



Health and Safety Policy

Our Philosophy

Fostering creative thinking and enterprising learning is essential to empowering individuals to grow and thrive in an ever-changing world. By encouraging curiosity, risk-taking, and problem-solving, we cultivate a mindset that embraces innovation and adapts to new challenges. Supporting learners in this journey involves creating environments where exploration is encouraged, diverse perspectives are valued, and failure is seen as a step toward success. As we inspire the next generation, we equip them with the skills and resilience needed to pursue their passions with purpose, helping them not only excel individually but also contribute meaningfully to society with a cause that drives them. By nurturing their potential, we unlock a future where creativity and entrepreneurship become catalysts for positive change.

Our Vision

To be a place where minds can rise and soar,
Where learners dream and seek for more.
Where progress blends with roots held tight,
Guiding souls towards what's right.

Inspiring a community, where learners embrace their individuality: rooted in values that prepare them to disrupt positively and shape the world with purpose.

Our Purpose

In our growing Nadeen School Family, we empower each soul to say 'I can be me ... in my own way'. We nurture every learner's potential by fostering an environment of compassion, courage, and creativity through progressive education.

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Written by	Ali Alaali - Health and Safety Officer <i>Ali Alaali</i> 2026-09-15
Reviewed by	Paul Sherlock - Principal <i>Paul Sherlock</i> 2026-09-15
Approved by	Shanee Puri - Executive Chair <i>Shanee Puri</i> 2026-09-16
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In the event there is a requirement to deviate from the approved policies and procedures detailed below, for any justifiable reason, a request will be submitted to the Executive Chair from the Principal or Head of Finance (whoever normally has final approval) to send to the Board of Directors for final decision within 5 working days. Any formal and lasting changes to policy and procedure must go through the approvals process.

1. Health and Safety Policy Statement

At Nadeen School, we are committed to providing a healthy and safe educational environment and community for our learners, employees, parents, visitors, and all members of our community. The Health and Safety policy outlines our commitment to maintaining the health, safety, and wellbeing of everyone on school premises.

Nadeen School recognises both its moral and legal responsibilities in relation to health and safety UK and Bahrain Ministry of Education and Ministry of Labor regulations. Our aim is to minimise risks that may affect anyone within the school community. Health and safety is a priority and a shared responsibility, and we expect all stakeholders such as employees, learners, parents, contractors, part time employees, and visitors to comply with the relevant health and safety regulations and procedures to achieve the aim.

The school leadership is dedicated to creating and maintaining a safe learning and working environment by:

- a. Ensuring the school complies with all applicable health and safety legislation and regulations.
- b. Regularly monitoring school operations to maintain a safe environment.
- c. Identifying hazards and implementing appropriate control measures.
- d. Ensuring all stakeholders adhere to the health and safety policy and promote a safe environment for learners, including by reporting hazards and incidents.
- e. Providing instruction and guidance to employees and learners on safe practices.
- f. Supporting stakeholders in fulfilling their health and safety responsibilities, including open consultation, or meeting provision, and through the provision of appropriate training, and drills

To effectively manage health and safety, the school has implemented risk assessments for various areas and activities, along with comprehensive standard operating procedures (SOPs). These SOPs include but are not limited to:

- a. Crisis Management
- b. Evacuation, Lockdown, and Shelter-in-Place
- c. Site Security Protocols
- d. Chemicals Use and Storage
- e. Facilities Safety
- f. A specific policy and designated employees for safeguarding

In addition, the school maintains multi-channel communication systems with the community, enabling timely and effective communication during emergencies or critical incidents.

The Health and Safety Policy, along with all related SOPs, plans, and risk assessments, will be reviewed annually prior to the start of each academic year, or sooner in the event of:

- a. A change in leadership or management,
- b. A significant health and safety incident.
- c. Any updates in regulations or operational requirements.

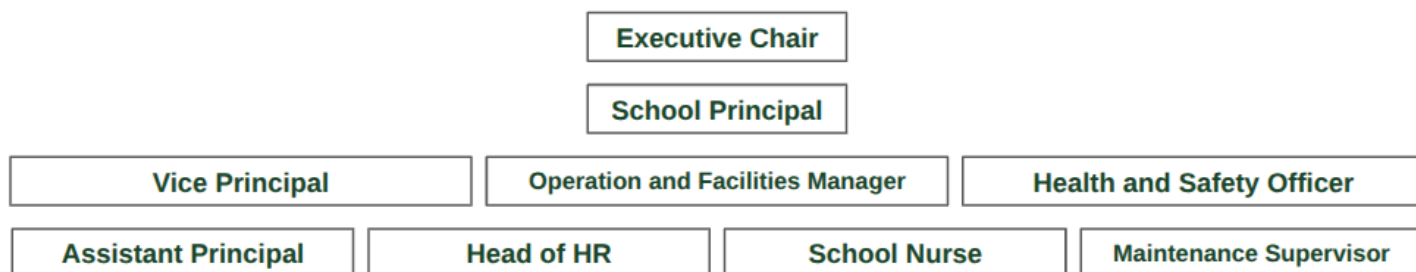
Revisions will be made and reissued as necessary to ensure continued compliance, improvement, and effectiveness.

