Sharjah American International School

دائـرة التـعـلـيـم والـمـعـرفـة
DEPARTMENT OF EDUCATION AND KNOWLEDGE

2026-2027

HEALTH AND SAFETY

POLICY

Abu Dhabi branch



Sharjah American International School

SAFE AND HEALTHY ENVIRONMENT AT SAIS

PURPOSE:

SAIS – Abu Dhabi is committed to providing a safe and healthy environment for all individuals students, staff, visitors, and contractors on campus. The policy's objectives include:

- Safeguarding against accidents, hazards, and infectious diseases.
- Ensuring compliance with ADEK, ADPHC/DoH, Civil Defence, environmental, and health licensing standards
- Promoting a shared culture of responsibility, awareness, and accountability.
- Offering free, quality health services on-site via a licensed clinic staffed by qualified personnel overseen by a fulltime Health & Safety Officer

ACCIDENT REPORTING & BEHAVIOUR MANAGEMENT

- All incidents (staff and students) must be logged by the school nurse.
- Staff uncertain about protocols should consult the Health & Safety Coordinator.
- Every educator must maintain student discipline to ensure a safe school environment.

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REVIEW & DEVELOPMENT

- Participate in an annual health & safety review to guide improvements.
- Integrate safety enhancements into the broader School Development Plan.

STAFF RESPONSIBILITIES

All staff are expected to:

- Implement the policy under the principal's direction.
- Be familiar with safety rules and regulations.
- Promote safe practices, educate others, and inspect their areas regularly.
- Conduct risk assessments, maintain equipment, use protective gear, and handle substances safely.
- Report hazards and stay informed about safety updates.
- Ensure nondiscrimination and equal opportunity in all safety procedures.

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SYSTEMS, TRAINING, AND COMPLIANCE

- Incident Management: All accidents and near-misses must be logged by the school nurse; staff are encouraged to report concerns and consult the Health & Safety Coordinator if unclear.

- Risk & Hazard Control: Regular risk assessments and hazard audits are conducted using approved templates. A Health & Safety Committee convenes quarterly to review safety issues, with findings integrated into SLT agendas

- Clinic Services & Emergency Response: A fully licensed clinic provides first aid and emergency care under HAAD standards. Clear nurse-led protocols exist for serious injuries, ambulance coordination, observation, parent notifications, and thorough documentation.

- Fire Safety & Security: The campus is equipped with fire detection systems, extinguishers, evacuation plans, and conducts drills two times a year. Surveillance and access control ensure overall campus security.

- Staff Training & Responsibility: All employees receive training in risk management, first aid, fire safety, equipment handling, and safeguarding. Teachers supervise student behaviour and safety in all learning environments.

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SYSTEMS, TRAINING, AND COMPLIANCE

- Safeguarding: Staff must immediately report any suspicion of child abuse. Safeguarding training is mandatory and integrated into broader risk-control systems.

- Staff Welfare: Mental health support is highlighted staff are encouraged to monitor their own and colleagues' stress levels and seek confidential assistance from school leadership.

- Lone-worker Protocols: Individuals working off-hours must follow sign-in/out procedures and maintain communication to safeguard their well-being .

- Licensing & Documentation: The school maintains all necessary permits including those from ADEK, ADPHC, Civil Defence, Municipal and Food Safety authorities and retains inspection and audit records as required.

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GOVERNANCE & ACCOUNTABILITY

- SAIS principal and Senior Leadership Team/ SLT oversee implementation, review compliance annually, and integrate policy updates in line with regulatory changes.
- A designated Health & Safety Officer, supported by a committee, coordinates day to day operations, conducts hazard assessments, and ensures ongoing compliance.
- Equal Opportunity and non-discrimination are integral ensuring safety provisions are accessible and fair for all.

AWARENESS & COMMUNICATION

- SAIS Health & Safety policy emphasizes continuous staff and student training on health and safety, first aid, fire evacuation, and safe behaviour both on campus and during school-related activities.

- Health & safety information is visibly posted on the school website www.saisabudhabi.com, regularly communicated across departments, and integrated into staff handbooks and daily bulletin / DB.

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SAIS HEALTH & SAFETY COMMITTEE 2025

Committee Composition:

- Health & Safety Officer (Chair) maha.saeed@saisabudhabi.com
- Principal principal@saisabudhabi.com
- VicePrincipal
- Heads of Elementary, Middle, and High School
- Section Supervisors
- School Nurse school.nurse1@saisabudhabi.com
- Facilities Manager mohamed.yousuffdeen@saisabudhabi.com

MEETING PROCEDURES

- Schedule regular meetings (quarterly or more often as needed).
- Set agendas ahead of time, focusing on safety priorities and past action follow-ups.
- Maintain detailed minutes and track action items, assigning responsibility and deadlines.

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REPORTING & ACCOUNTABILITY

- The Health & Safety Officer leads the committee and coordinates with the principal.
- Principal & VP ensure SLT support, resource allocation, and integration with school development plans.
- Heads & Supervisors implement procedures within their respective sections.
- School Nurse and Facilities Manager contribute clinical data, incident records, and facility updates.
- Each member champions health and safety within their embedded teams.

With this committee structure and responsibilities, SAIS Abu Dhabi reinforces a robust, proactive, and compliance-focused health and safety system, empowering staff at every level to contribute actively to a safe and supportive school environment.

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SAIS SMOKEFREE ENVIRONMENT PROCEDURE

PURPOSE:

- Promote students' and staff's physical and emotional well-being by providing a healthy, clean, and safe learning environment.
- Educate the school community, employees, students, parents, contractors, and visitors—about the health risks of smoking and vaping.
- Support students in making responsible health choices and building resilience against peer pressure.

SCOPE & TARGET AUDIENCE

Applies to all staff, students, parents, visitors, and contractors at all SAIS premises, including school grounds, buildings, vehicles, and events, during and outside regular hours.

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POLICY STATEMENT

SAIS enforces a 100% smoke- and tobacco-free environment, banning all forms of smoking and vaping including electronic cigarettes across the entire campus:

- Indoor spaces: classrooms, toilets, corridors, reception, staff rooms
- Outdoor areas: playgrounds, entrances/exits
- Transport & trips: all school-contracted vehicles and off-site events
- Evenings & weekends: during school-sponsored outside programs.

E-cigarettes/vapes are strictly included under the ban.

ALIGNMENT WITH UAE LAW & GUIDANCE

In alignment with UAE law and ADEK Health and Safety policy, smoking and vaping are strictly prohibited:

- Within all educational institutions, including indoor and outdoor areas.
- Inside vehicles when minors are present, including during school transportation.

These measures are in place to protect the health and well-being of all students, staff, and visitors.

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SIGNAGE & COMMUNICATION

- Prominent signage: "NO SMOKING / NO VAPING" displayed throughout the campus (buildings, gates, vehicle fleet).
- Policy included in staff/student handbooks, event communications, and induction materials.

MONITORING & ENFORCEMENT

- Self-enforcing policy:
  1. Employees encountering violations should politely remind individuals of the smoke-free rule—without confrontation.
  2. The campus is under CCTV surveillance.

- Responsibility:
  1. HR and the Health & Safety Officer ensure awareness and handle breaches.
  2. Repeated visitor violations may result in removal from premises.

RECORDKEEPING & COMPLIANCE

- Regularly review signage, record violations and enforcement measures.
- Annual review linked to broader Health & Safety Policy, ensuring alignment with ADEK, Civil Defence, DOH, and UAE Federal law.