

Health and Safety Policy

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LFITM maintains a healthy and safe environment for its staff, students, and visitors. The Principal and Governing Board hold ultimate responsibility for ensuring the health and safety of the institution, including the provision of appropriate healthcare services to students. This policy outlines the essential requirements for health and safety within LFITM.

Purpose

- Ensure that LFITM complies with the health and safety standards mandated by ADEK, Abu Dhabi Public Health Center (ADPHC)/Department of Health (DoH), and other relevant government and regulatory authorities.
- Safeguard the health and safety of all students, staff, contractors, sub-contractors, visitors, and other stakeholders by implementing clear and compliant policies and procedures for all activities conducted on-site or related to LFITM.
- Provide adequate training, information, and supervision to staff and students regarding hazards within the LFITM environment and specific areas of work.
- Foster a culture of accountability and responsibility for protecting everyone from potential dangers (e.g., fires, laboratory incidents) through effective communication and engagement with employees and staff.
- Ensure LFITM offers high-quality healthcare services to all students through its on-site clinics at no additional cost, in accordance with ADEK and DoH regulations.

Policy Requirements:

LFITM establishes and enforces a Health and Safety Policy that complies with ADEK's regulations. This policy should be accessible on the LFITM website in Arabic and English or the primary language of instruction. The policy must include:

1. The accountability of the Principal and Governing Board for the health and safety of all LFITM operations and related activities.
2. Defined roles and responsibilities for all members of the LFITM community, including students, staff, health and safety officers, contractors, sub-contractors, visitors, and other stakeholders.
3. Procedures to ensure the health and safety of all LFITM and extracurricular activities, including off-campus events.
4. Allocation of resources and processes to maintain a healthy, safe, and secure environment while fostering responsibility and accountability among stakeholders.
5. Provisions for health and safety education for students and training for staff.
6. Procedures for preventing injuries and illnesses.
7. A framework for conducting risk assessments, maintaining a risk register, implementing control measures, and regularly reviewing health and safety systems.

Regulatory Compliance:

LFITM ensures compliance with relevant regulations, frameworks, and directives issued by ADEK, ADPHC/DoH, Abu Dhabi Civil Defence Authority (CDA), and other UAE regulatory bodies. Specific requirements include:

1. Submission of periodic reports, audits, and action plans, along with necessary forms such as incident reports and management systems, within specified timeframes.
2. Displaying the Health and Safety Policy prominently across LFITM premises and ensuring accessibility to all stakeholders, including staff, students, and visitors.
3. Obtaining and maintaining all necessary licenses, permits, and contracts for LFITM operations from entities such as ADEK, ADPHC/DoH, Department of Municipalities and Transport (DMT), Integrated Transport Centre (ITC), Monitoring & Control Center (MCC), CDA, Abu Dhabi Agriculture and Food Safety Authority (ADAFSA),

and others.

4. Retaining inspection records, observations, and notifications from authorities in alignment with ADEK's Records Policy and meeting all compliance requirements.
5. Recording and documenting every digital incident, signed by the Principal, and securely storing it for audits in line with ADEK's Digital and Records Policies.
6. Adhering to transportation and traffic management procedures, including maintaining bus inspection records and acquiring valid licenses and permits for buses, drivers, and supervisors, as per ADEK's School Transportation Policy.

Mandatory Recruitment of a Health and Safety Officer and Resources

LFITM appoints a dedicated Health and Safety Officer to ensure the effective implementation, management, and monitoring of its Health and Safety Policy:

- The Health and Safety Officer is a full-time role with primary responsibility for health and safety. They may take on additional relevant roles (e.g., facilities manager), provided health and safety remains their top priority.
- A deputy may be temporarily designated by the Health and Safety Committee members to cover short-term absences.
- The Health and Safety Officer must remain on LFITM premises throughout the school day.
- Multiple LFITM campuses cannot share a single Health and Safety Officer.
- The Health and Safety Officer must be appropriately trained to implement the policy and meet the minimum qualifications and any requirements under the Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF).
- Additional requirements from relevant authorities, such as ADPHC/DoH and Abu Dhabi Quality and Conformity Council (QCC), must also be fulfilled.
- Current Health and Safety Officers who do not meet the role's requirements may continue in their positions but must achieve full compliance by **1 February 2026**.
- Newly appointed Health and Safety Officers must meet all eligibility requirements starting from the **AY 2024/25 Fall Term**.

