



HEALTH AND SAFETY POLICY

Motivation:

At Universal Philippine School, we believe that maintaining a healthy and safe working environment is crucial to the success of our entire school community. Promoting and upholding safety is a shared responsibility among staff, students, visitors, and all stakeholders. Our commitment to Occupational Health and Safety (OHS) is integral to fostering a secure and supportive environment where everyone can thrive.

Aims:

- At Universal Philippine School, our Occupational Health and Safety policy aims to:
- Protect the health, safety, and wellbeing of our students, staff, visitors, and contractors at all times.
- Foster a culture of safety by promoting awareness, responsibility, and best practices throughout our school community.
- Prevent accidents and injuries by identifying risks early and putting effective control measures in place.
- Ensure full compliance with all relevant laws, ADEK regulations, and education authority standards.
- Provide ongoing training and resources so everyone understands their role in maintaining a safe environment.
- Maintain our facilities and equipment in a safe condition through regular inspections and timely repairs.
- Be prepared for emergencies with clear procedures and regular drills for students and staff.
- Encourage open communication and continuous improvement by reporting hazards and learning from incidents.

Our commitment to these aims supports a safe, healthy, and nurturing environment where all members of the school community can thrive.

Implementation:

Occupational Health and Safety is a shared responsibility of the School Board and all employees, students, parents, visitors and contractors.

Roles and Responsibility

School Principal

- Provide strong leadership to promote a culture of health, safety, and wellbeing in the school.



- Ensure health and safety policies comply with ADEK and are effectively communicated and implemented.
- Oversee risk assessments and ensure hazards are identified and managed.
- Allocate resources needed for a safe environment, including staff training and equipment.
- Ensure staff are trained and prepared for emergencies, with regular drills conducted.
- Manage incident reporting, investigation, and follow-up actions.
- Maintain clear communication with staff, parents, and authorities about health and safety issues.
- Monitor compliance with relevant laws and ADEK requirements.
- Drive continuous improvement in health and safety practices within the school.

Health and Safety officer

- Ensure and promote health and safety standard in the school as per ADEK's Health and Safety policy.
- Conduct Risk Assessment to mitigate hazards and monthly workplace inspection.
- Record and investigate near miss and incident/accident.
- Develop and monitor implementation of Preventive Maintenance Plan.
- Timely review and update health and safety policy.
- Conduct Induction of employees related to the health and safety of the school.
- Maintain register of the Personal Protective Equipment and Hazardous Material.
- Spearhead the Health and Safety Committee and the periodic meeting.
- Develop emergency procedures and conduct periodic emergency drill.
- Propose training plan as per ADEK requirements for approval by the school principal.
- Qualification: Health and safety officer meets the competency requirements in accordance with ADEK and relevant authorities' policies.

Staff and Teacher

- Full responsibility for the safety and well-being of the students and must provide duty of care and supervision all the time, especially to students with determination.
- Familiarize the emergency procedure and risk assessment.
- Follow the control measures being set in the risk assessment
- Report any hazards in the workplace, near miss, and accident/incident.
- Familiarize and follow the first aid procedure.
- Cooperate in the health and safety practices.



Visitors and Parents

- Inform them of their intention of visiting the school. Log all the information needed in the security guard logbook.
- Follow the dress code when entering the school premises.
- No smoking inside the school premises.
- Fulfilling their duties under Occupational Health and Safety rules including acting in a safe manner; taking reasonable care of their own health and safety and that of others affected by their actions or omissions; and complying with the safety procedures and directions of Universal Philippine School.

Contractors and Sub-contractors

- Comply with the health and safety rules and regulations of the school.
- Secure Permit to Work from OHS/Facilities office prior conducting any work inside the school.
- Contractor/ sub-contractor will be held liable for conducting any work which is not approved from OHS" office or principal's office.
- Works should not affect or disturb the teaching classes of the students; otherwise, it will be done outside school hours.

School Nurse

- Administer first aid and basic medication needed for the patient.
- Promote healthy eating habits for students.
- Coordinate with SEHA in administering immunization, vaccination and medical screening of the students.
- Perform monthly monitoring first aid boxes, medical supplies, and daily clinic visit.
- Maintain health records of the students.

Universal Philippine School Management

- Develop and enforce health and safety policies aligned with ADEK standards.
- Maintain a safe and compliant school environment.
- Conduct regular risk assessments and manage hazards promptly.
- Allocate resources for health and safety needs.
- Oversee staff training on safety and emergency procedures.
- Ensure emergency plans are in place and drills are conducted.
- Monitor health and safety performance and handle incident follow-ups.
- Facilitate communication with the school community and external agencies.

- Promote ongoing improvement in health and safety culture.



2. Field Trip and Extra-curricular Activity outside the School

- Risk assessment must be carried out with corresponding control measures.
- Class advisers must secure accomplished parent consent form.
- One student with determination per one accompanied staff or volunteer.
- Available arrangement for first aid and medical needs for the students.
- Available transportation to and from the venue.
- Follow ratio of school staff and students as per ADEK policy.
- Students must wear school uniform or anything that can easily identify them as part of the Universal Philippine School.
- Follow the rules and regulations of the place to visit.

