ليـــوا للتعليم
Liwa Education

مدرســـة لـــيـــوا الـــدولـــيـــة
Liwa International School
الـقـطـارة Al Qattara

2026-2027

Health and Safety Policy Document

AY 26/27

August 2026

Effective Date: Aug 2026
Review Date: Yearly

A. Rationale

1. The Health and Safety Policy is established to ensure the protection and well-being of students, staff, contractors, and visitors across all Liwa Schools facilities, in line with ADEK health and safety standards. The policy aims to create a safe learning environment and promote a culture of responsibility and accountability.

B. Purpose

1. The purpose of this policy is to establish clear guidelines for ensuring the health and safety of all individuals within Liwa Schools, covering activities conducted on-site and all school-related events. This policy is aligned with ADEK, ADPHC, and DoH regulations.

C. Policy

1. Scope

This policy applies to all school premises, including classrooms, hallways, public areas, school buses, and extracurricular activities. It covers all individuals entering the premises, including students, staff, contractors, and visitors.

2. Policy Statement

Liwa Schools are committed to adhering to all health and safety regulations prescribed by ADEK, ADPHC, and DoH. The school will:

2.1 Ensure compliance with local and national health and safety regulations.

2.2 Provide access to high-quality healthcare services through school-based clinics.

2.3 Maintain a Health and Safety Officer on-site during school hours.

2.4 Implement comprehensive health and safety procedures for school activities, including off-campus events.

2.5 Conduct regular risk assessments and maintain a risk register.

2.6 Establish and maintain compliance with other relevant authorities such as the Civil Defence Authority (CDA), Integrated Transport Centre (ITC), Monitoring & Control Center (MCC), and others as applicable.

2.7 Incorporate detailed procedures for preventing injury and ill health, including specific guidelines for laboratory safety, traffic management, and hazardous materials handling.

3. Roles and Responsibilities

3.1 **Principal and Governing Board:** Accountable for the overall health and safety of school operations and activities.

3.2 **Health and Safety Officer:** Responsible for overseeing the implementation of health and safety policies, conducting risk assessments, and ensuring compliance with ADEK standards.

The Health and Safety Officer will:

- Ensure adherence to qualifications required by ADPHC and other relevant frameworks.
- Develop and update an Emergency Response Plan and Incident Register.
- Lead the formation of a School Health and Safety Committee.

3.3 **School Staff:** Adhere to health and safety guidelines, participate in training, and report any safety concerns.

3.4 **Students and Visitors:** Follow health and safety rules and report any issues to school staff.

4. Training and Supervision

Comprehensive health and safety training will be provided to all staff and students to handle hazards associated with their specific environments and tasks. Emergency drills will be conducted annually to maintain preparedness for potential incidents.

Training will include detailed modules on:

- Road safety and fire safety.

a. Proper use of personal protective equipment (PPE).

b. Emergency procedures, including evacuations.

The school will ensure tailored training for staff based on identified risks, such as first aid, fire safety, and laboratory hazard mitigation.

5. Risk Management

Regular risk assessments will be conducted to identify, assess, and mitigate hazards within the school environment. An Emergency Response Plan will be maintained to ensure rapid response to any incidents.

Risk management will include the maintenance of a risk register, mandatory documentation of periodic safety drills, and regular audits of safety-critical systems, including fire protection and surveillance equipment.

6. Healthcare Services

School clinics will be established and managed in compliance with DoH standards, providing healthcare services to students. A full-time school nurse with a valid DoH license will be employed to oversee healthcare services and administer medication safely.

The school will implement individual healthcare plans for students with special educational needs or additional learning needs, ensuring inclusivity and proper accommodations.

Facilitate comprehensive health screenings for designated grade levels and coordinate immunization programs in collaboration with DoH-authorized providers.

Additional Measures: LE schools will

1. Maintain a smoke-free campus by enforcing a strict no-smoking policy, including vaping and e-cigarettes, for all individuals on school premises.
2. Implement strict weight limits for school bags, ensuring students' physical well-being as per international ergonomic guidelines.
3. Prioritize student and staff mental health by providing post-emergency counseling and wellness programs in line with ADEK recommendations.
4. Equip the premises with advanced fire detection and suppression systems, ensuring compliance with the CDA's HASSANTUK system directives.

7. Enforcement

The Health and Safety Officer will oversee compliance with this policy, and any violations will result in appropriate disciplinary action. ADEK guidelines on health and safety will be strictly adhered to.

