



PHILIPPINE-EMIRATES PRIVATE SCHOOL L.L.C.

Abu Dhabi, United Arab Emirates

HEALTH, SAFETY AND ENVIRONMENT POLICY

1. Policy Statement

Philippine Emirates Private School (PEPS) is committed to providing and maintaining a safe, healthy, secure, and environmentally responsible environment for all students, employees, parents, visitors, contractors, and other stakeholders.

The school recognizes that effective health, safety, and environmental management is an essential part of school operations and a shared responsibility of the entire school community.

PEPS shall take reasonable and practicable measures to prevent injury, ill health, accidents, incidents, and unsafe conditions through systematic hazard identification, risk assessment, implementation of appropriate control measures, training, supervision, inspection, maintenance, emergency preparedness, and continuous improvement.

The school shall comply with applicable requirements of the Abu Dhabi Department of Education and Knowledge (ADEK), relevant UAE legislation, Civil Defense requirements, public health requirements, and other applicable regulatory standards.

2. Objectives

- Provide a safe, healthy, secure, and supportive learning and working environment.
- Comply with applicable ADEK requirements, UAE laws, Civil Defense requirements, and other relevant HSE requirements.
- Prevent injuries, occupational illness, accidents, incidents, and damage to property.
- Identify hazards, assess risks, and implement appropriate control measures.
- Maintain a formal risk register and periodically review identified risks.
- Maintain safe school buildings, facilities, equipment, utilities, playgrounds, laboratories, and transportation.
- Ensure appropriate emergency preparedness and response arrangements.
- Promote physical, mental, emotional, and environmental wellbeing.
- Maintain appropriate standards of cleanliness, sanitation, hygiene, ventilation, and environmental health.
- Provide appropriate HSE induction, training, awareness, and emergency drills.
- Ensure effective supervision of students during school activities.
- Ensure contractors and external service providers comply with PEPS HSE requirements.
- Encourage reporting of hazards, unsafe conditions, incidents, accidents, and near misses.
- Investigate incidents and implement corrective and preventive actions.
- Promote environmental sustainability and continually improve HSE management practices.

3. Scope

This policy applies to all students; teaching and non-teaching staff; school leadership and administration; parents and guardians while on school premises or participating in school activities; visitors and guests; contractors, subcontractors, suppliers and external service providers; school transportation personnel; all PEPS facilities; and all curricular, co-curricular, extracurricular and school-organized activities conducted on or off campus.



4. Roles and Responsibilities

4.1 School Principal / School Leadership

- Provide overall leadership for implementation of this HSE Policy and ensure adequate resources are available.
- Ensure school operations comply with applicable ADEK and regulatory requirements.
- Promote a positive culture of safety, health, wellbeing, and accountability.
- Review significant HSE incidents, inspection findings, risks, and corrective actions.
- Support HSE training, emergency preparedness, facility maintenance, and improvement programs.

4.2 HSE Officer / Safety Officer

- Coordinate implementation and monitoring of the School's HSE Policy and related procedures.
- Conduct and coordinate workplace inspections and risk assessments and maintain the School Risk Register.
- Conduct or coordinate investigations of accidents, incidents, and near misses.
- Maintain HSE documentation, including inspection reports, incident records, risk assessments, training records, drill reports, and corrective-action records.
- Coordinate HSE induction, toolbox talks, awareness programs, and emergency drills.
- Monitor contractor compliance and liaise, where required, with ADEK, Civil Defense, contractors, service providers, and other relevant authorities.
- Report significant HSE concerns and compliance status to School Leadership.

4.3 Teachers and Other Staff

- Comply with PEPS HSE policies, procedures, instructions, and safe working practices.
- Take reasonable care for their own safety and the safety of students and others.
- Provide appropriate student supervision and model safe behavior.
- Immediately report hazards, unsafe conditions, accidents, incidents, and near misses.
- Participate in required HSE training, awareness activities, and emergency drills.

4.4 Students

- Follow school health, safety, security, and environmental rules and staff instructions.
- Behave in a manner that does not endanger themselves or others.
- Participate responsibly in emergency drills and safety awareness programs.
- Report unsafe conditions, injuries, hazards, bullying, or unsafe behavior to staff.
- Use school property, facilities, and equipment safely and responsibly.

4.5 Contractors and Service Providers

- Comply with PEPS HSE requirements and applicable regulatory requirements.
- Coordinate with the designated PEPS representative before commencing work and conduct appropriate risk assessments where required.
- Use competent workers, appropriate tools, safe working methods, and required personal protective equipment (PPE).
- Comply with Permit-to-Work requirements for applicable high-risk activities and restrict access to work areas where necessary.
- Immediately report incidents, hazards, damage, or unsafe conditions and follow school emergency procedures.



