



Health and Safety Department  
**MAS Health & Safety Policy**

# MAS Health and Safety Policy

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**Vision:** Mirdif American School enables all children to flourish in a holistic, positive, nurturing learning environment that prepares them to become contributing and impactful members of society.

**Mission:** Mirdif American School is committed to providing an inclusive environment that inspires and develops students who are: ethical, compassionate, forward thinking, resilient, reflective, collaborative, productive, and innovative.

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### MAS Vision:

Mirdif American School enables all children to flourish in a holistic, positive, nurturing learning environment that prepares them to become contributing and impactful members of society .

### MAS Mission:

Mirdif American School is committed to providing an inclusive environment that inspires and develops students

who are:

Ethical

Compassionate

Forward Thinking

Resilient

Reflective

Collaborative

Productive

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### Innovative

## Introduction

This Health and Safety policy outlines the objectives, principles, and strategies to ensure a safe and healthy environment at Mirdif American School. It aims to create a conducive atmosphere for learning and working, encompassing students, staff, parents, and all individuals present on the school premises.

## Objectives:

- Provide a healthy and safe environment for all members of the school community.
- Promote awareness and understanding of individual responsibilities in maintaining a safe environment.
- Foster a cooperative approach, emphasizing effective management and vigilant supervision to ensure health and safety standards are met.

## Roles and Responsibilities:

All members of the school community have specific roles in achieving the objectives of this policy:

- Fully familiarize themselves with the school's Health and Safety Policy and their individual responsibilities.
- Be knowledgeable about and adhere to safety instructions and guidelines provided by the school.
- Report any unidentified potential hazards promptly to the appropriate staff.
- Ensure that access and egress routes are kept clear and unobstructed.
- Refrain from tampering with emergency equipment and ensure it remains in proper working order.
- Follow clear signage and instructions in the event of an evacuation or emergency situation.

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- Take an active role in promoting and cultivating a positive health and safety culture throughout the school.
- Act as vigilant individuals and good role models by adhering to safety protocols and practices.
- Comply with all authority protocols and guidelines related to health and safety.

### A. School Administration and Board of Governors:

- Regularly discuss the Health and Safety Policy at board meetings.
- Allocate necessary resources within the budget to fulfill policy requirements.
- Support the Principal and HSO in implementing health and safety measures.

### B. Principal & Vice Principal :

- Approve the budget requirements related to health and safety.
- Ensure compliance with regulatory authorities.
- Establish and maintain an effective Health and Safety Policy.
- Support the well-being of staff and students.
- Develop and practice emergency procedures, including regular drills.
- Conduct inspections in collaboration with the HSO & Maintenance Manager to maintain a safe environment.

### C. HSO:

- Ensure compliance with regulatory authorities.
- Establish and maintain an effective Health and Safety Policy.
- Support the well-being of staff and students.
- Develop and practice emergency procedures, including regular drills.
- Conduct inspections in collaboration with the Maintenance Manager to maintain a safe environment.
- Develop guidelines and procedures for day-to-day implementation of the Health and Safety Policy.

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- Communicate responsibilities and ensure understanding and compliance.
- Establish procedures for safeguarding students during trips and off-site events. Conduct risk assessments for school activities and trips.
- Ensure supply staff and volunteers are aware of the Health and Safety Policy.
- Orient new staff to emergency procedures and health and safety guidelines.

### D. Academic Leadership team, Administrative Leadership team, Supervisors, Grade level Lead Teacher & Administrators:

- Implement the Health and Safety policy on a daily basis.
- Ensure adherence to assigned responsibilities throughout the school.
- Coordinate with your floor staff / grade level team to establish standardized procedures.
- Develop and communicate emergency procedures.
- Administrators to conduct routine inspections of premises and maintain safety standards.
- Develop and review departmental guidelines for safe working practices.
- Ensure guidelines are accessible and understood by department members.
- Conduct inspections of classrooms and teaching environments.
- Establish procedures for safeguarding children during trips and events.
- Orient new staff to emergency procedures and health and safety guidelines.

### E. Teachers and Teaching Assistants:

- Adhere to departmental guidelines, including those for trips and events.
- Inspect classrooms and teaching environments for safety.
- Promote health and safety awareness among students.
- Participate actively in departmental meetings on health and safety.

