



Health and Safety Policy

1. Introduction

Merryland International School is fully committed to maintaining the highest health and safety standards for all individuals within its diverse and inclusive community, including students, staff, contractors, sub-contractors, visitors, and other stakeholders. The school is dedicated to fostering a safe, supportive, equitable, and inclusive environment where every individual is respected, valued, and able to participate fully regardless of their background or abilities. This policy serves as a comprehensive guide, outlining the necessary procedures and guidelines to ensure compliance with the Abu Dhabi Department of Education and Knowledge (ADEK), Abu Dhabi Public Health Center (ADPHC), Department of Health (DoH), and other relevant regulatory entities.

2. Health and Safety Objectives

- **Compliance:** Meet and exceed all legal health and safety requirements.
- **Prevention:** Minimise risks and prevent accidents and incidents.
- **Awareness:** Promote health and safety awareness through education and training.
- **Responsibility:** Foster a culture of responsibility and accountability.
- **Support:** Provide access to high-quality health services for all students.

3. Roles and Responsibilities

• **Governing Board**

Oversee the implementation and effectiveness of the health and safety policy.

• **Principal**

Lead the development of an appropriate school health and safety management system by integrating occupational safety and health (OSH) into the school's management structure, processes and culture and regularly monitoring and reviewing OSH performance.

The Principal's responsibilities include:

- a. Taking ultimate responsibility for the school health and safety matters and performance
 - b. Setting a clear Health and Safety policy.
 - c. Allocating adequate resources for school health and safety management (e.g. budget, human resources, equipment, etc.).
 - d. Allocating responsibility for health and safety management and delegation of authority.
 - e. Ensuring implementation of the risk management program(s).
- Ensuring that the entity has effective systems for the provision of school health and safety information, training, and supervision; and Ensuring that the school has effective emergency procedures.



- **Health and Safety Committee**

This committee includes members of SLT, school nurse, school counsellor, maintenance supervisor etc. OSH committee meetings will be conducted regularly to review the policy. Additional subcommittees will be formed to be responsible for specific areas of concern.

- **Health and Safety Officer**

The school will have a full-time certified HSE officer responsible for day-to-day health and safety management.

The responsibilities include:

- a. Developing, implementing, and maintaining an occupational safety and health management system based on school risk classification, including ADPHC/DoH fulfilment of periodic submissions and other relevant authorities requirements.
- b. Establishing a clearly defined leadership structure for health and safety-related matters within the school, including delegation mechanisms and linkages with external stakeholder requirements.
- c. Ensuring relevant staff training including appropriate handover and induction training for new employees and contractors.
- d. Carrying out hazard identification, risk assessment, and control measures to ensure risk mitigation in crucial areas (for example, school bus services, parents' pick-up and drop-off, traffic flow management, etc.).
- e. Developing, maintaining, and periodically updating an Emergency Response Plan and an Occupational Injuries Register.
- f. Establishing a School Health and Safety Committee to handle all related matters. E.g. maintaining records of incident investigations as part of an incident register and reporting (via ADEK and ADPHC electronic OSH reporting system) on a timely basis.
- g. Liaising with the school's OSH committee, in line with the ADEK Safeguarding Policy, to maintain sufficient supervision and monitoring of students, with full visual coverage, to safeguard against incidents.

- **Staff and Students**

All staff and students of the school have a responsibility to themselves and others to:

- a. Adhere to the school safety policies.
- b. Follow their supervisor's instructions on safe work practices.
- c. Carry out their work in a safe manner and with due regard to health.
- d. Bring to the notice of supervisors and health and safety officer any potential hazard to safety and health of which they know or learn.



The school will provide informational materials and training so that they should consume those materials and attend training provided regarding safety and potential hazards.

- **Visitors and Contractors**

- a. Comply with Merryland International School's Health and Safety Policy and rules and regulations.
- b. Correctly use tools, equipment, and personal protective equipment (PPE) according to agreed safe work practices.
- c. Ensure that work is not undertaken for which the employee feels they have not received adequate information or instruction.
- d. Meet the requirements of the Merryland International School's Health and Safety Manual, as well as contractual health and safety obligations.
- e. Ensure the safety of their employees while working for Merryland International School.
- f. Develop and train their employees in procedures adequate to ensure safe operations.
- g. Provide their employees with all necessary protective and safety equipment.
- h. Contractors must abide by all applicable laws and regulations.
- i. Contractors must ensure that all machinery and equipment they furnish is maintained in safe running order and report, investigate, and follow up on health and safety incidents.
- j. Submit proof of training/ certification where required.