Health and Safety Officer Responsibilities

The Health and Safety Officer at LFITM is responsible for ensuring compliance with ADPHC risk classifications, requirements, and documentation updates. Their duties include:

Occupational Safety and Health Management System:

- Develop, implement, and maintain a comprehensive occupational safety and health management system that fulfills ADPHC and DoH compliance requirements.
- Ensure timely submissions to ADPHC and other relevant authorities, aligned with the LFITM risk classification.

Leadership and Delegation:

- Establish a clear leadership structure for health and safety matters within LFITM, including delegation mechanisms and integration with external stakeholder requirements.

Staff Training:

- Conduct training for relevant staff, including induction and handover sessions for new employees and contractors.

Risk Management:

- Identify hazards, perform risk assessments, and implement control measures to mitigate risks in critical areas such as school bus services, traffic flow management, and parent pick-up/drop-off procedures.

Emergency and Incident Planning:

- Develop, maintain, and periodically update an Emergency Response Plan and an Occupational Injuries Register.

Health and Safety Committee:

- Establish and lead a School Health and Safety Committee to address all health and safety concerns effectively.

Incident Reporting and Record-Keeping:

- Maintain a detailed incident register and conduct thorough investigations.
- Report incidents promptly using ADEK and ADPHC's electronic OSH reporting systems.

Safeguarding and Education and Training:

LFITM must provide all students with education on essential health and safety topics. This includes:

- Road safety awareness.
- Risk management and fire safety.
- Proper use of personal protective equipment (PPE).
- Emergency and evacuation procedures.
- Basic first aid training.
- Personal physical awareness to promote safety and well-being.

Staff Training LFITM ensures all staff receive comprehensive training to build foundational knowledge and practical skills for maintaining student health and safety. Training must comply with ADPHC/DoH and OSHAD-SF guidelines and cover:

- Procedures for safeguarding students during emergencies (e.g., fire or security incidents) on campus or during LFITM-related activities, as outlined in the ADEK School Safeguarding Policy.
- Risk assessments to determine the type and level of training required, including first aid and fire safety, tailored to LFITM's specific risk profile and in compliance with Abu Dhabi and UAE regulations.

Monitoring:

- Collaborate with LFITM's Safeguarding Committee or Lead to ensure sufficient supervision and monitoring of students, ensuring full visual coverage to prevent and respond to incidents in line with ADEK's School Safeguarding Policy.

Additional Responsibilities:

- Comply with detailed requirements outlined in the OSHAD-SF framework and its most recent updates, specific to LFITM's risk classification.
- Ensure LFITM allocates adequate resources (e.g., finances and infrastructure) to effectively implement this policy.

Health and Safety Requirements

LFITM adheres to the following practices to ensure a safe environment:

- Secure storage and safe usage protocols for items such as laboratory chemicals, biological materials, cleaning substances, workshop tools, and maintenance equipment, in compliance with CDA, ADPHC/DoH, ADAFSA, and other regulatory entities.
- Routine testing and maintenance of all equipment to meet regulatory standards and manufacturer recommendations.
- Conduct regular evaluations of fire safety systems, emergency evacuation plans, emergency lighting, and response equipment in line with ADEK, ADPHC/DoH, and other authority requirements.

- Equip the site with effective security systems for crime prevention, vandalism detection, and monitoring inappropriate behavior, aligning with the ADEK School Digital Policy and MCC's Manual of Standards for Surveillance Devices (2023).
- Maintain fully functioning fixed and portable fire protection systems as detailed in Section 3.4 Fire Protection.

Weight Limits of School Bags

LFITM establishes and enforces maximum weight limits for students' school bags, communicating these guidelines to parents to prevent health issues.

