

Procedure: [ENVIRONMENT, HEALTH AND SAFETY MANUAL]

1. REVISION HISTORY

This manual is released and approved as follows.

Rev.	Effective Date	Description of changes	Revised by	Approved by
00	October 4, 2020	Initial release	Safety Officer	Principal
01	July 1, 2021	Includes mission vision statement Update provision as per MOE Includes Performance management, Key Performance Indicators Includes Change Management	Safety Officer	Principal

2. SUMMARY

- 2.1. To establish and maintain the highest degree of health and safety consciousness and practice in safeguarding the students, staff, visitors, and contractors/service providers.
- 2.2. Responsibility and authority for this procedure are spread across various functions and defined within this procedure.

3. RELATED REFERENCES:

- 3.1. United Arab Emirates School Inspection Framework
- 3.2. Education Sector Occupational, Environment, Health, and Safety Management System General Framework. (Version 2.0)
- 3.3. ISO 45001:2018 Occupational Safety and Health Management System
- 3.4. ISO 14001:2015 Environmental Management System
- 3.5. BS 8800:2004 Occupational Health and Safety Guide
- 3.6. UAE Fire and Life Safety Code of Practice September 2018

4. DEFINITION OF TERMS

- 4.1. Competence - the ability to apply knowledge and skills to achieve intended results.
- 4.2. Contractor - an external organization providing services to the organization following agreement.
- 4.3. Documents / documented information - information required to be controlled and maintained by an *organization* and the medium on which it is contained.
- 4.4. Hazard - source with a potential to cause *injury and ill-health*.

-
- 4.5. Injury and Ill health - adverse effect on the physical, mental or cognitive condition of a person
- 4.6. Risk - a combination of the likelihood of occurrence of a work-related hazardous event(s) or exposure(s) and the severity of the *injury and ill health* that can be caused by the event(s) or exposure(s).
- 4.7. Safety Culture - is the product of individual and group values, attitudes, perceptions, competencies, and patterns of behavior that determine the commitment to, and the style and proficiency of, an organization's health and safety management. Organizations with a positive safety culture are characterized by communications founded on mutual trust by shared perceptions of the importance of safety, and in the efficacy of preventive measures.

5. LEADERSHIP AND ADMINISTRATION

5.1. Vision Statement

To provide a clean, safe and healthy educational environment that promotes and supports the work of our academic staff to deliver engaging and practical learning experiences for our students, enabling them to become resilient, life-long learners.

5.2. Mission

To ensure every child experiences amazing learning, loves school and makes great progress in a clean safe, healthy, and sustainable educational environment whilst establishing and maintaining an effective system for managing risk and promoting a positive safety culture through integrated and comprehensive procedures and programs.

5.3. Health and Safety Policy

This Diyar International Private School Environment, Health, and Safety Policy aims to prevent and reduce incidents, protect and improve the health and safety of students, employees, contractors, and relevant persons, and preserve the environment and its sustainability at the workplace.

ENVIRONMENT, HEALTH, AND SAFETY POLICY

Diyar International Private School aims to deliver exceptional learning by engaging students in inspiring, hands-on critical thinking and problem-solving activities while maintaining a clean, safe and healthy school environment.

In our journey to excellence, we are committed to:

- Comply with the legal and other requirements to which the school subscribes.
- Promote a positive culture for the environment, occupational health, and Safety.
- Identify and evaluate risks at the workplace aiming for its prevention and mitigation during normal and emergency operations to avoid the occurrence of occupational incidents, injuries, and illnesses.
- Communicate and reinforce this policy throughout the school and among our stakeholders.
- Train and educate our employees and students to be safety-oriented and environmentally responsible.
- Continually improve our Environment, Health, and Safety Management System to ensure its continuing suitability, effectiveness, and sustainability.

Signed :

School Principal/Vice Principal

6. PLANNING

6.1. Legal Compliance

Diyar International Private School identifies applicable federal and local legal and other requirements related to the occupational environment, health and safety, and the nature of institutions' operations and activities. Incorporate these requirements and take into consideration all its current and new facilities, operations, and activities to ensure legal compliance. Communicate these requirements regularly to concerned stakeholders by introducing system procedures, guidelines, and other means to access them.

The school maintains and retains documented information on its legal requirements and other requirements and shall ensure that it is updated to reflect any changes.

Reference: OHS-MS-F-004 List of Legal and Other Requirements

6.2. Risk Management (Operations)

The Diyar International Private School operates and maintains system procedures for hazard identification, risk assessment, and the determination of necessary controls. These procedures include provisions for keeping information up to date, the management of change, and the keeping of appropriate records.

