



المدرسة الهندية الجديدة
NEW INDIAN SCHOOL

NIS HEALTH AND SAFETY POLICY 2026-2027

Signed

Principal

:

Date : 28/03/2026

Reviewed By

: **Governing Body | SLT**

Date : 28/03/2026

Next Review Due By

Date : 08/03/2027



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NISRAK Health and Safety Policy

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Effective Date:	AY 2026/27
Compliance From	28 March 2026
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Policy Approver:	Principal

1.INTRODUCTION

New Indian School Ras Al Khaimah (NISRAK) is committed to providing a safe, healthy, and secure environment for all students, staff, parents, visitors, and contractors. The school recognizes that the wellbeing of the entire school community is essential for effective teaching and learning, and therefore health and safety is integrated into all school activities and operations.

The school follows the guidelines and regulatory requirements issued by the Ras Al Khaimah Department of Knowledge and other relevant authorities in the United Arab Emirates. This policy provides a framework for identifying hazards, managing risks, responding to emergencies, and promoting a culture of safety within the school.





1.1 PURPOSE

- To establish a structured and systematic health and safety management system within the school that ensures all activities, operations, and facilities are managed in a safe and responsible manner, promoting a secure learning and working environment for the entire school community.
- To ensure full compliance with the regulatory requirements, safety guidelines, and standards issued by the **Ras Al Khaimah Department of Knowledge** and other relevant authorities in the **United Arab Emirates**, ensuring that the school operates in accordance with national education and safety regulations.
- To protect students, staff, parents, visitors, and contractors from accidents, injuries, illnesses, and potential health risks by implementing effective preventive measures, supervision, and safety protocols across all school activities and environments.
- To establish clear and practical procedures for identifying potential hazards, conducting risk assessments, and implementing appropriate risk control measures in classrooms, laboratories, playgrounds, transportation, and all other areas of the school.
- To promote awareness and understanding of health and safety practices among students, staff, and the wider school community through regular training, communication, and safety awareness programs.
- To ensure effective emergency preparedness by developing and maintaining clear procedures for responding to incidents such as fires,





medical emergencies, accidents, natural hazards, and other potential emergencies.

- To ensure that appropriate first aid facilities, medical care services, and trained personnel are available at all times to provide immediate assistance to students and staff in case of illness or injury.
- To maintain safe, clean, and well-maintained school facilities, equipment, infrastructure, and learning environments through regular inspections, maintenance programmes, and safety monitoring.

1.2 BACKGROUND

Schools are responsible for providing a safe environment where teaching and learning can take place without unnecessary risk. Educational institutions must ensure that safety practices are integrated into daily school operations.

NISRAK provides multiple facilities including classrooms, science laboratories, computer laboratories, sports facilities, transportation services, and medical clinics. Each of these environments requires appropriate safety procedures to minimize risks.

The school therefore adopts a proactive health and safety management system to ensure that risks are identified early, preventive measures are implemented, and staff and students are adequately trained to respond to emergencies.





1.3 SCOPE OF APPLICATION

This policy applies to all individuals, facilities, and activities associated with the operations of New Indian School Ras Al Khaimah (NISRAK), ensuring that health and safety standards are maintained across the entire school environment.

- **Students:** All students enrolled at NISRAK are required to follow the health and safety rules and procedures established by the school to ensure their own safety and the safety of others during academic, extracurricular, and school-related activities.
- **Teaching and Administrative Staff:** All teachers and administrative personnel are responsible for implementing this policy within their areas of responsibility, ensuring that classroom activities, supervision, and administrative operations are conducted in accordance with approved health and safety procedures.
- **Support Staff:** This policy also applies to all support staff including security personnel, maintenance workers, cleaning staff, and transport staff who are required to perform their duties in a manner that ensures the safety and wellbeing of the school community.
- **School Healthcare Professionals:** The school's healthcare professionals, including nurses and the school doctor, are responsible for supporting the implementation of health-related aspects of this policy, including medical care, health monitoring, and emergency medical response.
- **Visitors, Contractors, and External Service Providers:** All visitors, contractors, vendors, and external service providers entering the school





premises must comply with the school's health and safety regulations while carrying out their activities within the campus.

