school and school-related activities.
Individual Healthcare Plan	A written description of a student's medical requirements, health status, and healthcare plan, developed by the school nurse.
Nurse	A full-time (internal/contracted) employee of the school, with a valid Department of Health (DoH) healthcare professional license, whose role is to oversee the school medical clinic and the healthcare of students in the school.

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Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema).
Visitor	For the purpose of this policy, a visitor is any temporary visitor (e.g., a parent or a relative of a student, prospective student and their parents, inspectors, contractors, etc.) entering the school premises. An invited visitor is anyone visiting the school on a temporary basis to interact with students (i.e., a speaker, career fair representative, etc.) and includes volunteers, who are engaged by an educational institution on a non-remunerated basis to interact with students (e.g., parent chaperones, etc.).
Wellness	The quality or state of being in good physical and mental health.

For the purposes of this policy, the School refers to Belvedere International School (BIS).

For the purposes of this policy, the term Health and Safety refers to the requirement for the school to ensure that students and staff are kept safe and healthy in School and when out of School in situations for which the School has a responsibility.

1. Policy Requirements:

This policy will outline the following:

1. The responsibility of the Principal and the Governing Board for ensuring the health and safety of all school operations and activities, both on and off site.
2. The roles and responsibilities of all members of the school community, including students, staff, health and safety officers, contractors, subcontractors, relevant stakeholders, and visitors, in upholding health and safety standards.
3. The procedures in place to safeguard the health and safety of students, staff, and visitors during school activities, including extracurricular programs and off-site events.
4. The resources, policies, and processes implemented to maintain a safe, secure, and supportive school environment, fostering a culture of responsibility and accountability.

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5. The provisions for educating students and equipping staff with the necessary training to promote health and safety awareness.
6. The procedures for preventing injuries and safeguarding overall well-being within the school community.
7. The framework for conducting risk assessments, maintaining an up-to-date risk register, implementing necessary control measures, and continuously monitoring and reviewing health and safety systems.

2. Regulatory Compliance:

1. To ensure by law, the BIS Health and Safety Policy complies with the policies, procedures, regulations, frameworks, compliance checklists, circulars, and special instructions and their amendments issued and supervised by ADEK, ADPHC/DoH, Abu Dhabi Civil Defence Authority (CDA), or any other relevant authority in the UAE regarding school activities, operations, buildings, facilities, and equipment used. This includes:

- a. Submission of periodic reports, audits, and action plans.
- b. Submission of relevant forms, including incident reports and management systems.
- c. Compliance with given timeframes.
- d. Displaying the policy in prominent locations throughout the school and ensuring it is readily accessible to all stakeholders (including staff, students, visitors, etc.).

2. The school shall meet all requirements for obtaining necessary licenses and permits and maintain valid contracts to conduct their operations from ADEK, ADPHC/DoH, Department of Municipalities and Transport (DMT), Integrated Transport Centre (ITC), Monitoring & Control Center (MCC), CDA, the Abu Dhabi Agriculture and Food Safety Authority (ADAFSA), and/or any other relevant government or regulatory entity regulating areas related to health and safety.

3. The school maintains any inspection records, observations, and notifications made by relevant authorities, in line with the ADEK School Records Policy and shall meet all applicable compliance requirements.

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4. Schools shall ensure that every digital incident is recorded, documented, and signed by the Principal, and stored for auditing purposes, in line with the ADEK School Digital Policy and the ADEK School Records Policy.

5. Schools shall adhere to appropriate school transportation and traffic management procedures, including maintaining school bus inspection records and acquiring relevant licenses and permits for school buses, bus drivers, and bus supervisors, in line with the ADEK School Transportation Policy.

3. School Health and Safety Policy:

The School shall develop, implement and maintain an Environment, Health and Safety Management System (“EHSMS”) for their operations in full compliance with the “Abu Dhabi Occupational Safety and Health (ADOSH) Regulatory Framework” and the “Education Sector EHSMS Requirements” and any relevant policies set out by the Abu Dhabi regulatory authorities and other government entities.

The Principal, Board of Governors, and the Owners share ultimate accountability when it comes to offering a safe and healthy environment. The School Principal, in consultation with the Board of Governors and the Owners, shall prepare, implement and regularly review the Health, Safety and Environment Policy and Procedures which must be aligned with the Abu Dhabi regulatory authorities’ health and safety regulations, policies and requirements.

