THE INDIAN INTERNATIONAL SCHOOL, DSO

Health and Safety Policy

OCTOBER 2026

Contents

1. Rationale
2. Scope
3. Policy Statement
4. Roles and Responsibilities
5. School Security
6. Health and Safety Procedures
7. Risk Assessment and Near-Miss Reporting
8. Educational Excursions
9. Medical Emergency and First Aid
10. Fire Safety, Emergency Evacuation and Response
11. Nutrition and Canteen
12. Evaluation and Review
13. Related Forms
14. Cross References
15. Effective and Revised Dates

Annexure A – Emergency Evacuation Plan

1. RATIONALE

The Indian International School, DSO, is committed to safeguarding and promoting the welfare of its students. The school creates a safe environment for all stakeholders through robust safeguarding practices and ensures that adults who work in the school, including volunteers, pose no risk to children. All stakeholders are made aware of this policy, trained to respond to concerns, and kept up to date with policies and practices.

2. SCOPE

This policy applies to all members of the school community, including staff, students, parents, visitors, contractors and volunteers. It covers school security, health and safety, risk assessment, educational excursions, medical emergencies, emergency evacuation and sheltering, and nutrition.

3. POLICY STATEMENT

The school is dedicated to the safety and wellbeing of everyone in its community. This policy exists to:

- maintain the integrity and security of the school to the highest practicable standard;
- keep the premises safe and free from hazards to the health and safety of staff, students and visitors, including on educational tours;
- prevent or minimise the impact of disasters on people, premises and facilities;
- ensure staff understand risk assessment and integrate it into effective management practice;
- ensure all incidents, including near misses and minor incidents, are reported, recorded and investigated;
- set out procedures for first aid, emergency treatment and emergency medication, supported by a common Medical Emergency Response Plan (MERP);
- comply with all relevant health and safety regulations, including procedures for safe evacuation or sheltering in an emergency;
- ensure employees receive appropriate training, making full use of in-house guidance, professional bodies, trade associations, equipment manufacturers and suppliers; and
- ensure social media is used responsibly.

4. ROLES AND RESPONSIBILITIES

Maintaining a healthy and safe school is the shared responsibility of the whole school community. This policy is authorised by the CEO, and changes may be made only with the CEO's approval.

School Management

- Decide policy, give strategic guidance, and monitor and review health and safety issues.
- Maintain the premises in a safe condition without health risks.
- Provide sufficient funds for an inclusive and safe learning environment, protective equipment, staff training, and the safe handling of apparatus, equipment and chemicals in laboratories.

Principal

- Hold overall accountability for compliance with this policy and ensure it is regularly reviewed and communicated.
- Ensure all staff fulfil their duties under the policy; formulate and coordinate safety procedures.
- Implement safe working practices and risk control measures; oversee risk assessments and address concerns.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff annually, or as needed, reporting to the Health and Safety Sub-Committee.
- Coordinate first aid responder requirements and training, and ensure relevant staff have access to appropriate training.
- Liaise with regulatory authorities that can offer expert advice.

Vice Principal / Associate Vice Principals

- Oversee implementation of the policy and ensure its effectiveness.
- Ensure regular safety inspections of premises, furniture and equipment.
- Support safe working practices and act as the designated contact in the Principal's absence.
- Identify and address staff and student training needs for specialised equipment.

Head of Health and Safety

- Identify and report health and safety risks; review workplace safety practices and recommend improvements.
- Ensure classrooms provide a safe learning environment and promote safety in swimming and sports activities.
- Raise awareness of this policy and ensure compliance with government regulations.

Health and Safety Officer

- Address safety and safeguarding concerns; identify safeguarding risks and report them to the Head of Health and Safety or Principal.
- Organise required staff training.
- Maintain the details of individuals who need a Personal Emergency Evacuation Plan (PEEP).

Admin Manager

- Oversee safe operations; inspect buildings and playgrounds and carry out risk assessments.
- Arrange repair or replacement of unsafe equipment and furniture.
- Monitor contractors and service providers for compliance.
- Keep fire exits unobstructed, maintain firefighting equipment records, and coordinate fire drills and safety system testing.
- Maintain building and facilities management records and ensure maintenance is completed on time.
- Coordinate with external regulators such as Civil Defence.

School Doctor and Nurses

- Provide medical care according to regulations and monitor all medical provisions.

- Maintain updated records of students' medical needs, including allergies.
- Promote healthy lifestyles; organise health awareness workshops; support wellbeing initiatives.

Designated Child Protection Officer

- Ensure all students receive appropriate pastoral care and that facilities are accessible to students with additional needs.
- Collaborate with the school counsellor on wellbeing initiatives.
- Maintain records of any reported child abuse case.

