



MAMOURA

BRITISH ACADEMY

Health & Safety Policy

Policy Issued	Term 2 2024-2025
Policy Updated	Term 3 2024-2025
Next Review	Term 2 2025-2026
Lead Professional	Operations & Services Manager
SGG Ratification	Term 3 2024-2025

Rationale

Mamoura British Academy is committed to providing a safe and healthy environment for all staff, students, and visitors. In accordance with legal requirements, the Principal and Governing Board hold ultimate accountability for the health and safety of the school. Additionally, they share the responsibility for ensuring the provision of appropriate healthcare services to students. This policy outlines the fundamental requirements for maintaining health and safety standards within the school.

Policy References

- ADEK School Digital Policy 2024
- ADEK School Records Policy 2024
- ADEK & MBA School Transportation Policy 2024
- ADEK Health & Safety Policy 2024
- Aldar Health & Safety Statement
- MBA, ADEK & Aldar Safeguarding Policy 2024
- ADEK Digital Policy 2024
- Aldar & MBA Critical Incident Response Plan 2024
- MBA Fire Evacuation Plan 2024
- MBA & ADEK School Student Mental Health Policy 2024
- MBA & ADEK School Staff Wellbeing Policy 2024
- ADEK Coeducation Policy 2024
- ADEK & MBA Inclusion Policy 2024
- Aldar Education Occupational Health & Safety Statement

School Health and Safety Policy

Policy Requirements

Mamoura British Academy is committed to maintaining a safe and healthy environment in alignment with ADEK's regulations and requirements and Aldar Education guidelines. Mamoura British Academy have developed and implemented a comprehensive Health and Safety Policy, which will be accessible on the school website in both Arabic and English.

This policy will outline the following:

1. The accountability of the Principal and the Governing Board for ensuring the health and safety of all school operations and activities, both on and off site.
2. The roles and responsibilities of all members of the school community, including students, staff, health and safety officers, contractors, subcontractors, relevant stakeholders, and visitors, in upholding health and safety standards.
3. The procedures in place to safeguard the health and safety of students, staff, and visitors during school activities, including extracurricular programs and off-site events.
4. The resources, policies, and processes implemented to maintain a safe, secure, and supportive school environment, fostering a culture of responsibility and accountability.
5. The provisions for educating students and equipping staff with the necessary training to promote health and safety awareness.
6. The procedures for preventing injuries and safeguarding overall well-being within the school community.
7. The framework for conducting risk assessments, maintaining an up-to-date risk register, implementing necessary control measures, and continuously monitoring and reviewing health and safety systems.

Regulatory Compliance

1. Mamoura British Academy ensures that its Health and Safety Policy adheres to all applicable policies, procedures, regulations, frameworks, compliance checklists, circulars, and special instructions issued and supervised by ADEK, ADPHC/DoH, Abu Dhabi Civil Defence Authority (CDA), Aldar Education and any other relevant UAE authorities governing school activities, operations, buildings, facilities, and equipment. This includes:
 - a. Submitting periodic reports, audits, and action plans in accordance with regulatory requirements and Aldar Education (via Evotix Audit Management

- System)
- b. Providing all relevant forms, including incident reports and management system documentation, as required by authorities and by Aldar Education (via Evotix Audit Management System)
 - c. Ensuring full compliance within specified timeframes
 - d. Displaying the Health and Safety Policy in the main reception area, ensuring it is prominently accessible to all stakeholders, including staff, students, and visitors. Additionally, a digital copy will be available for all internal stakeholders via the whole school Teams folder
2. Mamoura British Academy ensures full compliance with all licensing and permit requirements necessary for its operations, maintaining valid contracts and approvals from ADEK, ADPHC/DoH, Department of Municipalities and Transport (DMT), Integrated Transport Centre (ITC), Monitoring & Control Center (MCC), Civil Defence Authority (CDA), Abu Dhabi Agriculture and Food Safety Authority (ADAFSA), and any other relevant government or regulatory entity overseeing health and safety standards.
 3. Mamoura British Academy maintains accurate records of inspections, observations, and notifications issued by regulatory authorities, in accordance with the ADEK School Records Policy, and meets all applicable compliance requirements.
 4. Every digital incident is recorded, documented, and signed by the Principal, with records securely stored for auditing purposes, in line with the **ADEK School Digital Policy** and **ADEK School Records Policy**.
 5. Mamoura British Academy adheres to all school transportation and traffic management regulations, ensuring compliance with **ADEK's School Transportation Policy**. This includes maintaining monthly school bus inspection records and obtaining the necessary licenses and permits for school buses, drivers, and bus supervisors.