The attached health, safety and environment procedures set out the Belvedere International School commitments, responsibilities and procedures to ensure the following:

- The maintenance of a healthy, safe and risk-free environment throughout the School, and all of its external facilities, taking into account aspects of public health, and including the areas which students, staff and visitors use for arrival and dismissal.
- The provision of a safe, risk-free and healthy environment for students and staff during extra-curricular activities (excursions and field trips).
- The Belvedere International School compliance with policies, procedures, programmes and special instructions issued by the Abu Dhabi regulatory authorities or any other governmental or regulatory entity regarding School buildings, facilities and equipment used, and their conformity with environmental, health and safety specifications contained therein.

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- The award of the necessary valid licenses and permits from the Abu Dhabi regulatory authorities, Department of Municipal Affairs, Civil Defence Directorate, HAAD, Abu Dhabi Food Control Authority and any other concerned governmental entity, and maintaining the related inspection records carried out by these entities and the observations made in their regard.
- The School is equipped with integrated and effective systems, fixed and mobile, for fire protection and detection, including fire sensors and detectors, fire extinguishers, water systems, pumps, taps, hoses, nozzles and sprayers to extinguish fires provided that they fully meet the specifications laid down by the Civil Defence Directorate. The School will obtain the necessary valid licenses and maintain inspection records and notifications on these systems.
- The School is equipped with integrated and effective security and access systems, including procedures and records for entering School buildings, surveillance cameras, and the like, when needed. Surveillance cameras should be installed so as to cover School campuses, buildings and facilities, and they must be categorised as sensitive sites to ensure the safety and security of students, employees, visitors and contractors.
- A special clinic is provided for regular and emergency medical services within the School buildings. The clinic is equipped with qualified and licensed staff, such as a School nurse, as well as the resources and equipment needed to work full time during School working hours, and in full compliance with the requirements and standards of HAAD. The School shall obtain the necessary valid licenses and maintain inspection records as required.
- The promotion and integration of health, safety and environmental education within the curriculum and School extra-curricular activities. The School shall regard the promotion of health and safety education as essential at all times. It shall be the responsibility of every staff member to ensure that correct health and safety procedures are followed at all times, in accordance with the requirements of the Belvedere International School Health, Safety and Environment Policy and Procedures and all other policies and regulations applicable in the Emirate. They shall also be responsible for informing the Belvedere International School Principal or her delegated representative and the

Abu Dhabi regulatory authorities and relevant authorities, within required timeframes, of any health and safety breaches at the School.

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4. The BIS Health and Safety School System

4.1 Provision of Medical Services

School Clinics:

BIS has established and maintains a clinic on the school premises to provide healthcare services to students, in compliance with DoH requirements and standards. The school holds a valid DoH healthcare facility license to operate the clinic.

School Nurse:

The school employs 1 full-time school nurse who holds a valid DoH healthcare professional license, in accordance with DoH requirements and the **ADEK School Coeducation Policy**. The nurse meets the professional qualifications and performance criteria set by DoH and strictly adheres to all DoH standards regarding the administration of medication in the school.

Administration of Medication:

BIS ensures that medication is administered in accordance with DoH requirements and with a completed parental consent form, which is renewed each term or whenever there is a change in the student's Health & Safety 7 "Relentlessly Pursing Excellence" Classification: General Internal Purpose medication. This includes the management of medical emergencies such as anaphylaxis and seizures.

The school maintains accurate records of all medical care provided, including medication administered, health screenings, immunisations, and any medical interventions. These records are kept confidential in accordance with the **ADEK School Records Policy**.

