HEALTH and SAFETY POLICY

Approved by: School Governing Board	Date: August 2024
Last reviewed on:	Date: August 2026
Next review:	Date: August 2027

Monitoring and review

This policy is subject to continuous monitoring, refinement, and audit by the School Management, who will undertake a complete annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. All staff will be informed of the updated/reviewed policy, which will be made available to them electronically, or by hard copy on request.

Introduction

SABIS® is a global education management organization that is backed by over 135 years of success in educating students and preparing them for the future.

The SABIS® Network dates back to 1886, when a small school was started in the village of Choueifat, Lebanon. The school survived conflict and wars, prospered, and expanded to become part of a global network known for educational excellence.

Today, the SABIS® Network has an active presence in the public and private sectors in 21 countries on five continents and prepares students for life and success in a rapidly changing world.

Our Core Purpose & Values

Students in SABIS® Network schools receive an education that is derived from a clear core purpose and a set of core values that helps them achieve their full potential.

SABIS® Core Purpose: To provide an outstanding education at a reasonable cost and help all students achieve their full potential through the implementation of the SABIS® Educational System.

Our Mission

SABIS® will be recognized as a provider of top-quality education to a highly diverse student body. **SABIS®** will strive to help all students achieve their full potential, prepare them for success in college, equip them with the ability and desire for lifelong learning, and strengthen their civic, ethical and moral values. **SABIS®** will maintain high standards of efficiency and accountability throughout its operation.

Policy

SABIS® recognizes and is committed under UAE legislation to provide and maintain a safe, healthy and comfortable environment for its students, staff and visitors.

SABIS® believes that a well-managed health and safety program is an integral part of good management practice.

SABIS® has a comprehensive OH & S Policy. Staff have an obligation to ensure that they are thoroughly familiar with its content. It is strongly suggested that the policy be carefully read and understood.

SABIS® Commitment to OH & S

In fulfilling its responsibilities, **SABIS®** will:

- Comply with all statutory rules and accepted codes and practices relating to health and safety.
- Set short- and long-term goals and specific responsibilities in the management of health and safety.

- Develop OH & S policies, procedures and guidelines.
- Ensure all line managers understand and take responsibility for the health and safety process in each program area.
- Provide information, instruction, training and supervision to ensure that staff are aware of safe work practices, emergency procedures and any risks to health and safety in their work environment.
- Consult with staff and OH & S representative on issues relating to health and safety.

SABIS® will ensure that management or delegates have practical knowledge of a take responsibility for:

- Hazard identification, risk assessment and risk control.
- Health and safety legislation, regulations and recognized standards.
- Specific health and safety issues within the workplace.
- Investigation of all diseases, injuries, near misses and accidents and express appropriate preventative action
- Regularly monitor and review the implementation of and compliance with OH & S policies.

SABIS® will ensure that its OHS policy is well implemented and covers all the actions that will be done on the school premises and will review its OHS policy periodically in order to provide a well-safe environment for its staff, students, visitors and contractors.

SABIS® is committed to providing: - Safe equipment and working procedures including adequate ventilation, safe electrical connections, appropriate resources, clear passageways, etc.

Staff Responsibilities and Involvement in OH & S

The OH & S Act places obligations on employees to take care of their own health and the health and safety of others who may be affected by their acts or mistakes at the workplace.

It also provides for the involvement of employees in dealing with health and safety issues through the establishment of Designated Work Groups, the election of health and safety representatives and the establishment of health and safety committees.

SABIS® encourages and supports staff involvement through such mechanisms.

Staff will receive information, instruction and ongoing supervision on likely hazards and stresses of the job.

If a staff member is inexperienced in the use of a piece of equipment, training will be provided.

All staff are expected to:
- Practice safe working habits.
- Report unsafe working conditions or equipment.
- Keep their immediate work area in a safe and orderly condition.
- Take care of others.
- Cooperate with **SABIS® management** in meeting the requirements of the OH &S Act.
- Accord the health and safety of non-employees, visitors, etc. a high priority.
- Immediately report any hazards or faulty equipment to the Team Manager/Director.