Security Staff

- Control access at gates, keep perimeter gates and external doors secured, and prevent unauthorised access and flight risks.
- Ensure visitors and external providers wear identification lanyards or passes and bring no hazardous materials into school.
- Enforce the school's no smoking/vaping rule.
- Ensure contractors handle school property appropriately.
- Ensure CCTV is functional and footage is retained as per regulations.

All Staff

- Wear the school ID card at all times.
- Read and understand this policy; support all health and safety arrangements; supply staff must familiarise themselves with it.
- Take reasonable care of their own safety and that of others, and cooperate with those who have health and safety duties.
- Ensure students use equipment and apparatus safely in laboratories and on the grounds.
- Do not bring dangerous materials or equipment onto campus without approval.
- Report hazards promptly to the Admin Manager and Senior Leadership Team (SLT), and report situations of serious or imminent danger to the Supervisor, Vice Principal or Principal.
- Report any concern of abuse to the Designated Child Protection Officer.
- Supervisors must share information about children with medical needs or specific handling requirements so students and staff stay safe.

Students

- Follow the school's safety rules, especially teachers' instructions in an emergency.
- Use safety provisions properly and never misuse, neglect or interfere with them.

Parents

- Support the school in health and safety matters communicated through circulars, talks and newsletters.

5. SCHOOL SECURITY

5.1 Security Cabins and Communication

Security cabins are located at Gates 1, 2 and 3 and are manned at all times, every day, by security staff. Guards communicate by mobile phone and a WhatsApp group, and use torches for night patrols.

5.2 Duty Rotation

Gate	Time slot	Security deployed
Gates 1, 2, 3	6 am – 6 pm	School security staff, assisted by 4 guards (3 male, 1 female) hired from security agencies.
Gate 1	6 pm – 6 am	2 male guards deployed for night duty from TRANSGUARD.

Agency guards' performance is evaluated quarterly. The security in-charge must ensure agency personnel hold valid DPS cards and that they are updated.

5.3 Operation of Gates

- **Gate 1** is open during working hours on working days and is manned round the clock. The barricade stays down except when a vehicle is permitted. The gate is locked at 9 pm. All visitors, contractors, parents and vendors enter through this gate only.
- **Gate 2** is opened for students, parents and school transport during designated arrival and dispersal times on working days, or as operations require. At other times it is kept for contingency use.
- **Gate 3** is open only for school transport.
- For special occasions, gates open at times set by the Admin Manager.

5.4 Entry and Exit of Students

- Students must wear the school ID card at all times.
- School buses enter through Gates 2 and 3. Students using their own transport enter and exit through Gates 1 and 2 at designated times only.
- Late arrivals using own transport enter through Gate 1, as other gates close shortly after the school day begins.
- Students whose parents or guardians are late wait at reception or the designated waiting area.
- Students may not leave campus during school hours without an authorised exit slip from the Section Supervisor, requested through H2H.
- Students staying for extra-curricular activities or sports enter and leave through Gate 1 only, at the arranged times.

5.5 Entry and Exit of Staff

- No staff member may leave campus during school hours without a duly authorised exit slip handed to the guard at Gate 1.
- Staff using the school bus give the slip to the bus driver, who hands it to the guard at Gate 3. Slips are then forwarded to HR.
- Staff staying for extra-curricular activities or sports enter and leave through Gate 1 only, at the arranged times.

5.6 Movement of Vehicles

Only the following vehicles may enter the campus: official cars (marked, numbered or with an authorised pass); cars of the Principal, Vice Principals, Associate Vice Principals, Assistant Group Head, Supervisors, Heads of Department and the Doctor; school buses and vans; cars of Board of Trustees or Management members; approved VIP guests; and regular suppliers with prior appointments.

- Staff cars (other than those listed) and private vehicles are not permitted. VIPs and organisers of auditorium events may be given parking passes.

- Contractors' private vehicles need special permission from the Admin Manager for delivery or collection of authorised goods.

5.7 Movement of Items

- Guards inspect private vehicles for items brought in or taken out.
- Items leaving school need a Gate Pass authorised by the Admin Manager and are recorded in the register. Returnable items are logged on return and checked with the department weekly until returned.
- Items brought in need a delivery note or supply authorisation. The guard informs the department concerned.
- Any unauthorised item is stopped at the gate and reported to the Admin Manager.

