



HEALTH AND SAFETY POLICY

Academic Year 2026 – 2027

1. General Statement

Belvedere British School (BBS) is committed to ensuring the health, safety, and welfare of all staff, students, visitors, and contractors, in accordance with the updated 2024 ADEK Health and Safety Policy. BBS will take all reasonably practicable steps to meet and exceed ADEK standards and other applicable UAE legislation.

2. Purpose and Scope

This policy outlines the school's systematic approach to managing health and safety risks to prevent accidents, injuries, and occupational illnesses, and to ensure safe learning and working environments.

The policy:

- Ensure full compliance with ADEK, ADPHC, DoH, CDA, and other UAE regulatory bodies.
- Safeguards all stakeholders by implementing compliant health and safety policies.
- Promotes accountability, training, and awareness across the school community.
- Provides access to qualified healthcare services through an on-campus clinic.

3. Policy Provisions: BBS strives to:

- Comply with ADEK's 2024 Health and Safety Policy requirements.
- Conduct regular hazard identification and risk assessments.
- Promote a culture of safety through continuous training and awareness.
- Ensure the effective implementation of emergency preparedness and response procedures.

3.1 Roles and Responsibilities

- **Principal and Governing Board:** Hold overall accountability.
- **Health and Safety Officer:** Is a full-time, qualified staff member, appointed to oversee all health and safety measures.
- **Health and Safety Committee:** Established to manage safety-related matters collaboratively.
- **Staff and Students:** Must follow safety protocols and participate in training sessions.

3.2 Policy Implementation and Compliance

- Health and Safety Policy is published on the school's website in Arabic and English.
- Compliance is upheld with ADEK, ADPHC/DoH, CDA, DMT, MCC, ADAFSA regulations.
- Up-to-date incident records are maintained in line with ADEK Digital and Records Policies.
- School transport safety and traffic management systems are implemented.

3.3 Training and Education

- **Students:** Are taught about fire safety, risk management, emergency procedures, and first aid.
- **Staff:** Receive tailored training based on risk assessments (e.g., fire drills, hazardous material handling).
- **Induction programmes** are undertaken by all new staff and contractors.
- Up-to-date **training records** are maintained and ready for inspection.

3.4 Emergency Preparedness

- A detailed Emergency Plan is developed and reviewed annually.
- Emergency drills are conducted at least once per academic year.
- A mass notification system is in place for communication with parents.

3.5 Health and Medical Services/First Aid

- **School Clinic:** Operated under the Department of Health license with a full-time nurse.
- **Medical Care:** Includes screenings, immunisation programs, and emergency response (e.g., anaphylaxis).
- **Individual Healthcare Plans (IHPs):** Are developed for students with additional health needs.
- **Confidential Records:** All medical services and interventions are securely documented.
- All **injuries** are reported through the AI Adaa system, where applicable.

3.6 Health and Safety Requirements

- Hazardous materials and equipment are properly stored and used.
- Regular maintenance and inspection of school equipment and fire safety systems is upheld.
- Compliance with MCC surveillance device standards is fulfilled.
- A strict Smoke-Free Campus Policy is enforced (includes vaping).
- Weight limits for student backpacks are regularly monitored using the scale:
 - **FS2–Y1: ≤2 kg**
 - **Y2–Y4: ≤ 4.5 kg**
 - **Y5–Y7: ≤ 8 kg**
 - **Y8–Y13: ≤ 10 kg**

3.7 Fire Safety & LPG Use

- Fire drills and system inspections are logged.
- We conduct fire and lock down drills as per ADEK's minimum frequency.
- Fire safety equipment is maintained and checked per Civil Defence/ADEK guidelines.
- Evacuation routes in all classrooms and shared areas are displayed.
- LPG is used only for educational purposes with external, centralised systems linked to fire alarms.

3.8 Mental Health Support

Psychological support is provided after any whole-school emergency, in accordance with ADEK's Mental Health and Staff Wellbeing Policies.

4. Risk Assessment and Hazard Management

- Risk assessments are expected to be completed using ADEK's latest formats and are reviewed at least annually or following any incident.
- Risk registers are updated and maintained electronically.

5. Facilities and Environmental Safety

- Regular inspections in line with ADEK’s environmental health standards are conducted.
- Compliance is ensured in areas such as ventilation, sanitation, lighting, and noise.

6. Incident Reporting and Investigation

- ADEK’s procedures for incident notification and investigation are followed.
- All incidents in the school’s MIS and ADEK portals are recorded where required.

7. Monitoring and Review

- Policy and procedures are reviewed annually or in response to changes in ADEK legislation.
- Reports are to be submitted to ADEK and the BBS Board of Governors.

8. Compliance and Auditing

- An internal audit is conducted annually before the third-party audit.
- ADEK inspections and audits will be supported and findings implemented.

Review and Approval

Review Date: June 2026

Next Review Date: June 2027

Approved by:

Principal

BBS Board of Governors

School Stamp