



## Occupational Health and Safety Policy

### Purpose and Scope

This policy ensures a safe and healthy environment for all students, staff, and visitors at Aldar Private School Al Foaa. It aligns with the regulatory frameworks and requirements set by the Abu Dhabi Department of Education and Knowledge (ADEK), Abu Dhabi Public Health Center (ADPHC), and the Department of Health (DoH). The policy encompasses all school operations, including on-site activities, school-related off-campus activities, and any other environments under the school's control.

1. **Policy Statement:** Commitment to compliance with all health and safety laws, ensuring a safe environment, and continuous improvement in health and safety practices.
2. **Responsibilities:** Defined roles for the Principal, Governing Board, Health and Safety Officer, staff, and students to uphold and implement safety standards.
3. **Health and Safety Measures:** Implementation of risk assessments, emergency preparedness and response plans, and provision of health services through school-based clinics.
4. **Training and Awareness:** Regular safety and health training for all school community members, and initiatives to promote health awareness.
5. **Monitoring and Compliance:** Conducting inspections and audits to ensure policy compliance, and procedures for incident reporting and investigation.
6. **Documentation:** Maintenance of detailed records related to health and safety, including training, inspections, and incidents.
7. **Continuous Improvement:** Annual policy reviews to incorporate legislative changes, best practices, and operational feedback, and maintaining a feedback mechanism from the school community.
8. **Legal and Regulatory Compliance:** Ensuring that the school's health and safety operations align with local and federal laws and ADEK's policies.
9. **Emergency Plans and Drills:** Developing and regularly testing emergency plans, including fire safety and lockdown procedures, to ensure readiness and safety.
10. **Health Services Accessibility:** Ensuring that all health services are accessible to students at no additional cost, promoting equity and well-being.

School Principal

Occupational Health and Safety Policy

Next Review: June, 2025





## OSH General Policy

Aldar private school – al foaa is committed to developing and implementing the Occupational Safety and Health Management System in various activities, operations and facilities, as well as assuring monitoring the system performance and improvement.

The Occupational Safety and Health (OSH) General Policy for Aldar private school to:

- ◆ Comply with applicable local, federal, regional and international regulations, standards and best practices.
- ◆ Develop a framework for setting and reviewing ADEK OSHMS objectives and targets and ensure continual improvement.
- ◆ Identify potential hazards at work through regular risk assessments, risk based inspections and periodic audit, and corrective actions to be applied accordingly.
- ◆ Protect and improve personnel health and safety at workplace.
- ◆ Prevent incidents, injuries and illnesses by identifying and managing risks at workplace regularly.
- ◆ Ensure efficient implementation of the emergency procedures.
- ◆ Provide required resources to comply with OSH requirements, and ensure best performance.
- ◆ Enhance staff health and wellbeing through providing proper welfare facilities.
- ◆ Ensure providing adequate OSH training and awareness programs to all employees in order to maximize their efficiency and productivity.
- ◆ Maintain continuous OSH Management System review, modification and improvement to effectiveness and sustainability.

This policy covers and includes personnel, visitors, stakeholders, contractors, subcontractors and facilities in Aldar private school.

Yaser Muslim / School Principal





## Transportation Policy

### 1. Purpose

This Transportation Policy is designed to ensure the safety, reliability, and efficiency of transportation services offered to students of aldar private school alfoa. It underscores our commitment to adhering to the highest standards of operational safety and regulatory compliance as mandated by Abu Dhabi's Department of Education and Knowledge (ADEK) and relevant UAE transportation laws.

### 2. Scope

This policy encompasses all forms of transportation provided or utilized by aldar private school, including daily student commutes, field trips, and any other transport activities sponsored by the school.

### 3. Policy Commitment

Aldar private school commits to rigorously implementing, monitoring, and continuously improving transportation practices to ensure the welfare and safety of all students. This commitment is in strict alignment with current laws and regulations set forth by local authorities.

### 4. Operational Standards

- **Compliance and Licensing:** Ensuring all transportation services are conducted by providers licensed under UAE law, maintaining up-to-date operational permits and safety compliance certificates.
- **Continuous Policy Updates:** The transportation policy is reviewed and updated annually to integrate new safety protocols, regulatory changes, and community feedback.

### 5. Student Safety and Behavioral Guidelines

- **Conduct and Safety Training:** Students receive orientation and ongoing training on appropriate behavior and safety measures specific to transportation.
- **Emergency Preparedness:** Comprehensive emergency response strategies are detailed in this policy, including evacuation procedures, accident response, and emergency communication protocols.

### 6. Special Requirements

- **Handling of Special Needs and Younger Siblings:** Special protocols are in place to address the needs of younger children and students with disabilities, ensuring their safety and comfort at all times.
- **Effective Communication Channels:** Establish robust systems for real-time communication between the vehicle, school, and parents.

### 7. Staffing Requirements

- **Professional Training:** Mandatory professional development and safety training for all transportation staff, focusing on child safety, emergency procedures, and legal compliance.



- **Regular Performance Reviews:** Conduct systematic evaluations of staff performance to ensure high standards are maintained.

#### 8. Vehicle Maintenance and Compliance

- **Regular Inspections and Maintenance:** All vehicles are subjected to rigorous and regular checks to ensure they meet safety and operational standards.
- **Safety Features:** Vehicles are equipped with essential safety features, including but not limited to, functional seat belts, GPS tracking, and first-aid kits.

#### 9. Monitoring and Evaluation

- **Service Audits:** Regular audits are performed to assess the effectiveness of transportation services and identify areas for improvement.
- **Stakeholder Feedback:** Implement a structured mechanism for collecting and addressing feedback from students, parents, and staff regarding transportation services.

#### 10. Documentation and Record Keeping

- **Secure Document Management:** All related documents, such as contracts, driver schedules, and incident reports, are managed with strict adherence to data protection laws.
- **Accessibility and Confidentiality:** Ensure that all records are accessible to authorized personnel only and are stored securely to maintain confidentiality.

#### 11. Traffic and Pedestrian Safety

- **Comprehensive Traffic Management:** Strategies to manage traffic flow effectively on and near school premises, particularly during peak times.
- **Enhanced Pedestrian Safety:** Clearly defined pedestrian pathways that are secure from vehicular traffic, ensuring the safety of students as they arrive at and depart from school.

#### 12. Non-Discrimination and Accessibility

- **Equitable Access:** Guarantee that transportation services are accessible to all students without discrimination.
- **Support for Students with Disabilities:** Ensure that vehicles are equipped to accommodate students with disabilities, providing necessary modifications for accessibility.