

GIIS-AD-Policy-26-27-022

OCCUPATIONAL SAFETY & HEALTH POLICY (OSHMS) - 2026-27

Last Review	April 2026
Revised on	11 April 2026
Reviewed by	Principal, Vice Principal, SLT, Operations Manager and EHS Officer
Next Review	April 2027

INTRODUCTION: Occupational Safety & Health Policy refers to the efforts and steps taken by the School along with recorded procedures to ensure Safety and Security of every student and staff during their stay in school and on transit to and from school.

Purpose:

- To safeguard all students and staff, by setting up clear policies, based on acceptable and up-to-date practices,
- To set high standards for health, safety and environment to ensure that students and staff are not exposed to any danger or disease.
- To adhere to the clearly defined conditions of ADEK and all relevant government entities to meet the health, safety and environment requirements.
- To build a culture where everyone is Accountable and Responsible towards the protection of Environment, Safety and Health of all individuals associated with the school.
- To ensure that a high-quality School health services is provided to all students through School-based clinics, without any additional cost to students, while complying with all regulations and mandatory requirements set out by the ADEK and HAAD.

Policy: At GIIS we follow Environment, OSH-SF in strict compliance with Abu Dhabi Occupational Safety & Health-Standard Framework of ADEK. Our Health, Safety and Environment Policy is aligned with the ADEK's health and safety regulations, policies and requirements and it is made to ensure :

- Maintaining a healthy, safe and risk-free environment throughout the School, and all of its external facilities, taking into account aspects of public health, including the areas where students, staff and visitors use for arrival and dismissal. It is also aimed at providing a safe, risk-free and healthy

environment for students and staff during extra - curricular activities including excursions and field trips.

- Complying with policies, procedures, programs and special instructions issued by the Council or any other government or regulatory entity regarding School buildings, facilities and equipment used, and their conformity with environmental, health and safety specifications contained therein.
- Obtaining the necessary valid licenses and permits from ADEK, Department of Municipal Affairs, Civil Defense Directorate, HAAD, Abu Dhabi Food Control Authority and any other concerned governmental entity, and maintaining the related inspection records carried out by these entities and the observations made in their regard.
- Equipping the School with integrated and effective protection systems, fixed and mobile, for fire protection and detection, including fire sensors and detectors, fire extinguishers, water systems, pumps, taps, hoses, nozzles and sprayers to extinguish fires provided that they fully meet the specifications laid down by the Civil Defense Directorate with necessary valid licenses while maintaining inspection records and notifications on these systems.
- Equipping the School with integrated and effective security and access systems, including procedures and records for entering School buildings, surveillance CCTV cameras, installed to cover School campus, buildings and facilities, with proper signage as sensitive sites, to ensure the safety and security of students, employees, visitors and contractors.
- Providing clinics for regular and emergency medical services within the School building, which will be managed by qualified and licensed staff, as well as the resources and equipment needed to work full time during School working hours, and in full compliance with the requirements and standards of HAAD. School clinic will also maintain medical inspection records and necessary license as required.
- The School consider health and safety education as essential at all times. We agree that it is the responsibility of every staff member to ensure that correct health and safety procedures are followed at all times, in accordance with the School's Health, Safety and Environment Policy and other policies and regulations applicable in the Emirate. They shall also be responsible for informing the School's Principal or his delegated representative and the ADEK, within required timeframe, of any health and safety breaches at the School.

SECURITY VIDEO SURVEILLANCE CAMERAS (CCTV) School is equipped with integrated and fully functioning 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.
- Prevention and detection of crime, vandalism, unlawful behavior and inappropriate conduct and to protect School buildings and other assets. The security video surveillance cameras (CCTV) comprise a number of fixed cameras located within and around the School buildings, which shall 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) and Exterior areas surrounding school campus.
 - Security areas and hazardous areas (control room)
- ❖ The security video surveillance cameras (CCTV) shall not be installed in classrooms, lavatories, changing rooms or any other area where there is a reasonable expectation of privacy.
- ❖ Other monitors may be installed as needed for access by security guards for the purpose of monitoring the facilities outside of school hours and overnight as decided by the principal.
 - ❖ Male security guards shall not have access to viewing CCTV footage of female students and female staff during the school day.
 - ❖ Parents/Guardians, School staff and visitors will be informed that security video surveillance cameras are present with signs in the School stating that the School is under camera surveillance.
 - ❖ All CCTV installations will be done according to the specifications of the ADEK's "CCTV Guidelines for Private Schools".

ACCESS TO CCTV RECORDINGS CCTV recordings are considered confidential. The School Principal is the only School-based staff authorized to view and retrieve CCTV recordings at their School. All other School-based staff members are strictly prohibited from accessing recordings. CCTV records will be retained for a period of 180 days. In the event that an incident captured in a CCTV recording requires clarification beyond the School level, the School Principal will immediately notify the PSQA Sector, Licensing and Accreditation Division, in order to deal with the incident. No copy of any recordings will be shared with any person or entity unless requested by a judicial order or by prior written approval from PSQA Sector's Executive Director. Copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in compliance with Federal Law No. (2) Of 2006 on the prevention of information technology crimes.

