



HEALTH, SAFETY AND SECURITY POLICY

Harvest Private School

Document Control

Item	Details
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Approved By	School Principal
Prepared By	Health and Safety Officer
Applicable To	All Students, Staff, Visitors and Contractors

1. Introduction

Harvest Private School is committed to providing and maintaining a safe, healthy, secure, and supportive learning and working environment for all students, employees, visitors, volunteers, contractors, and members of the school community.

The school recognizes that effective health and safety management is essential to achieving educational excellence and ensuring the wellbeing of all stakeholders. The school is committed to complying with all applicable UAE legislation, Ministry of Education (MOE) requirements, Civil Defense regulations, and Ras Al Khaimah Department of Knowledge (RAK DOK) standards.



2. Purpose

This policy aims to:

- Protect students, employees, visitors, and contractors from injury, illness, and harm.
- Establish clear responsibilities for health, safety, and security management.
- Ensure compliance with UAE laws and educational regulations.
- Promote a positive culture of health, safety, and wellbeing.
- Minimize risks through proactive planning and risk assessment.
- Ensure preparedness for emergencies and crisis situations.
- Support continuous improvement in health and safety performance.

3. Scope

This policy applies to:

- All students
- All teaching staff
- All administrative staff
- School management
- Security personnel
- Contractors and suppliers
- Volunteers
- Parents and visitors

The policy applies to:

- School buildings
- Laboratories
- Sports facilities
- School transportation
- Educational visits
- School events and activities
- Online and off-site activities organized by the school



4. Definitions

Health and Safety

The systems, policies, procedures, and practices designed to prevent injury, illness, damage, or loss.

Hazard

Anything with the potential to cause injury, illness, damage, or loss.

Risk

The likelihood that a hazard may cause harm and the severity of that harm.

Risk Assessment

A systematic process used to identify hazards, evaluate risks, and determine control measures.

Incident

Any unplanned event resulting in injury, illness, damage, or disruption.

Near Miss

An event that could have caused harm but did not result in injury or damage.

Emergency

Any situation requiring immediate action to protect life, property, or the environment.

5. Legal and Regulatory Framework

The school shall comply with:

- UAE Federal Laws and Regulations

- Ministry of Education Requirements
- RAK DOK Policies and Standards
- Civil Defense Regulations
- UAE Fire and Life Safety Code
- Child Protection Regulations
- Public Health Regulations
- School Transportation Standards

6. Health, Safety and Security Policy Statement

Harvest Private School is committed to:

- Providing a safe learning environment.
- Preventing accidents, injuries, and occupational illnesses.
- Identifying and controlling hazards.
- Promoting physical and mental wellbeing.
- Providing adequate resources for safety management.
- Consulting employees and stakeholders on safety matters.
- Maintaining effective emergency procedures.
- Continuously improving safety performance.

The school believes that health and safety is everyone's responsibility.

7. Health and Safety Objectives

The school shall:

1. Achieve zero preventable serious injuries.
2. Maintain compliance with legal requirements.
3. Conduct regular risk assessments.
4. Ensure emergency preparedness.
5. Promote health awareness.
6. Maintain secure school premises.
7. Provide regular safety training.
8. Continuously improve health and safety performance.



8. Roles and Responsibilities

School Principal

The Principal shall:

- Ensure implementation of this policy.
- Allocate necessary resources.
- Monitor compliance.
- Review health and safety performance.
- Report serious incidents to relevant authorities.

Vice Principal

The Vice Principal shall:

- Support policy implementation.
- Coordinate corrective actions.
- Monitor daily compliance.

Health and Safety Officer

The Health and Safety Officer shall:

- Conduct inspections.
- Carry out risk assessments.
- Organize drills.
- Investigate incidents.
- Maintain records.
- Deliver awareness programs.
- Liaise with Civil Defense and regulatory authorities.



School Nurse

The School Nurse shall:

- Provide medical care.
- Maintain student medical records.
- Monitor communicable diseases.
- Support emergency response.

Teachers

Teachers shall:

- Supervise students effectively.
- Report hazards immediately.
- Follow safety procedures.
- Participate in emergency drills.
- Conduct classroom safety checks.

Students

Students shall:

- Follow school rules.
- Behave responsibly.
- Report hazards and unsafe conditions.
- Participate in safety drills.

Parents

Parents shall:

- Provide accurate medical information.
- Support school safety initiatives.
- Follow visitor procedures.



Security Personnel

Security personnel shall:

- Control access to the school.
- Monitor visitors.
- Support emergency response.
- Conduct routine security patrols.

