



The Apple International Community School

Health and safety policy **2026-2027**

POLICY INFORMATION

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1. INTRODUCTION

Apple International Community School - Karama is committed to providing and maintaining a safe, healthy, secure and environmentally responsible environment for all students, staff, visitors, contractors and other persons using the school premises.

The school recognises that effective health, safety and environmental management is a shared responsibility. Appropriate arrangements shall therefore be established and maintained to prevent accidents, injuries, occupational ill health, fire, unsafe conditions, environmental risks and other foreseeable hazards.

The school shall identify and assess risks associated with its activities, premises, equipment and operations and shall implement appropriate measures to eliminate or control those risks.

All members of the school community are expected to cooperate with school management, follow established procedures and report hazards, unsafe conditions, accidents, incidents and near misses without delay.

This policy shall be reviewed at least annually and whenever there is a significant change to school activities, facilities, equipment, staffing, working conditions or applicable regulatory requirements.

2. RESPONSIBILITY FOR HEALTH AND SAFETY

The principal has overall responsibility for ensuring that suitable health, safety and environmental arrangements are established and maintained throughout the school.

The Manager - School Operations is responsible for coordinating the implementation of this policy and monitoring the effectiveness of health and safety arrangements. This includes coordinating risk assessments, inspections, emergency drills, maintenance, safety documentation, contractor safety, housekeeping, security and other operational matters relating to health and safety.

Heads of Departments, supervisors and other designated personnel shall ensure that appropriate safety procedures are implemented within their areas of responsibility and that hazards, incidents and concerns are reported to the Manager - School Operations.

All employees have a responsibility to take reasonable care of their own health and safety and that of students, colleagues, visitors and other persons who may be affected by their actions.

Employees shall:

- Follow school health, safety and emergency procedures.
- Attend required health and safety training.
- Use equipment and facilities in a safe and responsible manner.
- Report hazards, accidents, incidents and near misses immediately.
- Cooperate with investigations and corrective actions.

Students shall follow reasonable instructions provided by teachers and authorised staff and shall behave in a manner that does not place themselves or others at risk.

3. FIRST AID AND MEDICAL ARRANGEMENTS

The school shall maintain suitable first aid and medical arrangements for students and staff. The school clinic shall be appropriately equipped and maintained with suitable first-aid supplies, medical equipment and emergency resources.

Medical supplies and equipment shall be checked regularly to ensure that they are available, suitable for use and within their applicable expiry dates.

The school shall maintain an appropriate number of trained and certified first-aid personnel to support its operations. Records of relevant training and certification shall be maintained and reviewed periodically.

First-aid arrangements shall include:

- Identification of trained first-aid personnel.
- Availability of suitable first-aid equipment and supplies.
- Regular inspection of medical supplies and expiry dates.
- Maintenance of accident and medical treatment records.
- Appropriate arrangements for emergency medical assistance.

All accidents and injuries requiring first aid shall be recorded in the school's accident or incident register. Records shall include, where applicable, the date, time, location, person involved, nature of the injury, treatment provided and further action taken.

In the event of a serious injury or medical emergency, the clinic and responsible staff shall arrange appropriate medical assistance immediately and contact emergency services where necessary.

4. FIRE SAFETY

The school shall maintain effective fire prevention, fire detection, firefighting and evacuation arrangements in accordance with applicable requirements.

Fire alarm systems, firefighting equipment, emergency lighting, fire doors and other fire safety systems shall be inspected, tested and maintained through competent and approved service providers. Relevant certificates, inspection reports and maintenance records shall be retained.

The following fire safety requirements shall be maintained:

- Emergency exits and escape routes shall always remain clear and accessible.
- Fire extinguishers and firefighting equipment shall remain accessible and unobstructed.
- Fire exit signs and evacuation plans shall be displayed at appropriate locations.
- Fire doors shall not be obstructed or improperly wedged open.
- Electrical and other potential sources of ignition shall be appropriately controlled.
- Combustible materials shall be stored safely and away from potential ignition sources

A designated fire and emergency response team shall be identified by school management. Relevant staff shall receive appropriate fire safety and emergency response training.