- **School Premises and Facilities:** This policy applies to all areas of the school campus including classrooms, laboratories, libraries, playgrounds, sports facilities, corridors, parking areas, canteen areas, and school transport services.

- **School Activities:** The policy covers all school-related activities including classroom learning, extracurricular activities, sports events, school trips, educational programs, and any other activities organized or supervised by the school.

2.POLICY STATEMENT

New Indian School Ras Al Khaimah (NISRAK) is committed to providing and maintaining a safe, healthy, and secure learning and working environment that supports the physical, emotional, and psychological wellbeing of all students, staff, parents, visitors, and contractors. The school recognizes that effective health and safety management is essential for the smooth functioning of educational activities and for protecting the wellbeing of the entire school community.

The school adopts a proactive approach to identifying potential hazards, assessing risks, and implementing appropriate preventive and control measures across all areas of school operations. Health and safety considerations are integrated into daily school activities, facility management, teaching practices, and student supervision to minimize the risk of accidents, injuries, and health-related incidents.





NISRAK promotes a culture of safety awareness, responsibility, and cooperation among all members of the school community. All staff, students, and visitors are expected to follow established safety procedures, report hazards or incidents promptly, and actively contribute to maintaining a safe and healthy school environment. The school will continuously review and improve its health and safety practices to ensure that the campus remains a safe place for learning and working.

To achieve this commitment, the school will implement the following measures:

- **Safe Facilities and Infrastructure:** The school will ensure that all buildings, classrooms, laboratories, playgrounds, transport vehicles, and other facilities are maintained in a safe condition through regular maintenance, inspections, and compliance with safety standards.
- **Hazard Identification and Risk Assessment:** The school will regularly identify potential hazards across all school activities and environments and conduct risk assessments to evaluate and minimize risks to students, staff, and visitors.
- **Risk Prevention and Control Measures:** Appropriate preventive and corrective measures will be implemented to control identified risks, including safe work procedures, supervision, use of safety equipment, and maintenance of safe learning environments.
- **School Health Services:** The school will provide accessible healthcare support through qualified and licensed medical professionals, including two school nurse and doctor, to manage student health needs, respond to medical emergencies, and promote health awareness.





- **Safety Inspections and Monitoring:** Regular safety inspections, internal audits, and monitoring of school facilities, equipment, and activities will be conducted to ensure ongoing compliance with safety standards and continuous improvement.
- **Training and Awareness:** The school will provide regular health and safety training, orientation programs, and awareness sessions for staff and students to ensure they understand safety procedures, emergency protocols, and their responsibilities.
- **Emergency Preparedness and Response:** The school will develop and maintain clear emergency preparedness plans for situations such as fire, medical emergencies, accidents, and other potential risks, including conducting regular drills and training exercises.
- **Reporting and Communication:** The school encourages all members of the school community to report safety hazards, incidents, or concerns promptly through established reporting channels without fear of retaliation or negative consequences.

Health and safety responsibilities are shared by all members of the school community. Every individual, including students, staff, and visitors, is expected to actively cooperate with school safety procedures and contribute to maintaining a safe, respectful, and healthy environment for learning and working.

3. DEFINITION

For the purpose of this Health and Safety Policy, the following definitions are provided to ensure a clear and consistent understanding of key health and safety terms used within New Indian School Ras Al Khaimah (NISRAK).





These definitions support the effective implementation of safety procedures, risk management practices, and emergency response measures within the school environment. Understanding these terms will help students, staff, and other members of the school community recognize potential hazards, follow safety guidelines, and actively contribute to maintaining a safe and healthy learning and working environment.

3.1 Explanatory Notes / Glossary

Health and Safety:

Health and Safety refer to the policies, procedures, systems, and practices implemented by the school to protect students, staff, visitors, and contractors from physical injury, illness, or harm while they are on school premises or participating in school-related activities. It includes the management of safe facilities, safe working and learning environments, prevention of accidents, health protection measures, and emergency preparedness.