5.8 Entry of Visitors, Contractors and Parents

- The guard at Gate 1 establishes the purpose of the visit; only visitors with a specific, authorised purpose are admitted.
- Visitor details are recorded and a visitor ID card issued, which must be worn throughout the visit. Visitors then report to reception and state their reason for visiting.
- On leaving, visitors return the card at the gate and the exit time is entered in the register.
- Contractors, suppliers and maintenance workers are entered in the register. Regular vendors (such as cleaning staff and canteen suppliers) may enter after signing the register.

5.9 Special Occasions

A special security team is constituted for major programmes and functions. It is posted at security-sensitive points and blind spots, patrols regularly, and ensures students behave appropriately. All security personnel ensure students and guests leave the campus at the end of the programme.

5.10 Lost and Found

- Lost items found by cleaning staff or anyone else are deposited with Security, who record the item, finder and time.
- Devices and valuables go to the Admin Manager with details; uniforms, bottles and similar items go to the supervisor's lost and found.
- Complaints about lost student items go to the teacher or Supervisor, who checks with the Admin office and investigates if not found. Serious losses are reported to the Principal.

5.11 General Security and Patrols

- No person, vehicle or item may enter or exit without security clearance signed by the Admin Manager (guest/vehicle record or visitor's pass form).
- Guards patrol all areas at regular intervals, hourly from 6 am to 6 pm and from 6 pm to 6 am (12 rounds in each period), checking for unauthorised people or goods.
- Guards verbally inform the Principal or Admin Manager immediately of suspicious student movements, students at unauthorised places or beyond permitted times, or any unauthorised person or vehicle, and follow up with a register entry.
- Guards also report damage, breakages or faults in fittings and equipment seen on rounds.
- Security opens and closes each block. Blocks are divided among guards, who keep separate block-wise registers and checklists.
- Cleaners return keys to Security at Gate 1 after night cleaning. Duplicate keys for offices, labs and blocks are held by Security.

5.12 Key Management

- A list of keys (master, original, duplicate), their numbers and uses is kept in the security cabin, along with who is authorised to receive them.
- Keys are issued against name, signature and time. Cleaners, electricians, AC mechanics, plumbers, gardeners, carpenters and contractors sign the key register for their tasks.
- Returned keys are logged with the time and signature. Lost or broken keys are reported immediately to the Admin department for duplicates or a new lock.
- Emergency access is permitted only to the CEO, Department Heads, Principal and Admin in-charge.

5.13 Smoke-Free Campus

The school has zero tolerance for tobacco, e-cigarettes, vaping devices, alcohol, narcotics and psychotropic substances. All students, staff and visitors must comply, and the school will take measures to prevent, identify and address violations in full compliance with UAE federal laws and national prevention programmes.

5.14 Reporting to the CEO Office

A monthly consolidated security report, covering student security, concerns to address, breaches, unauthorised presence on campus and security staff performance, is sent to the CEO Office by the 5th of the following month.

6. HEALTH AND SAFETY PROCEDURES

6.1 General Duty

All staff must carry out their duties without risk to themselves, students or visitors, cooperate with those who hold health and safety duties, follow instructions and report unsafe practices. The Principal, to whom day-to-day management is delegated, ensures the governing body's health and safety policies are carried out. The Principal, Vice Principals, Associate Vice Principals, H&S Team, Supervisors, teachers in charge and Administration are responsible for implementing these procedures, which aim to:

- take all reasonably practical steps to ensure the health, safety and welfare of everyone using the premises;
- provide effective procedures for fire and evacuation (see Section 10); and
- ensure safety and absence of health risks in the use, handling, storage and transport of articles and substances.

6.2 Child Protection and Supervision

- The school has Child Protection guidelines, Cyber Security and Social Media guidelines, and a Behaviour Policy covering school rules, rewards and consequences.
- All staff are oriented annually and on joining; students are made aware periodically.
- Teachers are on duty at arrival, recess and departure, as assigned by the section supervisor.
- Parental consent is collected when a child must stay beyond regular hours, go on an external trip, or need additional support (for example during medical emergencies, temporary immobility, washroom assistance or SEND support).

6.3 Attendance and Late Arrivals

- Parents notify absences through the school portal. At the end of the first period, absentees are recorded per class and verified against H2H. If no notification was received, the school contacts the parent through the parent portal.
- Students are expected by 7:50 am (Monday to Thursday) and 7:20 am (Friday). Late arrivals enter through the main entrance and sign the Late Arrival register, which the school monitors weekly.