4. The procedures for ensuring the health and safety at school

Merryland will ensure the health and safety of students during school and extracurricular activities, including those that take place off-campus. This involves a comprehensive approach that includes planning, communication, supervision, and adherence to regulations. The key procedures and steps include:

a. Risk Assessment

- **Identify Hazards:** The school will conduct thorough risk assessments for all activities, whether on-campus or off-campus and identify potential hazards associated with the activity, location, transportation, and participants.
- **Evaluate Risks:** The school will assess the likelihood and severity of risks and determine which risks require mitigation and how to address them.



b. Planning and Preparation

- **Develop Safety Plans:** The school will create detailed safety plans for activities, including emergency procedures, contact information for emergency services, and evacuation routes.
- **Permissions and Notifications:** The school will obtain written consent from parents and guardians for off-campus activities and inform them about the activity details, risks and safety measures and also enquire about any information that would be needed to inform risk specific to any participant.
- **First Aid and Medical:** The school will collect and review medical information for all participants to address allergies, medications or health concerns. The school will ensure access to first aid kits and trained personnel.

c. Staff and Supervision

- **Qualified Personnel:** The school will ensure staff are adequately trained and certified where necessary (e.g., first aid, lifeguarding for water activities).
- **Supervision Ratios:** The school will maintain appropriate adult-to-student ratios to ensure adequate supervision and follow any regulatory or institutional guidelines for these ratios.
- **Background Checks:** The school will conduct background checks on all staff supervising children.

d. Safety Briefings

- **Pre-Activity Briefings:** The school will provide safety briefings to staff and students such as safety rules, emergency procedures, points of contact and information about activity schedules before the activity.
- **Equipment and Gear:** The school will ensure all necessary safety equipment (helmets, life vests etc.) is in good condition and fits properly before provided.

e. Transportation Safety

- **Safe Transport:** The school will use reputable transportation providers, ensure vehicles are well-maintained, and verify that drivers and escorts are licensed and experienced.
- **Seat Belts and Regulations:** The transport providers will ensure all passengers use seat belts and follow transportation safety regulations.

f. Emergency Procedures

- **Emergency Contacts:** The school will have an emergency contact list for all participants and ensure staff know how to reach these contacts quickly.
- **Evacuation Plans:** The school will develop, communicate and rehearse clear evacuation plans for emergencies (e.g., fire, severe weather, medical emergencies).



- **Communication:** The school will establish reliable communication methods between on-site staff, administrators, and emergency services.

g. Health Protocols

- **Hygiene Practices:** The school will implement and enforce hygiene practices such as hand washing, sanitising, and using personal protective equipment (PPE) when necessary.
- **Health Monitoring:** The school will monitor participants' health, especially in light of concerns like infectious diseases and have protocols in place for handling sick participants.
- **Smoke-free campus:** The school will maintain a smoke-free environment, within the school premises or in the perimeter outside the school premises as defined by ADPHC/DoH, by enforcing a strict no-smoking policy (e-cigarettes/ vaping included) for all students, staff, and visitors.
- **Backpack Weight Limit:** The school will ensure the maximum backpack weight limit per grade as follows:

Grade	Max. Backpack Weight
KG1	Not exceed 2 kgs
KG2	
GR1	
GR2	
GR3	Not exceed 3 to 4.5 kgs
GR4	
GR5	
GR6	Not exceed 6 to 8 kgs
GR7	
GR8	
GR9	Not exceed 10 kgs
GR10	
GR11	
GR12	



h. Review and Feedback

- **Post-Activity Review:** If there is any incident during the activity, the school will review the safety procedures and outcomes and gather feedback from participants and staff to identify any issues and areas for improvement.
- **Incident Reporting:** The school will report and document incidents or near misses and use this information to improve future safety plans and risk assessments.

i. Compliance with Regulations

- **Local and National Laws:** The school will ensure that all activities comply with local, and national regulations, including those regarding child protection, transportation, and health and safety.
- **School Policies:** The school will adhere to the policy and procedure regarding student safety and activity planning.
- **Submission of relevant forms:** The school will ensure the submission of periodic reports, audits, and action plans, including incident reports and compliance, within given timeframes.