Staff should discuss any OH & S concerns with their line manager. The observations and suggestions of all staff will be valued. Every effort will be made to address all issues.

OH & S Representative

SABIS® aims to support the functioning of the elected OH & S Representative.

SABIS® is obliged to and will:

- Consult with the Health and Safety Representative on all proposed changes to the workplace and equipment and practices used in the workplace that may affect health and safety and welfare of staff.
- Provide the health and safety representative with access to any information on actual or potential hazards and the health, safety and welfare of staff.
- Permit health and safety representatives to take such time off work with pay as is necessary for performing their functions or taking part in approved training courses.
- Provide such facilities and assistance as are necessary.

Training

SABIS® has a commitment to providing training on a yearly basis for all staff in safe work practices.

All team managers will be trained in the principles of OH & S management together with the appropriate hazard controls that are relevant to their area.

Such training and information will include:
- A legislative overview relevant to the workplace (including employer responsibility).
- Consultative processes and issue resolution.
- Hazard identification, risk assessment and risk control.
- Incident and accident investigation.

Hazard Identification and Risk Assessment

Hazard identification is part of the process used to evaluate if any particular situation, item, thing, etc. may have the potential to cause harm. The term often used to describe the full process is **risk assessment** people who are not – this way you have both the experienced and fresh eye to conduct the inspection.

Risk Assessment Steps:

- Step 1: Identify Hazards Title (e.g. Physical Hazard, Fire Hazard, and Electrical Hazards).
- Step 2: List Hazards Details identified (e.g. Tripping Hazard, Flammable Materials stored, Working in Electrical Cabinets).
- Step 3: List Causes of Hazard (e.g. untidy workplace, Hot work, un-isolated electrical supply)
- Step 4: List Consequences of Hazard (e.g. Personnel Injury, Fire, electric shock).
- Step 5: Determine Likelihood and Consequences to People, Assets, Environment, and Reputation from attached Risk Assessment Matrix (Page 2) (this should be the most probable outcome without controls and should be listed as 2A, 3D etc.).
- Step 6. Calculate the Risk Index using the Qualitative or Semi-Quantitative Risk Assessment Matrix as deemed appropriate. This is a product of Likelihood and Consequence and should be stated Low, Medium, High or Very High).
- Step 7. List Existing Controls. (e.g. Tidy Site Policy, Hot Work Permit, Isolation of Electrical Supply).
- Step 8. List Safety Critical Activities and Additional Controls that may be deemed necessary to reduce risk level to ALARP.
- Step 9: Recalculate Likelihood and Consequences to People, Assets, Environment, and Reputation from attached Risk Assessment Matrix.
- Step 10. Recalculate the Risk Index.
- Step 11. If residual risk is deemed to be High or Very High then risk must be reduced further before proceeding, if risk is medium then note that risk reduction must be planned, monitored and documented, if risk is low then risk is acceptable without required further action.

Health & Safety Risk Evaluation Criteria					
Consequences					
Criteria	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 – Catastrophic
Health Hazards Consequences	Insignificant impact.	Minor exposure/ complaint/ occurrence. Minor/ immediately recovered health effects. Occurrence limited to (2) times per year.	Moderate exposure/ complaint/ occurrence. Moderate/quick recovered health effects. Occurrence limited to (3) to (5) times per year..	Major exposure/ complaint/ occurrence. Major acute/ chronic health effects. Continuous occurrence >5 times per year.	Potential for fatality (is) occurrence.
Safety Hazards Consequences	Minor injuries, which may require self-administered first aid. Injured personnel can continue to perform normal duties.	Injuries requiring on-site treatment by medical practitioner. Personnel unable to continue to perform duties.	Serious injuries requiring off-site treatment by medical practitioner or immediate evacuation to hospital. Potential long-term or permanently disabling effects.	Single fatality.	Multiple fatalities (≥2).