4.6 Visitors and Parents

- Follow PEPS safety, security, visitor registration, and access-control requirements.
- Remain within authorized areas and follow instructions from security personnel and school staff.
- Report observed hazards or emergencies and follow evacuation or other emergency instructions.

5. Risk Management

PEPS shall maintain a systematic process for identifying, assessing, controlling, monitoring, and reviewing HSE risks. Risk assessments shall be conducted as appropriate for classrooms, offices, laboratories, playgrounds, sports areas, canteen and food service areas, school transportation, electrical and mechanical installations, maintenance activities, cleaning and chemical handling, school events, educational trips, high-risk contractor activities, and other significant hazards.

5.1 Risk Registrar

The school shall maintain a Risk Register that records, as applicable, the identified hazard or risk, persons affected, existing controls, likelihood and severity, risk rating, additional controls, responsible person, target completion date, status, and review date. It shall be updated when significant new risks are identified and reviewed periodically and following significant incidents or operational changes.

5.2 Hierarchy of Controls

Where reasonably practicable, PEPS shall apply the hierarchy of controls when selecting risk controls:

1. Elimination of the hazard.
2. Substitution with a safer alternative.
3. Engineering controls.
4. Administrative controls, procedures, training, and supervision.
5. Personal Protective Equipment (PPE) as the final safeguard.

6. Prevention of Injury and Ill Health

- Conduct routine inspections of classrooms, laboratories, corridors, stairways, playgrounds, offices, buses, and other facilities.
- Promptly report and correct slippery floors, damaged furniture, electrical hazards, blocked exits, and other unsafe conditions.
- Implement preventive maintenance of electrical systems, HVAC/air-conditioning, plumbing, lighting, fire protection systems, and other building services.
- Inspect and maintain school furniture, playground equipment, ICT/electronic equipment, and sports equipment.
- Ensure appropriate chemical storage, handling, labeling, housekeeping, safety signage, and PPE.
- Provide appropriate student supervision during classes, breaks, transitions, arrival/dismissal, activities, and events.



7. Emergency Preparedness and Response

PEPS shall maintain documented emergency procedures for foreseeable emergency situations, including fire and smoke, medical emergencies, evacuation, lockdown and security incidents, shelter-in-place situations, utility failures, severe weather or environmental conditions, and other emergencies identified through risk assessment.

- Maintain clearly identified and unobstructed emergency exits and evacuation routes.
- Maintain appropriate fire and life-safety equipment and accessible first aid provisions.
- Conduct emergency drills periodically in accordance with applicable requirements.
- Maintain trained Emergency Response Team personnel where required.
- Communicate emergency roles and responsibilities to staff.
- Review emergency drills and actual emergencies to identify opportunities for improvement.

8. Incident, Accident and Near-Miss Reporting

All accidents, incidents, injuries, occupational health concerns, dangerous occurrences, property damage, and near misses shall be reported promptly.

- Provide appropriate immediate response and medical assistance.
- Record relevant incident information and investigate according to nature and severity.
- Identify immediate, underlying, and root causes where appropriate.
- Establish corrective and preventive actions with responsible persons and target dates.
- Monitor corrective actions until closure and update relevant risk assessments and the Risk Register when necessary.
- Report incidents to relevant authorities when required.

9. School Activities and Extracurricular Activities

Curricular, co-curricular, extracurricular, sports, educational trips, and school events shall be appropriately planned and supervised.

- Conduct activity-specific risk assessments where appropriate.
- Provide adequate student supervision and applicable student-to-staff ratios.
- Obtain parent/guardian consent where required and provide pre-activity safety information.
- Ensure appropriate transportation, first aid, medical support, and emergency communication arrangements.
- Verify third-party provider safety requirements where applicable.
- Report and review incidents or near misses occurring during activities.

10. Facilities, Equipment and Preventive Maintenance

PEPS shall maintain school facilities and equipment in a condition that supports safe school operations. Appropriate inspection and preventive maintenance arrangements shall cover fire and life-safety systems, electrical installations, HVAC, plumbing and water systems, lighting and emergency lighting, furniture, playground and sports equipment, ICT/electronic equipment, doors, gates, fences, stairs, handrails, access routes, transport-related safety equipment, and other safety-critical facilities.

Defects presenting an immediate risk shall be controlled, isolated, repaired, or otherwise made safe as soon as practicable.



