



HEALTH AND SAFETY POLICY

Policy Name	NAS Abu Dhabi H&S policy
Policy Identifier	HSP-01
Version Number	V3.0
Date of Validation	August 2025
Date of Review	August 2026
Nord Anglia International School Abu Dhabi	

1. Policy Statement

Nord Anglia International School Abu Dhabi (NAS Abu Dhabi) is committed to ensuring a safe and healthy environment for all students, staff, parents, contractors, and visitors. Health and safety is a collective responsibility, with ultimate accountability resting with the Principal and the Governing Board, and day-to-day management delegated to the Health and Safety Manager. This policy complies with ADEK, DoH, CDA and Nord Anglia Education requirements and sets out the framework for how health and safety is implemented, monitored, and continuously improved at NAS Abu Dhabi.

This policy complies with ADEK, DoH, CDA and Nord Anglia Education requirements and sets out the framework for how health and safety is implemented, monitored, and continuously improved at NAS Abu Dhabi.

To align with Nord Anglia Education's global commitments, NAS Abu Dhabi adopts the overarching health and safety principles set out in the NAE Health and Safety Statement signed by the CEO. In line with these commitments, the school is dedicated to achieving and maintaining good practice standards in its health and safety performance; ensuring access to specialist safety, health, security, and fire advice; and regularly monitoring and reviewing all systems and procedures to confirm their suitability, adequacy, and effectiveness. NAS Abu Dhabi ensures that all staff understand and fulfil their roles in meeting these standards and are provided with the necessary information, instruction, training, and facilities to carry out their responsibilities safely. The school further commits to ensuring that all contractors and external providers working on site are fully aware of, and satisfactorily discharge, their health and safety duties in accordance with school and NAE requirements.

2. Scope

This Health and Safety Policy applies to all members of the Nord Anglia International School Abu Dhabi community, including staff, students, contractors, parents, volunteers, and visitors. It covers all school activities that take place on campus as well as those conducted off-site under the school's responsibility, such as educational visits, sporting events, trips, and extracurricular activities.

The policy extends to all facilities and operations within the school premises, including teaching spaces, laboratories, sports areas, performing arts venues, administrative offices, the school clinic, playgrounds, and transport arrangements. It also applies to the management of contractors working on site, the safe use of hazardous substances, and the maintenance of equipment and infrastructure.

In compliance with ADEK's School Health and Safety Policy (2024), this document sets out the responsibilities of the Principal, Governing Board, Health and Safety Manager, and all staff members in safeguarding health, safety, and wellbeing. It also establishes procedures for emergency preparedness and response, medical provision, accident reporting, and the promotion of a safe and healthy environment for all.

This scope reflects the expectation that every individual connected with NAS Abu Dhabi shares responsibility for contributing to a culture of safety and accountability.

3. Safety Culture

At NAS Abu Dhabi, health and safety is not only a matter of compliance but a reflection of the culture we promote across our school community. We are committed to fostering a culture where safety is viewed as a shared responsibility, built on openness, accountability, and collaboration. Staff, students, and parents are encouraged to report hazards, near misses, and concerns without fear of blame or reprisal. By adopting a blame-free approach, we ensure that issues are addressed constructively, lessons are learned, and improvements are made for the benefit of all. The Health and Safety Committee plays a central role in bringing together representatives from across the school, ensuring that discussions are not confined to individual departments or "silos." Instead, health and safety considerations are integrated into all areas of school life, from academic activities to operations and community events. This collaborative, transparent approach reflects Nord Anglia's commitment to safeguarding and wellbeing, while ensuring compliance with ADEK standards.

4. Documentation System

NAS Abu Dhabi maintains a comprehensive documentation system to ensure that all health and safety records are accurate, accessible, and compliant with both Nord Anglia Education and ADEK requirements. All incidents, accidents, and near misses are recorded using the Sphera online Health and Safety management system, which allows for centralised reporting, monitoring, and analysis across the organisation. In line with ADEK's School Records Policy, digital copies of risk assessments, inspection reports, medical records, and compliance audits are securely stored and retained for review by regulatory authorities. Paper-based notices, such as fire evacuation maps and emergency contact details, are displayed across campus in high-visibility areas, while internal guidance documents and policies are available on the staff intranet. The Health and Safety Manager is responsible for ensuring that documentation is updated regularly, that corrective actions are logged and followed up, and that all records are available for inspection during internal audits and ADEK visits. This system supports transparency, accountability, and continuous improvement by providing a clear evidence base for all aspects of health and safety management.

3. Responsibilities

3.1 Senior Roles

All senior leaders are responsible for ensuring that the commitments outlined in the NAE Health and Safety Statement are implemented locally and that systems are regularly reviewed for suitability, adequacy, and effectiveness.

- **Principal (Liam Cullinan):** The Principal has ultimate accountability for the safety of students, staff, and visitors. He ensures that sufficient resources are allocated to health and safety, approves the Emergency Plan, and liaises with ADEK and other authorities as required.
- **Health & Safety Manager (Antonia Magryta):** The Health & Safety Manager leads on all health and safety matters. This includes maintaining the school risk register, coordinating risk assessments, leading the Health and Safety Committee, ensuring compliance with ADEK and NAE requirements, organising emergency drills, and providing staff training. The Health & Safety Manager also oversees accident reporting via the Sphera system and ADEK's digital platform, and ensures that corrective actions are implemented.
- **Operations Manager (Ryan Connolly):** The Operations Manager is responsible for facilities and site safety, including contractor compliance, building maintenance, fire alarm systems, and security operations. He acts as the Deputy Incident Manager in the absence of the Principal or Health & Safety Manager.
- **Senior School Nurse (Paula Velarde):** The Senior School Nurse oversees all aspects of student health provision, including compliance with DoH licensing, annual health screenings, immunisations, and emergency medical response. She supervises school nurses and ensures medical records are kept in line with ADEK requirements.

3.2 Emergency Roles

To ensure that the Emergency Plan is effective, NAS Abu Dhabi designates the following roles for specific emergency situations:

- **Incident Manager:** Normally the Principal or the Health & Safety Manager. Responsible for overall coordination during emergencies, communication with emergency services, and declaring the all-clear.
- **Fire Marshals:** Appointed members of staff in each building and floor, responsible for ensuring that students and staff evacuate safely and that no one is left behind. They report to the Incident Manager once their area is clear.
- **Sweepers (Security Team):** Responsible for conducting a full sweep of allocated areas to check that all rooms are empty. They report completion of the sweep to the Incident Manager before the "all clear" is given.
- **First Aiders:** Staff trained in first aid, located across key areas of the school (EYFS, Primary, Secondary, Sports). They are responsible for administering

immediate first aid, supporting the Clinic Manager, and recording incidents.

- **Assembly Point Coordinators:** Designated staff at each assembly point are responsible for collecting registers from class teachers, confirming attendance, and reporting any missing persons to the Incident Manager.
- **Communications Officer:** A nominated member of SLT is responsible for parent communication during emergencies via SMS, email, and school app. This role ensures that parents receive timely and accurate updates.

All staff are required to follow school health and safety procedures, report hazards, and support a culture of safety. Students are expected to behave responsibly and follow safety guidance. Parents are expected to support safety initiatives such as backpack weight guidelines and the smoke-free campus policy. Contractors and visitors must comply with site-specific requirements.

3.3. Health and Safety Committee

The Health and Safety Committee meets monthly and is chaired by the Health and Safety Manager. It includes SLT, the Operations Manager, the Clinic Manager, and staff representatives. The Committee reviews risk assessments, maintains the school risk register, investigates incidents, and ensures corrective actions are implemented.

3.3.1 Meeting Frequency & Documentation

- The Committee meets monthly during term time.
- Minutes are recorded and stored digitally on the shared drive under the Health & Safety folder.
- The risk register and accident statistics are reviewed at every meeting.
- Action points are tracked and followed up by the Health & Safety Manager/Operations Team.

3.2.1 Roles and Responsibilities

All staff must actively contribute to maintaining the high standards of practice outlined in the NAE commitment statement.

Name	Role	Responsibilities
Antonia Magryta	Health & Safety Manager (Chair)	Chairs committee meetings, maintains risk register, oversees policy compliance, organises emergency drills, ensures ADEK/NAE reporting.
Liam Cullinan	Principal	Provides overall accountability, ensures resources are available, approves Emergency Plan, liaises with Governing Board and ADEK.

Name	Role	Responsibilities
Ryan Connolly	Operations Manager	Oversees site safety, fire systems, contractor compliance, and facilities inspections; deputy to H&S Manager during absence.
Anjali Nair	Operations Assistant	Supports Operations Manager in overseeing facilities, contractors, and security; monitors daily safety checks; ensures maintenance tasks are completed; assists with emergency drills and compliance documentation.
Michael Connor	Head of Primary	Represents teaching staff, communicates safety issues affecting Primary, supports emergency planning for younger year groups.
Adam Ryder	Head of Secondary	Ensures health and safety standards are implemented across Secondary; oversees risk assessments for lessons, trips, and activities; supports emergency procedures; reports safety concerns to the H&S Manager and Committee.
Callum Brooks	Director of Sport	Ensures safe operation of sports facilities and activities, conducts risk assessments for PE and extracurricular sports.
Paula Velarde	School Clinic Manager	Provides medical oversight, ensures DoH compliance, leads first aid provision, manages accident reporting from clinic.