Non-compliance will be addressed with specific corrective actions, including mandatory reporting and adherence to prescribed timelines by ADEK and other relevant bodies.

The policy will be displayed prominently on the school's premises and made available on the school's website in both Arabic and English.

APPENDIX A - School Implementation Protocol

Practical School Health and Safety Protocol

Protocol Document

Date of Issue: November 2024

Review Date: November 2026

Protocol Owner: School Principal

Approved by: Governing Board

Purpose

This protocol provides a practical framework for implementing the Liwa Education School Health and Safety Protocol at the school level. Its purpose is to ensure the safety, health, and well-being of all students, staff, contractors, and visitors in alignment with ADEK's regulations and requirements.

Scope

This protocol applies to all school-related activities, including:

- On-campus operations (classrooms, public areas, school buses, and clinics).
- Off-campus activities (field trips, extracurricular events).
- All stakeholders (students, staff, contractors, visitors).

Roles and Responsibilities

Principal

- Accountable for the overall implementation and compliance with the health and safety protocol.
- Develop and communicate the school's Emergency Plan.
- Oversee the recruitment and training of the Health and Safety Officer.

Health and Safety Officer

- Ensure adherence to regulatory requirements, including periodic risk assessments and compliance audits.
- Maintain and update the Risk Register.
- Implement hazard identification and mitigation measures.

- Coordinate and conduct emergency drills.
- Liaise with ADEK and other regulatory authorities.

Staff Members

- Participate in health and safety training.
- Supervise students to ensure compliance with health and safety guidelines.
- Report hazards or incidents to the Health and Safety Officer.

Students and Parents

- Follow health and safety rules and report any safety issues to school staff.
- Ensure students adhere to weight limits for school bags and safety requirements for school activities.

Health and Safety Implementation

1. Emergency Planning

- Develop an Emergency Response Plan detailing procedures for evacuation, safeguarding, and communication during emergencies.
- Conduct annual emergency drills to identify gaps and ensure preparedness.
- Maintain a notification system to inform parents promptly in emergencies.

2. Risk Management

- Conduct regular risk assessments for all school operations, including transportation, science labs, and extracurricular activities.
- Maintain a Risk Register and implement appropriate control measures.
- Ensure safe storage and use of hazardous substances (e.g., cleaning agents, lab chemicals).

3. Fire Safety

- Install and maintain fire detection and suppression systems in compliance with local regulations.
- Conduct regular inspections of fire safety equipment.
- Ensure the installation of the HASSANTUK system, where required.

4. Health Services

- Operate a school clinic with a full-time nurse licensed by the Department of Health (DoH).
- Maintain individual healthcare plans for students with additional medical needs.
- Conduct regular health screenings in line with ADEK requirements.

5. Training and Awareness

- Provide annual health and safety training for all staff and students.
- Include fire safety, first aid, and personal physical awareness in student education.
- Conduct tailored training for high-risk areas, such as laboratories and workshops.

6. Mental Health Support

- Provide mental health support for students and staff following emergencies.
- Establish wellness spaces for emotional well-being and recuperation.
- Align with ADEK's Student Mental Health and Staff Wellbeing Policies.

7. School Bag Weight Limits

- Enforce backpack weight limits (5–10% of student body weight) to prevent physical strain.
- Communicate these guidelines to parents and monitor compliance.

8. Transportation Safety

- Ensure all school buses comply with safety standards and are regularly inspected.
- Train bus drivers and supervisors on health and safety protocols.
- Promote sustainable transportation options such as carpooling and walking where feasible.

9. Compliance and Monitoring

- Display the Health and Safety Protocol prominently on school premises and the website.
- Submit periodic reports and audits to ADEK and relevant authorities.
- Maintain records of incidents and corrective actions.

Communication

- Share this protocol with all stakeholders (students, staff, parents, contractors).

- Use assemblies, newsletters, and training sessions to promote health and safety awareness.
- Gather feedback from the school community to improve practices.

Review and Updates

This protocol will be reviewed biennially to incorporate updates from ADEK and other regulatory bodies. Interim updates may be issued as required.

Policy Owner Department

Education Department

Key Stakeholders		
Policy Owner:	School Principal	LISQ Principal
Reviewed by:	Margaret Haynes	Director of Schools
	Kevin Wallis	Deputy CEO
Approved by:	Dr. Shereen Gobran	Chief Executive Officer