Hazard:

A hazard is any condition, object, activity, or situation that has the potential to cause harm, injury, illness, or damage to people, property, or the environment within the school. Hazards may include physical hazards such as slippery floors, faulty electrical equipment, unsafe playground equipment, chemicals in laboratories, fire risks, or unsafe behaviour.

Risk:

Risk refers to the likelihood or probability that a hazard may cause injury, illness, damage, or loss, combined with the severity of the possible consequences. Effective risk management in the school environment





involves identifying hazards, evaluating the level of risk, and implementing appropriate control measures to reduce or eliminate the risk.

Risk Assessment:

Risk assessment is a systematic process used to identify potential hazards, evaluate the risks associated with those hazards, and determine appropriate preventive or control measures. In the school setting, risk assessments should be conducted regularly for classrooms, laboratories, playgrounds, school transport, school trips, sports activities, and other school operations to ensure safety.

Incident:

An incident is any unplanned or unexpected event that results in injury, illness, damage to property, or disruption to normal school activities. Incidents may include student injuries, accidents in playgrounds or laboratories, slips and falls, medical emergencies, or equipment failures. All incidents should be reported, documented, and investigated to prevent recurrence.

Emergency:

An emergency is a sudden and serious situation that requires immediate action to protect the safety and wellbeing of students, staff, and visitors. Examples include fires, medical emergencies, severe injuries, natural hazards, security threats, or other situations that require evacuation, lockdown, or urgent response procedures.

Health and Safety Officer (HSO):

The Health and Safety Officer is a designated staff member responsible for coordinating and overseeing the implementation of health and safety policies, procedures, and compliance within the school. The HSO monitors





safety practices, conducts inspections and risk assessments, maintains safety records, provides guidance to staff, and ensures that safety standards are followed across the school.

Emergency Response Team (ERT):

The Emergency Response Team is a group of trained staff members responsible for managing emergency situations within the school. The team assists in implementing emergency procedures such as evacuation, first aid response, communication with authorities, and coordination of safety measures to ensure the protection of students and staff during emergencies.

4.SCHOOL RESPONSIBILITIES

The effective implementation of health and safety practices within New Indian School Ras Al Khaimah (NISRAK) requires the active participation and cooperation of all members of the school community. Each individual has a role to play in ensuring that the school environment remains safe, secure, and conducive to learning. Clear responsibilities are assigned to leadership, staff, students, and other stakeholders to ensure that health and safety procedures are consistently followed, risks are minimized, and appropriate responses are provided in case of incidents or emergencies.

4.1 ROLES AND RESPONSIBILITIES

4.1.1 Principal

The principal holds overall responsibility and accountability for the implementation and effectiveness of the school's Health and Safety Policy.





- Ensure that the Health and Safety Policy is implemented, monitored, and regularly reviewed across all areas of school operations.
- Provide leadership and direction to ensure that health and safety practices are integrated into all school activities and programs.
- Ensure that adequate financial, human, and material resources are allocated to support health and safety measures.
- Promote a positive safety culture within the school by encouraging staff and students to follow safe practices and report hazards.
- Approve safety procedures, risk mitigation plans, and emergency preparedness strategies.
- Ensure that serious incidents, injuries, or safety concerns are properly documented and reported to relevant authorities when required.
- Ensure that all staff receive appropriate training related to health, safety, and emergency procedures.
- Review incident reports and ensure corrective actions are implemented to prevent recurrence.

4.1.2 Vice Principal

The Vice Principal supports the principal in ensuring the effective implementation of health and safety procedures within the school.

- Monitor the daily implementation of health and safety procedures in academic and operational areas.
- Ensure proper supervision of students during school hours, breaks, and school activities.
- Support teachers and staff in maintaining safe classroom and activity environments.





- Review incident reports and ensure appropriate follow-up actions are taken.
- Coordinate with staff to address safety concerns and implement corrective measures.
- Support the organization of safety training sessions, awareness programs, and emergency drills.