The below will join if required

Sarah March	EAP Coordinator	<i>Ensures external providers have ADEK and Police clearance; enforces Nord Anglia Code of Conduct; reviews provider risk assessments with H&S Manager; inducts providers into school emergency procedures; acts as parent contact for EAP safety.</i>
Head of Security	Security Lead	<i>Oversees campus access control, manages sweepers during evacuations, coordinates lockdown procedures.</i>
Staff Representative [Insert Name]	Teaching/Admin Staff Rep	<i>Provides feedback from staff, raises health and safety concerns from across the school community.</i>
Arclight Facilities Team	Muhammed Nasir	<i>The Arclight Facilities and Maintenance Team is responsible for ensuring that all school buildings, equipment, and utilities</i>

Name	Role	Responsibilities
		<i>are maintained to the highest safety standards, including compliance with ADEK, DoH, and Civil Defence regulations, and for carrying out regular inspections, preventative maintenance, and emergency repairs under the supervision of the Operations Manager.</i>

4. Emergency Procedures

NAS Abu Dhabi maintains a comprehensive **Emergency Plan** in line with Nord Anglia and ADEK requirements. Emergency drills are documented and reviewed regularly.

4.1 Fire Evacuation Procedure

- Fire alarm linked to **HASSANTUK** monitoring system.
- Security conduct full building sweep.
- Staff escort students to assembly points.
- Registers completed and reported to Incident Manager.
- Drills conducted at least **three times per academic year**.

4.1.1 Fire Safety Responsibilities

Role	Name	Responsibility
Incident Manager	Principal or H&S Manager	Overall control during fire evacuation, liaising with CDA and declaring all-clear.
Deputy Incident Manager	Operations Manager	Supports Incident Manager, coordinates building services and security.
Fire Marshals	TBC	Direct evacuation of staff/students, ensure area is clear, report to Incident Manager.
Sweepers	Head of Security + Security Team	Conduct full sweep of rooms and report clearance.
First Aiders	Listed in Accident Reporting Table	Provide first aid at assembly points or in clinic.
Assembly Point Coordinators	TBC	Collect registers, confirm attendance, report missing persons.

Role	Name	Responsibility
Communications Officer	Julie Jones	Sends messages to parents and updates staff.

4.1.2 Fire training

NAS Abu Dhabi ensures that all staff receive regular fire safety training so they are fully prepared to respond in the event of an emergency. Training is delivered during induction for new employees and refreshed annually for all staff, in line with ADEK and Civil Defence Authority requirements. It covers the correct use of fire extinguishers, recognition of alarm signals, evacuation routes and assembly points, and the roles of Fire Marshals, Sweepers, and Assembly Point Coordinators. Practical drills are held at least three times each academic year, with outcomes reviewed by the Health and Safety Committee to identify improvements. Fire Marshals receive additional training to ensure they can lead evacuations effectively, while security staff are trained in panel management and building sweeps. This structured approach ensures that staff, students, and visitors are supported by a confident and competent team, reducing risk and promoting a culture of safety across the school.

Drill Type	Date	Responsible Lead	Observations	Next Review Date
Fire Evacuation Term 1	09.09.2025	Ryan Connolly	To be discussed: <ul style="list-style-type: none"> - Collection Points & Signage - Accounting for Staff & Students - Registers - Alternative Exit Points - Clinic Procedure - Re-entry to building - Visitors - Role of Firemarshals 	Health and Safety Meeting

Drill Type	Date	Responsible Lead	Observations	Next Review Date
Fire Evacuation Term 2	[Insert Date]	Ryan Connolly	[To be completed]	Health and Safety Meeting
Fire Evacuation Term 3	[Insert Date]	Ryan Connolly	[To be completed]	Health and Safety Meeting
Lockdown	20.10.2025	Ryan Connolly	[To be completed]	Health and Safety Meeting
Bomb Threat Simulation	[Insert Date]	SLT	[To be completed]	Health and Safety Meeting
Medical Emergency	[Insert Date]	Paula Velarde	[To be completed]	Health and Safety Meeting

4.2 Lockdown Procedure

- Initiated by Principal/SLT.
- Staff lock classroom doors, close blinds, and keep students silent.
- Communications via internal PA system.
- All clear given by SLT once safe.

Role	Name	Responsibility
Incident Manager	Principal (Liam Cullinan) / Health & Safety Manager Operations Manager	Decides when to initiate and lift lockdown; liaises with ADEK, Civil Defence, and Police; approves communications to parents; overall coordination.
Deputy Incident Managers	Head of Primary/Head of Secondary	Supports Incident Manager; activates internal PA system and security alerts; ensures security staff secure access points.
Head of Security	Jeyasheelan	Leads security team to lock external doors, secure gates, and sweep outside areas to direct staff and students indoors; updates Incident Manager.

Role	Name	Responsibility
Teachers & Classroom Staff	All teaching staff	Lock doors and windows; close blinds; instruct students to stay silent and out of sight; complete register and report any missing students; remain with class until all-clear.
Fire Marshals	TBC	Check corridors, toilets, and communal spaces are empty; support staff nearby; report “zone secure” to Incident Manager.
First Aiders / Clinic Staff	Paula Velarde (Clinic Manager), Nurses, Trained First Aiders	Remain in secure medical areas; provide first aid if safe to do so; liaise with Incident Manager if emergency services required.
Communications	Julie Jones	Issues staff updates via PA, email, or radios; sends parent communications once authorised by Incident Manager.
Students	All students	Follow instructions immediately; remain silent and out of sight; avoid use of personal devices until lockdown is lifted.

4.3 Bomb Threat Procedure

- All staff follow evacuation as per fire drill unless advised otherwise by emergency services.
- Principal liaises with authorities and communicates with parents.

Role	Name	Responsibility
Incident Manager	Principal / Health & Safety Manager Operations Manager	Assesses the threat in consultation with security and authorities; decides on evacuation or lockdown; liaises directly with ADEK, Civil Defence, and Abu Dhabi Police; authorises communications to parents.
Deputy Incident Manager	Head of Primary/Head of Secondary	Supports the Incident Manager; coordinates building services; ensures evacuation alarms are activated if required; manages security sweep teams.
Head of Security	Jeyasheelan	Receives and logs details of the threat; ensures security staff implement immediate protective measures; conducts

Role	Name	Responsibility
		external area sweeps; coordinates with Police on site.
Teachers & Classroom Staff	All teaching staff	Follow instructions from SLT; if evacuation is ordered, calmly escort students via designated safe routes to assembly points; take registers and supervise students until the all-clear is given.
Fire Marshals	Deputy and Assistant Heads of School (all)	Ensure corridors, toilets, and communal areas are cleared; assist with safe evacuation; report "zone clear" to Incident Manager.
First Aiders / Clinic Staff	Clinic Manager, Nurses, Trained First Aiders	Provide first aid as needed during evacuation; ensure medical kit and AED are available at assembly points; report injuries or urgent needs to Incident Manager.
Assembly Point Coordinators	TBC	Collect registers from staff; confirm attendance at assembly points; immediately report any missing persons to the Incident Manager.
Communications	Julie Jones	Issues clear instructions to staff via PA or radios; sends parent notifications once authorised by the Incident Manager; ensures information remains calm, factual, and consistent with police advice.
Students	All students	Follow staff instructions immediately; evacuate calmly and quietly; remain at assembly points until all-clear is given by the Incident Manager.

4.4 Medical Emergency Procedure

- Nurse or Clinic Manager leads response.
- First aider called immediately.
- Ambulance called if required.
- Incident logged in Sphera and ADEK system.

Role	Name	Responsibility
Incident Manager	Principal / Health & Safety Manager Operations Manager	Oversees overall response to medical emergencies; ensures emergency services are contacted if required; liaises with ADEK and parents in serious cases; approves external communications.

Role	Name	Responsibility
Deputy Incident Manager	Head of Primary/Head of Secondary	Supports Incident Manager; coordinates site access for ambulance and emergency responders; ensures security clears pathways for medical teams.
Senior School Nurse	Paula Velarde	Leads medical response; assesses casualty, provides or delegates immediate care; coordinates with nurses and First Aiders; ensures medical records are updated.
School Nurses	Michael Avenir	Deliver first aid and medical treatment in line with DoH standards; administer medication where consent is in place; support Clinic Manager with patient stabilisation until ambulance arrives.
First Aiders	Trained staff across EYFS, Primary, Secondary, Sports	Provide initial response until nurse arrives; assist with stabilisation; ensure area is safe for medical intervention; accompany casualty if required to hospital.
Teachers / Staff on Scene	All staff	Call clinic immediately; keep students calm and away from the incident area; provide information on incident to Clinic Manager and H&S Manager.
Head of Security	Jeyasheelan	Directs security staff to guide ambulance to correct access point; secures route from entrance to casualty location; maintains crowd control if necessary.
Communications	Julie Jones	Provides internal updates to staff via PA/radio if required; communicates with parents under direction of Incident Manager; ensures information is accurate and confidential.
Students	All students	Follow staff instructions; avoid crowding incident area; remain calm and cooperative.