4.2 Security Video Surveillance Cameras (CCTV)

The School is equipped with integrated and fully functioning access and security systems, including access procedures and logs, security video surveillance cameras and other devices or procedures installed to cover all School buildings and facilities, and classifying these as sensitive locations, to ensure:

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- The promotion of a safe learning environment
- The safety and well-being of students, staff, visitors and contractors while protecting individual privacy at all times
- The prevention and detection of crime, vandalism, unlawful behaviour and inappropriate conduct
- The protection of School buildings and their assets
- The security video surveillance cameras (CCTV) comprise a number of fixed cameras located within and around the School buildings, which shall provide coverage of the following areas:
 - All classrooms, science room, music room, swimming pool, SENCO and computer room.
 - All entrances and exits of School buildings and grounds
 - All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries)
 - Student pickup and drop-off areas (private vehicle and bus)
 - Security areas and hazardous areas (control room)
 - Exterior areas surrounding the School grounds

5. ROLES AND RESPONSIBILITIES:

5.1 The Board of Trustees will:

- Approve and oversee the implementation of the Belvedere International School Environment, Health and Safety Policy and ensure that the Belvedere International School environment, health and safety provisions conform in full to the standards required by the Abu Dhabi regulatory authorities and other relevant government entities.

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5.2 The Principal will:

- Prepare and implement the Belvedere International School Environment, Health and Safety Policy and ensure that it conforms in full to the standards required by the Abu Dhabi regulatory authorities and other relevant government entities.
- Obtain valid licenses and permits and maintain records of any relevant inspections from relevant government entities.
- Provide medical services to students through a School clinic, staffed with a HAAD-licensed nurse, and which is compliant with HAAD requirements.
- Ensure that all School employees are aware of the Belvedere International School Environment, Health and Safety Policies.
- Meet all other requirements stated in this policy.

5.3 School staff will:

- Ensure that correct environment, health and safety procedures are followed at all times, in accordance with the requirements of the Belvedere International School Environment, Health and Safety Policy and all other applicable regulations and policies in the Emirate.

5.4 School nurses will:

- Ensure the School clinic is staffed at all times during official School operating hours, and provides medical services to students as needed.
- Provide health education and awareness to students, School staff and Parents/Guardians.
- Implement the relevant requirements of this policy and other policies in this Manual.

5.5 Health and Safety Officer:

BIS employs a dedicated full time Health & Safety Officer responsible for effectively implementing, overseeing, managing, and monitoring the school's Health and Safety Policy.

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- The Health & Safety Officer ensures that health and safety remains their primary focus.
- The Health and Safety Officer is adequately trained to implement the Health and Safety Policy and meets the minimum requirements outlined in the ADEK HSE Policy.
- To co-ordinate, support and advise the School Management on all aspects with regards to Health and Safety.
- Maintain the occupational health and safety system aligned to ADPHC's compliance requirements and to fulfil periodic submission requirements set by ADPHC/DoH and other relevant authorities.
- Oversee staff training on health and safety protocols, including comprehensive induction and handover training for new employees and contractors.
- Conduct hazard identification, risk assessments, and implement control measures to mitigate risks in critical areas such as school bus services, parent pick-up and drop-off zones, and traffic flow management.
- Develop, maintain, and regularly update both the Emergency Response Plan and the PEEP Register to ensure preparedness and compliance.
- Establish and oversee a School Health and Safety Committee to manage all related health and safety matters effectively.
- Maintain detailed records of incident investigations within an incident register and ensure timely reporting through the ADEK, ADPHC electronic OSH reporting system and AE Evotix Audit Management System.
- Collaborate with the school's Safeguarding Committee or Safeguarding Lead, in alignment with the BIS and ADEK School Safeguarding Policy, to ensure adequate supervision and monitoring of students. This includes maintaining full visual coverage to prevent, address, and respond to incidents effectively.

6. Education and Training:

6.1 Student Education

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BIS is committed to educating all students on essential health and safety practices. This includes teaching road safety, risk awareness, fire safety, proper use of personal protective equipment, emergency and evacuation procedures, basic first aid training, and personal physical awareness.

6.2 Staff Training

BIS is committed to ensure that all staff receive comprehensive training to equip them with the necessary knowledge and practical skills to safeguard student health and safety. Training shall align with ADPHC/DoH and OSHAD-SF guidelines and include, but is not limited to:

1. Procedures for ensuring student safety during emergencies on site or school-related activities, such as fire incidents or security threats, in accordance with the ADEK School Safeguarding Policy.
2. Conducting a risk assessment to identify the type and level of health and safety training required for staff (e.g., first aid, fire safety).