3. General Maintenance of Facilities and Equipment

- Daily cleaning of school facilities like classrooms, offices, library, science laboratory, ICT, clinic and sports facilities.
- Daily cleaning of washrooms and common areas such as lobby, hallways, meeting room, and activity ground. A “wet floor sign” must be in placed when cleaning common area.
- Clean and store properly the laboratory equipment after use.
- Sanitize the tables, chairs, desks, doorknobs, toys and other areas where the students are touching using disinfectant agent.
- Use face mask and gloves in using disinfectant agent.
- Regular disposal of trash in all areas of the school. Use gloves at trash disposal.
- Conduct periodic preventive maintenance plans in all air-conditioning units, fire protecting system, and water tanks.
- Arrange monthly pest control.
- School I.T. in charge will conduct daily checking of CCTV monitors. Report to the contractor for any not working CCTV immediately.

4. Emergency Plan and Procedure (Refer to Crisis Management Plan)

- The school maintains and reviews a Risk Register to identify and manage hazards related to facilities, transport, and school activities.
- All emergency systems and safety equipment (alarms, sprinklers, exits, signage, lighting) are regularly inspected and maintained in compliance with Abu Dhabi Civil Defense Authority and ADEK standards.
- Staff and students receive regular training and awareness sessions on evacuation, lockdown, fire safety, and first aid.
- Emergency drills are conducted at least once per year, with logs, observations, and corrective actions recorded.
- A notification system (SMS, app alerts, PA system) is in place to inform parents and



stakeholders during emergencies.

- The school keeps updated contact lists for emergency services, staff, and parents.
- Off-site activities and transport follow the same emergency planning and safety procedures as on-campus operations.

5. Materials and Hazardous Substance

- The school maintains strict procedures for the safe storage, handling, and disposal of hazardous substances such as laboratory chemicals, cleaning agents, and workshop materials.
- All hazardous materials are securely stored, clearly labeled, and accessible only to trained and authorized staff
- Risk assessments and Safety Data Sheets (SDS) are maintained for all hazardous substances, and records are reviewed regularly.
- Equipment and storage areas are inspected and maintained in compliance with ADEK and Abu Dhabi Civil Defense Authority standards.
- Staff receive training on the safe use and disposal of hazardous materials; students are given age-appropriate safety instruction during practical activities.
- Hazardous waste is disposed of through licensed contractors following local environmental and health regulations.
- The school promotes environmentally responsible practices, preferring low toxicity cleaning products and ensuring proper ventilation.

6. School Security

- The school maintains a secure campus with controlled access points, qualified security staff, and monitored entry/exit records.
- All visitors must sign in, present valid identification, wear visitor badges, and stay within approved areas under staff supervision.
- CCTV and alarm systems are installed across key areas to ensure continuous monitoring and quick incident response.
- Staff are trained in security breach and lockdown procedures to handle unauthorized access or emergencies effectively.
- During school events, heightened security and ID verification are enforced for all guests and service providers.
- Student pick-up and transport follow strict identity verification and supervision procedures to ensure child safety.
- The school safeguards privacy and data security, ensuring that student and staff information is protected.
- Regular audits and reviews of all security systems, logs, and procedures are conducted to ensure ongoing compliance with ADEK's Safeguarding Policy.



7. Traffic Management and Road Safety (Refer to Traffic Management Plan)

- The school maintains a Traffic Management Plan to ensure safe and orderly vehicle and pedestrian movement within and around the campus.
- Designated drop-off and pick-up zones, clear signage, and trained staff manage traffic during busy times.
- The school takes full responsibility for student safety on school buses, ensuring all drivers and supervisors are licensed and vehicles meet ADEK and ITC standards.
- Road safety education is provided to students, and parents are informed about safe driving and pick-up practices.
- All traffic within school premises complies with speed limits and signage, coordinated with local authorities for school-zone safety.
- A Transport Emergency and Communication Plan ensures timely response and parent notification during transport incidents.
- The school regularly reviews and updates its traffic and transport safety measures, keeps incident logs, and participates in community road-safety campaigns.

8. Weight Limits of School Bags

Schools should adhere to maximum weight limits for students' school bags and ensure that this policy is communicated to parents. A student's school bag shall not exceed 5-10% of a child's body weight when packed (Considering individual factors such as the student's overall health, physical strength,

and any existing health conditions) to avoid adverse effects on their spine or body as per Table 1. Regular reminders are being passed on to the parents about maintaining the bag weight through circulars, messages, public platforms like google classrooms, class dojo etc.

Maximum Backpack Weight Limit per Grade.

Grade/Year	Max. Backpack Weight*
KG1 / FS2	Not exceed 2 kgs
KG2 / Year 1	
Gr 1 / Year 2	
Gr 2 / Year 3	Not exceed 3 to 4.5 kgs
Gr 3 / Year 4	
Gr4 / Year 5	
Gr 5 / Year 6	Not exceed 6 to 8 kgs
Gr 6 / Year 7	
Gr 7 / Year 8	
Gr 8 / Year 9	Not exceed 10 kgs
Gr 9 / Year 10	
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.



9. Training

- The school provides regular training for staff on health, safety, emergency response, safeguarding, and first aid.
- Students receive age-appropriate safety education on emergencies, personal safety, and wellbeing.
- Designated staff get specialized training for their specific roles.
- Training attendance and certifications are recorded and maintained for compliance.
- New staff undergo induction training covering school policies and safety procedures.

- Training programs are regularly reviewed and updated to stay current with ADEK guidelines.
- Parents are engaged through awareness sessions about safety and wellbeing initiatives.

Evaluation and Review:

An annual OHS review will be conducted by the appointed representative with the Principal and OHS Committee.

The outcomes of this review will be included within the annual review in **August 2025**. Next review February 2026.

This policy will be reviewed every year for the School Improvement Framework cycle.

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UNIVERSAL PHILIPPINE SCHOOL

First Filipino School in Al Ain