School Principal

Executive Chair

1. Health and Safety Committee

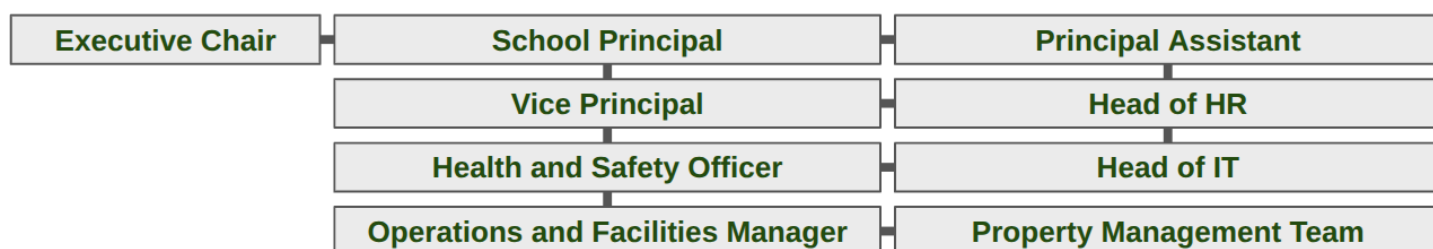
a. Committee Members Structure



2. Emergency Response Team - ERT

a. Team Members

The school's Emergency Response Team is always prepared and trained to manage risks and take appropriate action during emergencies and critical incidents.



3. Emergency Contact Details

The school address and emergency numbers are displayed in various locations around the school, including on staff and visitor badges, along with the contact numbers of the on-site emergency responders.

School Address and Emergency Contact	
a. Address: Area: Muharraaq-Dilmunia / Block: 269 / Road: 6915 / Building: 1574	
b. School Contact Number	+973 17728886
c. School Emails	info@nadeenschool.com Safety@nadeenschool.com
d. Bahrain Emergency Number	999
e. Samaheej Police Station (Nearest Station)	17334401

In the event of an emergency within the school, the designated school team (ERT) will contact the relevant authorities and take the necessary measures according to the nature of the situation.

4. Health and Safety Communication

a. Scan QR to Report Incidents and Concerns

The school has open channels for reporting incidents and health and safety concerns. In addition to emails, all members of the Nadeen community such as school staff, learners, parents, and visitors can report issues and share their concerns or suggestions related to health and safety by scanning the QR code below and filling out the form.



5. Health and Safety Roles and Responsibilities

a. Employees

- i. Comply with all health and safety policy, and act in accordance with standard operation procedures.
- ii. Take responsible care of their own health and safety and that of others who may be affected by the actions.
- iii. Report any hazards, unsafe conditions, incidents, or near misses promptly to the Health and Safety Officer and Head of Department.
- iv. Participate in health and safety training and emergency drills.
- v. Participating in tasks that support health and safety, such as learners arrival and departure times, may be required, based on operational needs and requests from the Senior Leadership Team.
- vi. Use all equipment, tools, and materials safely and in accordance with training and guidance.
- vii. Support the school's efforts to maintain a safe and healthy environment for learners, staff, and visitors.

b. Class Teachers in addition to employees roles and responsibilities:

- i. Maintain a safe learning environment within classrooms and other teaching spaces.
- ii. Preparing risk assessments for events and trips in accordance with the standard and the school policy.
- iii. Ensure that learners are aware of and follow all relevant health and safety instructions.
- iv. Supervise learners at all times, particularly during practical activities, lab work, break time, during lessons, and field trips.
- v. Check equipment, tools, and materials for safety before use and report any fault or hazard to the school maintenance team.
- vi. Ensure that emergency procedures are clearly understood by all learners in their care.

c. Senior Leadership Team, Operation Manager, and Health and Safety Officer

- i. Promote and embed a culture of health and safety throughout the school.
- ii. Ensure that the Health and Safety Policy is implemented effectively and reviewed regularly.
- iii. Allocate sufficient resources (time, budget, and personnel) to support health and safety management.
- iv. Monitor compliance with legal and policy requirements and follow up on inspection and audit finding.
- v. Prepare and review incident reports and risk assessments to identify trends and implement improvement.
- vi. Ensure that staff receive appropriate training and support fulfilling their health and safety responsibilities.

6. School Security

a. Access to the School Premises

- i. Access will be restricted to authorised individuals only and permitted during designated times.