4.5 Hazardous Substance Spill Procedure

- Staff clear area immediately.
- Operations and Clinic staff lead containment and clean-up using COSHH controls.
- Incident reported and reviewed.

Role	Name	Responsibility
Incident Manager	Principal / Health & Safety Manager Operations Manager	Decides level of response required; activates evacuation or area isolation; liaises with ADEK, DoH, or Civil Defence as appropriate; approves communication to staff and parents.
Deputy Incident Manager	Head of Primary/Head of Secondary	Supports Incident Manager; ensures containment measures are activated; coordinates with facilities and security; organises external contractor clean-up if required.
Science Lead	Rana Osman	Identifies nature of spill; provides safety data sheets (SDS); advises on neutralisation/containment methods; ensures staff follow COSHH procedures.
Senior School Nurse	Paula Velarde	Assesses and treats any staff or students exposed to hazardous substances; records incident in medical log; escalates to hospital if required; advises on decontamination measures.
First Aiders	Trained staff (EYFS, Primary, Secondary, Sports)	Provide first aid until medical staff arrive; support with decontamination procedures if trained and safe to do so.
Teachers / Staff in Area	All staff present	Evacuate students calmly from affected area; do not attempt to clean spill unless trained; inform Science Lead or Operations immediately.
Head of Security	Jeyasheelan	Secures spill area to prevent entry; directs emergency services to location; maintains perimeter until incident is resolved.
Facilities Engineer	Muhammad Nasir	Provide PPE and specialist cleaning equipment; carry out spill containment and clean-up under guidance of Science Lead and Operations Manager.
Communications	Julie Jones	Provides internal instructions (evacuation/isolation notices); communicates with parents once authorised; ensures accurate and factual updates are issued.
Students	All students	Follow staff instructions; evacuate calmly; report any symptoms (e.g., inhalation, skin irritation) to staff immediately.

4.6 Airborne Diseases (e.g., COVID-19, Influenza)

NAS Abu Dhabi recognises the significant risks posed by airborne communicable diseases, such as COVID-19, influenza, or other respiratory illnesses. The school follows guidance from the Abu Dhabi Department of Health (DoH), ADEK, and Nord Anglia Education to reduce transmission risks and ensure the safety of students, staff, and visitors. Measures include promoting hygiene practices, maintaining adequate ventilation, implementing isolation protocols when necessary, and ensuring continuity of learning during periods of disruption.

In the event of an outbreak, the Health and Safety Manager coordinates with the School Clinic, ADEK, and DoH to implement the required control measures. These may include increased cleaning and disinfection, temporary isolation of affected individuals, parent communication, and (in exceptional cases) partial or full transition to remote learning as directed by authorities. The Health and Safety Committee reviews the situation regularly, ensuring that decisions are evidence-based, proportionate, and in line with government guidance.

Role	Name	Responsibility
Incident Manager	Principal / Health & Safety Manager Operations Manager	Oversees outbreak management; ensures compliance with ADEK and DoH instructions; approves communications to parents and staff; decides on school closures or remote learning (with ADEK approval).
Deputy Incident Manager	Head of Primary/Head of Secondary	Ensures increased cleaning and disinfection protocols; monitors ventilation systems; supervises contractor compliance with hygiene measures.
Senior School Nurse	Paula Velarde	Identifies suspected cases; isolates symptomatic individuals in the medical isolation room; coordinates with DoH for testing and follow-up; maintains medical records.
School Nurses	Michael Avenir	Provide initial assessment and care for suspected cases; notify Clinic Manager and Health & Safety Manager; ensure PPE is used when treating patients.
Teachers / Staff	All teaching and support staff	Monitor students for symptoms; refer suspected cases to the clinic immediately; enforce hygiene practices (handwashing, mask use if mandated).
Head of Security	Jeyasheelan	Ensures isolation areas are secured if required; supports safe entry/exit

Role	Name	Responsibility
		management to reduce crowding; coordinates with Operations for safe bus arrangements.
Facilities Engineer	Muhammad Nasir	Increase frequency of cleaning, focusing on high-touch surfaces; ensure classrooms and communal areas are disinfected; follow DoH infection-control standards.
Communications	Julie Jones	Provides timely and factual updates to parents, staff, and students once authorised; avoids misinformation; ensures consistency with ADEK and DoH guidance.
Parents	All parents	Keep unwell students at home; follow reporting and testing requirements; support the school by reinforcing hygiene measures at home.
Students	All students	Follow hygiene rules (handwashing, respiratory etiquette); comply with mask or distancing requirements if mandated; report symptoms to staff promptly.

5. Emergency Preparedness and Response

NAS Abu Dhabi is committed to maintaining a high level of preparedness for all types of emergencies to ensure the safety of students, staff, and visitors. The school has developed a comprehensive Emergency Plan which sets out clear procedures for incidents including fire, lockdown, bomb threats, hazardous substance spills, and medical emergencies. Regular drills are conducted throughout the year to test these procedures, and the outcomes are reviewed by the Health and Safety Committee to identify areas for improvement.

Responsibilities are clearly assigned, with designated Incident Managers, Fire Marshals, Sweepers, First Aiders, and Assembly Point Coordinators trained to carry out their roles effectively. The alarm systems are linked to the HASSANTUK monitoring system, and evacuation routes and assembly points are prominently displayed across the campus. In addition to staff training, students are regularly educated on safety procedures, and parents are kept informed through awareness sessions and emergency communication systems. This approach ensures that the school community is prepared to respond swiftly and effectively to any emergency, minimising risks and safeguarding wellbeing.

Health and Safety Arrangements

- The school maintains compliance with ADEK, DoH and CDA requirements. Hazardous substances are assessed and stored securely.
- All accidents are recorded in the Sphera system and reported to ADEK.
- The clinic is licensed by DoH and staffed by a full-time nurse. Annual screenings and immunisations are carried out in cooperation with DoH.
- Students receive safety education on fire, road safety, laboratory practice, and first aid awareness. Parents are engaged through awareness sessions and policy communications.
- Backpacks must comply with ADEK weight limits, ranging from 2–4.5 kg for younger children up to 10 kg for older students.
- NAS Abu Dhabi is a smoke-free campus, with smoking and vaping prohibited for all staff, parents, students, and visitors.
- Fire protection systems are inspected and certified by CDA-approved contractors, and all records are maintained.
- A parking policy is in place and shared with staff and parents. A comprehensive plan for drop-off and pick-up procedure is in place.
- Mental health and wellbeing support is available for staff and external companies are recommended by HR and covered by the insurance (limited coverage).

6. Accident Reporting and First Aid

NAS Abu Dhabi provides trained first aiders and a fully licensed school clinic to ensure that immediate support is available in the event of accidents, illness, or emergencies. All incidents are reported using the Sphera online system (Nord Anglia's global platform) and in compliance with ADEK's digital reporting requirements. The clinic maintains individual student health records, and parents are contacted in the event of any incident requiring treatment. The Health and Safety Manager ensures that trends and lessons learned from accident reports are reviewed by the Health and Safety Committee.

Name	Role	Qualification	Location
Paula Velarde	Senior School Nurse	Registered Nurse (DoH Licensed)	School Clinic (EYFS)



Name		Role	Qualification	Location
Michael Avenir		School Nurse	Registered Nurse (DoH Licensed)	School Clinic (Primary)
Antonia Magryta		Health and Safety Manager	First Aid / Paediatric CPR / Concussion First Aid	Admin
Gwenan Price	Specialist	First Aider	First Aid	School
Callum Brooks	Specialist			
Bakare Aliu	Specialist			
Flore Vermoesen	Specialist			
Ben Hunt	Specialist			
Thomas Fisher	Specialist			
Hannah Loveland	Specialist			
Gemma Brown	EYFS			
Rowena Trayling	EYFS			
Laura Pettigrew	EYFS			
Nicole LeMere	EYFS			
Erika Mills	EYFS			
Zejna Vojic	EYFS			
Dani Owen	EYFS			
Rebecca Petty	EYFS			
Ines Topps	EYFS			
Tara Harrison	EYFS			
Daisy Savage	EYFS			
Stacy Cullinan	EYFS			
Ceri Moffat	EYFS			
Vicky Lunnon	EYFS			
Ella Harrison	EYFS			
Katie Lynn	EYFS			
Catriona Robinson	EYFS			
Beth Robins	EYFS			
Rachel Harrison	EYFS			
David Ridgely	Secondary			
Jessica Walsh	Secondary			
Noor Hassan	Secondary			
Rana Osman	Secondary			
Jelanie Atkinson	Secondary			
Shahna Kareem	Secondary			
Meena Walia	Secondary			
Shazia Jasat	Secondary			

Name		Role	Qualification	Location
Ella Boothroyd	Secondary			
Kayleigh Evans	Secondary			
Alexandra Williams	Secondary			
Clive Wilkinson	Secondary			
Mark Belado	Secondary			
Marie Connolly	Specialist			
Amira Rodriguez	Specialist			
Aaron Wolfe	Specialist			
Natasha Danha	Primary			
Kate Guzman	Primary			
Elena Gene Dayuno	Primary			
Jomarie Dacanay	Primary			
Monique Liversidge	Primary			
Sheree Hay	Primary			
Rebecca Thorne	Primary			
Archana Jambhale	SEN TA			

6.1 First Aid Equipment

First aid kits, Automated External Defibrillators (AEDs), and evacuation chairs are located in all key areas of the school (Main reception/ EYFS Reception), including the reception, gymnasium, science labs, and sports facilities. Equipment is inspected regularly and maintained according to manufacturer and regulatory standards.