4.1.3 Accountable Lead (Health & Safety Officer)

The Health and Safety Officer (HSO) is responsible for coordinating and monitoring the implementation of health and safety practices within the school.

- Conduct regular hazard identification and risk assessments in classrooms, laboratories, playgrounds, transportation areas, and other school facilities.
- Maintain and update risk assessment records, safety documentation, and incident reports.
- Develop and monitor the school risk register and recommend control measures to reduce risks.
- Conduct routine safety inspections and ensure that identified hazards are addressed promptly.
- Coordinate emergency drills such as fire drills, evacuation drills, and lockdown procedures.
- Provide safety guidance and support to staff regarding safe practices and procedures.
- Maintain records of safety training and ensure staff awareness of safety responsibilities.





- Liaise with external authorities, emergency services, and service providers when required.

4.1.4 Counsellor & Psychologist

- Provide counselling and emotional support to students experiencing personal, academic, behavioural, or social challenges that may affect their wellbeing and safety.
- Identify students who may require psychological or emotional support and provide appropriate guidance or intervention when necessary.
- Support students in managing stress, anxiety, peer conflicts, bullying, or other issues that may impact their mental health and school experience.
- Work collaboratively with teachers, parents, and school leadership to address student wellbeing concerns and promote a safe and supportive learning environment.
- Conduct **Mindful Minutes sessions for students from Grades 1–8** to promote emotional regulation, stress management, focus, and positive mental wellbeing.
- Provide guidance to staff on recognizing signs of emotional distress or behavioural concerns among students.
- Support crisis situations by providing counselling assistance to students affected by incidents or emergencies.
- Maintain confidentiality and professional ethical standards when handling student counselling records and sensitive information.

4.1.5 Senior Leadership Team (SLTs)

- Oversee the implementation of health and safety procedures across all school areas and ensure consistent compliance with the school's Health





and Safety Policy.

- Conduct regular inspections and walkthroughs of classrooms, laboratories, playgrounds, and other facilities to identify potential hazards.
- Support the Principal and Vice Principal in developing risk mitigation plans and corrective actions following incident reports.
- Ensure that staff under their supervision are trained in safety procedures, emergency response, and reporting protocols.
- Monitor the effectiveness of safety measures and recommend improvements to school leadership.
- Act as a point of contact for staff regarding health and safety concerns, promoting a proactive culture of reporting hazards and near-misses.
- Collaborate with the Health & Safety Officer to maintain risk registers, incident logs, and ensure timely updates on safety compliance documentation.
- Ensure that students are adequately supervised in classrooms, labs, playgrounds, and during school trips and extracurricular activities.
- Facilitate the integration of health and safety objectives into school planning, events, and operational activities.
- Support the organisation and evaluation of emergency drills and simulations across the school.

4.1.6 Teachers

- Supervise students at all times, ensuring their safety during lessons, breaks, transitions, and school-related activities.
- Implement and maintain safety controls within classrooms, laboratories, and other learning environments, including safe handling of equipment,





chemicals, and materials.

- Conduct regular checks of classroom facilities, furniture, and teaching tools to identify potential hazards and report them promptly.
- Follow emergency procedures and evacuation plans during drills or actual incidents, guiding students calmly and efficiently to designated safety areas.
- Ensure that students are aware of and adhere to school safety rules, including proper use of personal protective equipment where applicable.
- Monitor student behaviour to prevent accidents, bullying, or any activity that could compromise health and safety.
- Record and report any incidents, near misses, or hazards immediately to the Health & Safety Officer or senior staff, following school reporting protocols.
- Participate in mandatory health and safety training sessions and stay updated on school safety procedures, emergency protocols, and relevant regulations.
- Support the school in promoting a culture of safety awareness by integrating safety practices into daily teaching and learning activities.
- Collaborate with the Health & Safety Officer and Senior Leadership Team (SLTs) to implement new safety measures or improvements identified through risk assessments or inspections.

4.1.7 Other Staff

Medical Team (School Clinic):

- The school clinic is staffed by **two licensed nurses and one licensed doctor**, ensuring medical coverage during school hours.
- The clinic is fully equipped with **wheelchair-accessible beds, first aid equipment, emergency kits, and all necessary medical devices** to provide immediate care for students and staff.