5. Resources and Processes for a Safe School Environment

a. Physical Resources

- **Safety Equipment:** The school will ensure sufficient number and coverage of fire extinguishers, smoke detectors, fire sprinklers, first aid kits, and safety signage.
 - a. The school will ensure that these systems fully comply with the specifications set out by the CDA and obtain the necessary valid licenses for them.
 - b. The school will maintain inspection records and notifications relating to its fire protection and detection systems in accordance with the ADEK Records Policy.
- **Security Measures:** The school will install and maintain sufficient numbers of surveillance cameras, secure entry systems, fencing, and security personnel.
- **Health Facilities:** The school will ensure an on-site medical room with necessary supplies and hygiene facilities.
- **School Nurse:** The school will ensure a full-time school nurse with a valid DoH healthcare license, in line with DoH requirements and the ADEK Coeducation Policy.
- **Administering Medication:** The school will ensure that medication is administered, as per DoH requirements and a completed parental consent form that is renewed each term or whenever there is a change in the student's medication.



- **Inclusion:** The school will provide individual healthcare plans for students with additional learning needs, PODs and any student with acute or ongoing medical conditions, where appropriate, in line with the ADEK Inclusion Policy.
- **Health Screening:** The school will ensure that regular basic and comprehensive health screenings are conducted in compliance with DoH requirements.
- **Immunisation:** The school will allow access to DoH-appointed health providers and facilitate their task of conducting the school-based immunisation program for students as per DoH's guidelines.
- **Student Records:** The school will ensure that all medical care provided at school, including any medication administered, health screening, immunisation, and the outcomes of any medical interventions, are recorded in the student's medical record while maintaining confidentiality in line with the ADEK Records Policy.

b. Policies and Procedures

- **Health and Safety Policy:** The school will ensure that the Health and Safety Policy will be posted on our public website for stakeholders.
- **Emergency Response Plan:** The school will have evacuation plans for emergencies (fire, severe weather, etc.) including evacuation routes and communication protocols in every classroom, corridors, auditorium etc.
- **Incident Reporting System:** The school will have a system for reporting, documenting, and investigating accidents and incidents. All major incidents will be reported through AL AADA portal and the minor ones will be internally recorded.

6. Promoting a Culture of Responsibility and Accountability

a. Communication and Engagement

- **Regular Meetings:** The school will conduct bi-monthly health and safety meetings to discuss issues, review policies, and share updates.
- **Awareness Campaigns:** The school will put up posters, publish termly newsletters, and conduct assemblies to keep health and safety at the forefront of school culture.

b. Involvement and Ownership

- **Student Involvement:** The school will encourage student council members to participate in safety committees and peer education programs.
- **Staff Engagement:** The school will involve all staff in safety audits, risk assessments, and decision-making processes related to safety.



7. Educating Students and Training Staff on Health and Safety

a. Staff Training

The school will ensure that all staff receive training to equip them with the foundational knowledge (including reporting hazardous and health and safety-related incidents) and practical skills to safeguard student health and safety.

- **Initial Training:** The school will ensure comprehensive training for all new staff on health and safety policies, emergency procedures, and specific role-related risks.
- **General Training:** The school will do an annual health and safety review and update on new safety protocols or equipment at the beginning of the academic year.

b. Student Education

- **Curriculum Integration:** The school will incorporate health and safety topics into the curriculum through subjects like physical education, science labs, and require (age appropriate) internal student certification prior to release in the activity.
- **Workshops and Drills:** The school will conduct termly safety drills and provide awareness on road safety, risk management, fire safety, online safety, using personal protection equipment, emergency and evacuation procedures, basic first aid training, and personal well-being at the beginning of the academic year.

8. Procedures for Preventing Injury and Ill Health

a. Preventive Measures

- **Routine Inspections:** The school will conduct weekly checks of the school premises to identify and rectify potential hazards.
- **Health Programs:** The school will take initiatives like vaccination drives, mental health support, and nutrition programs every term.

b. Early Intervention

- **Health Screenings:** The DoH will conduct periodic health checks for students and staff to identify and address health issues early.
- **Counselling Services:** The school will identify potential issues and inform school nurse and parents and provide information to parents regarding licensed care providers.