Reference: OHS-MS-P-003 Risk Management Procedure

6.3. Threats Management (Emergencies)

The hazard identification processes consider threats from a potential emergency. Identify and assess threats related to the institution's current and new facilities, operations, and activities under emergency operation conditions and in case of emergencies, disasters, and crises taking into consideration vulnerable individuals exposed to it including employees, students, and other people (visitors, contractors and service providers).

Threats of potential emergencies, assessment evaluation and established control measures must be established, monitored, updated, and communicated to concerned personnel.

Reference: OHS-MS-P-003 Risk Management Procedure

6.4. Contractor Management

The school management identifies requirements for contractors and /or service providers and ensures it is taken into account in their evaluations, selections, and assignments.

Monitoring and assessing the performance of contractors on a regular basis at least once a year or immediately upon inputs from findings of assessment, audit, and accident investigation reports aiming to

- 6.4.1. Preserve the health and safety of employees, students, and other persons affected by works and services protected the environment and its sustainability.
- 6.4.2. Ensure that contractors and service providers meet and satisfy the applicable law, legislation, regulations, and other requirements.
- 6.4.3. Report and take actions against contractors and service providers in case of a compliance issue.

Reference: OHS-MS-P-006 Contractors Management Procedure

6.5. Performance management

The Head of Operations, Principal, or his/her appointee (coordinator) shall ensure that H&S objectives, including where applicable those needed to meet requirements for projects and products are established. Where applicable, HSE objectives shall be:

- 6.5.1. Established at relevant functions / departments.
- 6.5.2. Measurable
- 6.5.3. Consistent with EHS policies
- 6.5.4. Health and Safety Programs/Planned Arrangements will be established and implemented by the Health and Safety Committee, Safety Officer, Teachers, and staff to address EHS objectives with periodic monitoring, reviews, and revisions, if necessary

Regular and periodical monitoring, review and update of OEHS Performance Indicators will take place at least once a year.

AREAS	OBJECTIVES	KPI	TARGET
Environment	Reduce Electricity Consumption	- Total Consumption (kwh) - Individual Consumption Rate (kwh/ employee)	Descending Index (-15%) from baseline consumption rates when System was first applied
	Reduce Water Consumption	Total Consumption (m3) - Individual Consumption Rate (m3/ employee)	Descending Index (-15%) from baseline consumption rates when System was first applied
	Reduce Fuel Consumption	- Total Consumption (gallon) - Individual Consumption Rate (gallon/ employee)	Descending Index (-15%) from baseline consumption rates when System was first applied
	Reduce Papers Consumption	- Total Consumption (paper) - Individual Consumption Rate (paper/ employee)	Descending Index (-15%) from baseline consumption rates when System was first applied
	Promote safe disposal of Hazardous Waste	The total amount of hazardous waste including inks, medical waste, etc. (kg)	Ascending Index
Health and Safety	Implement programs for proactive monitoring to improve performance & reduce accidents	Percentage of actual audits / the number of planned audits	100%
		Percentage of actual training conducted / the number of planned training	100%
		Percentage of evacuation exercises/ drills	100%
	Reduce EHS related accidents to Employees,	Total Safe Man-hours	Ascending Index
		Frequency Rates (FR) Severity Rates (SR)	0
	Reduce EHS related accidents to students	Total Safe Man-hours	Ascending Index
		Frequency Rates (FR) Severity Rates (SR)	0
	Reduce EHS related accidents to Contractors	Total Safe Man-hours	Ascending Index
		Frequency Rates (FR) Severity Rates (SR)	0

Frequency Rates (FR) = (Total Number of serious accident / Total Number of hours) x 1,000,000
Severity Rates (SR) = (Total Number of lost workdays / Total Number of hours) x1,000,000
Total Number of Hours = employee hours, student school hours, or contractors' hours

6.6. Change Management

Establish and maintain an effective process and mechanism to manage any temporary or permanent changes in institutions including changes related to employees, students, systems, policies, operations and activities, equipment or materials aiming to control any environmental aspects and occupational health and safety risks that might emerge because of such change.

Reference: OHS-MS-P-025 Change Management Procedure

6.7. Innovation Management

Establish and maintain an effective process and mechanism to encourage, incorporate, and practice innovation in the environment, occupational health and safety management operation and activities aiming to control any environmental aspect and occupational health and safety risks, and improving its implementation and continual improvement process as well as the motivation of employees and students' involvement, teamwork and collaboration in this area.

7. SUPPORT

7.1. Human Resources

7.2. The Senior Leadership Team has the ultimate responsibility for the environment, health, and safety. Responsibility and authority are spread across various functions and defined within this manual.

