



مدرسة جلوبال الفلبينية

THE PHILIPPINE GLOBAL SCHOOL

Leader in Academic Excellence and Values Formation

Hadbat Al Zaafaranah, Abu Dhabi, United Arab Emirates

HEALTH AND SAFETY POLICY

SECTION 1. School's Philosophy, Vision, Mission and Aims

I. Introduction

The health, safety, and well-being of all students, staff, visitors, and stakeholders are of paramount importance at The Philippine Global School, operating within the regulatory framework of the Abu Dhabi Department of Education and Knowledge (ADEK) and in alignment with the United Arab Emirates' national laws and safety standards. This Health and Safety Policy outlines the principles, responsibilities, and procedures adopted by the school to ensure a safe, secure, and healthy environment conducive to learning and personal development.

In a rapidly evolving educational landscape, particularly one marked by diverse student populations and dynamic teaching methodologies, it is essential that health and safety standards remain robust, proactive, and inclusive. This policy aims to protect individuals from harm by identifying potential risks, implementing preventive measures, and fostering a culture of safety, accountability, and continuous improvement.

We recognize that effective health and safety management is not only a legal and regulatory requirement but also a moral obligation. Our commitment extends to promoting the physical, emotional, and mental well-being of our school community through a structured approach that incorporates:

- Risk assessments and hazard control
- Emergency preparedness and response planning
- Health promotion and disease prevention
- Safe use of facilities, equipment, and materials
- Regular training and awareness programs

In compliance with ADEK's Private School Policy Guidelines and UAE Federal Law No. (2) of 2015 on Child Rights (Wadeema's Law).

This policy serves as a living document, regularly reviewed and updated to reflect new health challenges, emerging risks, and regulatory changes. All stakeholders, including leadership, teaching and support staff, students, parents, and external contractors, are expected to understand and actively participate in upholding the principles and procedures set out herein.

By embedding health and safety into every aspect of school life, The Philippine Global School strives to create a nurturing and protected environment where academic excellence, personal development, and collective responsibility can flourish.

II. School's Educational Philosophy, Vision and Mission Statement

Educational Philosophy

The Philippine Global School is geared towards developing a holistic personality among learners, physically fit, emotionally stable, morally upright, intellectually capable, spiritually guided, scientifically empowered and culturally awakened in a global competitive society.

Vision

We envision to be the center of academic excellence, train students to become good leaders who are globally competitive and build character that makes a difference; Equipping them to be competent for the future challenges and be of service to mankind.

Mission

The Philippine Global School is a God-centered learning institution. It is committed to providing education for the development of the youth in all aspects of life, striving for excellence in academic, social, physical, and spiritual lives of its students, their families, the community and the world. Our mission is to provide an affordable quality education while developing and nurturing the whole child in a God-centered environment.

III. Aims

The aims of The Philippine Global School's Health and Safety Policy reflect our firm commitment to providing a secure, healthy, and supportive environment for all members of our school community. Anchored in the standards set by the Abu Dhabi Department of Education and Knowledge (ADEK), these aims serve as the foundation for creating a culture of safety, risk prevention, and well-being. By promoting awareness, ensuring compliance, and fostering continuous improvement, the policy supports our goal of maintaining a learning environment where students can thrive physically, emotionally, and academically.

We aim to:

- **Ensure a Safe and Healthy Learning Environment**

To maintain a school environment where the physical, emotional, and psychological safety and well-being of students, staff, and visitors are protected in accordance with ADEK's safety standards.

- **Promote a Culture of Health and Safety Awareness**
To instill a proactive safety culture through awareness campaigns, training, and consistent reinforcement of health and safety practices among all stakeholders.
- **Comply with Regulatory Requirements**
To adhere to all applicable health, safety, fire, and environmental regulations set by ADEK and UAE law, ensuring full compliance and accountability.
- **Prevent and Minimize Risk**
To identify, assess, and manage health and safety risks through structured procedures, regular inspections, and emergency preparedness plans to reduce accidents, injuries, and illnesses.
- **Respond Effectively to Emergencies**
To establish and regularly review clear emergency protocols—including fire evacuation, medical emergencies, and lockdown procedures—to ensure rapid and effective responses.
- **Promote Student Health and Well-being**
To implement programs and services that support the physical and mental health of students, including access to medical care, counseling, healthy food options, and physical activity.
- **Provide Safe Facilities and Equipment**
To ensure all school facilities, transportation services, learning tools, and playgrounds are safe, accessible, and regularly maintained.
- **Empower Stakeholders through Training**
To provide ongoing training for staff and students on health and safety procedures, first aid, fire drills, and child protection policies.
- **Support Environmental Sustainability and Hygiene**
To promote eco-friendly practices and maintain cleanliness and hygiene across the campus in alignment with public health directives.
- **Continuously Improve Safety Practices**
To evaluate and update health and safety practices based on incident reports, audits, feedback, and new ADEK guidelines to promote continuous improvement.