6.4 School Buses

- Transport follows RTA rules. Drivers are trained in-house and by the RTA, must be punctual, responsible for children's safety, and courteous with parents.
- Buses have CCTV, electronic attendance capture, a fire extinguisher and a first aid kit.
- RTA-licensed attendants supervise students throughout. Students board and alight only at designated locations, wear seat belts while the bus moves, and are handed only to authorised parents or guardians. Headcounts are taken at boarding and arrival or departure.
- Drivers, attendants and students must know emergency and evacuation procedures.
- Incidents, unsafe acts or conditions and transport concerns are reported immediately. Behavioural issues are handled under the Behaviour Policy.
- The school conducts periodic transport inspections, safety audits and reviews of incident reports.

6.5 Library, Laboratories and Auditorium

- A lift is available for students with disabilities or injuries to reach the library, laboratories and auditorium.
- Laboratories have adequate fire extinguishers, first aid kits, sand buckets, an emergency eye wash, exhaust systems and displayed safety precautions. Students wear protective gear in practical classes.
- Chemicals are kept locked and issued only in the presence of Science teachers or lab assistants.
- The library has an anti-theft system. The auditorium has adequate fire extinguishers, marked fire exits and a safety rail of sufficient height on the balcony.

6.6 Outsourced Agencies

The school has agreements with outsourced agencies for cleaning, pest control, A/C duct cleaning and maintenance, fire safety equipment servicing, and swimming pool cleaning. The school:

- checks the list of approved agency staff and their ID cards;
- keeps a cleaning log;
- ensures fire safety equipment (hose reels, extinguishers) is rechecked and refilled periodically and fire panels are checked regularly against a checklist; and
- monitors facilities (such as broken furniture and electrical fittings) against a checklist.

6.7 Incident Reporting and Communication

All stakeholders are encouraged to report incidents, concerns, unsafe conditions and hazards promptly through the channels below.

- **Students:** to their Section Supervisor or Class Teacher, or through Student Council meetings, where the Head Boy and Head Girl address concerns and escalate them when required.
- **Parents:** through the H2H tab on the School Portal.
- **Visitors and parents:** directly to the Health and Safety Department, using the contact details on the Parent ID or Visitor ID card issued at Gate 1.
- **Staff:** to their Section Supervisor, or directly to the Health and Safety Team by official school email.

7. RISK ASSESSMENT AND NEAR-MISS REPORTING

Risk assessment protects students, staff and visitors by analysing hazards and identifying risk reduction measures. School management, administration and staff identify the risks and hazards in their area of responsibility that could cause harm.

7.1 Types of Risk

- **Physical:** equipment (sports, laboratory, construction); personnel (environmental, health, safety and electrical issues); facility (vulnerability to earthquake, flood, lightning and other natural factors, and to sabotage, roof maintenance or water tank leakage); fire safety (evacuation, exit routes, assembly points, fire department contact); and security (vehicle checks, worker ID cards, monitoring of students).
- **Emotional:** personal issues (sadness, fear, difficulty recovering from setbacks); social issues (arguing, temper outbursts, non-cooperation); and academic pressure (class performance, comparison by teachers and parents, homework).
- **Personal:** family factors (poverty, parental unemployment, family breakdown, domestic violence) and personal factors (physical or mental health issues, disability, learning difficulties, lack of involvement in decisions).

7.2 Everyday Vigilance

Staff stay alert to potential risks from the indoor and outdoor environment, all surfaces, and all equipment used by children or staff. On discovering a hazard, staff make themselves and others safe, notify the Admin Department and ensure a record is made. The Principal ensures necessary action is taken.

7.3 Near-Miss Reporting

A near miss is an incident or unsafe condition with the potential for injury. Reporting near misses is everyone’s responsibility, and parents and visitors are also encouraged to report any they notice.

- The employee who spots a near miss completes a Near Miss Report Form and submits it to the Health and Safety Department.
- The Health and Safety Department and the school administration officer investigate and take corrective action to prevent recurrence.
- The administrative officer follows up with the employee on corrective actions, and a record is kept.

8. EDUCATIONAL EXCURSIONS

An educational excursion is any school-organised student activity outside the school site that the Principal has approved. The Principal approves all excursions.

- A risk assessment is carried out for the venue.
- Parents receive full details of time, location, cost, travel, activities, supervision and transport, and sign a form acknowledging this, providing medical history and medication needs, and consenting to participation.
- Teachers supervise students. The adult-to-student ratio suits the students' age and the planned activities, with a teacher-student ratio of 1:25 as a minimum standard for educational and outdoor visits.
- First aid qualifications are kept up to date, and appropriate first aid equipment (including portable first aid kits) is available.
- Accompanying staff carry a record of students' significant medical conditions.
- Students are briefed on the excursion, its hazards, precautions and expected behaviour, particularly during bus travel.
- An activity report is submitted to the activity supervisor afterwards.