9. Provision for Risk Assessments and Maintenance of the Risk Register

a. Conducting Risk Assessments

- The school will follow procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g., laboratory chemicals and equipment, biological materials, cleaning substances, workshop tools, and maintenance equipment, as per relevant government authorities).
- **Evaluation:** The school will assess the risk level by considering the likelihood and potential impact of identified hazards.
- **Control Measures:** The school will develop and implement measures to mitigate identified risks.
- All school equipment will be tested of its safety prior to acquiring it and will be maintained in safe working conditions in accordance with regulatory requirements and manufacturer recommendations.
- Regular safety assessments will be carried out (e.g., fire safety systems/ equipment, emergency evacuation plans, emergency lighting, emergency response equipment) as relevant authorities require.
- The site will be equipped with fully functioning and effective surveillance systems to prevent and detect crime, vandalism, unlawful behaviour, and inappropriate conduct; and surveillance provisions are in place in line with the ADEK Digital Policy and the Manual of Surveillance Devices (MCC, 2022).
- The site has fully functioning and effective fixed and portable protection systems for fire prevention and detection.

b. Risk Register

- **Documentation:** The school will maintain a detailed risk register documenting identified risks, assessments, and control measures.
- **Review and Update:** The school updates the risk register yearly to reflect new risks or environmental changes.

10. Implementation of Control Measures and Monitoring Systems

a. Control Measures

- **Engineering Controls:** The school has changed the environment to reduce risks (e.g., guardrails, anti-slip strips).
- **Administrative Controls:** The school has established policies and procedures to guide safe practices (e.g., supervision guidelines, and restricted access areas).



b. Monitoring and Review

- **Regular Audits:** The school will conduct monthly audits of safety procedures and control measures to ensure effectiveness.
- **Performance Metrics:** The school will track safety performance every month using metrics such as incident rates, response times, and compliance rates.
- Merryland School will meet all requirements for obtaining necessary licenses and permits and maintain valid contracts to conduct their operations from the relevant government authorities regulating areas related to health and safety.
- Merryland School will maintain any inspection records, observations, and notifications made by relevant authorities in line with the ADEK Records Policy and shall meet all applicable compliance requirements.
- Merryland School will ensure that every digital incident is recorded, documented, signed by the Principal, and stored for auditing purposes, in line with the ADEK Digital Policy and the ADEK Records Policy.
- Merryland School will ensure that the contracted transportation provider will adhere to appropriate school transportation and traffic management, in line with the ADEK Transportation Policy, such as:
 - a. Develop a traffic management plan in coordination with ITC detailing internal/ external traffic flow to ensure the safety of the school community, specifically during peak hours (drop-of/ pick-up timings).
 - b. Deploy a trained task force of current staff to safely direct pedestrian and vehicle traffic on school grounds during designated drop-off and pickup timings.
 - c. Ensure that the transport provider maintains school bus inspection records and acquire relevant licenses for school buses, bus drivers, and bus supervisors.
 - d. Develop and maintain an updated transport emergency and communication plan in coordination with the transport contractor, which shall be communicated appropriately to all stakeholders.
 - e. **Liquid Petroleum Gas (LPG):** The school will not use LPG except for educational purposes and shall have a central LPG system (no individual burners or cylinders). The main supply line will be located outside the school building and properly secured from access by students and other unauthorised persons. This main LPG supply complies with the requirements of the CDA. This distribution system is linked to the school's fire alarm system and complies with the provisions of the CDA.

MERRYLAND INTERNATIONAL SCHOOL L.L.C.

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11. Conclusion

Merryland International School is dedicated to creating a safe, healthy, and inclusive environment for everyone within its community. By adhering to the outlined health and safety policy, the school aims to foster a culture of safety, wellbeing, inclusion, and mutual respect, ensure regulatory compliance, and provide high-quality health services and support that are accessible to all members of the school community.

This Health and Safety Policy will be available in Arabic and English on the Merryland school website.

This policy will be reviewed every year.

Official Supporting Documents:

ADEK_School_Health and Safety Policy_v.1.0 2024 (January)
Department of Education and Knowledge, Abu Dhabi (ADEK)

Principal

Reviewed on 25 May 2026



Merryland International School is an outstanding, ISO 9001-certified, British Curriculum K-12 school located in Abu Dhabi, U.A.E., providing high-quality education to pupils of more than 40 nationalities. For the past four decades, Merryland has been a pioneer in education, remaining true to its motto 'Changing lives... nations wide'.