7.2.1. EHS Specialist

- 7.2.1.1. Implement system standards, policies, and procedures.
- 7.2.1.2. Undertake risk identification and assessment studies for operations, activities, and equipment; and ensure the availability of systems, means, and precautions for its risk prevention and control in normal circumstances and emergencies.
- 7.2.1.3. Monitor contractors and services providers' performance in Institutions and reporting any notes or violations.
- 7.2.1.4. Undertake responsibilities and duties referred to the System standards, policies, and procedures.
- 7.2.1.5. Ensure compliance with System standards, policies, and procedures and their implementation and enforcement in operations, activities, and events.

- 7.2.1.6. Report for any needs, shortages, or defects that could endanger whoever is present in the workplace and pursue its application till completed.
- 7.2.1.7. Undertake monthly assessment and periodical auditing and issue necessary reports.
- 7.2.1.8. Hold periodical awareness, orientation seminars, and training sessions based on a set annual plan to disseminate awareness, create a culture, and build capacities.
- 7.2.1.9. Attend EHS committee meetings to discuss assessment, auditing, and performance report and results.
- 7.2.1.10. Report any risks or accidents that could endanger their lives and others or cause environmental pollution and issue necessary reports.
- 7.2.1.11. Participate in accident investigations to reveal their causes and identify corrective and preventive actions, measures, and procedures necessary to prevent its recurrence.

7.2.2. EHS Committees and Work Groups

- 7.2.2.1. EHS Committees and Work Groups shall be established to supervise the System implementation aiming to protect students, employees, and other persons including contractors, service providers, and visitors through the following duties:
 - 7.2.2.1.1. Attend EHS Committee and workgroup meetings to discuss assessment, audit and performance reports and results.
 - 7.2.2.1.2. Pursue the implementation of System standards, policies, and procedures in the workplace, ensure its compliance and implementation in operations, activities, and events.
 - 7.2.2.1.3. Participate in identifying and evaluating risks and ensure the availability of systems, means, and precautions necessary for preventing and controlling such risks.
 - 7.2.2.1.4. Disseminate information and procedures to other employees, students, and other persons in the workplace and ensure their knowledge and compliance with it.
 - 7.2.2.1.5. Participate in reviewing monthly assessment and periodical auditing results and reports; and contribute to the implementation of approved corrective and preventive actions, measures, and procedures.
 - 7.2.2.1.6. Participate in holding awareness, orientation seminars, and training sessions.
 - 7.2.2.1.7. Report any risks or accidents that could endanger their lives and others or cause environmental pollution and issue necessary reports.
 - 7.2.2.1.8. Participating upon request in accident investigations to reveal their causes and identify corrective and preventive actions, measures, and procedures necessary to prevent its recurrence.

7.2.3. Employee, Students, and Visitors

- 7.2.3.1. Pay attention to their health and safety and of others.
- 7.2.3.2. Utilize available personal protective equipment and gear to ensure their safety and the safety of other persons.
- 7.2.3.3. Participate in EHS awareness, orientation seminars, and training sessions.
- 7.2.3.4. Report any accidents or risks that would endanger their lives or the lives of others or cause environmental pollution in the workplace.
- 7.2.3.5. Complying with Institution's Official guidance about EHS in the workplace.
- 7.2.3.6. Being appropriately familiar with and mindful of the emergency plans and procedures in the workplace and maintain active participation and commitment during the evacuation drills/ exercises or emergencies.
- 7.2.3.7. To ensure their safety and the safety of others.

7.3. Competency and Training

Employees and contractors performing work that can impact the environment, health, and safety shall be competent based on appropriate education, training skill, and experiences.

Identify necessary competence for employees performing work, requirements, and programs for EHS awareness, training, capacity building, and creating culture mandatory for schools to achieve and implement aiming to enable all those concerned with the system development, implementation, monitoring, assessment, and its periodical and continual improvement to fulfill their duties and responsibilities in this regard.

Competency and Knowledge Level Requirements for those concerned with system implementation:		
CONCERNED PERSONS	COMPETENCY LEVEL	KNOWLEDGE LEVEL
Institution management (Senior Leadership Team)	Foundation	Knowledge and familiarity with EHS principles and basics
EHS Specialist or appointed officers	Advanced	Specialized experience in EHS Systems standards, policies, and procedures; its development, implementation, monitoring, and evaluation mechanisms in the workplace as per local ESH systems (if any) as a general practitioner
EHS committee members	Intermediate	Knowledge and familiarity in system audit (certificates of internal and Lead auditor registered in IRCA for approved auditors).
Employees, students and Contractors	Foundation	Knowledge and familiarity with EHS principles and basics.