### F. Finance Teams:

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- Support budget requirements for maintaining a healthy and safe environment.
- Ensure necessary insurance coverage and license compliance.

### G. Maintenance Manager:

- Maintain a well-maintained, clean, secure, and safe school environment.
- Oversee contractors' compliance with safety regulations.
- Apply the emergency evacuation and lockdown procedures.
- Collaborate with relevant stakeholders to ensure policy compliance.
- Conduct site inspections and risk assessments.
- Send a weekly maintenance report to HSO

### H. Facilities Team:

- Supervise maintenance contractors.
- Conduct routine checks and maintenance of buildings and equipment.
- Respond promptly to maintenance issues.
- Ensure safety requirements for day-to-day operations.
- Report safety concerns to HSO.

### I. Bus Assistants:

- Supervise students during transportation.
- Ensure compliance with regulations.
- Promote safe practices and communicate with parents and the school.
- Report safety concerns to HSO.

### J. Clinic Team:

- Comply with health regulations.
- Communicate medical alerts to staff.
- Maintain stocked first aid boxes.

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- Manage accidents/incidents and ensure documentation.
- Report incident to parents.
- Promote well-being and confidentiality.
- Report safety concerns to HSO.

### K. Students:

- Develop awareness of health and safety.
- Be vigilant and follow instructions.
- Participate in student forums to address safety concerns.

### L. Parents:

- Ensure children attend school in good health.
- Notify the school promptly about health issues and absences.
- Support the school's behavior and discipline procedures.
- Provide contact information and communicate changes.
- Follow instructions during emergencies.
- Provide appropriate equipment and clothing.
- Report safety concerns to HSO.

### All other members of the school community:

- Comply with the Health and Safety policy and staff instructions.
- Familiarize themselves with emergency procedures.
- Fulfill contractual obligations.
- Ensure safe and secure operation of activities.

By adhering to these roles and responsibilities, we can maintain a safe and healthy environment at Mirdif American School for all community members.

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### Health and Safety Arrangements:

To establish a positive health and safety culture and maintain a safe environment, Mirdif American School has implemented the following arrangements. These arrangements undergo regular review through discussions, staff meetings, inspections, and site walks.

#### A. Fire Safety:

- Appoint Civil Defence approved contractors to maintain fire fighting equipment and fire alarm systems. Compliance is monitored internally by the Maintenance Manager and externally by Civil Defence.
- Position fire extinguishers, hose reels, and fire blankets at recommended locations across the school premises. Annual inspections by Civil Defence ensure compliance.
- Establish a direct link to emergency services for 24/7 response in case of alarms.
- Ensure access and egress routes are unobstructed and clearly signed.

#### B. Security Measures:

- Employ 24/7 in-house security staff and an external approved company licensed by Dubai Police. Prevent unauthorized entry with implemented security measures.
- Monitor the premises through a comprehensive network of CCTV cameras.
- Designate specific drop-off zones in the car parks and deploy security and senior teaching staff to patrol pedestrian crossings during peak times.
- Outsource school bus services to an RTA approved contractor conforming to RTA regulations.

#### C. Cleaning and Maintenance:

- Hire cleaning staff, which operates outside school hours and covers all areas of the school premises.



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- Maintain Material Safety Data Sheets (MSDS) for all chemicals used, approved for school use.
- Implement cleaning schedules to save energy and ensure security.
- Deploy male and female cleaners during school hours for regular cleaning of toilets, cafeteria, and social areas.
- Use specific products for immediate cleaning of accidents involving body fluids.
- Provide sanitizing kits in all locations for staff use.
- Comply with Dubai Municipality approved cleaning products.

### D. Site Maintenance:

- Outsource site maintenance to reputable companies with detailed scopes of work and preventive maintenance schedules.
- Monitor service reports for compliance and effectiveness.
- Undertake in-house maintenance for all other requirements.

### E. Student Safety:

- Provide close supervision of students at all times, including breaks and playtimes.
- Monitor and supervise outdoor activities based on weather conditions.
- Ensure all staff and volunteers are security approved.
- Maintain daily registers and monitor absences.
- Establish guidelines and procedures for safe drop-off and collection of children.
- Implement safety measures for school trips, residential trips, events, and activities.
- Conduct regular Health and Safety site walks and inspections.
- Adopt department guidelines for safe working practices.
- Provide enhanced safety measures for higher-risk departments.
- Comply with sanitization programs regulated by authorities.