1. Weight Limit:

- A packed school bag must not exceed 5–10% of the student's body weight.
- Consider individual factors such as health conditions, physical strength, and overall well-being.
- Refer to Table 2. Maximum Backpack Weight Limit per Grade for detailed weight guidelines.

Table 2. 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	
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	

Smoke-Free Campus

LFITM must enforce a strict smoke-free policy to maintain a healthy environment. This policy prohibits smoking (including e-cigarettes and vaping) for all students, staff, and visitors:

- On school premises.
- Within the perimeter outside the premises, as defined by ADPHC/DoH.

Fire Protection

LFITM equips its premises with effective and compliant fire protection and detection systems to safeguard the community. These requirements include:

1. System Specifications:
 - Install fire detection, suppression, and sprinkler systems that fully meet CDA specifications.
 - Obtain and maintain valid licenses for these systems.
2. Inspection Records:
 - Maintain detailed inspection records and notifications related to fire protection systems, adhering to the ADEK School Records Policy.
3. HASSANTUK System:
 - Install the HASSANTUK system, if required by the CDA or other authorities, to ensure swift responses to fire and life safety emergencies.

Liquid Petroleum Gas (LPG)

LFITM must strictly regulate the use of LPG for educational purposes:

1. Central LPG System Only:
 - Use a centralized LPG system, disallowing individual burners or cylinders.
 - Position the main supply line outside school buildings and secure it against unauthorized access, especially by students.
2. System Compliance:
 - Ensure the central LPG system complies with CDA regulations.
 - Integrate the LPG distribution system with the school's fire alarm s

Emergency Planning

LFITM prioritizes student safety through comprehensive emergency planning and preparedness.

1. Emergency Plan:
 - The Principal must draft a detailed School Emergency Plan outlining what defines an emergency, along with safeguarding and evacuation procedures.
2. Emergency Drills:
 - Conduct at least one emergency drill annually (or as mandated by civil defense authorities).
 - Document and maintain a record of observations to improve preparedness and address any weaknesses.
3. Parent Communication:
 - Implement a notification system (e.g., text messaging, public address systems, or mobile apps) to quickly inform parents during emergencies.

Mental Health Support for Health and Safety Incidents

LFITM offers mental health support to students and staff following any major emergency or traumatic event, ensuring compliance with:

- The ADEK School Student Mental Health Policy.
- The ADEK School Staff Wellbeing Policy.

Health System

Provision of Medical Services

LFITM Clinics:

LFITM establishes and manages an on-campus clinic that adheres to DoH requirements and standards. The clinic is licensed as a healthcare facility by DoH, with the license maintained at all times.

LFITM Nurse:

LFITM employs a full-time nurse holding a valid DoH healthcare professional license, ensuring compliance with DoH and ADEK Coeducation Policy requirements. The nurse:

- Meets the qualifications and performance standards set by DoH.
- Adheres to DoH regulations concerning the safe administration of medications.

Administering Medication:

LFITM:

- Ensures the proper administration of medication, including managing accidents and medical emergencies such as anaphylaxis or seizures.
- Obtains a completed parental consent form for medication administration, renewed each term or when changes to a student's medication occur.

Inclusion

LFITM provides individual healthcare plans for students with additional learning needs, where necessary, in compliance with the ADEK School Inclusion Policy.

Health Screening

LFITM ensures routine basic and comprehensive health screenings are conducted regularly, meeting DoH requirements.

Immunization

LFITM facilitates the school-based immunization program for students by granting access to DoH-appointed health providers, ensuring compliance with DoH guidelines.

Student Records

LFITM maintains detailed records of all medical care provided on campus. This includes:

- Administered medications.
- Health screenings and immunizations.
- Outcomes of any medical interventions.

All records must respect confidentiality and comply with the ADEK School Records Policy.

Reference

2024 (September) ADEK_School_Health and Safety Policy_v.1.1 Department of Education and Knowledge, Abu Dhabi (ADEK)