Likelihood -		
Frequent	Occurs several times a year at location.	5
Often	Occurs several times a year in similar activities / Operations in UAE.	4
Likely	Has occurred at least once in UAE.	3

Possible	Has occurred in similar activities / operations worldwide, no history for occurrence in UAE.	2
Rare	Never encountered in similar activities / operations.	1

Risk Matrix					
Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	1	2	3	4	5
Possible (2)	2	4	6	8	10
Likely (3)	3	6	9	12	15
Often (4)	4	8	12	16	20
Frequent (5)	5	10	15	20	25

Risk Ranking		
Extreme Risk	(15-25)	Activity or operation should not proceed in current form.
High Risk	(8-12)	Activity or operation should be modified to include remedial planning and corrective actions and be subject to detailed Health & Safety assessment, inspection & auditing.
Moderate Risk	(4-6)	Activity or operation can operate subject to management approval and/ or modification.
Low Risk	(1-3)	No action required, unless escalation of risk is possible.

Hierarchy of Risk Controls for Health & Safety	
1. Elimination	Eliminate the risk by removing the hazard.
2. Substitution	Use alternative and less harmful materials, equipment, processes or substances.

3. Engineering Controls - Isolation	Make structural changes to the work environment, work systems, tools or equipment. Use mechanical aids or manual handling devices. Enclose or isolate the hazard through use of guards. Provide local or general exhaust ventilation.
4. Administrative Procedures	Policies, procedures, instructions and guidelines on safe use and operations. Registers, safety signage, job rotation, job timing, routine maintenance and housekeeping. Provide training on hazards and correct work procedures.
5. Personal Protective Clothing Equipment (PPE)	Provide properly fitted and properly maintained personal protective equipment and/or clothing and training in its use. Personal Protective Equipment is the last line of protection if all the above fail to control the hazards.

Smoke Free Workplace

SABIS® schools shall be smoke-free in all Premises.

Office Safety

All work performed in offices at **SABIS® schools** will be conducted using safe work practices.

Office and administrative areas will be maintained free of recognized hazards.

Safe Work Practices

- Guard the sharp edges of furniture to prevent personal injury.

- Practice good housekeeping. Keep floors free of items that might cause tripping. Keep waste cans out of the way; do not overfill them.
- Prevent slipping accidents by cleaning up spills immediately.
- Report all defects such as loose tiles, broken steps, railings and doors immediately to the Health and Safety Representative/Finance and Administration Manager Officer.
- Keep razor blades, tacks, and other sharp objects in closed containers.
- Use the proper tool for the job at hand (e.g. a staple remover to remove staples).
- Do not overload electrical outlets. Do not plug a multiple outlet strip-- an extension cord with multiple electrical receptacles--into a second multiple outlet strip
- Report immediately, any damaged electrical cords, broken switches, loose connections, or bare wires to the Health and Safety Representative/Finance and Administration Managers Officer.
- Unplug any office machine that smokes, sparks, or delivers an electrical shock and have it inspected by the appropriate repair personnel.
- Avoid overloading the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Open one drawer of the file cabinet at a time to prevent tipping. File cabinets should be placed where their use will not interfere with office traffic patterns.
- Keep file and desk drawers closed when not in use to help prevent tripping accidents.
- Be sure to use proper lifting techniques. Decide with personnel skilled in moving to shift furniture and other heavy objects
- Use only safety step stools or ladders for climbing. Don't stand on swivel chairs or use them as step stools.
- Office doors shall be free of obstruction at all times to permit exits in case of an emergency.
- If it is necessary to run a cable or electrical cord across the floor, a cable cover must be used to protect the wiring and prevent tripping.
- Report any observed pest control problems to the Health and Safety Representative Finance and Administration Managers Officer

School reporting procedures

Overview: The school encourages open communication and the sharing of information. Communication is both formal and informal with observations recorded either in the **SABIS® School Management System** (Y-Book) or in the Student Record Book. Meeting procedures and record keeping are formalized so as to ensure that a full and detailed record is kept of incidents concerning students.