7. Air Quality Monitoring

NAS Abu Dhabi is committed to providing a safe and healthy indoor environment by actively monitoring and managing air quality across all areas of the school. In line with ADEK and Department of Health requirements, ventilation systems are regularly inspected and maintained to ensure adequate airflow, filtration, and circulation. Carbon dioxide (CO₂) levels, humidity, and temperature are monitored to ensure that classrooms, laboratories, sports halls, and common spaces remain within safe and comfortable limits. Where necessary, air purifiers or additional filtration systems are installed to maintain optimal conditions, particularly in high-occupancy areas. The Operations Manager, in coordination with the Health and Safety Manager, oversees the monitoring process and ensures that records are maintained for audit and inspection purposes. By prioritising air quality, the

school reduces the risk of airborne illness, supports student concentration and wellbeing, and maintains a healthy environment for staff, students, and visitors.

More information – [SOP Weather and Temperature](#)

8. Accident Reporting

Reporting Requirement	Responsible Person	Location/Platform
Minor Injuries	School Nurse	Logged in Clinic Register & Sphera
Serious Injuries (requiring external medical attention)	School Nurse/staff	Logged in Sphera & ADEK digital platform; reported to Health & Safety Manager
All Accidents & Near Misses	All Staff	Reported via Sphera system
Accident Log	Health & Safety Manager	Digital record on Sphera (audit-ready) and Aladaa (Serious Injuries and First Aid cases)

In line with ADEK’s School Records Policy, all accident and medical records are retained securely and are available for inspection by regulatory authorities. The Accident Log is reviewed at each Health and Safety Committee meeting, and actions are identified to prevent reoccurrence.

9. Management of Change

NAS Abu Dhabi recognises that changes to operations, staffing, facilities, equipment, or procedures can introduce new risks to health and safety if they are not carefully assessed and managed. In line with Nord Anglia Education guidelines and ADEK requirements, the school applies a structured Management of Change (MoC) process to ensure that all significant changes are reviewed before implementation.

The Health and Safety Manager is responsible for coordinating this process and ensuring that risk assessments are completed whenever new activities, building works, contractors, technologies, or organisational changes are proposed. The Operations Manager supports this process by ensuring that facilities, equipment, and contractors meet regulatory and safety standards. Department heads are required to identify and escalate any changes in teaching practice, extracurricular activities, or student arrangements that could affect safety.

All proposed changes are documented, risk assessed, and approved by the Health and Safety Committee where appropriate. If risks are identified, control measures

are developed and communicated to staff, students, and parents as necessary. Training and awareness sessions are arranged to ensure that affected stakeholders are informed and competent to manage the change safely. Records of the assessment and approval process are stored within the school's documentation system (Sphera and ADEK digital platform) for accountability and audit purposes.

This proactive approach ensures that changes do not compromise safety and that new risks are identified, mitigated, and controlled before they impact the school community.

Step	Action	Responsible Person	Documentation Required
1. Identify Change	Propose any operational, staffing, facility, equipment, or activity change that may affect health and safety.	Department Head / Line Manager	Change request form / internal email record
2. Initial Review	Assess whether the proposed change could introduce new risks or affect existing safety controls.	Health & Safety Manager	Preliminary risk assessment note
3. Risk Assessment	Conduct a full risk assessment to evaluate hazards, likelihood, and severity. Identify control measures.	Health & Safety Manager (with support from relevant department lead)	Risk Assessment Form (Sphera)
4. Committee Review	Present findings to the Health & Safety Committee for approval, including risk mitigation plan.	Health & Safety Manager / Committee Chair	Meeting minutes / updated risk register
5. Implementation Plan	Develop and communicate safe procedures for implementing the change, including staff/parent/student awareness as needed.	Health & Safety Manager / Operations Manager	Updated SOPs / training records / communication logs
6. Training & Awareness	Deliver training or induction sessions to staff, contractors, or students affected by the change.	Department Head / H&S Manager	Training attendance sheets / induction materials

Step	Action	Responsible Person	Documentation Required
7. Monitor & Review	Monitor impact of change after implementation. Review risk assessment and update as necessary.	Health & Safety Manager / Health & Safety Committee	Post-implementation review / updated risk register
8. Record Keeping	Store all documents for audit and inspection.	Health & Safety Manager	Stored in Sphera and ADEK digital system

10. Risk Management

NAS Abu Dhabi adopts a proactive approach to risk management to ensure that hazards are identified, assessed, controlled, and reviewed in a systematic and consistent manner. The school follows both ADEK's regulatory requirements and Nord Anglia Education's global standards for risk assessment and risk control. All activities, whether academic, operational, or extracurricular, are subject to risk assessment to ensure that foreseeable hazards are minimised and appropriate safeguards are in place.

Risk assessments are conducted by the Health and Safety Manager in collaboration with the relevant department heads and activity leaders. These assessments consider the likelihood of harm occurring, the severity of potential consequences, and the adequacy of existing control measures. Risks are rated using a standard matrix, and actions are prioritised to address those deemed high or intolerable. Copies of completed risk assessments are recorded on the Sphera system and, where applicable, submitted to ADEK for compliance checks. The school maintains a live Risk Register, reviewed monthly by the Health and Safety Committee, which tracks significant risks across the campus. This includes site-related hazards such as traffic flow and fire safety, activity-specific risks such as science experiments or sports fixtures, and external risks associated with school trips. Risk assessments are also required for one-off events, contractors working on site, and any changes introduced through the Management of Change process.

Staff are trained to recognise hazards in their areas of responsibility and to escalate concerns promptly to the Health and Safety Manager. Students are encouraged to report unsafe situations to their teachers, who in turn notify the Health and Safety Committee. This inclusive approach ensures that risk management is not confined to isolated departments or silos but is embedded across the entire school community.

Through effective risk management, NAS Abu Dhabi ensures that hazards are controlled, compliance is maintained, and a safe learning and working environment is provided for all.

11. Safety Promotion

NAS Abu Dhabi actively promotes a culture of safety across the school community, ensuring that health and safety is visible, understood, and embedded in daily practice. Safety promotion is achieved through a combination of training, awareness campaigns, communication, and recognition of positive behaviour. Staff receive regular training and refresher sessions on health and safety topics, tailored to their roles and responsibilities, while students are engaged through assemblies, classroom activities, and age-appropriate workshops on topics such as fire safety, road safety, safe use of equipment, and first aid awareness. Parents are also included in safety promotion through annual awareness sessions, newsletters, and guidance materials that reinforce key safety expectations such as the backpack weight policy, smoke-free campus rules, and emergency procedures.

Safety information is displayed prominently across the campus, including evacuation maps, first aid contact details, COSHH warnings in laboratories, and health reminders in communal spaces. The Health and Safety Committee supports safety promotion by identifying themes for campaigns each term, for example, fire prevention, hygiene awareness, or wellbeing and mental health. The school also encourages a blame-free reporting culture, where staff and students are recognised for raising safety concerns or reporting near misses. By celebrating proactive contributions to safety, NAS Abu Dhabi reinforces its commitment to collective responsibility and continuous improvement, avoiding siloed approaches and ensuring that health and safety remains an integral part of the school's ethos.

12. Safety Publications and Communication

NAS Abu Dhabi ensures that health and safety information is communicated clearly and regularly to all members of the school community through a range of publications and communication channels. Safety updates are not only used to share guidance and raise awareness but also to ensure that lessons learned from incidents or near misses are widely understood and acted upon.

Safety Bulletins are issued termly by the Health and Safety Manager to highlight key themes, seasonal risks, and inspection outcomes. These bulletins are shared with staff, students (where age-appropriate), and parents to reinforce safe practices and promote community awareness.

Safety Messages are circulated on a more frequent basis, often in response to specific risks, incidents, or observations. These may include reminders about safe drop-off and pick-up procedures, updates on emergency drills, or targeted communications such as heat safety or hygiene awareness.

Incident Investigations are carried out by the Health and Safety Manager and Operations Manager following any accident or significant near miss. Summaries of findings are shared with the Health and Safety Committee, and where appropriate, key lessons are communicated more widely to staff and parents to prevent recurrence. This process ensures transparency, reinforces accountability, and supports a culture of continuous improvement.

By combining bulletins, targeted messages, and transparent communication of investigations, NAS Abu Dhabi ensures that safety remains visible, proactive, and integrated into the daily life of the school.

Safety communications reflect the NAE global commitment to transparency, learning, and continuous improvement.

13. Outsourcing

NAS Abu Dhabi works with trusted external partners to provide facilities management, maintenance, and security services, ensuring that the campus remains safe, well-maintained, and compliant with ADEK, DoH, and Civil Defence Authority requirements. The school's facilities and maintenance services are provided by **Arclight**, while campus security services are delivered by a contracted **Security Team**.