- ii. Members of the public are not permitted to enter the school for marketing purposes, meetings, or interviews without a request from the school administration or a prior appointment.
- iii. Visitors, external service providers, and contractors will not be allowed to enter the school premises during learners arrival and dismissal times.
- iv. All members are allowed to enter the school premises only when wearing the school issued identification badge. Identification badge colours: White for school employees, Green for parents, Blue for shadows, part-time employees, and vendors, and Red badge for visitors and contractors.
- v. All visitors, contractors, and external extra curricular activities providers must sign in and out at the security room and ensure they bring their identification card.
- vi. School staff, and external extra curricular activities providers will be provided with their own access cards to use in areas restricted to visitors and students or subject to additional safety requirements. Staff must notify the Human Resources or Security department in case of a lost access card or upon the end of their employment period.

b. Opening and Closing of School Doors

- i. The school car park and building doors for learners and parents will open at **7:30 AM** and close at **8:00 AM** after the learners arrival period ends.
- ii. School facilities will be open to staff from 6:00 AM to 6:00 PM. Staff may remain on site beyond these hours only during authorised school events (Refer to the Lone Working procedures).
- iii. The bus gate is reserved for buses during learners' arrival and departure times. It is also used by staff to access the school building and the parking area in the basement. Parents, visitors, and contractors are not permitted to use the basement.
- iv. The doors to the car park and school building will reopen half an hour before learners' dismissal time.

c. Restricted Areas

- i. All facilities that pose risks or potential hazards to learners such as the swimming pool, laboratories, and food technology rooms will be regularly checked to ensure they are securely closed, either through an access control system or manual locking. Learners will not be permitted to enter these areas unless accompanied by a member of school staff.

d. Closed Circuits Television (CCTV)

- i. Surveillance cameras have been strategically installed throughout the school buildings to monitor activities and enhance security. They are placed in plain sight, visible to everyone.
- ii. Safety signs are displayed in areas where surveillance cameras are installed.
- iii. Recorded footage will be stored securely and accessed only by authorised personnel for security and investigation purposes.
- iv. Surveillance cameras will not be installed in private or restricted areas as per the regulations set by the relevant authorities. These include restrooms, staff offices, staff rooms, changing rooms, and female prayer rooms.
- v. Recorded footage will not be shared or stored beyond the regulations set by the relevant authorities (Civil Defence). Recordings will be retained for a maximum of 120 days only.

- vi. Surveillance footage will be reviewed only in the event of incidents or concerns related to health, safety, security, or the protection of learners. Access is permitted only to the Senior Leadership Team, Health and Safety Officer, Operations Manager, Head of Human Resources, and Security Men.

7. Crisis Management

The purpose of this section is to ensure a swift, effective, and coordinated response to emergencies or critical incidents that may impact the safety, wellbeing or operation of the school.

a. Identification of Crises

Crises may include but are not limited to critical incidents, natural disasters, medical emergencies, fire, acts of violence, threats to safety, and other significant incidents that jeopardise the well-being of individuals within the school community.

b. Preparedness and Prevention

Regular drills and training sessions will be conducted to prepare learners and staff for various emergency scenarios.

Name of Training	Who is involved	Preparedness
Fire Evacuation Drill	Learners and staff.	SOP in place and minimum one drill per term
Emergency Lock Down/ Shelter in place		SOP in place and Minimum one drill per academic year.
First Aid Responder Training	Whole staff members	Training provided and Renewable every 2 years
Fire Safety and Firefighting		Training provided annually or when required.

c. Response Plan:

Specific response procedures for different types of crises will be outlined and regularly reviewed by the **ERT**-Emergency Response Team, and shared with staff. These procedures will include steps for critical incidents, emergency lockdown, evacuation, shelter in place, and other necessary actions.

8. Emergency Communication and Contact Details

a. Parent and Staff contact details

- i. The school uses communication channels such as phone class, email, and SMS. All staff and parents are required to observe the following:
- ii. **Parents** must always notify the Admission Department in the event of any changes to their contact numbers or email address, It is important to ensure that Bahraini contact numbers are provided.
- iii. **School Staff** must always inform the Human Resource Department of any changes to their contact numbers. It is important to ensure that Bahraini contact numbers are provided.
- iv. The school will review and update contact numbers regularly. Additionally, a SMS test will be conducted each school term to ensure the effectiveness of communication and preparedness for emergencies.

9. School Closure

School closures can be mandated by the government or by the Principal, or his/her deputy. Each school closure will be unique due to the circumstances that cause it. The actual steps taken to ensure the school's safety, security, and operations will be communicated when the closure is announced.

a. Closure Type

- i. Emergency Closure (Unforeseen events like natural disasters, security threats, or infrastructure issues).
- ii. Weather Related Closure (Extreme weather conditions).
- iii. Health Related Closure (e.g. flu, COVID-19, food poisoning incidents).
- iv. Maintenance or Facility Issues (Electricity, water outages, or unsafe buildings).
- v. Government Mandated Closure (Ordered by local or national authorities for various reasons).

b. Length of Closure

In all types of closures, the school principal or Vice Principal will determine the duration of the closure, based on the specific situation, in consultation with the Health and Safety Committee, and in accordance with the instructions issued by the relevant authorities.

c. Virtual School

If the closure is for an extended period, the ELT will determine if a Virtual School is required, and will provide appropriate virtual learning plans based on the situation.

d. Access During School Closure

The School Principal, in coordination with Operations Manager, and Health and Safety Officer, will determine who is permitted access to the school premises. Access may be limited to the administration team, contractors, or the security and maintenance teams, or may include academic staff, depending on the type of closure, the associated risks, and government guidelines.

e. Communication

The School Principal, or Vice Principal, will communicate all closure related procedures and measures taken during the closure period to school staff and parents via email and SMS after the decision directly. This will include the duration of the closure, the reason for it, and the nature of learning during the closure.