- Conducts **basic and comprehensive health assessments**, maintains detailed and confidential medical records, and monitors ongoing student health concerns.
- Administers **vaccinations and immunizations according to the prescribed schedule** in collaboration with DoH guidelines.
- Implements and monitors **clinic-specific care protocols** including:
 - Head Injury Protocol
 - Epilepsy Action Plan
 - Asthma Action Plan
 - Anaphylaxis Protocol
 - Diabetes Care Plan
 - Maintains a **Clinic Policy, Clinic Emergency & Crisis Management Policy**, and ensures compliance with **NISRAK School Clinic Workflow Procedures**.
 - Performs **risk assessments for environmental, occupational, and health hazards** within the clinic, implementing control measures to minimize risk.
 - Maintains a **Clinic Committee** that oversees clinic operations, safety standards, and continuous improvement of healthcare practices.
 - Records all incidents and accidents in the **Clinic Risk Assessment, Incident, and Accident Report Log**, ensuring prompt reporting to the Health & Safety Officer and other relevant authorities.
 - Provides **guidance and training to school staff** on first aid, emergency response, medication administration, and management of students with medical needs.





- Liaises with parents, external healthcare providers, and regulatory authorities to ensure that all students receive appropriate and timely medical attention.
- Supports emergency preparedness by coordinating with the **Health & Safety Officer** and **Emergency Response Team (ERT)** during school-wide drills, crises, or real incidents.
- Promotes awareness among students and staff regarding **personal health, hygiene, and safety practices**, encouraging a culture of proactive wellbeing.

Security Staff:

- Monitor campus access and CCTV to ensure the safety and security of all school premises, including classrooms, corridors, playgrounds, and high-risk areas.
- Supervise all **four school gates** to control entry and exit, including the **underground parking area**, ensuring only authorized personnel and vehicles enter the campus.
- Oversee **morning arrival and afternoon dispersal** to maintain smooth traffic flow, ensure student safety, and prevent congestion during pick-up and drop-off times.
- Maintain a **centralized visitor register**, recording all visitors' details, verifying identification, issuing visitor badges, and ensuring that visitors follow school safety protocols at all times.
- Escort or supervise visitors in restricted or high-risk areas as required, including laboratories, staff-only zones, and student activity areas.
- Conduct routine **security inspections** of school buildings, facilities, and grounds to identify potential hazards and report them to the maintenance team.
- Collaborate with the Health & Safety Officer, Emergency Response Team, and





Compliance Officer to implement emergency evacuation procedures, lockdowns, or other crisis management measures.

- Report all incidents, security breaches, or safety concerns immediately to the Vice Principal, Health & Safety Officer, or Compliance Officer for action.

Maintenance & Cleaning Team

Maintenance Staff:

- Conduct daily inspections of all school facilities, including classrooms, laboratories, playgrounds, corridors, restrooms, cafeteria, staff areas, multipurpose hall, administrative wing, and outdoor areas, to identify hazards, damages, or unsafe conditions.
- Respond immediately to **requests from the Health & Safety Officer or Compliance Officer** regarding safety issues, maintenance, or urgent repairs.
- Ensure all **electrical, plumbing, HVAC, and mechanical systems** are functioning safely and are regularly maintained.
- Monitor and maintain **fire safety equipment**, including fire extinguishers, fire hose reels, and fire drill operations, in collaboration with the school's Fire and Safety Team.
- Conduct preventive maintenance to ensure **safe and accessible washrooms**, classrooms, and all common areas.
- Maintain detailed **maintenance logs and work orders** for inspections, repairs, and preventive maintenance, supporting the school's audit and compliance requirements.
- Participate in **risk assessments and safety audits**, providing information on facility-related hazards and assisting in implementing control measures.
- Ensure that **emergency evacuation routes are clear** and all school areas meet safety standards.





