MAPLEWOOD CANADIAN INTERNATIONAL SCHOOL

# Health & Safety Policy

*Academic Year 2026–2027 | Effective Date: 21 August 2026*

## Purpose

Maplewood is committed to providing and maintaining a safe, healthy and secure environment for all students, staff, contractors, visitors and other stakeholders. The policy provides the overall framework for managing health, safety, emergency preparedness, occupational risks, student safety and school health services.

## Policy Statement

Maplewood is committed to protecting health and safety; preventing injuries and avoidable risks; identifying hazards and implementing controls; maintaining safe buildings, facilities and equipment; preparing for emergencies; complying with applicable UAE and Abu Dhabi requirements; providing appropriate health services; training the school community; maintaining accurate records; and continuously improving safety performance.

## Key Responsibilities

Clear responsibilities should be assigned to the Governing Board, Principal, Health & Safety Officer, staff, students, contractors and visitors. The Health & Safety Officer should coordinate the school's health and safety management system, risk assessments, inspections, incident investigations, emergency drills, training, corrective actions and regulatory liaison.

## Risk Management

The school should maintain a documented risk-management process and central Risk Register. Risk assessments should cover classrooms, laboratories, KG/nursery, playgrounds, sports, swimming pool, buses, arrival/dismissal, traffic, trips, events, maintenance, contractors, chemicals and other significant hazards.

## Incident & Accident Management

Accidents, injuries, near misses and significant hazards should be reported and recorded promptly. Significant incidents should be investigated, root causes identified where appropriate, and corrective and preventive actions tracked to completion.

## Emergency & Fire Safety

Maplewood should maintain an Emergency Response Plan covering fire, medical emergencies, lockdown/security incidents, severe weather, flooding, utility failure, hazardous materials, transport emergencies and other foreseeable emergencies. Fire detection, alarm, suppression, emergency lighting, exits and related systems should be maintained and inspected in accordance with applicable requirements.

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## Health Services & First Aid

The school clinic and nursing arrangements should comply with applicable Department of Health requirements. Medical records should be maintained confidentially, appropriate first-aid arrangements should be available, and medication and individual healthcare plans should be managed according to applicable requirements and consent procedures.

## Transportation & Off-Campus Activities

School transportation should comply with applicable ADEK and ITC requirements, including licensed drivers/supervisors, permits, vehicle safety, student supervision and emergency arrangements. Field trips and events should have appropriate planning, supervision, communication and documented risk assessments.

## Training & Awareness

Staff should receive appropriate health and safety induction and training, including emergency procedures, fire safety, first aid, risk awareness, incident reporting, chemical safety, PPE and other role-specific topics. Students should receive age-appropriate safety education.

## Facilities, Contractors & Security

Buildings, equipment and safety-critical systems should be inspected and maintained. Contractors must comply with Maplewood safety requirements and provide required licences, risk assessments and competency evidence. Security, visitor access and CCTV arrangements should support student and campus safety.

## Documentation & Compliance

The school should maintain risk assessments, the Risk Register, incident and injury registers, inspection reports, maintenance and fire-safety records, drill reports, training records, contractor documentation, licences, permits and corrective-action records. The policy should be communicated to the school community and made available in Arabic and English where required.

## Continuous Improvement

The policy should be reviewed at least annually and following significant incidents, regulatory changes, major operational changes or material audit findings. Improvement should be based on incidents, inspections, audits, drills, risk assessments, feedback and lessons learned.