Fire evacuation drills shall be conducted periodically during the academic year.

During a fire drill or actual emergency, students and staff shall evacuate calmly through designated routes and proceed to the approved assembly point. Lifts shall not be used during fire evacuation.

Teachers and responsible staff shall supervise students during evacuation and conduct attendance at the assembly point. Any missing student, staff member or visitor shall be reported immediately to the person coordinating the emergency.

All fire drills shall be documented, including evacuation time, observations, issues identified and corrective actions required.

5. EMERGENCY PROCEDURES

The school shall maintain suitable emergency procedures for foreseeable situations that may affect the safety and wellbeing of students, staff, visitors, and contractors.

Emergency situations may include, but are not limited to:

- Fire or smoke.
- Medical emergencies.
- Security incidents or unauthorized access.
- Severe weather or environmental conditions.
- Power or water supply failure.
- Chemical spills or hazardous material incidents.
- Swimming pool emergencies.
- School transport incidents.
- Other significant emergencies affect school operations.

Emergency contact information shall be maintained and reviewed regularly.

Staff shall be familiar with the emergency procedures relevant to their roles. Emergency drills and exercises shall be conducted where appropriate to test the effectiveness of emergency arrangements.

Following an emergency or emergency exercise, identified weaknesses and corrective actions shall be recorded and monitored until completion.

6. STUDENTS, STAFF, CONTRACTORS AND VISITORS

The safety of students shall be given priority during all school activities. Appropriate supervision shall be provided based on the age, needs and nature of the activity.

Contractors and visitors shall comply with the school's health, safety and security procedures while on school premises.

Contractors undertaking maintenance, construction, installation or other work shall operate only in authorized areas and during approved working times.

Where applicable, contractors shall provide relevant documentation before commencing work, including:

- Valid licenses and approvals.
- Insurance documentation.
- Risk assessments.
- Method statements.
- Competency or training certificates.

- Relevant equipment inspection certificates.
- Safety Data Sheets for hazardous materials where applicable.

Tools, equipment, chemicals and other hazardous materials shall not be left unattended in areas accessible to students. Work areas shall be appropriately isolated, secured, and signposted.

Visitors shall comply with visitor registration and access-control procedures and shall not enter restricted areas without authorisation.

7. RISK ASSESSMENT AND SAFE WORKING PRACTICES

The school shall maintain a systematic approach to identifying hazards, assessing risks and implementing appropriate control measures.

Risk assessments shall be carried out for relevant activities, facilities, equipment and work processes. Attention shall be given to activities involving increased or significant risk, including:

- Science laboratories and chemical activities.
- Maintenance and repair activities.
- Electrical work.
- Sports and physical activities.
- Swimming pool operations.
- School events and large gatherings.
- Field trips and off-site activities.
- Cleaning activities.
- Manual handling.
- School transportation.
- Contractor activities.

Where a hazard is identified, reasonable measures shall be taken to eliminate the hazard or reduce the associated risk to an acceptable level.

Risk assessments shall be reviewed periodically and whenever there is a significant change in activities, equipment, premises, working conditions or following a significant accident or incident.

Staff shall not operate equipment or undertake activities unless they have received appropriate instruction, training or authorisation.

8. HOUSEKEEPING AND GENERAL SAFETY

Good housekeeping shall be maintained throughout the school. Classrooms, corridors, staircases, offices, storage areas and other occupied spaces shall be kept clean, orderly and free from unnecessary obstructions.

The following requirements shall be maintained:

- Floors shall be kept clean, dry and free from trip hazards.
- Spills shall be cleaned immediately, and appropriate warning signs shall be displayed where necessary.
- Corridors, staircases, emergency exits and access routes shall remain unobstructed.
- Fire equipment and emergency facilities shall remain accessible.