7. General Health and Safety Measures

7.1 General Health and Safety Measures

The School will ensure that:

- Procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g. laboratory chemicals and equipment, biological materials, cleaning substances, workshop tools and maintenance equipment) are followed scrupulously at all times.
- All equipment used by the School are regularly tested and maintained in safe working condition.
- Relevant staff bear responsibility for all health and safety matters in relation to facilities and have relevant licenses and approvals from relevant entities.
- The School carries out all regular safety assessments (e.g. fire safety) as required by the Abu Dhabi regulatory authorities and all other applicable government entities, including emergency evacuation plans.

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- It is the joint responsibility of the Principal, the Board of Governors and the Owner to ensure that the School is equipped with fully functioning and effective fixed and portable protection systems for fire prevention and detection. The School must be fully compliant with the Abu Dhabi Civil Defence General Directorate policies and all other applicable regulations and policies in the Emirate. The School shall obtain appropriate and valid licenses and maintain records for inspections.

7.2 School Bag Weights Limits

BIS ensures compliance with maximum weight limits for students' school bags and effectively communicates this policy to the parent community through weekly newsletters, social media updates, and prominently displayed posters across the school.

A student's school bag shall not exceed 5-10% of their body weight when packed, taking into account individual factors such as the student's overall health, physical strength, and any existing health conditions. This measure is in place to prevent any adverse effects on the spine or body, as outlined in Table 1: Maximum Backpack Weight Limit per Grade.

Table 1. Maximum Backpack Weight per Grade

Grade/Year	Max. 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
Gr4/ 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	

*Maximum school bag weight was calculated based on the American Chiropractic Association(ACA) recommendations.

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7.3 Smoking

Belvedere International School is committed to maintaining a smoke-free environment both within the school premises and in the surrounding areas as defined by ADPHC/DoH. The school enforces a strict no-smoking policy, which includes e-cigarettes and vaping, for all students, staff and visitors.

7.4 Fire Protection

BIS ensures its premises are equipped with integrated and effective fire protection and detection systems. This includes both fixed and mobile systems such as fire detection systems, fire suppression systems, and fire sprinkler systems.

1. Schools shall ensure that these systems are fully compliant with the specifications set out by the CDA and obtain the necessary valid licenses for such systems.
2. Schools shall maintain inspection records and notifications relating to their fire protection and detection systems, in line with the ADEK School Records Policy.
3. Schools shall install the HASSANTUK system (if directed by the CDA and/or relevant authorities) to ensure timely response to fire and life safety emergencies.

7.5 Liquid Petroleum Gas (LPG)

The school shall not use LPG except for educational purposes and shall have a central LPG system (no individual burners or cylinders). The main supply line shall be located outside of the school building and properly secured from access by students and any other unauthorized persons. This main LPG supply must comply with the requirements of the CDA. This distribution system must be linked to the school's fire alarm system and must comply with the requirements of the CDA.

7.6 Emergency Situations

Student safety is the primary concern in any emergency.

1. The Principal has the responsibility for determining what circumstances amount to emergency situations and what action the School should take. Some of these actions include cancellation of School, early dismissal and evacuation of students and staff

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2. from the School. The Principal will organise efficient emergency drills at least once a year, as these assist the School' leaders to assess the preparedness of their School for crises and address potential weaknesses or gaps. This is further supported by the **BIS Emergency Response Plan**.
3. The school conducts fire evacuation drills once a term and a lockdown drill once a year to ensure preparedness and identify potential areas for improvement. Procedures are outlined further in the **BIS Fire Evacuation Plan**.
4. BIS has an SMS notification system in place to quickly communicate information to parents in the event of an emergency.

7.7 Health and Safety-Related Mental Health Support

The school provides mental health support to students and staff following any serious whole-school emergency, in accordance with the ADEK School Student Mental Health Policy and the BIS & ADEK School Staff Wellbeing Policy.

7.8 Cleaning Staff

The School shall ensure that all cleaning staff work on the following schedule:

Nursery/FS1/FS2/ YR1 to 6 (Male / Female students) Female cleaners only during official working hours

YR7 to YR11(Male students) Male cleaners only during official working hours

YR7 to YR11 (Female students) Female cleaners only during official working hours

8. Compliance

The BIS Health and Safety Policy shall be effective as of the start of the Academic Year 2024/25 (Fall term).

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