The decision to reopen the school and allow the return of learners and staff will be made by the principal, taking into account the point mentioned for closure. All parents and school staff will be informed via email and SMS.

10. Fire Safety

The school is committed to providing all fire safety requirements and prevention measures, including approved fire system, regular maintenance, fire risk assessment, evacuation plans, routine fire safety training and drills for all staff and learners.

a. Training

Safety induction and fire safety training including fire prevention, assembly points, how to use firefighting equipment, and evacuation SOP, will be conducted and documented regularly for all school staff. Additional fire instructions will be communicated to employees as needed.

Fire evacuation drills will be provided for all staff and learners at least once per term. These drills will be documented, and additional requirements will be implemented if needed.

b. Fire Evacuation

- i. The evacuation SOP is prepared, reviewed regularly, and discussed with school staff and learners regularly. The evacuation plans include the use of several designated fire assembly points for each department of the school, with the presence of fire wardens, assembly point supervisors, and active checklists.
- ii. Exit signs and evacuation plans are displayed in all classrooms, offices, and school facilities to guide learners and staff on escape routes and assembly points.
- iii. **Parents, Visitors, and Contractors act during a fire alarm:**
 1. In the event of a fire drill, parents, visitors, and contractors should proceed to the nearest exit and make their way to the designated fire assembly point. Fire wardens and teachers will guide them during the process.
 2. The campus will not be re-entered until advice is received from the fire warden or the assembly point supervisor.

c. Prohibited Materials

Lighters and Matches	Coal
Flammable Liquids	Incense
Candles	Heaters (Kettle, air heater) in classes or office
Personal Power Tools and Extension cord	Toaster
SandwichMaker	Damaged electrical tools or wires

d. Inspection

Safety inspections will be conducted on a monthly basis to ensure compliance with legal requirements, fire prevention, and safety precautions. These inspections will verify that employees, vendors and contractors are familiar with the requirements and that heat sources and fuels are properly controlled. Additionally, the condition of equipment will be checked, and fire detectors will be inspected to ensure they are not obstructed and remain fully operational.

e. Reporting

Reporting incidents, near misses, or any situations that could potentially lead to a fire is everyone's responsibility.

11. Lockdown

The school has internal lockdown procedures and plans in place for use during emergencies, such as intruders, violence, or other situations posing immediate danger to individuals on campus.

a. Plan Activation

School Principal, and Vice Principal are allowed to activate a lockdown upon confirmation of a threat or directive from police or emergency services.

b. Lockdown Procedure

- i. Once confirmed, the lockdown alert will be communicated with community members. Upon activation of a lockdown, staff will guide learners and visitors to safe locations within classrooms, offices, or designated secure areas in accordance with the type of situation and updated SOP shared with all staff.
- ii. Parents who are on school premises during a lockdown will remain inside and will receive instructions from the Emergency Response Team. Visitors will not be admitted or allowed entry to the school during the lockdown period.
- iii. Close the door and windows..
- iv. Regular updates will be provided until the situation is resolved and it is safe for members and school to return to normal working situations.

c. Post-Lockdown Procedure

- i. Counselling and support services will be available to learners, staff, and families affected by the lockdown to address emotional and psychological needs.
- ii. Debriefings will be conducted to evaluate the effectiveness of response procedures and identify areas for improvement.
- iii. The lockdown process will be reviewed and updated based on feedback and effectiveness.

12. First Aid and Medication

The school is equipped with all necessary precautions and provision in line with both local and international health and safety standards. We are committed to ensuring the physical wellbeing and medical welfare of all learners and staff by maintaining a safe, responsive, and health conscious environment.

a. School Clinic and Medical Staff

- i. The school maintains a fully equipped clinic operated by a licensed and qualified school nurse during all school hours
- ii. The clinic adheres to national health and safety regulation and Ministry of Health guidelines, including hygiene and infection control protocols.
- iii. The nurse is responsible for delivering first aid, administering approved medications (with parental consent), and referring serious cases to external medical services.
- iv. Health records for learners and staff are kept confidential, securely stored, and regularly updated. The parent and staff are responsible for:
 1. **Parents** are required to inform the school nurses of any significant changes in their child health status, including newly diagnosed conditions or worsening symptoms.
 2. Staff members must also notify the school nurse and Human Resources Department of any serious or ongoing medical condition.
- v. This information is essential for updating medical records, preparing emergency response plans, and ensuring appropriate support is available on campus.

b. First Aid Equipment and Kits

- i. Clearly marked and fully stocked first aid kits are available in key areas, including corridors, sport facilities, laboratories, trip buses, reception and administrative areas.
- ii. The school nurse (or assigned personnel) inspected and replenished kits on a monthly basis.

c. Staff Training

All staff members are trained on CPR, AED, and Choke to respond effectively to medical emergencies. Additionally, there are certified first aiders in each department, and pediatric training is provided for the EYFS staff members.