Teachers

Teachers are the first point of reference in observing any behavioral concerns. Teachers have several means of communicating their concerns: on the discipline sheet, to the corridor

supervisor, on the weekly report submitted to Heads of Department, to the AQC or to any senior member of the administration.

Supervisors

Supervisors observe/advise students on a daily basis and are therefore aware of behavioral changes. They also call parents when needed. The supervisors provide verbal and written reports to the Head Supervisor or to any senior member of the administration. Any relevant information/briefs/action taken are kept in the Student Record Book and/or Y-Book.

Heads of Department (HOD)

HODs meet with students, attend classes and have weekly meeting with teachers. Teachers complete a weekly report which includes remarks on student behavior and other observations that are discussed with the HOD during their weekly meeting. HOD refers the concerns of teachers immediately to the Director if deemed necessary or discusses concerns raised during his/her weekly meeting with the Director.

Academic Quality Controllers (AQC)

AQCs meet students on a formal and informal basis, attend classes and meet with parents. Concerns about students are reported to the Director during weekly meetings. Details of meetings with students and or parents are recorded on the students file in the Y-Book.

Duties of all members of staff

- All staff members are expected to familiarize themselves with the health and safety aspects of their own work.
- All staff members have a responsibility to:
    - take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions;
    - report any incident of violent or verbal abuse, or any hazard;
    - Ensure health and safety equipment is not misused or interfered with.

Health and Safety Officer

SABIS® has assigned a Health and Safety Officer who meets the minimum requirement and is well-trained and experienced in implementing the policy. The Health and Safety Officer is subject to all other applicable requirements from relevant authorities such as but not limited to ADPHC/DOH and Abu Dhabi Quality and Conformity Council (QCC).

The Health and Safety Officer adhere to the following responsibilities, in line with ADPHC risk classification, requirements, documentation, and updates:

a) Develop, implement, and maintain an occupational safety and health management system meeting ADPHC's compliance requirements. including ADPHC/DOH fulfillment of

periodic submissions, together with other relevant authorities' requirements, based on school risk classification.

b) Establish a clearly defined leadership structure of health and safety related matters within the school including delegation mechanisms and linkages with external stakeholder requirements.
c) Ensure relevant staff training including appropriate handover and induction training for new employees and contractors.
d) Carry 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) Develop, maintain, and periodically update both an Emergency Response Plan and an Occupational Injuries Register.
f) Establish a School Health and Safety Committee to handle all related matters.
g) Maintain records of incident investigations as part of an incident register and report (via ADEK and ADPHC electronic OSH reporting system) on a timely basis.
h) Liaise with the school's Safeguarding Committee or Lead, in line with the ADEK School Safeguarding Policy, to maintain sufficient supervision and monitoring of students, with full visual coverage, to safeguard against and tend to incidents.

School Doctor/ Nurses

The School Nurse have DOH healthcare professional license, in line with DOH requirements and the ADEK School Coeducation Policy and meets the professional qualifications requirements and performance criteria set for them by DOH, and fully understands and strictly adheres to all DOH standards regulating the administering of medication in schools.
The school medical team meets students that require medical attention throughout the school day. The school nurse reports any concerns regarding student's wellbeing to the Director. The school doctor and/or nurse also contact parents about any concerns.

Director/Deputy Director

The Director is the head of the pyramid and the person in charge of all that takes place in the school. He/She has scheduled meetings with all members of the administrative team. The Director reports to the Regional Office any serious concerns that the school has regarding individual students. The Regional Office will decide on the course of action that should be taken.

Duties of administrative staff

The administrative staff in consultation with the Director will:

- ensure that there is an effective policy for the provision of health and safety throughout the school
- regularly assess the effectiveness of this policy and ensure that any necessary revisions are made

- identify and evaluate risks relating to:
  - the premises
  - school activities
  - school-sponsored events
- establish an effective health and safety management structure within the school
- ensure that health and safety performance is monitored and reported in the school's report to SABIS® authorities.