Cleaning Staff:

- **Female Cleaning Staff:**

- Total of 5 female staff, deployed across various areas:
 - 1 in administrative wing
 - 1 in KG area
 - 2 in primary areas and chemistry lab
 - 1 in girls' wing
- Responsible for **daily cleaning, sanitization, and upkeep** of classrooms, offices, corridors, and washrooms.
- Regularly check availability of **tissues, handwash, sanitizer, and soap** in all washrooms and report deficiencies to the Safety Team.

- **Male Cleaning Staff:**

- Total of 3 male staff, deployed across:
 - 2 for boys' wing, biology, and physics labs
 - 1 for multipurpose hall and outer areas
- Conduct **daily cleaning, sanitization, and environmental upkeep** in assigned areas.
- Monitor **washroom hygiene and supplies**, ensuring compliance with school health and safety standards.

Reporting & Coordination:

- All maintenance and cleaning staff **report regularly to the Health & Safety Officer and Compliance Officer** regarding issues related to facility safety, hygiene, and emergency preparedness.





- Any hazard, unsafe condition, or non-compliance issue identified during inspections or routine tasks is **immediately communicated to the Safety Team** for corrective action.
- Staff coordinate with the **Fire and Safety Team** to ensure readiness of fire equipment and proper functioning of emergency systems.
- Report facility hazards and ensure environment safety.

4.1.8 Students

- Comply with all health and safety instructions provided by teachers and school staff at all times.
- Follow school rules regarding safe behaviour in classrooms, laboratories, playgrounds, corridors, and school transport.
- Use school facilities, equipment, and materials responsibly and only for their intended purposes.
- Immediately report any unsafe condition, accident, injury, bullying, or suspicious activity to a teacher or school staff member.
- Follow evacuation procedures, emergency drills, and safety instructions during fire drills or other emergency situations.
- Maintain personal hygiene and support a clean and safe school environment by avoiding littering or unsafe actions.
- Respect safety signage, restricted areas, and instructions issued by school authorities.

4.1.9 Parents

- Provide accurate and updated medical information, including allergies, chronic illnesses, or special healthcare needs of their children.





- Inform the school promptly about any changes in their child's medical condition or emergency contact information.
- Support and reinforce the school's health and safety policies and encourage their children to follow school safety rules.
- Follow school procedures for **student drop-off and pick-up**, ensuring safe and orderly traffic movement within school premises.
- Cooperate with school staff during health, safety, or emergency situations involving their child.
- Ensure that their children attend school in good health and follow school guidelines related to illness or infection control.

4.1.10 Other Stakeholders

- Contractors, service providers, and vendors working on school premises must comply with the school's health and safety policies and operational procedures.
- Contractors must ensure that their work activities do not create hazards or risks to students, staff, or visitors.
- All visitors must complete the **visitor check-in process**, sign the visitor register, and display identification while on campus.
- Visitors must remain under the supervision of authorized staff when accessing school areas.
- External stakeholders must comply with emergency procedures and follow safety instructions provided by school personnel.

4.2 REPORTING

The school maintains a clear and structured reporting system to ensure that all hazards, incidents, and safety concerns are identified, reported, investigated, and addressed promptly. This process helps the school





prevent accidents, improve safety measures, and maintain a secure environment for students, staff, and visitors.

4.2.1 Procedures to be Followed

1. Identification of Hazard or Incident

All staff, students, contractors, or visitors must immediately identify any hazard, unsafe condition, near miss, or incident (accident, injury, medical emergency, fire, or security breach) occurring on school premises or during school-related activities.

2. Immediate Reporting

The identified hazard or incident must be reported without delay to the supervising staff or designated Health and Safety Officer (HSO). Urgent hazards must be addressed immediately to prevent injury or damage.

3. Recording in Incident Register

The incident must be documented in the school's Incident Register,

including date, time, location, parties involved, a description of the event, and immediate actions taken.

4. Investigation by Health and Safety Officer (HSO)

The HSO will investigate each reported incident, assess associated risks, determine root causes, and suggest corrective and preventive measures. The HSO will also identify if additional resources or training are required to reduce recurrence.