- i. **In the event of a medical emergency:**
- ii. The closest trained adult should provide immediate first aid.
- iii. The school nurse must be contacted without delay.
- iv. Emergency services (999) should be called if the situation exceeds internal capabilities.
- v. Parents of the learners or relatives of the employee are informed as soon as is reasonably possible.

d. Medical Conditions and Individual Care Plan

- i. Learners with chronic or high risk medical conditions (e.g, diabetes, asthma, epilepsy) must have an Individual Health Care Plan (IHCP).
- ii. Emergency medication such as EpiPens or inhalers will be clearly labelled, stored safely, and easily accessible.
- iii. A list of learners and staff with serious medical conditions is shared confidentially among relevant school staff to ensure appropriate response during emergencies.
- iv. Some learners and staff may require the use of insulin injections or blood glucose monitors. These must be used in designated safe and hygienic areas under supervision, where applicable.

e. Infection Control

- i. Standard precautions (e.g, use of gloves, hand hygiene, proper waste disposal) will be followed in all medical situations.
- ii. The school nurse must be informed of any suspected contagious illness, and isolation protocols must be followed if necessary.
- iii. The clinic is equipped to manage situations involving bodily fluids, vomiting, or open wounds in line with Ministry of Health requirements.

f. Record Keeping and Incident Reporting

- i. All medical incidents and first aid intervention will be recorded in the school official Clinic Visit Logbook.
- ii. Serious injuries are reported to the Health and Safety Officer and reviewed by the Senior Leadership Team.
- iii. Records must include: date, time incident description, people involved, first aid provided, and any escalation action taken.

g. Read the [First Aid and Medication Policy](#) for more details.

13. Missing Learner or Staff

Any report of a missing learner or staff in or out campus will be taken seriously and reported immediately to the Health and Safety Officer or a member of the school's Emergency Response Team. Staff members will

initiate an immediate search of relevant areas on campus and in the immediate area, coordinated by the Head of Health and Safety and the relevant Vice Principal and Head of School

a. Search Protocol

i. Upon report receive:

1. A coordinated on site search begins immediately, starting from the last known location (e.g. classroom, office, WC's, playground, PE facilities).
2. Entrance and exit will be secured to prevent further movement or an authorised exit.
3. Available security personnel and staff are assigned to search zones, with particular attention to restricted areas.
4. For off site incidents during trips or sport events, the group will be kept in a secure area with supervision while search teams sweep the surrounding environment, including transport vehicles and facilities.

b. Communication with Authorised

- i. After 20 minutes the school administration will notify the local police department by calling 999 and provide details about the missing child, including physical description, last known location, and any pertinent information.

c. Communication with Stakeholders

- i. Parent or of learners or relatives of the employee, and the Chair of the School Governing Board will be notified promptly about the situation through emergency communication channels
- ii. Regular updates will be provided until the missing child is located or the situation is resolved.

d. Support Service and Post-Incident Action

- i. Counselling and support services will be available to learners, staff, and families affected by the incident to address emotional and psychological needs.
- ii. Debriefings will be conducted to evaluate response procedures and identify areas for improvement.

e. Prevention and Monitoring Measures

- i. Supervision plans, attendance procedures, and movement tracking system will be provided, reviewed and updated.
- ii. Risk Assessment for high-risk situations (e.g. school trips, lone work, medical conditions) are provided and updated accordingly.

14. Risk Assessment

At Nadeen School, risk management is a key element of our commitment to maintaining a safe, secure, and supportive environment for our learners, staff, and the wider community. The assessment is crucial to avoid incidents/accidents in the school or activities and reduce the likelihood of accidents.

a. Assessment Preparation

- i. The assessment must be prepared to carry out new activities, tasks, or processes that have not been risk-assessed before. In this situation, an assessment must be completed and approved by the management team before starting the activities or tasks.
- ii. The Health and Safety officer, Head of Phase, and Teachers must assess the risk in activities that involve five or more persons such as those activities in the science laboratories, PE spaces, Food technology spaces, Art activities, and External school trips.

When preparing the assessment, consideration must be given to the number of individuals involved, their ages, physical capabilities, the type and duration of the task, the materials and equipment used, and existing hazard. The assessment will be carried out in line with recognised standards, following these steps:

1. Identify the hazard
2. Assess the level of risk
3. Determine who might be harmed and how
4. Identify control measures to manage the risk
5. Evaluate the level of risk after implementing the control measures.

b. Staff Training

- i. Regular training in preparing risk assessment and its procedures will be provided to staff, either through a dedicated training programme or as part of the safety induction.