The Administration undertakes to provide:

- a safe place for all students and staff to work including safe means of entry and exit
- safe arrangements for the handling, storage and transport of chemicals
- Safe and healthy working conditions which take account of appropriate statutory or advisory codes of practice, guidance and requirements.

The school, through the Director, will make arrangements for all staff, including Helpers and those on fixed- term contracts, to receive comprehensive information on:

- this policy;
- all other health and safety matters;
- the information and training (for example, but not limited to, First Aid Awareness and Fire Fighting Training) that will be given to employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Duties of the Director

- The Director is responsible for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all necessary steps to achieve this end through Senior members of staff, teachers, Student Life Coordinator and others as appropriate.
- The Director will take all necessary and appropriate action to ensure that the proper health and safety standards are maintained at all times.
- The Director will, on a day to day basis, be responsible to:
  - ensure, at all times; the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school sponsored activities
  - bring forth any health and safety concern outside of own control or any health and safety responsibility that is unable to be met to the attention of the upper SABIS® Administration
  - assess and record all significant risks to staff, students and visitors, and ensure that they are controlled as far as is reasonably possible

- ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with Abu Dhabi Civil Defense and school health and safety procedures
- encourage staff, students (through SABIS Student Life Organization®) and others to promote health and safety
- inspect the school site and property for any unsafe condition and to make safe as soon as possible by employing the assistance of all parties concerned
- arrange routine maintenance and servicing of equipment
- investigate all accidents and episodes of work-related ill-health
- monitor and evaluate the health and safety performance of staff
- ensure that practice emergency and contingency plans are in place
- provide the means for consultation with staff on health and safety matters;
- report to upper SABIS® authorities as appropriate on matters relating to Health and Safety in the Director's Report to the Authority

Duties of supervisory staff / Clinic staff / Maintenance staff

- Supervisory/Clinic/Maintenance staff will be directly responsible to the Director, or the member of staff nominated by the Director, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- As part of their day-to-day responsibilities, they will ensure that:
  - safe methods of working exist and are implemented throughout their area of responsibility
  - health and safety regulations, rules, procedures and codes of practice are being applied effectively;
    - In coordination with the Student Life Organization®, the doctor/nurse delivers a health education programme for all students, focusing mainly on:
      - Asthma
      - Obesity
      - Diabetes
      - Anti-smoking
      - Nutrition
      - Physical Activity
      - Flu
      - Hygiene
      - Bone health
      - Prevention of injury
      - Dangers of drug addiction
      - Immunization
      - Environmental health

- Growth and development

- staff, students and others under their jurisdiction are instructed in safe working practices;
- new employees working within their area are given instruction in safe working practices;
- regular safety inspections are made of their area of responsibility as required by the Director or as necessary positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
- all machinery and power equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorized persons only
- appropriate equipment, first aid and fire appliances are provided and readily available in the department in which they work
- hazardous, highly flammable substances in the department in which they work are correctly stored and labeled, and exposure is minimized
- the standard of health and safety throughout the department in which they work is monitored and staff, students and others are encouraged to achieve the highest possible standards of health and safety
- all health and safety information is communicated to the relevant persons
- any health and safety concerns are reported to the Director

Emergency Plans

- The Director will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants of the school at risk. The plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
  - save life
  - prevent injury
  - minimize loss
- The plan will be agreed upon by the school and regularly rehearsed by staff and students.

First Aid

- The arrangements for First Aid provision will be adequate to cope with all foreseeable incidents.
- Supplies of first aid materials will be held at various locations to include Medical Clinics (or First Aid Treatment Rooms), PE Hall and Science Laboratories throughout the school. These locations will be determined by the Director and/or an appointed trained first aider. They will be prominently marked, and all staff will be advised of their position. The materials will be regularly checked and replenished as necessary.
- Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- A record will be made of each occasion any member of staff, pupil or other person receiving first aid treatment either on the school premises or as part of a school-related activity.