9. MEDICAL EMERGENCY AND FIRST AID

9.1 Responsibilities

- The **Principal** ensures adequate first aid personnel and equipment, in line with Dubai Health Authority (DHA) requirements. The **Vice Principal** oversees implementation and effectiveness.
- The **school doctor** monitors all medical provisions and may administer emergency medication in an acute emergency, using medical judgement in the student's best interest.
- The **Medical Centre** provides first aid and emergency treatment to students and staff, keeps all incident records and daily ailment and treatment records, and has its own policy document. Its staff are trained in Basic Life Support (BLS).
- The **school nurse** completes a weekly first aid content check and reports missing or expired items to the Admin Manager, who orders supplies and keeps head office first aid kits fully stocked.
- **First aiders** including teaching & non-teaching staff, provide first aid as needed and attend scheduled training.
- **Every staff member** who witnesses an injury or illness must assist immediately.

9.2 First Aid Provision and Training

- First aid boxes are in departments, section supervisors' offices, shelter zones, laboratories and all buses. The Medical Centre refills them at the start of each term (April, September and January) or on request, and usage is recorded.
- The School Medical Officer trains all teaching and non-teaching staff in first aid kit use at the start of the academic year. Teaching staff receive annual Basic First Aid and Medical Emergency Response training, drivers and attendants receive annual First aid training and personalised training to the staff who are attending the special need students in school campus as well as in the school transport.

9.3 Responding to Injury or Illness

- For minor injuries, a staff member may help on the spot or call a first aider. If more than first aid is needed, the patient is referred to the clinic, escorted by a staff member or attended by the doctor or nurse on site.
- The doctor or nurse assesses the situation and decides whether emergency services are needed. Examples include serious cuts or bleeding, burns, severe pain and unconsciousness.

- **Low-level emergency:** First aid is provided in the clinic. Parents are informed and asked to collect the student, who may be referred to a hospital if necessary.
- **Major emergency:** the student may be taken to the nearest hospital by ambulance or school transport if the doctor deems it necessary, accompanied by a nurse or admin staff member until the parent arrives.
- Where bodily fluids are spilled, the first aider cordons off the area and cleans it with disinfectant.
- Parents are contacted if there are doubts about a student's health or welfare. Immunisation is organised with DHA.

9.4 Medication

- Medication may not be brought to school or administered without prior notification. Staff have no legal obligation to administer medication.
- In exceptional circumstances a child may bring medication if the parent signs a consent through mail to H2H/School Medical Centre and medicine to be send along with the doctor's prescription. It is handed to the school doctor and stored securely in the medical room.
- Parents are always consulted before any medication, including paracetamol, is given, and only DHA-approved medications are administered.

9.5 When a Child Is Found Sick in Class

Only the Medical Centre calls parents of a sick child.

- The class teacher sends the child to the Medical Centre, where the child is assessed. A child found fit returns to class, as does one with a minor ailment who needs no parental call after providing first aid.
- If the child is sick, the Medical Centre calls the parents to collect the child from Gate 1 and keeps the child there. The nurse or assistant takes a medical slip recommending early exit to the section supervisor, who issues an exit slip countersigned by the nurse or assistant.
- The supervisor tells the child's teacher not to call the parents, as the Medical Centre has done so. The nurse returns with the exit slip and the child's belongings.
- The Medical Centre informs the H2H team, who alert Security at Gate 1. When parents arrive, Security informs H2H, who informs the Medical Centre.
- A nurse escorts the child to the waiting area and briefs the parent on the illness and next steps.
- The guard closes the Early Exit ticket only after confirming the student has exited with the necessary approvals and scanned their ID card at the gate.

10. FIRE SAFETY, EMERGENCY EVACUATION AND RESPONSE

The safety of students, visitors and staff is paramount. In an emergency, evacuation must be calm, organised and completed in the shortest possible time.

10.1 Fire Safety

- Fire extinguishers are placed on every floor, in every block and a fire detection system is in operation.
- On a fire, the matter is reported by the quickest means to Security, the Admin Manager and the Principal. Civil Defence and the school's firefighting agency are contacted at once, and people in the building are evacuated.
- The fire alarm is turned off only after the fire is under control.

- All security guards are trained in first aid and fire prevention and control.
- The step-by-step evacuation procedure is in Annexure A.