15. Food Safety

The school promotes healthy eating practices and restricted items that may pose health or safety risk to learners and staff while they are present in the school.

a. Nut Free

- i. Nadeen School is a nut-free school - this applies to all learners, all employees, parents, visitors, and guests, as well as all food providers, caterers, and deliveries
- ii. Nut products may only enter the school during public events and only in to designated areas as per the Health and Safety Manager
 1. All items containing nuts must be clearly marked
- iii. Nuts and nut products identified in learner lunchboxes will be immediately disposed and the parents informed via email from the Head of Year

b. School Canteen and Coffee shop

- i. The canteen and coffee shop must be kept clean and sanitised at all times, in accordance with local food safety and hygiene regulation.
- ii. Food handlers must be trained and certified in safe food preparation, storage, and service practice.
- iii. All hot surfaces, electrical appliances, and sharp tools must be used and stored safely, away from learners' access.
- iv. Waste bins must be covered, emptied regularly, and food waste must be disposed of appropriately to prevent pests or contamination.
- v. Expiry dates, temperature control, and safe handling procedures must be followed without exception.
- vi. A health and safety agreement for food and food handlers will be established between the school and the service provider.

c. Prohibited Foods

In the interest of learners safety, especially for those with allergies or sensitivities, the following food items are strictly prohibited on school premises:

Nuts, nut-based products, and any food item containing nuts	Energy drinks and high caffeine beverages
Chewing gum and lollipops	Hot beverages outside of designated staff rooms or the coffee shop area

d. Learners Food from Home

- i. Learners bringing food from home must have their meals packed in clean lunchboxes (no glass).
- ii. Sharing food between learners is discouraged to minimise allergy risk.
- iii. Parents are advised to follow health eating guidelines and avoid sending prohibited items.

e. Supervision and Eating Area

- i. Learners must eat only in designated area under staff supervision (e.g canteen area, school corridors, or playground)
- ii. Tables and benches are cleaned before and after eating times.
- iii. Waste must be disposed of in covered bins and cleared promptly to avoid attracting pests.
- iv. Learners are encouraged to wash hands before and after eating.

f. Allergy Awareness and Medical Preparedness

- i. The school maintains an updated list of learners with food allergies or dietary medical conditions.
- ii. EpiPens and emergency medication must be readily available in case of severe allergic reactions.
- iii. Canteen and school staff are informed about high risk learners and trained to respond quickly.

16. School Facilities Safety

The school will ensure that the health and safety requirements and precautions are in place across all school facilities, including:

a. All Rooms and Facilities

- i. The rooms will be kept free from hazards such as trailing wires, open drawers, or bags in walkways.
- ii. Electrical outlets and appliances, projectors, and smartboards must be regularly maintained.
- iii. Emergency evacuation plans will be visibly posted in each room.
- iv. Ventilation, temperature, and lighting must be adequate and monitored for learners and staff comfort and safety.
- v. Confidential or sensitive materials in the offices must be stored securely to prevent data breaches and unauthorised access.
- vi. All fire protection systems are installed in accordance with fire safety standards and Bahrain Civil Defence.

b. School Laboratories

- i. Risk assessment must be conducted and updated for each lab activity, with appropriate control measures in place.

- ii. Hazardous substances will be stored securely in clearly labelled, ventilated storage areas according to Safety Data Sheet guidelines and Bahrain Civil Defence requirements.
 - iii. Personal protective equipment (PPE) such as lab coats, gloves, and goggles must be available and used as required according to the Safety Data Sheet and risk assessment.
 - iv. The laboratories doors will be kept closed always when not in use.
- c. Swimming Pool**
- i. A certified lifeguard or PE teacher must be present during all swimming activities, with a first aid kit nearby.
 - ii. Water quality must be tested and recorded regularly to ensure compliance with hygiene and chemicals safety standards.
 - iii. Poolside surfaces are slip resistant and kept dry when not in use to prevent slip and falls.
 - iv. Clear signs indicating pool rules and depth are installed and must be explained to all users.
 - v. An access control system is installed to manage learners and unauthorized entry.
- d. Sport Hall**
- i. Floor and equipment will be regularly inspected for damage or wear and reported immediately if unsafe.
 - ii. Adequate space between equipment must be maintained to allow safe movement during activities.
 - iii. Physical education staff must be trained in first aid and safe equipment usage procedures.
- e. Playground**
- i. All playground equipment and surfaces will be regularly inspected for damage or wear-and-tear and reported immediately if unsafe
 - ii. Wooden equipment is treated routinely and checked for splinters
 - iii. A playground safety signboard is installed for all learners and visitors
 - iv. All staff receive training on use of the playground equipment

17. Health and Safety at Work

a. Working at Height

- i. Any situation where there is a risk of falling from one level to another, including but not limited to, scaffolding, roofs and platforms, using a ladder, and working near an opening in the floor or walls, when working alone.
- ii. Employees and contractors must adhere to strict guidelines when working at height, including the use of appropriate safety equipment such as harnesses, guardrails, and ladders.
- iii. Risk assessments and safety inspections will be conducted before any work at height activities to identify hazards and implement necessary control measures.
- iv. Training in working at height safety procedures will be provided to personnel involved in such activities.
- v. All work at height equipment and tools such as scaffolding, ladders, and MEWP will be inspected on a routine basis to ensure safe use.
- vi. Learners and visitors to the school are not permitted to work at height

b. Fall, Slip, and Trip

- i. Measures will be implemented to prevent falls, slip, and trips throughout school premises, including:
- ii. Regular maintenance of walkways, stairways, and corridors to ensure clear passage and proper lighting.
- iii. Prompt cleaning and removal of spills or hazards identified to reduce the risk of accidents.
- iv. Installation of slip-resistant flooring and mats in high-traffic areas prone to wet conditions.
- v. All pits will be covered, if present, and safety barriers/guardrails will be provided in elevated areas and balconies.