Fire Protection

- Practice fire evacuation frequently. Also, make sure that inflammable materials are nowhere where children can access them. Replace wood with aluminum wherever possible.
- Have enough fire extinguishers and train students and staff to use them. Keep them filled and checked.
- **SABIS®** maintain inspection records and notifications relating to their fire protection and detection systems.
- The school Fire Alarm System is linked to HASSANTUK system.

Guidelines towards keeping children safe at SABIS®

1. Look for anything that presents a safety risk: sharp edges, broken glass, exposed electric wires, loose rocks and stones, sticks and twigs, water or oil leaks. Report any potentially worrying situations to the AQC, maintenance department and/or School Director.
    - Prefects from the Safety Department of the Student Life Organization® are trained to look for anything that may be a safety hazard or that is not functioning properly. They hand in weekly reports in two copies: one copy goes to the maintenance department and the other to the Director of the school.
2. Keep cameras on all areas of the school (bathroom doors, corridors, changing room doors, playgrounds) and in view of the swimming pool (where one exists) only when there are no swimming classes going on.
3. Some ant bites may cause paralysis and even death in some people. Watch out for the presence of ant nests and make sure that they are eliminated. Look out for the presence of rodents and cockroaches as well as wasps and bee nests. Inform the head of the school to eradicate all pests.
4. Keep a record of all injuries and the location where they took place on campus. Study the cause and take preventive measures.
5. Make sure that plastic bags in the infants' school are not available for children to play with.
6. In laboratories, make sure that all lab safety procedures are strictly followed.
7. Watch carefully for places where children could do illicit activities.
8. Falls: the nurses should take extra precautions and be vigilant with children who have fallen and injured their head, arms or legs. Concussion breaks and fractures can occur and students who suffer from such falls need to be examined by specialist physicians. Parents need to be informed. Corrective action needs to be taken on the premises such as installing rubber floors, safe steps, sponge mattresses under climbing frames, and others when necessary.
9. Emergencies: Train children in what to do in case (i) of fire, (ii) an earthquake, (iii) a hazardous situation where children need to remain inside the buildings until further notice.
10. Windows on the first and second floors are high and secure enough to prevent accidental falls.
11. Access to the roof: all exposed roof areas are monitored.
12. School has no Liquid Petroleum Gas (LPG)

13. Students bags do not exceed 5-10% of the child's body weight when packed.as per the table below.

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

Inclusion: **SABIS®** provide individual healthcare plans for students with additional learning needs, where appropriate, in line with the ADEK Inclusion Policy.

System and network security

- The school has WSUS servers (Windows Server Update Services) that ensure that all systems in the school are updated with the latest patches released by Microsoft.
- A report that shows the latest security patches and updates downloaded and installed is produced on a monthly basis by the school's IT manager.
- All servers are located inside a locked server room. Only authorized IT members can enter the server room.
- All users are joined to the domain and have appropriate group policies applied on them.
- It is required that users log off or use password-protected screensavers when away from their computers.
- An antivirus programme is installed on all computers and servers and is managed through a server by the IT administrator who ensures all workstations are updating regularly.
- The network is divided into VLANS that do not communicate with each other to ensure the security of the data. Six VLANS exist in the school: Accounting, Student Management System (SSMS), Exams (ITL), Students (computer labs), Library and SLO®.
- The network is protected by a powerful firewall (Watch Guard Firebox) to prevent unauthorized access to the network from outside the school and to securely manage

connections and transfer of data to our school network and servers in the data centers through secure VPN tunnels.

- The entire school network is protected by web filtering software (Web Sense®) to monitor and prevent access to unauthorized sites from workstations inside the school, especially PCs that are accessible by students in the computer labs.
- Wireless access points inside the school are in hidden mode and protected by strong passwords that are changed frequently by the IT manager and as needed.