Mamoura British Academy employs a dedicated full time Health & Safety Officer responsible for effectively implementing, overseeing, managing, and monitoring the school's Health and Safety Policy.

1. The Health & Safety Officer ensures that health and safety remains their primary focus.
2. A cluster facilities services officer is available to cover short-term leave periods.
3. The Health and Safety Officer is adequately trained to implement the Health and Safety Policy and meets the minimum requirements outlined the **ADEK HSE Policy** – to hold NEBOSH qualification (by 1 Feb 2026) and is proficient with incident and investigation reporting. This includes compliance with all relevant regulations under the Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF).
4. Mamoura British Academy's Health and Safety Officer is responsible to ensure compliance with Abu Dhabi Public Health Centre (ADPHC) risk classification, regulatory requirements and documentation. The HSE Officer will:
 - a. Maintain the occupational health and safety system as developed and implemented by Aldar Education service guidelines and policies, aligned to ADPHC's compliance requirements and to fulfill periodic submission requirements set by ADPHC/DoH and other relevant authorities, based on the Mamoura's risk classification.
 - b. Establish a clear leadership structure for health and safety within the school, ensuring effective delegation mechanisms and alignment with external stakeholder requirements.
 - c. Oversee staff training on health and safety protocols, including comprehensive induction and handover training for new employees and contractors.

- d. Conduct hazard identification, risk assessments, and implement control measures to mitigate risks in critical areas such as school bus services, parent pick-up and drop-off zones, and traffic flow management.
- e. Develop, maintain, and regularly update both the Emergency Response Plan and the PEEP Register to ensure preparedness and compliance.
- f. Establish and oversee a School Health and Safety Committee to manage all related health and safety matters effectively.
- g. Maintain detailed records of incident investigations within an incident register and ensure timely reporting through the ADEK, ADPHC electronic OSH reporting system and AE Evotix Audit Management System.
- h. Collaborate with the school's Safeguarding Committee or Safeguarding Lead, in alignment with the **MBA, Aldar & ADEK School Safeguarding Policy**, to ensure adequate supervision and monitoring of students. This includes maintaining full visual coverage to prevent, address, and respond to incidents effectively.

Education and Training

Student Education: Mamoura British Academy is committed to educating all students on essential health and safety practices. This includes teaching road safety, risk awareness, fire safety, proper use of personal protective equipment, emergency and evacuation procedures, basic first aid training, and personal physical awareness.

Staff Training: Mamoura British Academy is committed to ensure that all staff receive comprehensive training to equip them with the necessary knowledge and practical skills to safeguard student health and safety. Training shall align with ADPHC/DoH and OSHAD-SF guidelines and include, but is not limited to:

1. Procedures for ensuring student safety during emergencies on site or school-related activities, such as fire incidents or security threats, in accordance with the **ADEK School Safeguarding Policy**.
2. Conducting a risk assessment to identify the type and level of health and safety training required for staff (e.g., first aid, fire safety). MBA's training requirements are based on the school's internal risk assessment and is undertaken in compliance with relevant Abu Dhabi and UAE regulations.