All outsourced providers are required to comply fully with NAS Abu Dhabi's Health and Safety Policy, Nord Anglia Education standards, and applicable UAE legislation. Contractors must follow safe systems of work, wear appropriate personal protective equipment (PPE), and complete risk assessments for all tasks that may impact the health and safety of the school community.

The **Operations Manager** oversees the performance and compliance of Arclight and the Security Team on a daily basis. This includes regular safety briefings, inspections of work areas, and monitoring of permits to work. The Operations Manager also ensures that contractors have valid certifications, licences, and insurance before undertaking work on site.

The **Health and Safety Manager** works in coordination with the Operations Manager to ensure that outsourced teams participate in emergency drills, are trained in site-specific procedures (such as evacuation routes and lockdown protocols), and are included in incident reporting and investigation processes through the Sphera system.

Through this partnership model, NAS Abu Dhabi ensures that outsourced services meet the same high safety standards as internal staff, and that facilities, maintenance, and security operations contribute positively to the culture of safety across the school.

13. Third-Party Contractors and External Providers

NAS Abu Dhabi ensures that all contractors are fully aware of their health and safety roles and responsibilities and are monitored to ensure they discharge these responsibilities satisfactorily, in line with NAE commitments.

NAS Abu Dhabi engages third-party contractors and external providers to deliver specialised services, including after-school activities (EAPs), events, and enrichment programmes. To safeguard the health, safety, and wellbeing of students, all external providers are required to comply fully with ADEK regulations, Nord Anglia Education standards, and this Health and Safety Policy. No third-party provider may operate within the school without obtaining the necessary **ADEK clearance and approvals**. This includes submitting risk assessments for their activities, providing valid business licences, and demonstrating compliance with relevant health and safety standards. In line with Nord Anglia Education's **Code of Conduct**, all providers must uphold the highest standards of professionalism, safeguarding, and integrity while working with students. This includes ensuring appropriate staff-to-student ratios, safe use of facilities and equipment, and immediate reporting of any concerns to the designated safeguarding lead.

All external providers are required to present **valid Police Clearance Certificates** for all staff who have direct contact with students. This ensures compliance with safeguarding expectations and ADEK's child protection standards.

More information: [Third Party Onboarding Process Policy](#)

The **EAP Coordinator** and **Operations Assistant** review all provider documentation before approval. Once engaged, providers are inducted into the school's health and safety procedures, including fire evacuation, lockdown, and first aid protocols, and they are required to participate in drills where applicable. Performance and compliance are monitored on an ongoing basis by the school, and any breach of policy, code of conduct, or regulatory requirement may result in immediate termination of their services.

By maintaining strict clearance, monitoring, and accountability procedures, NAS Abu Dhabi ensures that all third-party contractors and external providers contribute positively to student development in a safe and secure environment.

Requirement	Description	Responsible Person	Frequency of Renewal / Review
ADEK Clearance	Confirmation of ADEK approval for provider to operate in schools.	Health & Safety Manager and ADEK Liaison	Annual renewal or as required by ADEK
Business Licence	Copy of valid trade licence for company/organisation.	Operations Manager / Operations Assistant	Annual
Police Clearance Certificates	Valid clearance for all provider staff in direct contact with students.	HR	Annual or upon staff change
Nord Anglia Code of Conduct Agreement	Signed declaration by provider staff that they will comply with NAE Code of Conduct and safeguarding standards.	EAP Coordinator/ Operations	Prior to activity start
Risk Assessment	Activity-specific risk assessment reviewed and approved by H&S Manager.	Health & Safety Manager	Each new activity / termly review
Insurance Documents	Proof of liability insurance covering activities within the school.	Operations Manager	Annual
Induction to School Procedures	Provider inducted on fire evacuation, lockdown, safeguarding, and first aid protocols.	H&S Manager / Operations Manager	Each academic year / new staff
Participation in Drills	Provider staff take part in fire, lockdown, and emergency drills when students are present.	Health & Safety Manager	Ongoing
Ongoing Monitoring	Spot checks and observation of sessions to ensure compliance with safety and safeguarding.	EAP Coordinator / H&S Manager	Termly

14. Purchase and Acceptance of Goods

NAS Abu Dhabi applies strict controls to the purchase and acceptance of goods, equipment, and materials to ensure that all products brought onto the campus meet health, safety, and quality standards. All procurement is carried out in line with Nord Anglia Education procedures, ADEK requirements, and applicable UAE regulations.

Only approved suppliers are used for purchasing goods, and all products must meet relevant safety certifications before being accepted. For example, laboratory equipment and chemicals must comply with COSHH standards and Civil Defence Authority regulations; food items for the canteen must comply with Abu Dhabi Agriculture and Food Safety Authority (ADAFSA) requirements; and sports or playground equipment must conform to international safety standards.

The **Operations Manager** is responsible for overseeing the acceptance of goods delivered to the school. Deliveries are checked on arrival to confirm that they match purchase orders, are undamaged, and carry the correct certification and safety labels. Hazardous or restricted items are only accepted if they have been pre-approved by the Health and Safety Manager and are accompanied by the correct documentation, including safety data sheets where applicable. Any goods that fail to meet safety requirements are rejected and returned to the supplier. Records of procurement, acceptance checks, and rejected goods are retained within the school's documentation system for audit and inspection. Through these procedures, NAS Abu Dhabi ensures that only safe, compliant, and high-quality products are introduced into the school environment, supporting the wellbeing of students, staff, and visitors.

15. Management Evaluation and Meeting Culture

Health and safety at NAS Abu Dhabi is embedded in a culture of continuous evaluation, open communication, and collaborative improvement. Senior leaders, through the Principal and the Health and Safety Manager, regularly evaluate the effectiveness of the Health and Safety Policy, procedures, and practices to ensure that they remain compliant with ADEK requirements and aligned with Nord Anglia Education's global standards.

The **Health and Safety Committee** plays a central role in this evaluation, meeting monthly to review the risk register, incident reports, audit findings, and outcomes of emergency drills. Feedback is actively encouraged from all committee members, including representatives from teaching staff, operations, and the school clinic, to avoid siloed decision-making and ensure that health and safety considerations are integrated across all areas of school life.

A structured **feedback system** allows staff, students, and parents to raise concerns or suggestions. These may be shared directly with the Health and Safety Manager, reported through departmental leads, or submitted during committee meetings. All feedback is documented, discussed, and, where appropriate, acted

upon. The outcomes of feedback and actions taken are communicated back to staff to maintain transparency and encourage engagement.

Management evaluation also includes formal **annual reviews** of the policy, regular compliance checks via Sphera, and reporting to the Principal and Governing Board. By combining structured committee meetings, transparent feedback systems, and continuous monitoring, NAS Abu Dhabi ensures that health and safety management remains proactive, collaborative, and responsive to the needs of the entire school community.

16. Safety and Quality Training and Qualification

NAS Abu Dhabi recognises that effective training and qualifications are essential to maintaining a safe environment and a strong culture of health and safety. All staff, students, and parents are included in a structured programme of training and awareness, designed to meet ADEK requirements while aligning with Nord Anglia Education's global standards.

16.1 Annual Mandatory Training:

Every member of staff is required to complete annual **First Aid training**, ensuring that a core team across the school is always qualified to respond to medical emergencies. **Fire training** is also mandatory for all staff, including practical use of extinguishers, recognition of alarms, and evacuation procedures. Fire Marshals, Sweepers, and Assembly Point Coordinators receive additional role-specific training each year.

16.2 Monthly Themed Training and Awareness Programme:

In line with Nord Anglia Education's commitment to continuous learning and ADEK's compliance framework, NAS Abu Dhabi delivers monthly safety training sessions based on rotating themes. These sessions are designed for **staff, students, and parents**, and are tailored to the audience:

- **Staff:** Professional sessions covering risk assessment, safeguarding integration, COSHH, manual handling, and emergency response.
- **Students:** Assemblies and workshops focusing on age-appropriate topics such as fire drills, road safety, hygiene, digital safety, and first aid awareness.
- **Parents:** Engagement sessions providing guidance on policies such as the smoke-free campus, backpack weight limits, safe drop-off and pick-up, and mental health awareness.

16.3 Qualification Standards:

Staff undertaking high-risk roles, including science, sports, operations, and early years, are required to hold or renew specific qualifications (e.g., COSHH awareness, sports safety, child protection training) as part of their role. Records of training attendance and certifications are maintained in the school's documentation system (Sphera and ADEK digital platform) to provide an auditable trail of compliance.

16.4 Evaluation and Improvement:

Training effectiveness is monitored through feedback forms, staff surveys, and committee reviews. Gaps identified through audits, accident investigations, or committee meetings inform future training themes to ensure continuous improvement and relevance.

By providing a structured programme of **annual certifications** and **monthly themed sessions** for staff, students, and parents, NAS Abu Dhabi ensures that health and safety knowledge remains current, practical, and embedded in the culture of the school.

17. Food Safety, Allergies, and Cooking on Site

NAS Abu Dhabi places the highest priority on ensuring that all food prepared and served on site is safe, hygienic, and compliant with Abu Dhabi Agriculture and Food Safety Authority (ADAFSA) requirements. All catering staff are trained in food hygiene and safe preparation practices, and regular inspections are carried out to confirm compliance. Special care is taken to manage allergies: parents are required to declare any student medical conditions or food allergies, and individual healthcare plans are maintained by the School Clinic to ensure the catering team and teaching staff are aware of dietary restrictions. Clear labelling of food is provided wherever possible, and allergen awareness is promoted across the school community.