SECTION 2. Roles and Responsibilities of the School Principal and the Governing Board

The Principal and the Governing Board of The Philippine Global School hold the primary responsibility for ensuring the health and safety of all school operations and school-related activities. They are accountable for establishing, implementing, and monitoring policies and procedures that comply with ADEK's Health and Safety regulations.

Responsibilities of the Principal:

- Ensure the implementation of the school's Health and Safety Policy in alignment with ADEK guidelines.
- Oversee the daily operations of health and safety procedures within the school premises.
- Identify potential risks and hazards and implement appropriate control measures.
- Ensure all staff, students, and visitors are aware of and comply with health and safety procedures.
- Facilitate regular training, drills, and awareness programs related to health, safety, and emergency response.
- Maintain proper documentation of health and safety incidents, inspections, and reports.
- Coordinate with the school nurse, safety officers, and external agencies when needed.
- Monitor the condition and safety of school facilities and equipment and take corrective actions as necessary.

Responsibilities of the Governing Board:

- Establish and approve the school's Health and Safety Policy in compliance with ADEK standards.
- Provide strategic oversight and ensure accountability for the implementation of health and safety across all school operations.
- Allocate sufficient resources to support health and safety initiatives, training, and infrastructure.
- Monitor the overall effectiveness of the health and safety policy through regular reviews and audits.
- Support the Principal in creating a culture of safety and well-being throughout the school community.
- Ensure legal and regulatory compliance in all aspects of school health and safety governance.
- Receive and evaluate reports from the Principal regarding health and safety performance and incidents.

Section 3. Roles and Responsibilities of All Members of the School Community

To ensure a safe, healthy, and supportive learning environment, every member of The Philippine Global School community plays an active role in upholding health and safety standards, in alignment with ADEK regulations. The following outlines the specific responsibilities of each group:

All Staff (Teaching and Non-Teaching):

- Comply with all health and safety policies, procedures, and guidelines.
- Promote and model safe behavior for students.
- Report hazards, accidents, or unsafe conditions immediately to the appropriate authority.
- Participate in health and safety training and emergency drills.
- Supervise students to ensure their safety at all times.

Students:

- Follow school health and safety rules and instructions from staff.
- Behave in a way that does not put themselves or others at risk.
- Report unsafe behavior, hazards, or incidents to a teacher or staff member.
- Participate responsibly in emergency drills and health-related programs.
- Respect school property and use equipment safely.

Health and Safety Officer:

- Monitor and enforce the implementation of the school's health and safety policies.
- Conduct regular risk assessments, inspections, and incident investigations.
- Provide guidance and support to staff and students on health and safety matters.
- Liaise with ADEK, emergency services, and external agencies as needed.
- Maintain up-to-date health and safety documentation and reports.

Contractors and Subcontractors:

- Comply with the school's and ADEK's health and safety standards while on school premises.
- Ensure that their activities do not pose risks to students, staff, or visitors.
- Use safe working practices and appropriate personal protective equipment (PPE).
- Coordinate with school management before starting any work.
- Report any incidents or hazards immediately to the designated school contact.

Visitors (Including Parents and Guests):

- Follow the school's health and safety protocols while on campus.
- Report any observed hazards or emergencies to school personnel.
- Adhere to visitor sign-in/sign-out procedures and emergency instructions.
- Respect restricted areas and avoid disrupting school activities.

Relevant Stakeholders (e.g., Suppliers, Partner Organizations):

- Ensure their services, products, or programs meet school and ADEK safety standards.
- Collaborate with school administration to align activities with health and safety policies.
- Take all necessary precautions to prevent risks related to their engagements with the school.

By fulfilling these responsibilities, all members of the school community contribute to a safe, healthy, and productive educational environment.

Section 4. Procedures for Ensuring the Health and Safety of School and Extracurricular Activities

The Philippine Global School is committed to ensuring that all curricular, co-curricular, and extracurricular activities are conducted in a safe, organized, and well-supervised manner. This includes classroom-based programs, sports, educational

trips, competitions, and cultural events, both on and off campus. All activities follow ADEK's health and safety regulations and are guided by clearly defined procedures to mitigate risks and protect the welfare of students, staff, and accompanying adults.

1. Comprehensive Planning and Risk Assessment

- Every activity must undergo **thorough planning** to identify objectives, location, participants, duration, logistics, and potential health and safety concerns.
- A **formal risk assessment** is conducted prior to the activity to:
 - Identify hazards (e.g., transportation, environment, weather, participant behavior).
 - Evaluate the likelihood and impact of each risk.
 - Implement control measures (e.g., safety equipment, behavioral guidelines, medical provisions).
- Risk assessments must be submitted to the **Health and Safety Officer and School Leadership Team** for approval at least two weeks before the scheduled activity.
- For **off-campus events**, organizers must ensure the venue:
 - Has the necessary safety certifications.
 - Meets fire and emergency compliance.
 - Has clean and accessible facilities (toilets, first aid stations, etc.).