SCHOOL CLINICS

At GIIS we maintain fully compliant medical facility in our campus with HAAD licensed clinics and Nurse (Female). Facility license and Nurse License will be visibly displayed in the clinic at all times. School clinic is never used for any purposes other than the provision of School health services. School clinic furniture and equipment's will never be transferred to other locations within the campus or to other Schools.

ADMINISTRATION OF MEDICATION School nurse shall ensure that they fully understand and strictly adhere to all HAAD standards that regulate the administration of medications in Schools at all times. Medications shall only be administered by the School nurse as prescribed by a HAAD - licensed physician for acute or chronic conditions or as required in an emergency situation based on parental consent. The School nurse must procure written/SMS/Email consent of Parent/Guardian before administering medications (whether prescribed or in emergency situations). Consent must be renewed annually or every time there is a change in the medication administration requirement.

According to HAAD standards, medications that can be administered by the School nurse in emergency cases are limited to the following:

- Epinephrine for acute allergic reactions.
- Metered-dose Inhalers. • Paracetamol. • Antihistamine cream.

Medication administered information and related activities and reactions shall be recorded in the student's medical record. All cases of suspected adverse reactions to medical products and medication errors shall be reported by the School nurse to HAAD, as required by the relevant HAAD policies. HEALTH SCREENING HAAD requires "basic health screening" to be conducted every school year on all students of all grades (Grade 1 to Grade 12). HAAD also recommends "comprehensive health screening" for students in Grades 1, 5 and 9. It is the responsibility of the School nurse to conduct mandatory health screening on students in accordance with HAAD standards for School health screening. All screening results shall be maintained in the students' health records.

SCHOOL-BASED IMMUNISATION PROGRAMS : The immunization program is mandated by the UAE's Ministry of Health at the national level and is regulated and managed in the Emirate by HAAD. The School-based Immunization Program is fully funded by HAAD and is free to all eligible students, regardless of their nationality or health insurance coverage. HAAD appoints health providers to administer vaccinations to all eligible students in Schools. Schools shall allow access to HAAD-appointed health providers and must facilitate their task of conducting the School-based immunization program to students. Schools shall provide the HAAD-appointed health providers with complete and accurate data of students eligible for vaccination as per HAAD's standards, within a deadline set by the health provider, as required. Schools shall ensure that complete vaccination records for all students are kept in the School clinic at all times and are made available to HAAD-appointed health providers, as required.

At GIIS School will distribute the "Vaccination Consent Form" and "Pre-vaccination Checklist" provided to the School by the health provider to all eligible students and ensure that they collect the completed and signed forms from all Parents/Guardians within a deadline set by the health provider, as required. The School nurse is responsible for collecting the consent or non-consent forms and for ensuring that they are completed and signed by Parents/Guardians.

The School shall regularly follow up on behalf of the HAAD - appointed health providers with students and their Parents/Guardians regarding the submission of required documentation and

completed and signed consent forms. School Nurse will attend all mandatory “School-based immunization programs” awareness workshops conducted by HAAD, ADEK or HAAD - appointed health providers, as required.

GENERAL SAFETY MEASURES: Additionally, School will ensure that:

- Procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g. laboratory chemicals and equipment, cleaning substances, workshop tools and maintenance equipment) are followed scrupulously at all times.
- All equipment used by the School are regularly tested and maintained as safe.
- Relevant staff bear responsibility for all health and safety matters in relation to facilities and have relevant licenses and approvals from relevant entities.
- The School will carry out all regular safety assessments (e.g. fire safety) as required by ADEK and all other applicable government entities, including emergency evacuation plans. School takes the responsibility to ensure that School is equipped with fully functioning and effective fixed and portable protection systems for fire prevention and detection. The School will be fully compliant with the Abu Dhabi Civil Defense General Directorate policies and all other applicable regulations and policies in the Emirate. The School shall obtain appropriate and valid licenses and maintain records for inspections.

House Keeping Staff Schools will ensure that all House Keeping staff work on the following schedule:

KG & PRIMARY - Female cleaners only during official working hours

MIDDLE & SENIOR SCHOOL - BOYS SECTION - Male cleaners only during official working hours

MIDDLE & SENIOR SCHOOL - GIRLS SECTION - Female cleaners only during official working hours

EMERGENCY SITUATIONS Student safety is the primary concern in any emergency. The School has the responsibility for determining what circumstances amount to emergency situations and what action the School should take. Some of these actions include cancellation of School, early dismissal and evacuation of students and staff from the School. Principal will organize efficient emergency drills at least once a year, as these assist School leaders to assess the preparedness of the School for crises and address potential weaknesses or gaps.



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