Cooking on site is strictly controlled. The school prohibits the use of standalone gas burners or cylinders, and all **cooking** is carried out using the central **Liquid Petroleum Gas (LPG) distribution system**, which complies with Civil Defence Authority regulations and is linked directly to the fire alarm system. Only trained and authorised catering staff are permitted to use kitchen facilities. Regular checks of the LPG system and cooking equipment are conducted by the Operations Manager in coordination with Arclight facilities staff, and inspection records are maintained in line with ADEK and CDA requirements. Through these measures, NAS Abu Dhabi ensures that food safety, allergy management, and cooking operations are conducted to the highest possible standard, safeguarding the wellbeing of all students, staff, and visitors.

Read more: [Food Safety and Health Eating Policy link](#)



Role	Name	Responsibility
Catering Manager / ADNH Team Lead	Gever John Baroquina	Ensures all food preparation and service comply with ADAFSA food safety standards; supervises catering staff; maintains hygiene records; ensures allergen labelling and cross-contamination prevention.
Senior School Nurse	Paula Velarde	Maintains records of student allergies and dietary restrictions; develops Individual Healthcare Plans (IHPs); communicates allergy information to catering and teaching staff; provides medical support in case of allergic reactions.
School Nurse	Michael Avenir	Monitor students for allergic reactions; administer first aid/epinephrine if required; liaise with parents and DoH in medical emergencies.
Operations Manager	Ryan Connolly	Oversees LPG system safety; ensures kitchen equipment is inspected and certified; monitors Arclight maintenance compliance; ensures all cooking facilities comply with Civil Defence Authority regulations.
Health & Safety Manager	Antonia Magryta	Audits food safety procedures; ensures compliance with ADEK health and safety standards; monitors training and records for catering and staff; reports to the Health and Safety Committee.
Arclight Facilities Team	Muhammed Nasir	Conduct routine maintenance of LPG system, ventilation, and kitchen equipment; keep inspection logs; liaise with Operations Manager for certifications.
Teaching & Support Staff	All staff supervising meals	Ensure students with allergies are seated safely; monitor that food provided matches declared dietary needs; escalate concerns to the Clinic immediately.
Parents	All parents	Provide accurate and up-to-date information on student allergies and medical needs; reinforce safe food practices at home; review school communication on food safety.
Students	All students	Follow school rules on sharing food; report any allergic symptoms to staff immediately; practice safe eating habits as taught.

18. Parking, Drop-Off, and Pick-Up

NAS Abu Dhabi recognises that the management of traffic during arrival and dismissal times is critical to ensuring the safety of students, parents, and staff. The school has implemented a structured parking, drop-off, and pick-up procedure which is communicated clearly to parents and staff at the start of each academic year. A detailed **traffic flow map** is shared with the school community and is available at all times on the **NAS Abu Dhabi App** for reference.

To maintain safety during these high-traffic periods, members of the operations team and school staff are deployed outside the building and at key crossing points to guide vehicles, manage parking, and supervise pedestrian movement.

Buses use a dedicated entrance and exit, and separate lanes are provided for taxis and parent vehicles to avoid congestion. Staff are briefed regularly on their supervisory roles, and adjustments are made based on feedback and observations to improve efficiency and safety.

Through this coordinated approach, supported by clear signage, staff supervision, and accessible digital guidance, NAS Abu Dhabi ensures that daily traffic management is safe, orderly, and transparent to the entire community.

Read more: [Parking and Drop-off Policy](#)

19. Audits

NAS Abu Dhabi conducts regular health and safety audits to ensure that all practices, procedures, and facilities remain compliant with Nord Anglia Education standards, ADEK regulations, and other relevant authorities such as the Department of Health and the Civil Defence Authority. Audits are carried out using the Sphera Health and Safety management system, which provides a consistent framework for inspection, documentation, and follow-up actions across the Nord Anglia group.

Internal audits are conducted at least once per term by the Health and Safety Manager in coordination with the Operations Manager, while external audits may be carried out by ADEK, DoH, or CDA representatives. Findings from all audits are reviewed by the Health and Safety Committee, and action plans are developed to address any gaps or areas for improvement. Progress against these actions is tracked until completion, ensuring continuous improvement. All audit records are securely stored in both the school's documentation system and the ADEK digital platform, making them available for inspection at any time. Through this systematic approach, NAS Abu Dhabi ensures accountability, transparency, and a proactive safety culture across the school.



Audit Type	Frequency	Lead Person	Scope	Reporting Line	Documentation
Electrical Safety – Annual Audit	Annual	Operations Manager / Arclight	Evaluation of electrical safety management, DB boards, sockets, cabling, certificates	Health & Safety Manager	Electrical Safety Audit Report
Fire Evacuation Drill	Three times per Academic Year	Operations Manager & Head of Security	Testing evacuation timing, sweep completion, assembly point organisation, alarm performance	Health & Safety Committee	Fire Drill Log & Review Form
Fire Safety – Annual Audit	Annual	Operations Manager	Review of all fire safety systems, extinguishers, alarms, emergency lighting, firefighting equipment	Principal & H&S Committee	Fire Safety Annual Audit Report
Fire Safety – Annual Maintenance Checklist	Annual	Operations Manager / Arclight	Annual fire safety equipment maintenance, certifications, extinguisher servicing	Health & Safety Manager	Annual Maintenance Checklist
Fire Safety – Termly Maintenance Checklist	Termly	Operations Manager / Arclight	Ongoing termly checks of fire alarms, extinguishers, exits, emergency lights	Health & Safety Manager	Termly Fire Safety Checklist
Fire Safety – Weekly Maintenance Checklist	Weekly	Operations Manager / Arclight	Weekly inspection of alarms, extinguishers, doors, exits	Health & Safety Manager	Weekly Fire Safety Checklist
Food Hygiene and Safety – Bi-Annual	Bi-Annual	ADNH Catering Manager & H&S Manager	Full hygiene and safety review of catering, storage, preparation, allergen management	Principal	Food Safety Audit Report
Food Hygiene and Safety – Termly	Termly	ADNH Catering Manager	Observational assessment during food preparation, hygiene practices, temperature logs	H&S Manager	Termly Food Hygiene Checklist
Lockdown / Emergency Response Drill	Annual	H&S Manager & SLT	Testing lockdown activation, communication, securing rooms,	Principal & H&S Committee	Lockdown Drill Log

Audit Type	Frequency	Lead Person	Scope	Reporting Line	Documentation
			student supervision		
Playground – Annual Audit	Annual	H&S Manager / Operations Manager	Full inspection of playground equipment, surfacing, fencing, shade, fall zones	Principal	Annual Playground Audit
Playground – Monthly Inspection	Monthly	Operations Manager	Visual check of equipment, surfacing, wear and tear	H&S Manager	Monthly Playground Checklist
Regional H&S Audit (Remote)	Annual	Regional H&S Manager	Remote review of H&S compliance, documentation, risk register, Sphera usage	Principal & Nord Anglia Regional Office	Regional Remote Audit Report
Regional On-Site H&S Audit	Annual	Regional H&S Manager	Detailed on-site audit of all policy areas, training, facilities, emergency systems	Principal & Nord Anglia Regional Office	Regional On-Site Audit Report
Trip Checklist Audit	Per Trip	Trip Leader & H&S Manager	Review of risk assessment, supervision ratios, medical information, transport	Principal	Trip Checklist
Medical / Clinic Audit	Twice per Year	Clinic Manager	DoH licensing compliance, medical records, IHPs, stock levels, clinic operations	Principal & DoH (as required)	Clinic Audit Report
Full Internal Health & Safety Audit	Annual	Health & Safety Manager	Comprehensive audit of all H&S systems, training, equipment, documentation	Principal, SLT & NAE Regional Office	Annual Internal H&S Audit Report
ADEK External Compliance Audit	Annual	ADEK Audit Team	Mandatory review of school compliance: H&S, safeguarding, medical, facilities, records	Principal & ADEK	ADEK Inspection Report & Corrective Action Evidence

Audits ensure that the school's systems remain suitable, adequate, and effective in line with NAE global standards.

20. Specific Areas

20.1 Early Years Foundation Stage (EYFS) – Health and Safety Arrangements

Nord Anglia International School Abu Dhabi recognises that the Early Years Foundation Stage (EYFS) presents specific health, safety, and welfare considerations due to the age and developmental needs of the children. All early years staff share responsibility for maintaining a safe, secure, and nurturing environment in line with ADEK, OSHAD, and NAE standards.

Scope and Responsibilities

This section applies to all children in Foundation Stage 1 and Foundation Stage 2 and all staff, external providers, and volunteers working within EYFS areas.

The Head of EYFS and the Health and Safety Manager are jointly responsible for ensuring compliance with the school's overarching Health and Safety Policy, supported by teachers, teaching assistants, and the Facilities and Operations teams.

Supervision and Staffing

- Adequate adult-to-child ratios are maintained at all times in accordance with ADEK requirements and the school's internal staffing policy.
- Children are supervised at all times, including during indoor activities, outdoor play, transitions, and meal or rest times.
- A member of staff holding a valid Paediatric First Aid qualification is present in each EYFS setting at all times.
- Staff are responsible for conducting visual safety checks at the beginning and end of each session.