5. Review by Vice Principal

The Vice Principal will review the incident report and the





investigation findings to ensure that recommended corrective measures are implemented effectively and that similar risks are minimized in the future.

6. **Review by Senior Leadership Team (SLT)**

Serious incidents, repeated safety concerns, or high-risk events will be reviewed by the Senior Leadership Team to evaluate existing safety procedures and recommend improvements to policies, infrastructure, or training programs.

7. **Escalation to Principal and External Reporting**

Where required, the principal will review the incident and ensure that relevant regulatory authorities (e.g., ADEK, ADPHC/DoH, CDA) are informed in accordance with statutory reporting requirements. The principal will oversee implementation of critical corrective actions and authorize further interventions if needed.

8. **Implementation of Corrective Actions**

The school will implement necessary safety improvements, staff training, preventive measures, or procedural changes as recommended by the HSO, Vice Principal, SLT, or Principal. Corrective actions must be monitored for effectiveness.

9. **Communication and Awareness**

All relevant stakeholders, including staff, students, and parents, will be informed of incidents where appropriate and educated on any new preventive measures, safety procedures, or changes to protocols.

10. **Secure Record Keeping**

All incident reports, investigation documents, action plans, and follow-up records will be securely maintained and stored by the school. Records will be used for monitoring, compliance audits,



