PROGRESSIVE ENGLISH SCHOOL (L.L.C.)
(Approved by the Ministry of Education, UAE, Affiliated to CISCE (ICSE / ISC), New Delhi)
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SAFETY POLICY

Policy reviewed	March 2026
Policy updated	April 2026



VISION

Expanding knowledge and understanding leads to wisdom.

MISSION

Progressive English School, Sharjah, enables students to become self-motivated, competent, lifelong learners who generate creative ideas to foster societal growth.

MOTTO

Learn, Progress, Lead

Progressive English School is committed to providing a safe, secure, and conducive learning environment for students, staff, and visitors. The safety policy is reviewed annually and disseminated to all staff members at the beginning of the academic year.

This policy aligns with SPEA health, safety, and safeguarding requirements and UAE regulatory guidelines.

- New staff are oriented about the policy during their induction.
- Visitors and contractors must comply with safety regulations during their time on the premises.
- Evacuation procedures must be clearly displayed throughout the school.

All employees are required to work responsibly and contribute to maintaining a safe environment by reporting hazards and proposing improvements. Non-compliance may result in disciplinary action.

AIMS

1. Safe Environment: To provide and maintain a safe and healthy school environment.
2. Awareness and Training: To ensure all members understand their safety responsibilities and receive proper training.
3. Emergency Preparedness: To establish robust procedures for emergencies such as fire and evacuation.
4. Risk Management: To identify and mitigate potential hazards through systematic risk assessments.
5. Facility Maintenance: To maintain infrastructure and equipment in safe working order.

RESPONSIBILITIES

Roles and Responsibilities

1. Director and Principal

- Oversee the implementation of safety protocols.
- Ensure resources are available for safety measures.
  - Ensure compliance with SPEA safety and safeguarding standards.

2. Heads of Departments and Supervisors

- Conduct regular safety inspections.
- Monitor staff adherence to safety practices.

3. Teachers and Support Staff

- Ensure the safety of students during classes and activities.
- Report hazards immediately.
  - Maintain active supervision and implement safeguarding procedures where required.

4. Students and Parents

- Follow safety instructions and rules.
- Parents must ensure timely pick-up and drop-off at designated areas.

Outsourced Service Providers

- Mechanical, Electrical, and Plumbing (MEP) services are managed by certified contractors who adhere to safety policies and perform routine maintenance.
- Pest control and waste management are outsourced to regulated entities in compliance with local laws.

- All external service providers shall comply with school safety and safeguarding protocols.

SAFETY ARRANGEMENTS

Fire and Emergency Procedures

- Fire drills are conducted regularly to familiarize staff and students with evacuation protocols.
- Floor wardens ensure all areas are cleared, and passes are submitted to the Safety Officer at the assembly point.
- Firefighting equipment is inspected monthly, and fire exits are always kept unobstructed.

- Emergency response procedures shall be reviewed periodically and aligned with UAE emergency authority guidelines.

Incident Management & First Aid

- First aid kits are strategically placed throughout the campus.
- Designated first aid officers are trained to manage emergencies and provide immediate care.
- All incidents are documented using the school's reporting forms.

- All incidents shall be recorded, reviewed, and analysed to improve safety practices.

Risk Assessments

- Risk assessments are conducted for all significant activities and reviewed annually.
- Hazards are evaluated, and control measures are implemented proportionally to their risk levels.

- Dynamic risk assessments shall be conducted for high-risk activities and events.

Electrical Safety

- Staff must ensure electrical equipment is in good condition and report faults immediately.
- Sockets must not be overloaded, and trailing wires are prohibited in walkways.

Playground and Premises Safety

- Staff members supervise playgrounds during breaks.
- Any damage to play equipment is promptly reported for repair.
- Regular site inspections ensure the premises are free of hazards.

STUDENT SAFETY

1. Arrival and Departure

- Bus assistants escort younger children to and from classrooms.
- Designated areas ensure smooth pick-up and drop-off procedures.

2. Supervision

- Teachers and staff maintain close supervision during breaks, playtime, and field trips.

3. Health and Hygiene

- Hand sanitizers are available in classrooms and common areas.
- Washrooms are cleaned regularly, with sanitary bins provided for older girls.

- Hygiene practices shall align with current public health guidelines in the UAE.

VISITORS AND CONTRACTORS

- Visitors must register at reception and be accompanied at all times.
- Contractors must notify the administration of potential hazards and follow safety guidelines.
- Unauthorized visitors, including children not enrolled at the school, are not permitted without prior approval.

- Visitor access shall be monitored and recorded to ensure campus security.

FOOD AND PERSONAL BELONGINGS

- Drinking water is freely available to students and staff.
- Students must label their personal belongings to prevent loss or misuse.

APPENDICES

1. Risk Assessment Form
2. Classroom Checklist
3. General Area Checklist
4. Rules for School Trips
5. Accident/Incident Report Forms (Students and Staff)
6. Maintenance Report Form
7. Toilet Checklist

By ensuring compliance with this policy, Progressive English School, Sharjah, aims to create a safe and thriving environment for all stakeholders.

This policy shall be reviewed annually in line with SPEA requirements and updated based on safety audits and inspection feedback.