- Heavy or unstable materials shall be stored securely.
- Cleaning materials and chemicals shall be stored in designated and secured areas.
- Cleaning equipment shall be maintained in a clean and hygienic condition.
- Appropriate cleaning equipment shall be used for classrooms, washrooms and other designated areas.
- Waste shall be removed regularly and disposed of appropriately.
- Materials shall not be stored in locations where they may create a fire, access or safety hazard, including under staircases where prohibited.

Any unsafe housekeeping conditions shall be reported to the responsible department and corrected without unnecessary delay.

9. ELECTRICAL SAFETY

Electrical installations and equipment shall be maintained in a safe condition and shall be inspected and serviced as required.

Electrical equipment shall be used only for its intended purpose. Damaged plugs, cables, sockets, switches or equipment shall be removed from use and reported to the Facilities team.

Electrical panels, distribution boards and electrical rooms shall remain accessible to authorised personnel and shall not be used for storage.

The following controls shall be maintained:

- Electrical sockets shall not be overloaded.
- Damaged electrical equipment shall not be used.
- Temporary wiring shall not be installed in an unsafe manner.
- Electrical repairs shall only be carried out by competent and authorised personnel.
- Electrical rooms and panels shall remain free from obstruction.
- Portable electrical equipment shall be inspected and maintained as required.

10. CHEMICAL AND LABORATORY SAFETY

All chemicals used within the school shall be appropriately identified, labelled, stored and controlled.

The school shall maintain a chemical inventory containing, where applicable, the chemical name, quantity, storage location, expiry information and other relevant details.

Safety Data Sheets (SDS/MSDS) shall be maintained for relevant chemicals and shall be accessible to authorised personnel.

Laboratory activities shall be conducted under appropriate supervision. Students shall receive suitable safety instructions before participating in practical activities.

Chemical and laboratory safety arrangements shall include:

- Secure storage of chemicals in designated areas.
- Appropriate segregation of incompatible chemicals.
- Clear labelling of chemical containers.
- Regular review of chemical expiry dates.
- Appropriate segregation of expired or unwanted chemicals.
- Suitable spill-response arrangements.

- Appropriate personal protective equipment where required.
- Maintenance of relevant laboratory safety procedures and risk assessments.

Expired or unwanted chemicals shall not be disposed of through normal waste streams unless specifically permitted. They shall be managed through an appropriate approved disposal process.

11. PREMISES AND FACILITIES

The school premises shall be maintained in a safe, clean and suitable condition.

The Facilities team shall monitor the condition of classrooms, corridors, stairways, doors, windows, ceilings, flooring, lighting, toilets, external areas, storage areas and other facilities.

Defects and unsafe conditions shall be reported and recorded for corrective action.

Where a defect presents an immediate risk, the affected area or equipment shall be isolated or taken out of service until the risk has been appropriately controlled.

Preventive maintenance shall be carried out according to approved maintenance schedules.

Relevant maintenance reports, inspection records and certificates shall be retained.

12. AIR CONDITIONING AND VENTILATION

Air-conditioning and ventilation systems shall be maintained to provide a suitable and comfortable indoor environment.

Routine servicing, cleaning and maintenance of air-conditioning systems, filters and related equipment shall be carried out as required.

Any concerns relating to temperature, ventilation, air quality, unusual odours, water leakage or equipment condition shall be reported to the Facilities team.

Where monitoring or testing is required, appropriate records shall be maintained, and corrective action shall be taken where concerns are identified.

13. WATER, HYGIENE AND SANITATION

The school shall maintain appropriate standards of hygiene, sanitation and water safety throughout the premises.

Washrooms shall be cleaned and inspected regularly. Adequate supplies of soap, tissue and other required consumables shall be maintained.

Water storage tanks shall be cleaned and disinfected through approved service providers at the required intervals. Relevant certificates and service records shall be retained.

Drinking-water facilities and filtration systems shall be maintained, cleaned and serviced appropriately. Where testing is required, relevant water testing records shall be maintained.

Pest-control activities shall be carried out through approved service providers and appropriate service records shall be retained.

14. SWIMMING POOL SAFETY

Where the swimming pool is in operation, appropriate safety arrangements shall be always maintained.