### F. First Aid Provision:

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- Staff a fully equipped clinic in compliance with Dubai Health Authority (DHA) regulations.
- Collect medical declaration forms and parental permissions for students.
- Train staff members as recognized First Aiders.
- Distribute First Aid boxes in various locations and ensure regular checks and restocking. [MAS First Aid Kit Policy](#)
- Maintain individual health records for students in secure areas within the clinic.
- Conduct medical inspections as per DHA regulations.
- Provide health education to students throughout the year.
- Issue medical alerts to teachers/teaching assistants for students with specific medical conditions.
- Properly dispose of medical waste and sharps as per DHA regulations.
- Establish an emergency plan and lockdown procedure [MAS Emergency Plan](#)

### G. Staff and Student Wellbeing:

- Conduct staff surveys with follow-up and support mechanisms.
- Offer counseling services on-site.

### H. Personal Hygiene:

- Implement a comprehensive program to promote high standards of personal hygiene.
- Provide washrooms with good quality and easy-to-use tissue/towel dispensers.
- Maintain sanitary bins for girls in upper-year cubicles.
- Offer sanitizing products and hand sanitizers at various locations throughout the school.

### I. Promoting Healthy Living:

- Provide guidance to parents on suitable packed lunch box contents.

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- Supply water dispenser at various locations where the filters are changed regularly as per Dubai Municipality.
- Outsource catering to a reputable contractor conforming to Dubai Municipality food control regulations.
- Accident/Incident Prevention, Reporting, and Investigation:
- Establish procedures for reporting accidents and incidents in collaboration with the clinic.
- Encourage vigilance among staff and students to report potential risks and hazards promptly.
- Take corrective action in response to reported risks, accidents, incidents, and near misses.

By implementing these health and safety arrangements, Mirdif American School ensures a secure and healthy environment for all students, staff, and visitors.

### Outsourced Areas Relating to Health and Safety:

#### A. MEP (Mechanical, Electrical, and Plumbing):

- Ongoing maintenance and cleaning of the air conditioning system are carried out by an outsourced specialized company, following a comprehensive preventative maintenance schedule.
- Specialist companies approved by Dubai Municipality (DM) undertake regular sanitization of AC ducts, sewerage, and stormwater drains.

#### B. Pest Control:

- Regular pest control treatments are conducted internally as per DM guidelines.
- Monthly external treatments, including drains, are carried out.
- Reports are submitted and subject to inspection by DM, ensuring compliance with approved companies and materials.

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### C. Domestic Water Tanks:

- Bi-annual cleaning of water tanks is performed, and quarterly water analysis is conducted by an independent DM-approved contractor. Detailed reports with before and after photographs are submitted.
- In compliance with DM regulations, microbiology tests for Legionella, Streptococci, E.coli, Heterotrophic Plate, and Aeruginosa are conducted by an independent third-party after each cleaning.
- Annual independent third-party inspections ensure safety and compliance.

### D. Swimming Pools:

- Routine cleaning of swimming pools occurs six days a week, with more extensive cleaning during school holidays.
- Daily water analysis for temperature, pH levels, and chlorine is conducted, and comprehensive water analysis is performed every two weeks, ensuring compliance with Dubai Municipality parameters.
- Independent third-party conducts a full water microbiological analysis every two months, submitted for DM compliance.
- MSDS information is available for all chemicals used, and safe storage areas are provided on-site.
- The contractor provides appropriate Personal Protective Equipment (PPE) for employees.

### E. Landscaping and Grounds:

- Full-time gardeners are assigned to each site six days a week, supported by a team of gardeners and irrigation specialists on a weekly basis.

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- The Maintenance Manager monitors grounds and plant growth to prevent obstructions on pathways and signs.

### F. Waste Disposal:

- Daily refuse collection takes place six days a week, with the cleaning company supporting recycling programs by segregating general waste.
- Medical waste is collected weekly during term time.
- Hazardous waste disposal complies with DM regulations and is collected by an approved contractor through scheduled appointments.
- COSHH data sheets are referred to by teaching staff for appropriate waste disposal and storage. [HAZARDOUS WASTE DISPOSAL FORM](#)

### G. Elevators & Equipment:

- Preventative maintenance contracts are in place for various equipment within the schools to minimize risks from faults.