Health and Safety Requirements

General Health and Safety Measures

Mamoura British Academy ensures that:

1. Procedures for the secure storage and safe use of potentially hazardous substances and equipment (such as laboratory chemicals, biological materials, cleaning agents, workshop tools, and maintenance equipment) are strictly followed, in accordance with CDA, ADPHC/DoH, ADAFSA, and any other relevant government or regulatory authority.
2. All equipment used within the school undergoes regular testing (PAT testing) and maintenance to ensure it remains in safe working condition, in line with regulatory requirements and manufacturer recommendations.
3. Regular safety assessments are conducted, including checks on fire safety systems and equipment, emergency evacuation plans, emergency lighting, and emergency response equipment, as required by ADEK, ADPHC/DoH, and other relevant

authorities. The fire safety systems are maintained by MBA's in house facility management provider.

4. The school site is equipped with fully operational security systems designed to prevent and detect crime, vandalism, unlawful behaviour, and inappropriate conduct. Surveillance measures will be implemented in compliance with the **ADEK School Digital Policy** and the Manual of Standards for Surveillance Devices (MCC, 2023).
5. The school site is equipped with effective fixed and portable fire prevention and detection systems, ensuring compliance with fire safety regulations as detailed in Section 3.4 Fire Protection below.

Weight Limits of School Bags: Mamoura British Academy ensures compliance with maximum weight limits for students' school bags and effectively communicates this policy to the parent community through weekly newsletters, social media updates, and prominently displayed posters across the school.

A student's school bag shall not exceed 5-10% of their body weight when packed, taking into account individual factors such as the student's overall health, physical strength, and any existing health conditions. This measure is in place to prevent any adverse effects on the spine or body, as outlined in Table 1: Maximum Backpack Weight Limit per Grade.

Spot Checks: Random bag weight spot checks will take place during morning registration to monitor progress

Table 1. Maximum Backpack Weight Limit per Year Group

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	
Gr 10 / Year 11	Not exceed 10 kgs
Gr 11 / Year 12	
Gr 12 / Year 13	

* Maximum school bag weight was calculated based on the American Chiropractic Association (ACA) recommendations.

To monitor compliance, random bag weight spot checks take place during morning registration throughout the school on a weekly basis.

In circumstances where a child's bag exceeds the maximum weight they will be required to remove items from their bag and place them in their locker (MS/SS) or with their class teacher (LS).

Should a child's bag weight exceed the maximum weight allowance, the following email will be sent to families by the class/form teacher:

Dear (Parent),

I hope this email finds you well.

As part of our ongoing commitment to student wellbeing and in line with ADEK guidelines, we have recently carried out a routine spot check on student bag weights during morning registration. During this check, it was noted that (Student's Name)'s school bag exceeded the recommended maximum weight limit.

We understand that students carry a variety of materials throughout the day, and we are here to support them in developing healthy and manageable routines. To help reduce bag weight, we kindly encourage the following actions:

- *Making regular use of the locker (MS/SS)*
- *Leaving long-term resources and equipment in designated classrooms (LS)*
- *Keeping only essential items in the school bag each day*

Excessive bag weight can lead to unnecessary strain on students' posture and physical health. We appreciate your support in helping [Student's Name] form healthy habits and maintain their wellbeing.

Should you have any questions or require further support, please do not hesitate to contact us.

Smoking: Mamoura British Academy is committed to maintaining a smoke-free environment both within the school premises and in the surrounding areas as defined by ADPHC/DoH. The school enforces a strict no-smoking policy, which includes e-cigarettes and vaping, for all students, staff, and visitors.

Fire Protection: Mamoura British Academy ensures its premises are equipped with integrated and effective fire protection and detection systems. This includes both fixed and mobile systems such as fire detection systems, fire suppression systems, and fire sprinkler systems.

1. Mamoura British Academy ensures that all fire protection and detection systems comply with CDA specifications and obtain the necessary valid licenses.
2. The school maintains records of inspections and notifications related to fire protection systems, in line with the **ADEK School Records Policy**.
3. Mamoura British Academy has installed the HASSANTUK system to ensure a timely response to fire and life safety emergencies.

Liquid Petroleum Gas (LPG): Mamoura British Academy do not use Liquid Petroleum Gas (LPG) except for educational purposes. The school maintains a central LPG system, with no individual burners or cylinders allowed. The main LPG supply line is located outside the school building and securely protected from access by students or unauthorised individuals. This

supply system complies with CDA regulations and is integrated with the school's fire alarm system.