10.2 Evacuation Arrangements and Training

- Exit indicators are placed in all corridors, and diagrams of exit routes are displayed by every classroom door.
- Marked and staggered assembly areas are assigned by grade. Students and staff are trained to follow evacuation routes, including those with special requirements.
- A mock fire drill is held once a term, with evacuation times recorded and reported, and a drill with Civil Defence is held annually. Emergency awareness programmes run at least once every term.
- Fire Marshals and Assistant Fire Marshals (H&S Class Council members) oversee safe movement during emergencies and drills. Medical and counselling teams go to assembly areas to assist.
- All staff, including teachers, administrative and support staff and drivers, receive regular emergency preparedness training. Staff with emergency roles are trained by qualified instructors in using extinguishers, hose reels and other firefighting equipment.
- Drills, training and response activities are reviewed periodically for effectiveness and compliance.

10.3 Personal Emergency Evacuation Plans (PEEP)

PEEPs give individuals with mobility, sensory or cognitive needs, or temporary impairments, a personalised evacuation strategy. They apply to students, staff and visitors, including identified SEND students.

- A risk assessment is carried out for anyone needing evacuation assistance, with input from the individual, caregivers and relevant staff.
- Each plan records the person’s name, location and nature of need (held by the Health and Safety Officer), the evacuation method and any equipment such as wheelchairs or evacuation chairs (arranged by the Admin team), assigned support staff (admin, ancillary and medical staff), and tailored exit routes and assembly points.
- Information is handled with sensitivity and confidentiality, and plans are shared with all relevant personnel.
- Plans are reviewed each term, or when the person’s condition, location or the school layout changes.
- Involved staff receive regular training in using equipment and communicating with those they assist. Drills include PEEP scenarios.

10.4 Other Emergencies

For natural calamities, riots or other unforeseen events, the CEO, Principal, Vice Principals, Associate Vice Principals, Head of Health and Safety, Admin Manager and Supervisors meet urgently to decide the course of action. As a guideline, they consider:

- communication with Police, Civil Defence and parents;
- safety and security of students;
- transport and safe return of students;
- security of buildings and property;
- medical aid; and
- food, refreshments and shelter.

10.5 School Bus Emergencies

- Transport staff are made aware of emergency procedures through school and RTA training, and are trained by the school medical officer in medical emergencies and support for SEND students on trips.
- Buses carry fire extinguishers and first aid kits, which are refilled periodically, and drills are conducted with students and staff.

10.6 Emergency Alert: Potential Threat (Shelter-in-Place)

- All staff and students are trained to move to the nearest safe zone. Safe zones are marked, shelter marshals support students and staff and report incidents, and a drill is held every term.
- The Principal announces the start of protective action over the PA system. Everyone, including visitors, stops activity and goes to the nearest safe zone.
- Teachers supervise students, count heads and report attendance to the Section Supervisor. Marshals ensure everyone is accounted for and report any unaccompanied or missing student to the H&S Team.
- No one leaves the safe zone until the Principal issues an official “all clear” or gives further instructions.

10.7 Emergency Alert: Earthquake

- **Indoors:** Drop, Cover and Hold On. Stay away from windows, glass, shelves and tall furniture. Do not try to exit during shaking.
- **Outdoors:** Move to an open area away from buildings, walls, trees, streetlights and power lines.
- **On a school bus:** Pull over safely, stop, and remain inside until shaking stops.
- Stay calm and follow instructions from teachers, supervisors or emergency personnel.

After the tremors stop:

- On instruction from the Administration or Health and Safety Committee, staff lead an orderly evacuation to the assembly points. Class teachers account for all students and report anyone missing to the Emergency Response Team.
- The Admin Manager sets up an Emergency Communication Centre and liaises with Police and Civil Defence. Support staff gather near Gate 1 for instructions; all other staff remain at the assembly area to assist.
- Student release procedures stay in effect: students leave only with parents, authorised guardians or approved school transport. Students using private transport may not leave independently until officially authorised.

10.8 Emergency Alert: Flash Flood

- **Before:** monitor official weather alerts; identify evacuation routes and be ready to move to higher ground; move records, equipment and valuables to higher levels where feasible; keep communication systems and contact lists accessible.
- **During:** follow instructions from school authorities and emergency responders; move calmly to designated safe areas or higher ground; never walk or drive through floodwater; stay with your group.
- **After:** return only when authorities declare it safe; watch for damaged structures, exposed wires, contaminated water and fire risks; report injuries, damage or unsafe conditions to the Administration Team; follow accountability, recovery and student release procedures.

10.9 Sandstorm Safety

Sandstorms are caused by strong wind, lack of vegetation and absence of rainfall. Their effects cannot be removed, but can be reduced. Students and staff should:

- stay indoors where possible, and not let children play outdoors;
- wear a mask or cloth over the nose and mouth, eye protection and full-sleeved clothing if exposure is unavoidable;
- wash hands and bathe on arriving indoors, as allergens lodge on skin;
- stay hydrated;
- avoid setting air conditioning to a very cool setting, or directing it onto the face, especially on entering from outdoors; and
- avoid food that has been exposed outdoors.