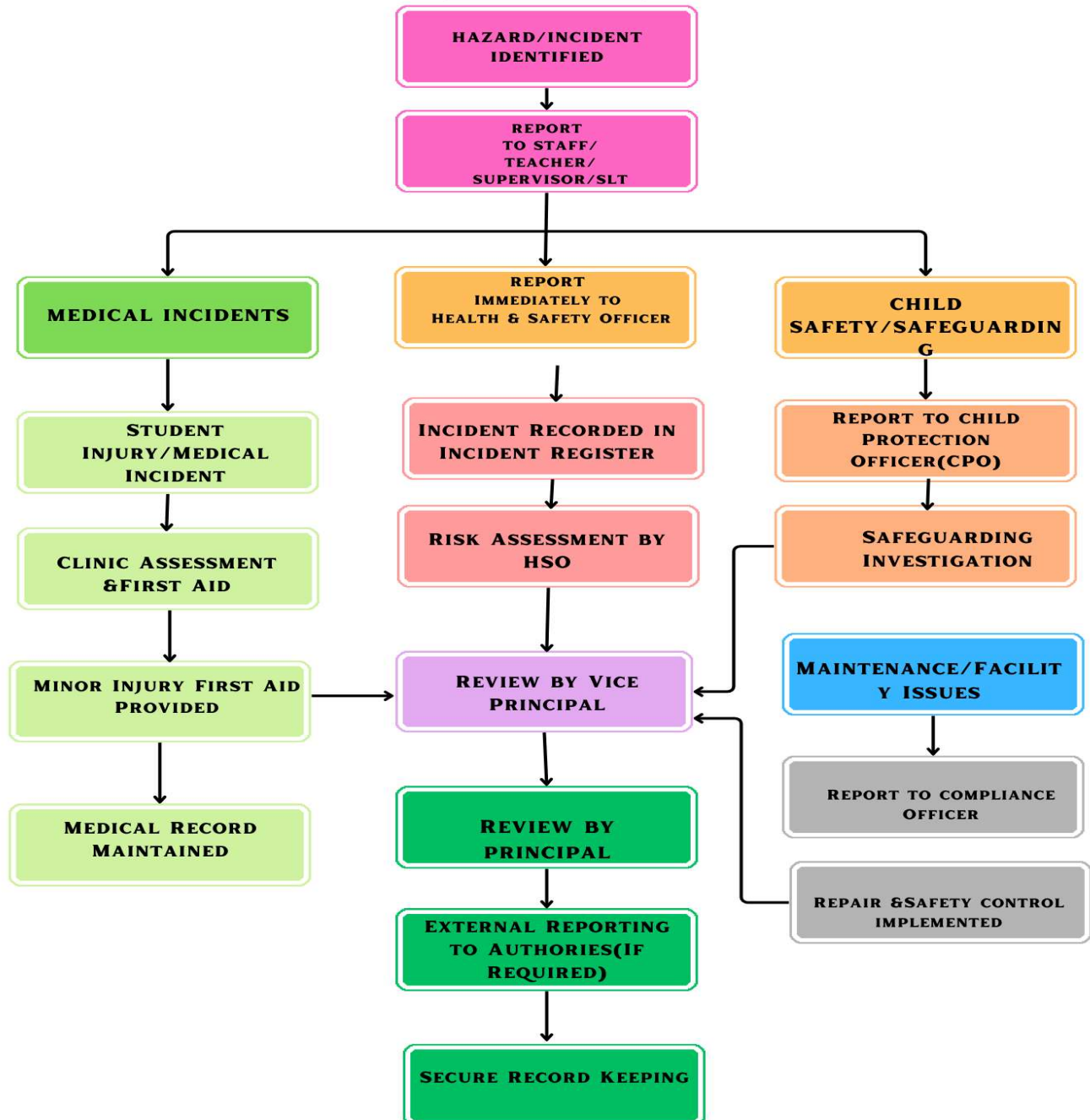


internal reviews, and to inform continuous improvement of the Health & Safety management system.



4.2.2 FLOW CHART

INCIDENT REPORTING FLOW CHART





4.2.3 Power Distribution

Authority

Responsibility

Principal	Strategic oversight and compliance
Vice Principal	Operational enforcement
HSO	Risk assessment and implementation
SLT	Supervisory support
Teachers	Immediate safety control

5.COMPLIANCE

5.1 Regulatory Requirements

NISRAK shall ensure compliance with:

- RAK DOK Health & Safety Policy
- UAE Federal Health & Safety regulations
- Relevant regulatory entities (Civil Defense, DoH/ADPHC)
- Incident reporting frameworks
- RAK DOK inspection requirements





5.2 Related Documents

- Incident Report Log
- Emergency Response Plan
- Risk Assessment Templates
- Fire Drill Reports
- Medical Records
- Visitor Logbook
- CCTV and Security Monitoring Logs
- Staff Training Records

5.3 Supporting Procedures

- Emergency Evacuation Procedure
- First Aid Response Procedure
- Traffic Management Plan
- Student Transportation Safety Plan

6.FEEDBACK & IMPROVEMENT

NISRAK conducts:

- Termly safety audits
- Incident trend analysis
- Staff feedback sessions
- Annual policy review
- Continuous updates based on regulatory changes





7.APPENDIX

Appendix A: Glossary & Definitions

Appendix B: Incident Report Form

Appendix C: Risk Assessment Template

Appendix D: Emergency Contacts

Appendix E: Fire Evacuation Map

Appendix F: Health Screening Record

Appendix G: Medical Consent Form

Appendix H: CCTV Policy Summary

Appendix I: Transport Safety Checklist

Appendix J: Staff Training Record

8.CONTACT INFORMATION

For clarification regarding this policy, stakeholders may contact:

1..Principal: Ms.Beenarani Rajmohan

2.Vice Principal: Ms.Rajyasree Sanjeev

2.Health & Safety Officer: Ms.Firdouse, Ms.Devu

3.Child Protection Officer: Ms.Githu(Counsellor), Ms.Shabna

Email: Studentsvoice_nis@nweindianscool.com





9.CONCLUSION

NISRAK is committed to:

- Maintaining a safe and healthy learning environment
- Ensuring full compliance with regulatory bodies
- Promoting proactive risk management
- Supporting physical and mental well-being

This policy ensures that school operations are safe, secure, and continuously improved.

10.POLICY VERSION CONTROL

Version	Date	Description of Changes	Approved By	Next Review Date
1.0	05/10/2024	Created Document	Principal	05/02/2025
2.0	05/02/2025	Updated	Principal	07/04/2025
3.0	01/05/2025	Updated	Principal	15/05/2025
4.0	15/05/2025	Updated	Principal	07/03/2026
5.0	28/03/2026	Updated	Principal	08/03/2027