Emergency Planning: Mamoura British Academy prioritises student safety in emergencies and adheres to the following measures:

1. The Principal is responsible for creating and maintaining a School Emergency Plan, which outlines the circumstances that define an emergency and the corresponding safeguarding and evacuation procedures to follow. This is supported by the **Aldar & MBA Critical Incident Response Plan (CIRP)**
2. The school conducts fire evacuation drills once a term and a lockdown drill annually to ensure preparedness and identify potential areas for improvement. A log of observations from these drills is documented and maintained. Procedures for both are outlined in the **MBA Fire Evacuation Plan and the CIRP**
3. Mamoura British Academy has an effective notification system in place to quickly communicate with parents in the event of an emergency, utilising methods such as text messages, emails, or more recently the new "Live Aldar" parent mobile app.

Health and Safety-Related Mental Health Support: Mamoura British Academy provides mental health support to students and staff following any serious whole-school emergency, in accordance with the **MBA & ADEK School Student Mental Health Policy** and the **MBA & ADEK School Staff Wellbeing Policy**.

Health System

Provision of Medical Services

School Clinics: Mamoura British Academy has established and maintain a clinic on the school premises to provide healthcare services to students, in compliance with DoH requirements and standards. The school holds a valid DoH healthcare facility license to operate the clinic.

School Nurse: The school employs 3 full-time school nurses who each hold a valid DoH healthcare professional license, in accordance with DoH requirements and the **ADEK School Coeducation Policy**. The nurses meet the professional qualifications and performance criteria set by DoH and strictly adhere to all DoH standards regarding the administration of medication in the school.

Administering of Medication: Mamoura British Academy ensures that medication is administered in accordance with DoH requirements and with a completed parental consent form, which is renewed each term or whenever there is a change in the student's medication. This includes the management of medical emergencies such as anaphylaxis and seizures.

Inclusion: Mamoura British Academy provides individual healthcare plans for students with additional learning needs, where appropriate, in accordance with the **ADEK Inclusion Policy**.

Healthcare Screening: The Academy ensures that regular basic and comprehensive health screenings are conducted in compliance with DoH requirements.

Immunisation: Mamoura British Academy facilitates access to DoH-appointed health providers and support their efforts in conducting the school-based immunisation program for students, following DoH guidelines.

Student Records: The school maintains accurate records of all medical care provided, including medication administered, health screenings, immunisations, and any medical interventions. These records are kept confidential in accordance with the **ADEK School Records Policy**.

Compliance

Mamoura British Academy’s Health and Safety Policy is supported by the Aldar Education Occupational Health & Safety Statement and the related service guidelines and policies:

[PL-OP-OR-001-Health & Safety Policy Statement v.2.0.pdf](#)

Funct	Area	Code	Title
		1	Health & Safety Policy Statement
Office on the web Frame		3	CCTV Policy
OP	OR	301	Environment & Sustainability
OP	OR	5	Risk Assessment
OP	OR	5A	Risk Assessment Template
OP	OR	7	Identification of Adults
OP	OR	8	Incident Reporting
OP	OR	8A	Incident Reporting Template
OP	OR	9	Incident Investigation
OP	OR	9A	Incident Investigation Template
OP	OR	10	Roles and Responsibilities
OP	OR	11	Audit and Inspection
OP	OR	12	Non Conformance and corrective Actions
OP	OR	13	Management Review
OP	OR	13A	Management Review Template
OP	OR	14	Measuring Performance
OP	OR	15	Change Management
OP	OR	16	First Aid
OP	OR	17	Noise Management
OP	OR	18	Hot Weather
OP	OR	19	Permit to Enter Process
OP	OR	20	Permit To Work
OP	OR	22	Working at Hight
OP	OR	23	Violence in the Workplace
OP	OR	24	Electric Safety
OP	OR	25	Manual Handling

Policy Review

This policy is due to be reviewed annually or before if any policy changes are required.