Minimum Requirements for Awareness, Training & Capacity Building Programs to achieve required Competency and Knowledge Level	
Competency and Knowledge Level	Awareness, Training & Capacity Building Programs
All levels (Foundations, Intermediate & Advanced)	Introduction Training and Awareness workshops on Environment, Occupational Health, and Safety
Foundation Level	Basic & Foundation Courses in Environment, Occupational Health, and Safety (Level 1 & Level 2)
Intermediate Level	Specialized Certificates Courses in Environment, Occupational Health, and Safety (Level 3 & Level 4)
Advance Level	Specialized Diploma Programs in Environment, Occupational Health, and Safety (Level 5 & Level 6)

7.4. Communication and Consultation

- 7.4.1. Provides a planned arrangement for the gathering, updating, and dissemination of information. This will ensure that relevant information is provided, is received, and is understandable to school staff, teachers, the service providers (contractors), and students.
- 7.4.2. Employee involvement and consultation arrangements are documented and interested parties are informed as deemed necessary. Communications from external interested parties are received, documented, and responded to as required.
- 7.4.3. Here are the means of communication which is appropriate:
- 7.4.3.1. Meetings
 - 7.4.3.2. Team briefings
 - 7.4.3.3. Toolbox talks
 - 7.4.3.4. Policy, procedures, Rules, and Standards
 - 7.4.3.5. Training
 - 7.4.3.6. Safety and health reports
 - 7.4.3.7. Posters

7.5. Documents Management

- 7.5.1. The DIPS controls all documents that affect the quality of the product and effective operation and maintenance of the EHS management system.

- 7.5.1.1. to approve documents before use,
- 7.5.1.2. to review, update and re-approve documents if the need arises,
- 7.5.1.3. to ensure that changes and current revision status of documents are identified,
- 7.5.1.4. to ensure that relevant versions of applicable documents are available at point of use,
- 7.5.1.5. to ensure that documents remain legible and readily identifiable,
- 7.5.1.6. to ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the Environment, Health, and Safety management system are identified and their distribution controlled.
- 7.5.1.7. to prevent the unintended use of obsolete documents and to apply suitable identifications to them if they are retained for any purpose.

Reference: OSH-MS-P-002 Control of Documents

8. OPERATIONS

8.1. Operations Management

The DIPS shall identify, establish and provide procedures for risk management related to operations and activities as per the Risk Management Procedure and Program aiming to prevent and control it. Implement procedures for existing and new school facilities, operations, and activities. Monitor procedure implementation through periodical monitoring and on-the-spot-checking.

Study, review, and updates these procedures along with its manual on a periodical basis aiming for continual improvement and ensure those concerned are aware and communicated with after incorporating such updates. Review and updates shall take place in case of:

- Issuance of new or update on any relevant laws, legislation, or regulations
- Change in scope of work, locations, activities, material, tools, or equipment used in it
- Availability of new procedures or technologies for risk prevention or better management and control.
- Identification of any violations or non-compliance through periodical monitoring
- Incident occurrence and investigation results/findings

*References: OHS-MS-P-003 Risk Management Procedure
OSH-MS-P-005 Swimming Pool Safety Guidelines
OSH-MS-P-006 Cleaners Safety Guidelines
OSH-MS-P-008 Prevention and Mitigation of Contiguous Illnesses
OSH-MS-P-009 Laboratories Safety Guides
OSH-MS-P-010 Receiving Deliveries*

OSH-MS-P-011 School Bus Supervisor's Safety Guide
OSH-MS-P-013 Bus Transport Safety Guide
OSH-MS-P-014 Cleaning and Sanitation Guidelines
OSH-MS-P-017 Work Permit System
OSH-MS-P-018 CCTV Operating Procedure
OSH-MS-F-021 Vehicle Sanitation Record Sheet
OSH-MS-F-024 Field Trip Safety Planning Sheet
OSH-MS-F-041 Training and Notification

8.2. Emergency Management (Emergency Preparedness and Response)

Identify and implement procedures for an emergency, crisis, and disaster management and its potential threats in case its occurrence relates to facilities, operations, and activities to assess its efficiency and effectiveness, reviewed and updated on a periodical basis aiming for its prevention, mitigation, preparedness, response, and control.

Implement procedures in existing facilities and new facilities, operations, and activities. Provide awareness on it to students, employees, contractors, and relevant other persons and communicate with them on a periodical basis.