Qualified and appropriately trained lifeguards shall be provided in accordance with the school's approved pool operating arrangements. Lifeguard qualifications, certificates and relevant training records shall be maintained.

Pool water quality shall be monitored and recorded at the required intervals.

Pool chemicals shall be stored, handled and used safely. Chemical information and relevant Safety Data Sheets shall be maintained.

Pool pumps, equipment, barriers, emergency equipment and related facilities shall be inspected and maintained regularly.

Pool incidents, injuries and emergencies shall be reported, recorded and investigated as appropriate.

15. SPORTS AND PHYSICAL ACTIVITIES

Sports and physical activities shall be conducted in a safe environment with appropriate supervision.

Sports equipment, playing surfaces and associated facilities shall be inspected regularly.

Damaged or unsafe equipment shall be removed from use until it has been repaired or replaced.

Students shall receive appropriate safety instructions before participating in sports activities. Suitable first-aid arrangements shall be available during sports activities.

Any injury occurring during sports or physical activities shall be reported and recorded in accordance with the school's incident reporting procedure.

16. SECURITY AND ACCESS CONTROL

The school shall maintain suitable security and access-control arrangements to protect students, staff, visitors and school property.

School entrances and access points shall be monitored by authorised security personnel.

Visitors, contractors and service providers shall follow the school's registration, identification.

Restricted and high-risk areas shall be accessible only to authorised personnel.

Security incidents, unauthorised access, suspicious activity and other significant security concerns shall be reported to school management and recorded appropriately.

CCTV systems shall be operated and maintained in accordance with applicable requirements and school procedures, while respecting areas where privacy and confidentiality must be maintained.

17. SCHOOL TRANSPORT SAFETY

School transportation shall be provided through an approved transport provider and shall comply with applicable regulatory and school requirements. The school shall monitor the availability and validity of required transport documentation, including relevant vehicle, driver and bus-attendant records.

Drivers and bus attendants shall maintain safe and professional conduct and shall follow approved transport and safeguarding procedures. Student attendance shall be monitored during boarding and drop-off. Students shall remain under appropriate supervision throughout the transport process.

At the end of every journey, the bus shall be checked to ensure that no student or personal belongings have been left inside. Transport accidents, incidents, breakdowns, or safeguarding concerns shall be reported immediately and recorded. Detailed transport arrangements shall be maintained under the school's separate **School Transport Policy**.

18. ACCIDENT, INCIDENT AND NEAR-MISS REPORTING

All accidents, injuries, dangerous occurrences, near misses and significant safety concerns shall be reported to the responsible person as soon as reasonably possible.

The school shall maintain an accident and incident register.

Incident records shall include, where applicable:

- Date and time.
- Location.
- Person or persons involved.
- Description of the incident.
- Injury or damage sustained.
- Immediate action taken.
- Treatment provided.
- Witness information where applicable.
- Corrective and preventive actions.

Significant incidents shall be investigated to identify immediate and underlying causes.

Corrective actions shall be assigned to responsible persons with appropriate target dates and shall be monitored until completion.

The purpose of incident investigation shall be to prevent recurrence and improve the school's health, safety and environmental arrangements.

19. TRAINING AND SAFETY AWARENESS

The school shall provide appropriate health and safety information, instruction and training to staff according to their roles and responsibilities.

Training may include:

- Fire safety and emergency evacuation.
- First aid.
- Emergency response.
- Laboratory and chemical safety.

- Swimming pool safety.
- Contractor safety.
- Equipment-specific safety.
- Other role-specific health and safety requirements.

New employees shall receive appropriate health and safety induction.

Refresher training shall be provided where required, following significant incidents, changes in procedures or equipment, or where additional competency is necessary.

Training records, attendance records and certificates shall be maintained by the responsible department.

20. INSPECTION AND MONITORING

Regular health and safety inspections shall be carried out throughout the school to identify hazards, monitor compliance and verify that corrective actions are effective.