Environment and Equipment Safety

- Classrooms, outdoor play areas, and shared FS spaces are risk assessed regularly, with risk assessments reviewed at least once per term or following any change.
- Daily environment checklists are completed before children arrive to ensure that play equipment, furniture, gates, flooring, and temperature controls are safe and age-appropriate.
- Cleaning materials and hazardous substances are securely stored and inaccessible to children.
- Any damage, malfunction, or hazard is reported immediately to Facilities using the school's maintenance request system.

Outdoor Play and Physical Activity

- Outdoor areas are fenced, secure, and equipped with child-safe gates fitted with locks.

- Staff ensure surfaces are safe and shaded in accordance with the Weather and Outdoor Play Policy.
- Children are encouraged to develop physical skills through supervised activities on the football pitch, FS playground, and artificial grass areas, all of which have dedicated risk assessments.
- A separate **Outdoor Play SOP** outlines staff responsibilities, equipment use, and behaviour expectations.

Hygiene, Toileting, and Welfare

- Hygiene standards are maintained in line with the **Infection Prevention and Control SOP**.
- Staff follow the Toileting and Intimate Care Guidelines to ensure dignity and privacy.
- Toys and resources are cleaned and sanitised on a scheduled basis.
- All classrooms are equipped with tissue, hand sanitiser, and handwashing facilities.
- Snack and lunch procedures comply with the **Healthy Eating and Food Safety Policy**, with strict adherence to allergy management protocols.

Medical and First Aid Arrangements

- Minor injuries are treated in the classroom or at the nearest first aid station using the designated First Aid boxes.
- For more serious incidents, children are escorted to the clinic by a staff member.
- All incidents are logged on the **Sphera** system, with follow-up and parental notification as per school procedures.
- Individual Health Care Plans (IHCPs) are maintained for children with identified medical conditions and reviewed regularly by the clinic.

Emergency and Evacuation Procedures

- EYFS classrooms have tailored emergency response procedures for fire, reverse lockdown, sandstorms, and other incidents.
- Staff are trained to use the EYFS-specific evacuation route maps and to conduct calm, child-centred evacuations.
- Evacuation cots and strollers are available for non-ambulant children.
- Regular drills ensure staff familiarity with both the **Emergency Response Plan** and **Reverse Lockdown Staff training guidelines**.

Safeguarding and Visitor Control

- All staff and visitors within EYFS areas must display valid NAS identification or visitor passes.
- Volunteers and external providers are approved through the PASS system and briefed on the **Code of Conduct** and **Safeguarding Policy**.
- The EYFS team works closely with the Designated Safeguarding Lead to

ensure early identification of welfare concerns.

20.2 Physical Education, Sports, and Swimming Pool Safety

Nord Anglia International School Abu Dhabi recognises that physical education (PE), sporting activities, and swimming carry inherent risks that must be managed through appropriate planning, supervision, and maintenance standards. This section outlines how the school ensures safe participation for students and staff in all physical and sporting environments.

Scope and Responsibilities

This section applies to all on-site and off-site sporting activities, including lessons, fixtures, events, and swimming sessions.

The **Director of Sport** holds overall responsibility for PE and swimming safety, supported by the **Health and Safety Manager, PE teachers, and Facilities and Operations teams.**

All staff delivering or supervising physical activities must comply with this policy, associated SOPs, and individual risk assessments.

Staff Qualifications and Supervision

- PE and swimming sessions are led by qualified teachers or coaches holding relevant first aid and safeguarding certifications.
- Supervision ratios comply with ADEK and NAE standards, ensuring continuous line-of-sight supervision of students.
- Lifeguards hold valid UAE-recognised certification and remain on duty during all swimming sessions.
- Staff are trained to recognise signs of heat stress, dehydration, and injury, and respond in accordance with the **First Aid and Emergency Response Plan.**

Facility and Equipment Safety

- Daily visual checks of all PE facilities are completed prior to lessons, including the sports hall, gym, swimming pool, football pitch, and outdoor areas.
- Weekly inspections are logged and maintained by the PE Department, covering flooring, goalposts, mats, nets, and storage conditions.
- Defective or damaged equipment is immediately removed from use and reported to Facilities for rectification.
- Areas are kept clear of trip hazards, and storage rooms are kept locked when not in use.
- Hazardous materials (cleaning agents, chlorine, pool chemicals) are stored securely and handled only by trained personnel.

Weather and Environmental Conditions

- Outdoor activities are suspended or adapted based on the **Heat Index and Air Quality Policy**, ensuring student welfare in high temperatures or poor air quality.
- The **Reverse Lockdown SOP** is followed in case of external environmental hazards such as sandstorms or chemical leaks.
- Shade and hydration breaks are built into lesson plans during warmer months.
- **4.7.5 Offsite Fixtures and Trips**
- All fixtures and sports trips follow the **Offsite Activities and Fixtures SOP**, which requires pre-approval, risk assessment, and parental consent at least one week in advance.
- Visiting teams' facilities are reviewed for suitability, and any risks are communicated to staff before departure.
- Participant lists and medical information are shared with the school clinic at least three working days prior to the event.
- Appropriate transport is arranged in coordination with the Facilities Department, ensuring seatbelts, supervision, and emergency contact lists are in place.

Swimming Pool Operations

- Pool safety is managed under the **Swimming Pool Risk Assessment and Pool Operation SOP**, in line with ADEK and OSHAD requirements.
- Water quality is tested daily, and chemical logs are maintained by the maintenance contractor.
- Pool areas are enclosed with secure gates fitted with child-safe locks.
- Non-swimmers and beginners are supervised in designated shallow areas with additional staff support.
- Rescue equipment, first aid kits, and emergency communication systems are available at poolside at all times.
- An emergency evacuation plan specific to the swimming pool is displayed prominently.

Medical and Emergency Response

- Minor injuries are treated on site by a qualified first aider or referred to the clinic for further assessment.
- Serious incidents are managed under the **Emergency Response Plan** and reported through the **Sphera Incident Management System**.
- Accident investigations and follow-up actions are coordinated between the Director of Sport and the Health and Safety Manager.
- Individual Health Care Plans are reviewed before students participate in physical activities, ensuring all medical needs are known.

20.3. Science and Laboratory Safety

Nord Anglia International School Abu Dhabi is committed to ensuring that all science teaching and practical laboratory work is conducted safely and responsibly. The school recognises that laboratories present potential hazards, including exposure to chemicals, heat, electricity, gas, and glassware, and therefore requires strict adherence to safety protocols by all staff, students, and visitors.

Scope and Responsibilities

This section applies to all laboratories, preparation rooms, and any classroom where science practical activities take place.

The **Head of Science** is responsible for overseeing safe practice across all science areas, supported by the **Health and Safety Manager, Facilities Team,** and **Laboratory Technicians**.

Teachers are responsible for conducting lesson-specific risk assessments and ensuring all activities follow the school's Science Laboratory SOPs.

Staff Competence and Supervision

- Only trained and authorised personnel may conduct laboratory demonstrations or experiments involving hazardous substances or heat.
- Teachers and technicians receive regular safety training, including chemical handling, first aid, and fire response.
- Students are supervised at all times during practical work and must never work unsupervised in laboratories.
- Technicians are responsible for preparing, labelling, and safely storing materials in advance of lessons.

Laboratory Design and Equipment Safety

- Laboratories are designed and maintained in accordance with ADEK and OSHAD requirements for ventilation, lighting, and emergency access.
- Safety equipment — including fire extinguishers, fire blankets, eye-wash stations, safety showers, and first aid kits — is clearly marked and regularly inspected.
- Fume cupboards are tested and certified annually.
- Gas and electrical outlets are checked routinely, with emergency shut-off valves accessible to staff only.
- Damaged or faulty equipment is immediately withdrawn from use and reported via the maintenance system.

Chemical Safety and COSHH

- All chemicals are stored in a designated, locked chemical store with segregation between incompatible substances (e.g. acids and alkalis).
- Chemical inventories are maintained and reviewed termly, in line with the **Control of Substances Hazardous to Health (COSHH)** requirements.

- Safety Data Sheets (SDS) are available for all substances and easily accessible to staff.
- Decanting or mixing of chemicals is carried out by qualified staff only, wearing appropriate PPE.
- Waste chemicals are disposed of through an approved hazardous waste contractor, with collection records maintained by Facilities.

Personal Protective Equipment (PPE)

- Staff and students must wear appropriate PPE for practical activities, including lab coats, safety goggles, and gloves where required.
- Long hair must be tied back, and loose clothing or jewellery removed before practical sessions.
- PPE is cleaned and inspected regularly, with replacements requested immediately if damaged.

Fire and Emergency Procedures

- Each laboratory displays an **Emergency Response Poster** with fire evacuation routes, assembly points, and emergency contact numbers.
- Staff are trained in the correct use of fire extinguishers and blankets.
- Gas and electrical systems must be shut off after each lesson and during emergencies.
- In case of spillages, the **Chemical Spill Response SOP** must be followed, including immediate evacuation if fumes are present.
- All incidents are logged on **Sphera**, investigated, and reviewed by the Head of Science and H&S Manager.