c. Electrical Safety

- i. All electrical equipment and tools are to be provided solely by the school and must be approved in accordance with safety and electrical regulation.
- ii. Electrical equipment and installations must comply with applicable safety standards and regulations.
- iii. Regular inspections and maintenance of electrical systems, wiring, and appliances will be conducted to prevent electrical hazards such as shocks, fires, and short circuits.
- iv. Employees and contractors will receive training on safe electrical practices, including proper use of equipment and reporting of any faults or abnormalities.

d. Water Safety

- i. Safety measures will be implemented to ensure water safety within school premises, including:
- ii. Regular inspection and maintenance of water systems, including drinking fountains, plumbing fixtures, and swimming pools.
- iii. Only approved and potable water sources are used for drinking purposes.
- iv. Installation of safety barriers, signage, and lifeguard supervision where applicable for water-related activities.

e. School Lifts

- i. Lift safety is of high importance. The school follows the lift specific requirements in accordance with the manufacturer guidelines and local regulations, The school will also ensure the following:
- ii. Regular maintenance of lifts in accordance with the requirements of the supplier, manufacturer, and Bahrain Civil Defence.
- iii. Issuance of a safety and compliance certificate by a certified third party inspector, with routine renewal to ensure continued adherence to standards.
- iv. Use of the school lifts restricted to school staff and contractors only, or learners with disabilities, in accordance with the school safeguarding policy.
- v. Lift safety requirements include the provision of CCTV, access control system, and emergency instruction signs, and fire protection systems are provided in the lift car.

f. Lone Work

- i. A lone worker is an individual who carries out their duties without direct supervision or close contact with colleagues. This includes, but is not limited to: teachers working late to prepare classrooms, maintenance staff undertaking isolated tasks, administrative staff

working during weekends or holidays, and contractors or vendors present on site without supervision.

ii. Responsibilities of Lone Employees

1. Take reasonable care for their own health and safety.
2. Follow all procedures outlined in this policy.
3. Report any incidents or hazards immediately.
4. Keep Emergency Contact Information Accessible (ID badge)
5. Avoid Unauthorised Tasks:
6. Accurately record working times and locations

iii. Risk Prevention and Procedures

1. Risk assessment provided for the lone work, approved by the Principal, and shared with staff.
2. Staff must inform a designated person and security department via email of their whereabouts and expected completion time.
3. Restrict lone working during high-risk times, and will ensure access to locked facilities is controlled and monitored.
4. Ensure lone workers have access to first aid kits and emergency contact numbers.

18. Welfare Facilities

a. Drinking Water

- i. Safe, clean, regular quality inspected, and clearly labelled drinking water stations are available throughout the school. Learners are encouraged to bring personal water bottles (no Glass) and stay hydrated.

b. Toilets and Washing Facilities:

- i. Separate and clearly signposted toilet facilities are provided for learners, staff, and visitors.
- ii. Toilets are equipped with running water, soap, hand drying materials, and sanitary bins.

c. Accessible Toilets (for Disabled Learners and Staff)

- i. At least two accessible toilets are provided in each floor, and schools ensure the grab rails, space for wheelchair access, and emergency pull cord are installed and inspected as required.
- ii. The school will ensure that appropriate training is provided to the ERT and Phase Leaders regarding how to respond when assistance is requested by individuals with disabilities.

d. Break and Rest Areas

- i. Designated indoor and shaded outdoor areas are available for learners to rest and eat during breaks.
- ii. Staff rest areas are equipped with seating, kitchen, appliance, and clean facilities for meals.
- iii. Learners and staff are encouraged to eat in designated areas to maintain hygiene and supervision.

e. Prayer Rooms

- i. Separate, clean, and private prayer rooms are available for both male and female staff and learners.

- ii. Prayer times for learners are scheduled and supervised appropriately to ensure both safety and respect for religious practice.
- f. **Safety and Privacy**
 - i. Privacy partitions and secure locks will be installed and maintained in toilets and changing rooms to ensure privacy and security for individuals changing clothes.
 - ii. Lighting and ventilation will be adequate to enhance safety and comfort within toilets, changing rooms, break areas, and prayer rooms.
 - iii. Regular inspections will be conducted to address any maintenance issues promptly, such as plumbing leaks, broken fixtures, and lighting and ventilation issues, to ensure safety and functionality.
 - iv. CCTV coverage will be limited to the male prayer room and learners indoor and outdoor break areas only. Other welfare facilities will be monitored externally only, in order to protect the privacy of learners and staff, and accordance with privacy regulations.
 - v. All welfare facilities will be cleaned and maintained regularly to ensure cleanliness, hygiene, and odour control.

19. Animals at the School

At Nadeen School we teach the values of respect and compassion and these values are also shared across our interactions with the animals that are in and around our campus. Above all else, every animal we come into contact with will be treated humanely and free from any type of animal mistreatment or abuse.

a. Educational Use of Animals

- i. Animals may be included as part of learning experiences (e.g. science, animal care, or thematic projects), provided that their presence enhances the educational environment and does not pose a risk to health and safety.
- ii. Staff are responsible for ensuring animals used in lessons are safe, healthy, and appropriate for the age group involved.

b. Permission and Condition

- i. No animals may be brought onto school premises without prior written permission from the school Principal or Vice Principals.
- ii. Any request to bring an animal must include full details (type, purpose, duration, and handling plan).
- iii. The school will review the request and issue restrictions based on SOP and standards.
- iv. Approval is not guaranteed and is subject to the needs of the school community.