11. NUTRITION AND CANTEEN

The school is committed to encouraging positive attitudes towards healthy nutrition. Good nutrition is essential to every child's short and long-term health and development and helps reduce the risk of obesity, diabetes, anaemia and tooth decay. This section supports parents and students in developing lifelong healthy eating habits.

11.1 Aims

- Ensure students, staff and the community are well nourished through influencing eating habits and sharing knowledge of a healthy diet.
- Ensure parents prepare healthy meals for their children.
- Provide safe, healthy food in the canteen and safe, easily available drinking water throughout school hours.
- Educate staff and students about healthy nutrition through various channels.
- Protect the health and safety of children with serious food allergies.

11.2 Procedures

- The school offers two food breaks, with staggered recess timings so all students can access snacks easily.
- Parents and teachers share responsibility for balanced lunch boxes. Parents are encouraged to include a variety of healthy foods, and foods high in sugar and fat, including fast food, are strongly discouraged.
- Healthy nutrition is part of the curriculum, taught through monthly Student Wellbeing Council newsletters, classroom activities and canteen awareness posters. Under the REDUCE EVERYDAY programme, the class council monitors students' lunch boxes.

11.3 Canteen Standards

- Canteen staff wear gloves and caps when serving food.
- Chillers and heaters/warmers are kept in good condition at controlled temperatures; the canteen store is checked regularly and pest control is carried out periodically.
- Food is supplied by Dubai Municipality-licensed vendors.
- Water filters are replaced frequently.

11.4 Food Allergies

- The Medical Centre maintains an annual list of students with food allergies, and the school nurse updates it and informs teachers and supervisors of changes.

- Parents of a child with serious food allergies or special dietary requirements must notify the school.
- Parents and teachers must ensure children are never exposed to foods they are allergic to, and staff are taught emergency protocols for food allergies.

11.5 Responsibilities

- **Principal:** ensure staff and parents are informed about and implement this section, staff are trained to teach healthy eating, and teaching and learning are monitored. Heads of Department oversee curriculum maps so students have opportunities to learn about healthy eating.
- **Parents:** the school informs parents of its healthy eating best practices and encourages them to help review it, so they can reinforce the messages given to children.

12. EVALUATION AND REVIEW

This policy is reviewed annually and whenever regulatory or licensing bodies change regulations.

13. RELATED FORMS

- Health and Safety Records
- School Security Records
- Parent consent forms
- PEEP document
- REDUCE EVERYDAY monitoring chart in Anti-Obesity Program

14. CROSS REFERENCES

- Federal Law No. (29) of 2006 Concerning the Rights of People of Determination, and rules concerning the protection of persons with disabilities in the Emirate of Dubai
- Rules and regulations of Dubai Municipality and Civil Defence (fire safety)
- Ministry of Education guidelines
- Knowledge and Human Development Authority (KHDA) guidelines
- School Health Guidelines, Dubai Health Authority (DHA)
- DSIB Inspection Handbook 2014–15
- IIS policies: School Wellbeing, BYOD, Safeguarding (including Child Protection), Behaviour, Anti-Smoking and Drug, and First Aid

15. EFFECTIVE AND REVISED DATES

This policy has been in effect since April 2017 and is reviewed annually and whenever regulatory or licensing bodies change regulations. It was revised in September 2021, April 2022, September 2023, January 2025 and September 2026.