9. Risk Assessment and Hazard Management

The school shall:

- Conduct risk assessments for all activities.
- Review assessments annually.
- Implement appropriate control measures.
- Maintain risk assessment records.

Risk assessments shall be completed for:

- School events
- Educational visits
- Laboratories
- Sports activities
- Maintenance activities
- Emergency drills

10. Emergency Management

The school shall maintain documented procedures for:

- Fire emergencies
- Evacuation
- Lockdown
- Shelter-in-Place
- Medical emergencies
- Severe weather

- Utility failures
- Security incidents

Emergency procedures shall be reviewed annually.

11. Fire Safety Management

The school shall:

- Maintain fire detection systems.
- Maintain fire-fighting equipment.
- Conduct regular inspections.
- Ensure emergency exits remain clear.
- Conduct evacuation drills each term.

12. Lockdown Procedures

Lockdown procedures shall be implemented when there is a threat inside or near the school requiring occupants to remain secured in designated areas.

Staff and students must follow instructions immediately and remain in safe locations until the all-clear is given.

13. Shelter-in-Place Procedures

Shelter-in-Place procedures shall be activated when external hazards require occupants to remain safely indoors.

Staff shall move students to designated safe areas and maintain accountability throughout the event.



14. First Aid and Medical Services

The school shall:

- Maintain first aid kits.
- Ensure availability of trained first aiders.
- Maintain emergency medical information.
- Provide appropriate medical response.

15. School Security

Security measures shall include:

- Visitor management procedures.
- CCTV monitoring.
- Access control systems.
- Identification badges.
- Security patrols.
- Emergency communication systems.

16. Educational Visits and School Events

All external activities shall:

- Have a documented risk assessment.
- Obtain parental consent.
- Maintain appropriate supervision.
- Include emergency arrangements.

17. Laboratory Safety

The school shall:

- Store chemicals safely.
- Maintain Safety Data Sheets (SDS).
- Provide PPE.
- Ensure staff supervision.
- Conduct regular inspections.

18. Physical Education and Sports Safety

The school shall:

- Inspect sports equipment regularly.
- Conduct activity risk assessments.
- Ensure adequate supervision.
- Promote hydration and heat safety.

19. Transportation Safety

The school shall:

- Use approved transportation providers.
- Maintain student supervision.
- Ensure emergency procedures are available.
- Conduct vehicle safety checks where applicable.

20. Safety of Students of Determination

The school shall:

- Provide individualized emergency plans.
- Ensure accessibility.
- Conduct inclusive drills.
- Provide additional supervision when necessary.



21. Child Protection and Safeguarding

The school shall maintain procedures to:

- Prevent abuse and neglect.
- Protect students from harm.
- Report safeguarding concerns.
- Promote student wellbeing.

22. Incident Reporting and Investigation

All incidents shall be:

- Reported immediately.
- Investigated promptly.
- Recorded accurately.
- Reviewed for corrective action.

23. Training and Awareness

The school shall provide:

- Staff induction training.
- Annual refresher training.
- Emergency drill training.
- Fire safety training.
- First aid training.
- Student awareness programs.



24. Inspections and Audits

Regular inspections shall be conducted for:

- Buildings
- Classrooms
- Laboratories
- Sports facilities
- Fire safety systems
- Security systems

25. Health and Wellbeing

The school shall promote:

- Physical wellbeing
- Mental wellbeing
- Healthy lifestyles
- Nutrition awareness
- Positive behavior

26. Documentation and Records

The following records shall be maintained:

- Risk Assessments
- Incident Reports
- Inspection Reports
- Training Records
- Drill Reports
- Maintenance Records

27. Compliance

Failure to comply with this policy may result in corrective action and investigation.

The school shall monitor compliance through inspections, audits, and management reviews.

28. Continuous Improvement

The school is committed to:

- Reviewing safety performance.
- Learning from incidents.
- Implementing corrective actions.
- Enhancing safety systems continuously.

29. Related Policies

- Child Protection Policy
- Emergency Evacuation Policy
- Lockdown Policy
- Shelter-in-Place Policy
- School Security Policy
- Maintenance Policy
- Anti-Bullying Policy
- Educational Visits Policy
- School Clinic Policy

30. References

- UAE Federal Laws



- Ministry of Education Regulations
- RAK DOK Requirements
- UAE Fire and Life Safety Code
- Civil Defense Regulations
- School Governance Standards

31. Revision History

Version	Date of Issue	Review Date	Next Review Date	Updated By
1.0	August 2026	August 2027	August 2028	School Administration