Inspections shall cover, as appropriate:

- Classrooms and teaching areas.
- Laboratories.
- Offices and staff areas.
- Washrooms.
- Storage areas.
- Fire safety equipment and emergency exits.
- Sports facilities.
- Swimming pool areas.
- Housekeeping arrangements.
- Electrical installations and equipment.
- External areas.
- Other operational areas as required.

Inspection findings shall be recorded, and corrective actions shall be assigned to the responsible department or person.

The Manager - School Operations shall monitor outstanding health and safety actions and escalate significant or overdue matters to the principal.

21. ENVIRONMENTAL MANAGEMENT

The school shall promote responsible environmental practices throughout its operations. Reasonable measures shall be taken to reduce unnecessary consumption of water, electricity, paper and other resources.

The school shall encourage:

- Responsible use of electricity and water.
- Reduction of unnecessary paper consumption.
- Appropriate waste segregation where facilities are available.
- Recycling of suitable materials.
- Prevention of unnecessary waste.
- Maintenance of clean and environmentally responsible surroundings.

Students and staff shall be encouraged to participate in initiatives that promote environmental awareness and responsible resource use.

22. HEALTH, HYGIENE AND WELLBEING

The school shall promote a healthy, hygienic and safe environment for students and staff. Good personal hygiene, appropriate nutrition, hydration and physical activity shall be encouraged.

The school shall maintain suitable arrangements for managing communicable illnesses and shall take appropriate measures where a health condition may affect the safety of other students or staff.

The school shall also promote the general wellbeing of students and staff. Concerns affecting health, safety or wellbeing should be reported through the appropriate school channels so that suitable support or action can be considered.

23. EMERGENCY DRILLS AND EXERCISES

Emergency drills and exercises shall be conducted periodically to assess the effectiveness of the school's emergency arrangements and to ensure that students and staff understand the required procedures.

Fire evacuation drills shall include, as appropriate:

- Alarm activation.
- Evacuation through designated routes.
- Assembly-point management.
- Attendance verification.
- Communication of missing persons.
- Review of evacuation performance.

Other emergency exercises may be conducted where appropriate based on identified risks. Each drill shall be documented and reviewed. Any weakness or area requiring improvement shall be recorded in the corrective action register and followed up until completion.

The results of drills, incidents and exercises shall be used to improve the school's emergency preparedness.

24. RECORD KEEPING

The school shall maintain appropriate health, safety and environmental records to demonstrate that safety arrangements are being implemented, monitored and reviewed.

Records shall include, where applicable:

- Risk assessments.
- Accident and incident reports.
- Fire drill reports.
- Emergency drill records.
- Inspection checklists.
- Maintenance reports.

- Fire system certificates.
- Training certificates and attendance records.
- First-aid records.
- Medical inventory records.
- Chemical inventories.
- SDS/MSDS.
- Water tank cleaning certificates.
- Water testing records.
- Swimming pool records.
- Contractor records.
- Equipment inspection records.

Records shall be maintained securely and made available to authorised personnel and relevant authorities when required.

25. COMMUNICATION OF HEALTH AND SAFETY

Health, safety and environmental matters shall be communicated through appropriate channels, including staff meetings, departmental meetings, safety briefings, induction, training, notices, emergency drills and other suitable communication methods.

Employees shall be encouraged to report hazards, unsafe conditions, incidents and safety concerns without fear of unnecessary delay or reprisal.

Significant health and safety matters shall be escalated to the Manager - School Operations and Principal as appropriate.

The school shall promote a positive safety culture in which all members of the school community understand their responsibilities and contribute to maintaining a safe environment.

26. REVIEW OF POLICY

This policy shall be reviewed annually and whenever there is a significant change in school operations, facilities, equipment, staffing, activities or applicable regulatory requirements.

The review shall consider:

- Accident and incident trends.
- Inspection findings.
- Emergency drill results.
- Risk assessment findings.
- Corrective action status.
- Staff feedback.
- Changes in school operations.
- Changes in applicable requirements.
- Other relevant health, safety and environmental information.

Any amendments to this policy shall be reviewed and approved through the school's document-control process.