ANNEXURE A – EMERGENCY EVACUATION PLAN

A1. Classroom Exits and Assembly Points

Classes	Exit door	Route / assembly point	Block
Grades 9–12			
12 G, H, I; 11 H, I	Staircase near ICT	Football ground towards backside	D
12 A–F	Staircase near canteen	Football ground towards backside	D
9 F, G, H; 11 F, G, J	Staircase close to Happiness Junction	Football ground towards backside	C
10 A–E; 11 A–E	Staircase close to canteen	Grade 11: football ground towards backside. Grade 10: near canteen	C
9 A–E	Staircase near basketball court	Football ground towards backside	B
Grades 6–8			
6 A, B, C, D	Staircase near basketball court	Football ground towards backside	B
6 G, H, I; 7 B, C, E	Staircase near pool	Football ground towards backside	A
8 A, B, C, I; 7 H, I, J	Staircase near pool	Football ground towards backside	A
8 H	Staircase near basketball court	Football ground towards backside	B
8 F, G	Staircase near music room	Football ground towards backside	B
8 D, E; 7 F, G	Staircase near lift	Area between cycle parking and Pre-KG assembly point	A
6 E, F; 7 A, D	Staircase near lift	Area between cycle parking and Pre-KG assembly point	A
Grades 3–5			
5 A–H	Auditorium staircase near bus bay	Football ground near canteen entrance from behind	Auditorium
5 I, J; 3 A, B	Staircase near library / Admin block	Grade 5: football ground near canteen entrance from behind. Grade 3: football ground fence near bus bay	D
3 F–J; 4 A, B, C	Staircase near canteen	Football ground fence near bus bay	C
3 C, D, E; 4 D, E, F	Staircase near Admin block	Football ground fence near bus bay	C
4 H, I, J	Staircase near basketball court	Football ground fence near bus bay	B
4 G, K, L	Staircase near Admin block	Football ground fence near bus bay	B
Grades 1–2			
All Grade 1 classes	Exit near canteen through water dispenser area	Football ground (previous year position)	D
2 G, 2 H	Staircase near ICT; exit through door opposite learning station (Room 73) in main corridor	Football ground (previous year position)	D
2 A–F; 2 I–M	Staircase near canteen	Football ground (previous year position)	D
KG			

Classes	Exit door	Route / assembly point	Block
Pre-KG A–C	Exit near sensory play area	Grass area near pool	A
KG1 A, B, C, D (Islamic room)	Exit opposite Little Explorer towards KG play area	Grass area near pool	A
KG1 E–N	Exit near basketball court facing KG play area	Grass area near pool	B
KG1 O	Exit opposite Little Explorer towards KG play area	Grass area near pool	C
KG2 A–N	Exit near basketball court towards bus bay	Football ground close to bus bay fence area	C
KG2 O, P	Exit opposite Room 73 towards mini basketball court	Football ground near canteen side	D

Students in activity rooms use the nearest exit shown in the evacuation plan displayed in the room and go to their designated assembly point.

A2. Assembly Points

Area	Used by
Area 1: Football ground	Students and teachers, medical department, inclusion team and supporting staff
Area 2: Grass area near swimming pool	Pre-KG and KG1 students
Area 3: Near cycle parking outside A Block	Specific A Block classrooms
Area 4: Near Gate 1	Admin staff, including Principal’s office, Reception, H2H, Accounts and Registration
Area 5: Near Gate 2	Drivers and carpenters

A3. Evacuation Procedure

Fire Alarm: When the fire alarm is head, staff, students and visitors must evacuate the premises immediately.

Shelter in: The Principal gives clear directions over the PA system on the safest way to move to a safe zone.

Announcement: Once an emergency is identified, the Principal or Admin Manager announces the evacuation/shelter in place by the safest and quickest means, depending on the type of emergency, directing alternative exits if an area is unsafe. Announcements use plain, clear language with no codes, for example: “Attention. Everyone must move to the safe zone immediately.

On hearing the fire alarm:

- Fire marshals stand down from their immediate duties and put on high-visibility jackets. Selected marshals sweep their designated areas.
- In case of a fire evacuation emergency, teachers collect the emergency Go Bag from their room, place the “class is empty” placard on the door and evacuate all students in an orderly manner by the assigned exit routes to the assembly point after which a headcount is taken to ensure all students have assembled safely.

- Teachers assemble students in the designated safe zone areas in case of a shelter in place emergency after which a headcount is taken to ensure all students have assembled safely.
- Administration staff begin evacuating the administration areas. H2H staff help visitors on campus reach their assembly point/safe zone.
- At the assembly point/safe zones, teachers take a head count and report to the Health and Safety Coordinator if required.

A4. Special Scenarios

- **Morning arrival:** Late comers who have not yet reported to their classrooms are evacuated to the Gate 1 assembly area.
- **Recess:** Students go to their pre-assigned assembly spots from wherever they are when the alarm sounds. The class teacher ensures the classroom is empty, takes the evacuation kit and takes the head count.
- **Dispersal:** Students leave by the nearest exit. Those already handed to parents assemble near Gate 1. Students already on buses leave their bags on the bus and join the assembly point.
- **Examinations:** Students leave papers on their desks and evacuate by the nearest exit; the teacher in charge takes the head count at the assembly point. Afterwards the teacher in charge re-enters first, collects the papers and redistributes them with the Exam Controller's approval. A student found carrying an answer sheet during evacuation has that sheet invalidated and receives a fresh paper. Time extensions and evaluation criteria are decided by the Exam Controller and Principal.
- **School events:** Visitors, mainly from the auditorium, evacuate to the assembly point near Gate 2 by the nearest exit. Students and staff reach the assembly area by the nearest exit and teachers begin the head count.