

ISC-DIP Health and Safety Policy

At ISC-DIP, we are committed to providing a safe, healthy, and supportive environment for all members of our school community—students, staff, and visitors alike.

We recognize our responsibility to take all reasonable steps to ensure the safety and wellbeing of those using our premises or participating in school-sponsored activities.

Preventing accidents, injuries, and loss is an integral part of our commitment to delivering a high-quality educational experience.

We aim to:

- Identify and minimize risks proactively.
- Foster a shared responsibility for health and safety among all staff and students.
- Promote a culture of vigilance, responsibility, and continuous improvement.

Governance and Responsibilities

Administrative Leadership Responsibilities

The administrative team, in consultation with the Director, will:

- Ensure an effective and up-to-date Health and Safety Policy is in place.
- Regularly review and update this policy to reflect best practices and regulatory requirements.
- Identify and assess risks related to:
 - The school premises
 - School activities
 - School-sponsored events
- Establish a clear health and safety management structure across the school.
- Monitor and report health and safety performance in line with SABIS® expectations.

The administration will ensure:

- A safe working environment for all, with safe entry and exit points.
- Safe handling, storage, and transportation of chemicals and hazardous materials.
- Adherence to statutory health and safety codes and best practices.

All staff will be provided with:

- Access to this policy.
- Relevant training and information to support safe working practices, including but not limited to First Aid and Fire Safety.

Director's Responsibilities

The Director is responsible for the day-to-day leadership of the school's health and safety efforts and will:

- Ensure the health, safety, and welfare of all persons on school premises or engaged in school activities.
- Report any health and safety matters beyond their control to the SABIS® Regional Office.
- Assess and record all significant risks and ensure they are reasonably controlled.
- Ensure staff are trained, instructed, and supervised on all relevant health and safety protocols.
- Promote health and safety awareness among staff and students through the Student Life Organization® (SLO).
- Inspect the premises regularly and act promptly on identified hazards.
- Arrange routine maintenance and servicing of equipment.
- Investigate all accidents and incidents.
- Evaluate staff health and safety performance.
- Ensure emergency procedures and contingency plans are rehearsed and updated.

Responsibilities of Supervisory, Clinic, and Maintenance Staff

Supervisory, clinic, and maintenance teams are responsible for:

- Implementing the Health and Safety Policy within their departments.
- Ensuring safe working practices are followed.
- Providing clear safety instructions to staff and students.
- Conducting regular safety inspections.
- Ensuring machinery and equipment are safe and properly maintained.
- Storing and labeling hazardous materials appropriately.
- Maintaining available first aid equipment and fire appliances.
- Reporting any health and safety concerns to the Director.

In coordination with the SLO, Clinic staff also deliver a comprehensive health education program covering:

- Asthma, obesity, diabetes, nutrition, hygiene, injury prevention, bone health, smoking and drug prevention, environmental health, physical activity, immunization, and overall wellness.

Responsibilities of All Staff

Every member of staff has a duty to:

- Take reasonable care for their own health and safety and that of others.
- Report hazards, incidents, and any violent or abusive behavior.
- Use health and safety equipment responsibly and report defects immediately.



Emergency Preparedness

- The school maintains a comprehensive Emergency Plan to cover all foreseeable major incidents.
- Plans are regularly rehearsed to ensure swift, coordinated action in case of emergencies with the priority to:
 - Save lives
 - Prevent injuries
 - Minimize property loss

First Aid

- Adequate first aid supplies are maintained at strategic locations including Medical Clinics, PE facilities, and Science Labs.
- All incidents requiring first aid are logged and reviewed.
- First aid arrangements are extended to cover all off-campus activities.

Policy Review

- This policy is reviewed annually to ensure it remains effective and aligned with best practices.

Additional Guidance

- Specific procedures are developed for particular risks and are communicated to all staff.
- Detailed health and safety procedures are filed with the school administration and are available on request.
- ISC-DIP fully aligns its Health and Safety practices with the guidelines provided by Dubai Civil Defense and adopts the Health and Safety Manual for Schools as applicable.