11. Health, Hygiene and Wellbeing

- Provide access to school clinic and first aid services and appropriate health monitoring.
- Maintain clean drinking water, adequate sanitation, hygiene facilities, cleaning and disinfection.
- Maintain suitable ventilation and indoor environmental conditions and appropriate pest-control arrangements.
- Promote infection prevention, healthy lifestyles, physical wellbeing, and mental and emotional wellbeing.
- Provide appropriate support and referral mechanisms for student wellbeing.

12. Security and Visitor Management

- Maintain controlled school entry and exit points, visitor registration and identification, and security monitoring.
- Use CCTV systems where provided and permitted and restrict access to designated areas.
- Maintain safe drop-off and pick-up arrangements.
- Maintain appropriate emergency security and lockdown procedures.
- Require all visitors and contractors to comply with school access-control and safety requirements.

13. Training, Induction and HSE Awareness

PEPS shall provide appropriate HSE information, instruction, training, and awareness based on roles and responsibilities.

- HSE induction and refresher training for employees.
- First aid/CPR, fire safety, evacuation, and emergency response training for designated personnel.
- Chemical and laboratory safety, PPE awareness, manual handling, ergonomics, transport safety, and student supervision as applicable.
- Contractor safety induction and toolbox talks for applicable work.
- Student health and safety orientation, assemblies, campaigns, posters, and awareness activities.
- Maintain training and attendance records as evidence of implementation.

14. Environmental Management

- Responsible waste disposal, waste reduction, and recycling where practicable.
 - Energy and water conservation.
 - Responsible use and storage of chemicals and prevention of unnecessary pollution.
 - Environmental awareness among students and employees.
- Sustainable practices in school operations where reasonably practicable.



15. Inspection, Monitoring and Compliance

PEPS shall monitor HSE performance through routine workplace and facility checks, planned HSE inspections, preventive maintenance inspections, risk assessment reviews, incident and near-miss reviews, emergency drill evaluations, training records, contractor compliance monitoring, corrective-action tracking, and stakeholder feedback.

Non-conformities and unsafe conditions identified during inspections shall be documented, assigned for corrective action, monitored, and closed after appropriate verification.

16. HSE Review and Continuous Improvement

The HSE Officer, in coordination with School Leadership and relevant personnel, shall periodically review HSE performance, including inspection findings, incidents and near misses, Risk Register status, outstanding corrective actions, emergency drill results, training activities, maintenance issues, contractor HSE performance, changes in activities or facilities, feedback, and changes in applicable requirements.

Review results shall be used to improve HSE procedures, training, risk controls, emergency arrangements, and school facilities.

17. Communication and Consultation

PEPS shall provide appropriate channels for students, employees, parents, contractors, and other stakeholders to report hazards and unsafe conditions, raise health and safety concerns, provide feedback and suggestions, receive relevant HSE information and instructions, and participate in safety awareness activities.

18. Records and Documentation

- HSE policies and procedures, risk assessments, and the Risk Register.
- HSE inspection, incident, accident, near-miss, and corrective-action records.
- Emergency drill reports and training/attendance records.
- Contractor HSE documentation and Permit-to-Work records.
- Preventive maintenance and inspection records.
- Relevant certificates and regulatory records.

19. Policy Review

This policy shall be formally reviewed at least annually, and earlier, when necessary, due to changes in ADEK or other applicable regulatory requirements, significant accidents or incidents, significant changes to school facilities or activities, new or significant risks, inspection or audit findings, emergency drill lessons learned, or recommendations from School Leadership or relevant authorities.

Operational HSE performance, risk controls, and corrective actions may be reviewed more frequently throughout the academic year as part of continuous improvement.



20. References

- Abu Dhabi Department of Education and Knowledge (ADEK) Health, Safety and Environment requirements.
 - Applicable ADEK policies and standards for private schools.
 - Applicable UAE occupational health and safety legislation and requirements.
 - UAE Civil Defense fire and life-safety requirements.
 - Applicable public health requirements.
 - Environment Agency - Abu Dhabi (EAD) requirements and guidance, where applicable.
 - Relevant PEPS policies, procedures, emergency plans, risk assessments, and safety programs.
- Where a regulatory requirement is updated, the latest applicable requirement shall take precedence.

21. Document Review and Approval

Function	Name	Designation	Date	Signature
Final Approval		School Principal	August 13, 2026	
Document Review		Admin Director	August 13, 2026	
Contributor / Reviewer		School Nurse	August 13, 2026	
Contributor / Reviewer		Social Worker	August 13, 2026	
Contributor / Reviewer		Guidance Counselor	August 13, 2026	
Document Producer		HSE / Safety Officer	August 13, 2026	

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