20. Smoking, Tobacco, Drugs, and Alcohol

The Smoke, Tobacco, Drugs, and Alcohol-Free School Policy at Nadeen School establishes prohibitions and measures to enforce a substance-free environment on school premises. This policy aims to promote the health, safety, and well-being of learners, staff, and visitors by prohibiting the use, possession, or distribution of substances that are harmful or illegal.

a. Prohibition

- i. Smoking, including the use of other tobacco products, electronic cigarettes (e-cigarettes), and vaping devices, is strictly prohibited on all school property, including buildings, grounds, and vehicles.

- ii. The possession, use, sale, or distribution of tobacco products, illegal drugs, prescription drugs without medical authorization, and alcohol is prohibited on school premises and at school-sponsored events.
- b. Enforcement and Consequences**
 - i. Violations of the Smoke, Tobacco, Drugs, and Alcohol-Free School Policy will result in disciplinary action in accordance with school policies and regulations.
 - ii. Consequences for violations may include warnings, referrals to counselling or support services, suspension, expulsion, and/or legal action as appropriate
 - iii. Visitors, including parents and contractors, are expected to comply with this policy while on school premises, and failure to do so may result in restricted access or removal from the premises.
- c. Education and Prevention**
 - i. Educational programs and activities will be implemented to educate learners, staff, and parents about the risks associated with smoking, tobacco use, drug abuse, and alcohol consumption.
 - ii. Prevention strategies, including peer support programs, counselling services, and community partnerships, will be promoted to discourage substance use and promote healthy lifestyles.
- d. Support and Counseling**
 - i. Counselling and support services will be available to learners and staff members struggling with substance use issues or affected by substance abuse.
 - ii. Confidentiality and privacy will be respected in providing support and assistance to individuals seeking help.

21. Transportation and Traffic Safety

The school is committed to organising learners arrival and departure, transportation safety for trips, and traffic movement in and around the premises to ensure the safety of all learners, staff, and parents.

- a. Safety in the School Vicinity**
 - i. A traffic management plan is provided around the school during learner arrival and departure times, in coordination with and approved by the relevant authorities. The traffic plan is shared with parents via email at the beginning of each term or in the event of any changes.
 - ii. Designated drop-off and pick-up zones are provided, with clear signage to guide drivers and pedestrians.
 - iii. School staff are assigned to manage entry, exit, traffic process and learner arrival and departure.
 - iv. Parking in undesignated areas or blocking gates is strictly prohibited.
- b. Road Safety**
 - i. Workshop and awareness sessions are conducted periodically for reception, and year one learners in collaboration with local authorized or traffic departments.
 - ii. Staff on duty reinforce safe pedestrian behaviour, especially during school trips, and learners arrival and departure.
- c. External Trips and Transport**
 - i. Risk assessments are mandatory prior to all school trips involving transport.

- ii. Once the trip is planned, confirmed, and approved, the teacher must inform the bus coordinator of the class group, the number of learners, and the departure and return times.
- iii. Only licensed, insured, and approved transport providers are contracted and contacted for off site trips.
- iv. Learners must wear seatbelts, and staff supervise boarding, travel behaviour, and disembarkation.
- v. Parental consent is required for all school related trips.
- vi. The Security Men will inspect the bus and ensure that all health and safety requirements are met before the learners board.
- vii. Before the bus leaves the school premises, the security men will ensure that the teachers have the learner list for verification before and after the trip, a first aid kit, the scheduled return time, and the bus driver's contact number.

22. Revision and Update

a. Revision and Update

- i. The school is committed to continuous improvement in the health and safety performance. To ensure that the health and safety policy remains effective, relevant, and aligned with best practices, the following monitoring and review process are implemented:
 - 1. Regular Health and Safety Inspection
 - 2. Incident and Near miss Reporting
 - 3. Internal Audit
 - 4. Health and Safety Committee Meeting
 - 5. Policy Review

Date	Reason of Revision or Update	Changes
August 2026	Annual Review	16.C Preventing hot beverage in the learners areas
		13.C Pediatric training for EYFS staff

Audit trail

Details

FILE NAME SM-02 - Public Health and Safety Policy

STATUS ● Signed

STATUS TIMESTAMP 2026/09/16
05:21:20 UTC

Activity



SENT

principalpa@nadeenschool.com **sent** a signature request to:

- Shanee Puri (shanee.puri@nadeenschool.com)
- Paul Sherlock (p.sherlock@nadeenschool.com)
- Ali AlAali (a.alaali@nadeenschool.com)

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SIGNED

Signed by Shanee Puri (shanee.puri@nadeenschool.com)

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SIGNED

Signed by Paul Sherlock (p.sherlock@nadeenschool.com)

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This document has been signed by all signers and is **complete**

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