



Health and Safety Policy Academic Year 2024–2025

Aspen Heights British School

Introduction

Aspen Heights British School (AHBS) is committed to providing a healthy, safe, and secure environment for all students, staff, contractors, and visitors. This Health and Safety Policy is aligned with ADEK's 2024 policy guidelines and complies with regulations from the Abu Dhabi Public Health Center (ADPHC), Department of Health (DoH), Civil Defence Authority (CDA), and other UAE regulatory bodies. It reflects the principles and framework set by ADEK and incorporates AHBS's local operational practices and internal organization.

Policy Statement

The Principal, Emma Shanahan, and the governing board accept ultimate accountability for health and safety. Day-to-day responsibilities are delegated to Dr. Kate Plumb (OSH School Representative) and Arbab Anwer (Health and Safety Officer).

Definitions (As per ADEK 2024 Policy)

- Additional Learning Needs: Individualized accommodations for students of determination.
- Anaphylaxis: Life-threatening allergic reaction requiring emergency care.
- Comprehensive Health Screening: Mandatory in Grades 1, 5, and 9 per DoH guidelines.
- Emergency Plan: Predefined steps for fire, intruder alerts, medical emergencies, etc.
- Nurse: DoH-licensed professional managing student healthcare.

Purpose

- Ensure AHBS meets ADEK regulatory requirements.
- Protect the wellbeing of students, staff, and stakeholders through effective systems.
- Foster a culture of accountability and awareness in health and safety practices.
- Provide high-quality, accessible healthcare services through a licensed school clinic.

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Policy Elements

1. Roles and Responsibilities

- Principal and Governing Board: Oversight of compliance and implementation.
- Health and Safety Officer (Akhil Nair): Lead for all safety-related systems and OSHAD-SF reporting.
- Facilities Manager (Arbab Anwer): Infrastructure integrity, fire safety systems, and COSHH compliance.
- HR Manager (Nicolette Van Dyk): Induction and safety training oversight.
- OSH School Representative (Dr. Kate Plumb): ADEK liaison and internal audits.
- School Nurse (Maria Carin Pascual Verayo): Medical service compliance and record-keeping.

2. Risk Management

- Maintain and review risk register and assessments quarterly.
- Conduct COSHH risk evaluations for substances and materials.
- Use ADEK's electronic incident reporting system for timely documentation.

3. Emergency Procedures

- Fire drills: Conducted every Month
- Code Green alert system activated via PA for intruder threats.
- Fire Precaution Manager: Arbab Anwer.
- Fire Panel Responsibility: Naushad and Ashfaq.
- Evacuation routes and muster points updated and communicated.

4. Health and Safety Committee

- Health and Safety Meets weekly
- Members include Emma Shanahan, Walid Al Kaddah, Akhil Nair, Arbab Anwer, Dr. Kate Plumb and Nicolette Van Dyk others.

5. Training and Competency

- Induction training by Dr. Kate Plumb and Nicolette Van Dyk.
- Safety courses (first aid, fire prevention, emergency preparedness) by Nicolette Van Dyk.

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6. Medical Services

- Licensed school clinic located in Olea Block.
- Staffed with full-time DoH-licensed nurse.
- Periodic student screenings (BMI, vision, hearing, etc.).
- Immunizations coordinated with DoH-approved health providers.
- Administer medications only with parental consent; log incidents in secure health records.

7. Security and Visitor Management

- Visitors sign in at reception; lanyards by color:
- Green/Violet: Staff | Yellow: Visitors | Orange: Parents | Red: Contractors
- Main entrance monitored by swipe access and guards.
- Emergency lockdown initiated via PA system.

8. Transportation and Traffic Safety

- Traffic Management Plan updated annually.
- Buses and staff vehicles inspected per ADEK and ITC regulations.
- Transport Emergency Plan communicated to all stakeholders.

9. Smoke-Free Campus

- Smoking and vaping prohibited on or around campus per ADPHC directive.

10. Mental Health Support

- Mental health counseling activated post-crisis.
- Policies in line with ADEK's Student Mental Health and Staff Wellbeing guidelines.

11. Compliance and Monitoring

- Submit periodic audits, records, and inspection logs to ADEK.
- Maintain up-to-date permits, licenses, and safety certifications.
- Digital logs of incidents, fire drills, and corrective actions maintained for inspections.
- Regular inspections conducted by Arbab Anwer and Walid Al Kaddah.
- ADEK reporting requirements fulfilled.



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12. Accessibility

- Policy displayed prominently and available in English

Compliance

- This policy will be effective from the start of the Academic Year 2024/25 (Fall term). AHBS expects full compliance with this policy by the start of the Academic Year 2025/26 (Fall term)

References

- ADEK Health and Safety Policy 2024
- OSHAD-SF System Framework
- Abu Dhabi Department of Health Guidelines
- CDA Fire Safety and Surveillance Regulations

Approved by:

Emma Shanahan

Principal, Aspen Heights British School

Effective Date: Jan 1, 2025