Monitor the effectiveness of the procedures through periodical drills and exercises for all potential scenarios. Study, review, and updates these procedures along with its manual on a periodical basis aiming for continual improvement and ensure those concerned are aware and communicated with after incorporating such updates. Review and updates shall take place in case of:

- Issuance of new or update on any relevant laws, legislation, or regulations
- Change in scope of work, locations, activities, material, tools, or equipment used in it
- Availability of new procedures or technologies for risk prevention or better management and control.
- Identification of any violations or noncompliance through periodical monitoring
- Incident's occurrence and investigations results/findings

References:

OHS-MS-P-003 Risk Management Procedure
OSH-MS-P-022 Emergency Management Plan
OSH-MS-P-015 Operating Instruction of FACP Shield Omega
OSH-MS-P-019 Conventional FACP Operating Procedure
OSH-MS-P-020 FACP-LPCB Operating Procedure
OSH-MS-P-022 Elevator Rescue Instructions
OSH-MS-P-023 Emergency Evacuation Map
OSH-MS-F-006 Fire Extinguisher Inventory and Inspection Sheet
OSH-MS-F-007 Fire Hose Inventory and Inspection Sheet
OSH-MS-F-018 Emergency Eyewash and Shower Maintenance Checklist
OSH-MS-F-020 Fire Detection and Alarm Maintenance Sheet

OSH-MS-F-023 CCTV Inspection and Maintenance Sheet
OSH-MS-F-027 Fire Pump Maintenance Checklist
OSH-MS-F-039 Personal Emergency Evacuation Plan
OSH-MS-F-045 Drill & Emergency Exercise Evaluation Sheet
OSH-MS-F-046 Medical Emergency Plan

9. MONITORING AND PERFORMANCE EVALUATION

9.1. Auditing

Internal audits shall be conducted on planned schedules to determine the institutions' compliance to legal and other requirements and the effectiveness of the established environment, health and safety management system. The scope of the internal audit must be identified and documented in the audit plan established and validated by the audit team before proceeding. An audit must consider the previous audit and follow up on the weak points identified at this time.

The audit process involves document review, physical inspection, and interview of personnel to collect evidence on compliance with the health and safety planned arrangement. Making judgments about its adequacy and performance. Prepare and submit audit reports and recommendations for further improvement.

9.2. Inspection

Inspection (periodic and non-periodic Inspection) shall be conducted to measure the degree of compliance with the environment, health, and safety requirements and to develop the corrective and preventive actions necessary to correct and prevent its future occurrence.

Prepare and submit monitoring reports to those concerned to take the needed actions to fulfill all observations and close all breaches and non-compliances. Develop corrective and preventive action necessary to correct it and prevent its re-occurrence through timely action plans including identified responsibilities for its execution based on its nature, priority, and potential recurrence.

Monitor the implementation of corrective and preventive actions within the approved timelines in coordination and cooperation with concerned departments and evaluate its efficiency and effectiveness regularly.

Communicate and consult with institutions concerned departments in the event of monitoring any violations/ breaches or non-conformity that would endanger the safety and wellbeing of employees, students, and others present in it and immediately report it to take the needed actions and keeping the management updated with the work progress until it is completed.

Reference: *OSH-MS-F-005 Inspection Log*
OSH-MS-F-014 Audit Checklist
OSH-MS-F-015 Bus Inspection Checklist
OSH-MS-F-028 Illumination Measurement Form
OSH-MS-F-029 Noise Measurement Form
OSH-MS-F-030 Temperature Humidity Measurement Form
OSH-MS-F-030 Audit Itinerary

5.2 Management Review

Management Review shall be conducted yearly or as deemed necessary to provide a full-scale systematic method of periodic review on the established Occupational Environment, Health, and Safety Management System by the Head of Operation and members EHS Committee/Compliance Committee to ensure its continuing suitability, adequacy, and effectiveness.

Hold a meeting to present conclusions and recommendations of the annual management review program and request its approval to take necessary actions to implement its recommendations and recording the same in the meeting agenda and minutes.

Update systems based on conclusions and recommendations of the annual management review program to ensure its appropriateness, effectiveness, continual improvement, and development. Disseminate the management review program conclusions and ensure all stakeholders including employees, students and other persons (i.e., contractors and service providers) are aware and familiar with it through the available communication means.

HEALTH AND SAFETY/COMPLIANCE COMMITTEE	
	Principal/Vice Principal
	Group Head of School Operations
	Facilities Manager (Responsible for security, transport & cleaning)
	School Doctor
	HR Generalist
	Executive Secretary
	Safety Officer
	Head of Student Services

10. ATTACHMENTS