Student Safety and Behaviour

- Students are briefed on lab rules at the start of every academic year and reminded before each practical.
- No eating, drinking, or use of mobile phones is permitted in laboratories.
- Safety instructions must be followed immediately; non-compliance results in removal from the activity.
- Students are involved in reviewing risks and discussing safe behaviour to promote a culture of responsibility.

20.4. Food, Nutrition, and Canteen Safety

Nord Anglia International School Abu Dhabi is committed to providing a safe, hygienic, and nutritious food environment that supports the health and wellbeing of all students and staff. The school ensures that all food handling, preparation, and consumption areas comply with ADEK, Abu Dhabi Agriculture and Food Safety Authority (ADAFSA), and Nord Anglia Education standards for hygiene and nutrition.

Scope and Responsibilities

This section applies to all catering operations, canteen areas, food deliveries, and any school event involving food consumption.

The **Facilities Manager** and **Catering Contractor (ADNH Compass)** share joint responsibility for food safety compliance, under the oversight of the **Health and Safety Manager** and **Principal**.

Teachers, support staff, and event organisers are responsible for ensuring compliance with this policy during class activities, events, and fundraising initiatives.

Food Safety Standards

- All food suppliers and catering staff must hold valid **ADAFSA licences** and food handler health cards.
- The catering provider operates under an approved **Food Safety Management System (FSMS)** and maintains daily temperature and hygiene logs.
- The kitchen and serving areas are inspected daily by ADNH and periodically audited by NAS H&S and ADEK.
- Food deliveries are received only by trained staff who check expiry dates, storage conditions, and temperatures.
- Cleaning schedules and pest control records are maintained and reviewed monthly.

Healthy Eating and Nutritional Standards

- The school follows ADEK's **Healthy Eating Policy (2024)**, which restricts high-sugar, high-fat, and highly processed foods.
- The **Healthy Eating Committee**, representing staff, parents, students, and catering, meets termly to monitor menu content and compliance.
- Menus are reviewed by the H&S and Senior Leadership Teams to ensure nutritional balance and cultural sensitivity.
- Sugary drinks, confectionery, and deep-fried items are not sold on campus.
- The school promotes balanced meals and hydration through educational campaigns and assemblies.

Allergen Management and Medical Needs

- All meals are clearly labelled with allergens in accordance with ADAFSA and ADEK standards.
- A comprehensive **Allergen Register** is maintained by the clinic and updated termly in collaboration with ADNH.
- Students with food allergies have Individual Health Care Plans (IHCPs), and their details are communicated to class teachers and catering staff.
- Separate utensils and preparation areas are used to prevent cross-contamination.

- Parents are reminded that **home-brought meals** must not contain nuts, sesame, or other major allergens.
- The **Anaphylaxis Response Procedure** is followed in the event of an allergic reaction.

Hygiene and Sanitation

- All food-handling areas are cleaned and sanitised before, during, and after service.
- Handwashing facilities with soap and sanitiser are available at all catering points.
- Waste food is disposed of promptly using sealed containers, and rubbish areas are disinfected daily.
- Regular pest control treatments are carried out by a licensed contractor and logged in the H&S records.
- Food preparation and storage temperatures are recorded and retained for inspection.

School Events and Fundraising Activities

- Any food served during school events must be prepared by **licensed suppliers** or **approved volunteers** who have completed food safety training.
- Home-cooked items for fundraising or community events require prior approval from the H&S Manager and must comply with **UAE Federal Law No. 3 of 2021 on Fundraising**.
- Disposable gloves and utensils are required for serving food at events.
- A **Food Stall Checklist** must be completed before each event to confirm hygiene and allergen controls are in place.

Monitoring and Inspections

- Daily food safety checks are completed by ADNH staff, with monthly internal audits by NAS H&S.
- The Facilities Manager and H&S Manager conduct **joint inspections** of the kitchen, canteen, and storage areas each term.
- ADEK and ADAFSA inspections are supported with full documentation, including temperature logs, cleaning schedules, and pest control records.
- Non-conformities are recorded and corrective actions tracked to completion.

Training and Awareness

- All catering and cleaning staff complete **Food Safety Level 2** and **Allergen Awareness Training** annually.
- Teachers and EAP organisers receive induction on basic food hygiene and allergy protocols.
- Awareness campaigns for students and parents promote healthy food choices and allergy safety.

20.5. Transport and Offsite Activities Safety

Nord Anglia International School Abu Dhabi is committed to ensuring that all transport arrangements and offsite activities are conducted safely, in line with ADEK regulations, OSHAD standards, and Nord Anglia Education (NAE) requirements. The safety of students, staff, and volunteers during travel and offsite experiences is paramount, and all associated risks are identified, assessed, and controlled before activities take place.

Scope and Responsibilities

This section applies to all transportation provided by the school or approved contractors, including daily bus services, educational visits, sports fixtures, and excursions.

The **Facilities Manager** and **Transport Coordinator** are responsible for the management of all bus operations, while the **Trip Leader** holds responsibility for the safety of students during offsite activities. The **Health and Safety Manager** ensures that risk assessments and approval procedures are completed in accordance with ADEK and NAE standards.

School Transport Operations

- NAS Abu Dhabi uses a licensed transport provider approved by ADEK, with all vehicles meeting UAE safety and maintenance standards.
- Bus drivers and attendants hold valid permits, complete annual medical checks, and receive child safeguarding and first aid training.
- Daily pre-trip vehicle inspections are conducted by the transport provider, with logs maintained for ADEK review.
- Seat belts are mandatory for all passengers; the driver must not move the vehicle until all are securely fastened.
- A trained bus attendant is present on every route to assist students and ensure appropriate behaviour.
- Bus evacuation drills are conducted once per term, with records stored in the **Transport Safety Folder**.
- In the event of breakdown or delay, the **Transport Emergency Procedure** is followed and the school is notified immediately.

Student Drop-off and Pick-up

- Designated areas for student drop-off and pick-up are clearly marked, supervised by staff, and monitored by security during arrival and dismissal times.
- Parents are required to follow the **Traffic and Parking Safety Rules** to ensure safe vehicle movement on school grounds.
- Students may only be released to authorised adults registered on the school's contact database.
- Staff and parent volunteers assisting in car park duty must wear high-visibility vests and be briefed on procedures.

Offsite Visits, Fixtures, and Trips

- All educational visits, fixtures, and excursions must follow the **Offsite Activities and Fixtures SOP** and receive prior approval from the **Principal** and **Health and Safety Manager**.
- A detailed risk assessment must be completed for every trip, addressing transport, supervision, location, and emergency arrangements.
- Venues are pre-assessed for safety and suitability, and documentation from host organisations is reviewed.
- Participant lists and medical details are shared with the clinic at least **three working days** before departure.
- At least one staff member on each trip must hold a valid first aid qualification.
- All students and staff receive a pre-trip safety briefing outlining behavioural expectations and emergency contacts.
- Staff-to-student supervision ratios comply with ADEK guidelines, and mixed-gender trips have both male and female staff representation.

Communication and Emergency Procedures

- Each trip carries a **Trip Pack** including attendance lists, emergency contacts, route details, and medical information.
- The **Trip Leader** carries a fully charged mobile phone and ensures continuous communication with the school.
- In emergencies, the **Critical Incident Procedure** is followed, and the **Principal** and **H&S Manager** are notified immediately.
- Incidents or near misses occurring offsite are recorded in the **Sphera Incident Management System** within 24 hours.

Vehicle Safety and Maintenance

- All buses undergo scheduled maintenance and inspection as per the provider's preventive maintenance programme.
- Fire extinguishers, first aid kits, and emergency hammers are checked monthly.
- Any vehicle found to be defective is immediately removed from service until repairs are completed and verified.
- The Facilities Team retains all maintenance, inspection, and training records for ADEK review.

Volunteer and External Provider Safety

- External providers participating in trips or transport activities must be vetted through the **PASS system** and briefed on NAS H&S and Safeguarding procedures.
- All volunteers are supervised by NAS staff and may not take independent responsibility for students.
- Contractors must provide copies of insurance, training certifications, and operating licences prior to participation.

21. Monitoring and Review

Risk assessments are reviewed annually, and after any incident, and created as precaution measure. The Health and Safety Committee maintains the school risk register. Compliance audits are conducted using the Sphera platform and reports are submitted to ADEK, DoH and CDA. All records of inspections and incidents are retained digitally for review.

Approved by:

Date:



Liam Cullinan
Principal

20.08.2025

This policy reflects Nord Anglia Education's Global Health & Safety Statement and the commitments endorsed by the Chief Executive Officer.

Revision History

<u>Revision Date</u>	<u>Version Number</u>	<u>Revised By</u>	<u>Change Summary</u>
August 2025	V1.0	Liam Cullinan	New Document
September 2024	V2.0	SLT	Updated responsibilities, added evacuation & H&S sections
September 2025	V3.0	Antonia Magryta – Health and Safety Manager	Integration of ADEK 2024/25 requirements, NAE 2024 guidelines,



NORD ANGLIA
INTERNATIONAL SCHOOL
ABU DHABI

expanded
medical services,
parent/student
education,
emergency
procedures, and
compliance
reporting