SECURITY VIDEO SURVEILLANCE CAMERAS (CCTV)

The school is equipped with integrated and fully functioning access and security systems, including access procedures and logs, security video surveillance cameras and other devices or procedures installed to cover all School buildings and facilities, and classifying these as sensitive locations, to ensure:

• The promotion of a safe learning environment.

• The safety and well-being of students, staff, visitors and contractors while protecting individual privacy at all times.

• The prevention and detection of crime, vandalism, unlawful behavior and Inappropriate conduct.

• The protection of School buildings and their assets.

The security video surveillance cameras (CCTV) comprise a number of fixed cameras located within and around the school buildings, which provide coverage of the following areas:

• All entrances and exits of School buildings and grounds.

• All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).

• Student pickup and drop-off areas (private vehicle and bus).

• Security areas and hazardous areas (control room).

• Exterior areas surrounding the school grounds.

Security video surveillance cameras (CCTV) are installed in all classrooms as requested by ADEK.

Monitors are not visible to visitors or staff. Screens are installed in the security room for the purpose of monitoring the facilities outside of school hours and overnight. Male security guards do not have access to viewing CCTV footage.

Safety on school transport

1. Belts on buses: When using school buses all students wear safety belts.
2. Seating on buses: Recommend that girls sit at the back and boys in front according to a specific seating plan. The Student Life Organization® provides Discipline Prefects to spot then stop or report all unacceptable behavior on the bus.
3. Getting on /off buses: The assistant gets out of the bus every time a student wants to get on or off the bus. The assistant will be out first, and then students get on or off. Once the assistant makes sure that all is safe outside the bus, (s) he gets on, and the bus can then move.
4. Cameras on buses: The school will endeavor to have cameras on its buses as an additional safety measure.
5. Private cars: Drivers must drop off children in a safe place and advise them to look and move with caution.
6. Lollipop men (where they exist): School employees wearing appropriate clothes and holding stop signs help children cross the street in groups. The same procedure is followed when children leave the school.
7. **SABIS®** adhere to the school transportation and traffic management procedures, including maintaining school bus inspection records and acquiring relevant licenses and permits for school buses, bus drivers, and bus supervisors, in line with the ADEK School Transportation Policy.

First Aid

SABIS® recognizes that in accordance with Occupational Safety and Health Legislation it has a responsibility to provide first aid assistance to staff that sustain an injury while on **SABIS® school** premises.

To achieve these responsibilities, **SABIS®** shall, as far as is reasonably practicable, provide services such as:
a) Trained and certificated first aiders.
b) First aid supplies.
c) Emergency/evacuation procedures

All staff will be provided with practical instructions about the following:
- First aid facilities in the workplace
- The location of the first aid kit

- The names and work locations of trained first aiders
- Procedures to be followed when first aid is required.

First Aid Kit
- A First Aid Kit is kept is located at every supervisor desk and in the clinic
- The school nurse is responsible for ensuring it remains stocked and up to date.
- Kit contents must be replenished as soon as possible after use.
- Monthly inventory checks should be made and recorded to determine if the contents are as listed and have not deteriorated.

All first aid injuries and treatments must be recorded and reported immediately to the OH & S Representative.

SABIS® ensure that regular basic and comprehensive health screening is conducted in compliance with the DOH requirements.

SABIS® allow access to DOH-appointed health providers and facilitate their task of conducting the school-based immunization program for students as per DOH's guidelines.

SABIS® ensure that all medical care provided at school, including any medication administered, health screening, immunization, and the outcomes of any medical interventions, are recorded in the student's medical record while maintaining confidentiality in line with the *ADEK School Records Policy*.

Review of the System

To ensure that the health and safety management system remains effective in providing a safe and health work environment**, SABIS®** OH&S policy and procedures will be reviewed periodically. This review will focus on the effectiveness of individual elements of the system, the relevance of changes to Commonwealth and State OH&S legislation which may have occurred, and any other matters which potentially impact on the system.