2. Staffing, Supervision, and Student-Staff Ratios

- Each activity must have **clearly designated staff supervisors**, with at least one trained in **first aid and emergency procedures**.
- A safe **student-to-staff ratio** must be maintained, based from **ADEK Extracurricular Activities and Events Policy**:
 - Grade 7 / Year 8 and above: 1 adult for every 15 students
 - Grade 2 / Year 3 to Grade 6 / Year 7: 1 adult for every 10 students
 - Pre-KG / FS1 to Grade 1 / Year 2: 1 adult for every 6 students
 - Students with Additional Learning Needs: 1 adult for every 3 students, or more if needed for safety
 - Overseas Trips (outside the UAE): 1 adult for every 8 students
- Staff responsibilities include:
 - Head counts before, during, and after the activity.
 - Ensuring student discipline and adherence to safety protocols.
 - Coordinating communication and medical needs.

3. Parental Consent and Pre-Activity Information

- A **signed parental consent form** is mandatory for all students participating in off-campus or potentially high-risk activities (e.g., sports tournaments, water-based activities).
- Parents/guardians must be provided with a **comprehensive information letter** detailing:
 - Purpose and benefits of the activity.
 - Venue address and map.
 - Departure and return times.
 - Transportation mode and provider.
 - Supervisory staff list and emergency contact numbers.
 - Required items (e.g., packed lunch, water, appropriate clothing).

4. Student Orientation and Behavior Expectations

- All participating students must attend a **pre-activity orientation**, which includes:
 - Safety briefings and behavioral expectations.
 - Instructions on how to act in an emergency or unfamiliar setting.
 - The importance of staying in assigned groups and following adult instructions.
- Students are expected to:
 - Show respect for venues, hosts, and cultural differences.
 - Stay within designated activity zones.
 - Report any unsafe conditions, injuries, or bullying immediately.

5. Safe and Regulated Transportation

- All transport used for off-campus activities must be **ADEK-approved** and comply with UAE safety standards.
- Buses must have:
 - Valid registration and insurance.
 - A licensed driver and assistant (attendant).
 - Functioning seatbelts and air conditioning.
- Safety checks are conducted before departure, and supervisors ensure:
 - Students are seated with seatbelts fastened.
 - A roster is used for headcounts before and after boarding.
 - Emergency procedures during transit are communicated to students.

6. Emergency Preparedness and Medical Support

- Each activity must include a **written emergency response plan**, which is shared with staff and submitted to the Health and Safety Officer.
- The plan must include:
 - Steps to take in case of injuries, accidents, fire, or student illness.
 - Emergency evacuation procedures (if applicable).
 - Direct contact with the school's designated emergency response team.
- A **portable first aid kit** and any necessary medication (e.g., for students with medical needs) must be carried.
- Staff must be aware of:
 - Each student's health information, allergies, and emergency contacts.
 - The nearest clinic or hospital (for off-campus activities).

7. Coordination with External Providers

- For activities involving third-party providers (e.g., camps, museums, sports clubs), the school will:
 - Request **safety compliance documentation**, including liability insurance.
 - Confirm that all instructors and facilitators are trained and background-checked.
 - Sign an agreement outlining responsibilities, coverage, and supervision arrangements.

8. Post-Activity Review and Incident Reporting

- After the activity, a **post-event evaluation** is conducted, which includes:
 - A debriefing session with staff and student feedback.
 - Documentation of any incidents, near misses, or health-related concerns.

- A review of safety performance and areas for improvement.
- Incident reports must be filed with the Health and Safety Officer and submitted to ADEK if required.

By following these detailed procedures, The Philippine Global School ensures that all school and extracurricular activities are carried out in a manner that prioritizes the health, safety, and well-being of students and staff, whether on campus or beyond.

Section 5. Resources and Processes to Ensure a Healthy, Safe, and Secure School Environment

The Philippine Global School is committed to providing a safe, healthy, and secure environment where students can thrive and learning can flourish. To achieve this, the school has put in place a range of physical resources, operational systems, and cultural practices that support the well-being of all members of the school community. These measures also promote a shared culture of responsibility and accountability.

1. Physical Resources and Infrastructure

- **Secure Facilities:** The school campus is equipped with controlled entry and exit points, security personnel, CCTV surveillance, and visitor identification systems.
- **Health Clinic:** A fully functional school clinic is staffed with qualified nurses and equipped with first aid supplies, emergency medication, and basic health screening tools.
- **Safety Equipment:** Fire alarms, extinguishers, emergency exits, and signage are installed throughout the campus and maintained regularly.
- **Clean Environment:** Routine cleaning and disinfection of classrooms, restrooms, common areas, and buses are carried out to maintain hygiene and prevent the spread of illness.
- **Designated Safety Zones:** Areas such as drop-off/pick-up points, playgrounds, and laboratories are clearly marked and monitored for safety compliance.

2. Health and Safety Personnel

- **Health and Safety Officer:** Oversees all safety protocols, conducts inspections, and ensures compliance with ADEK regulations.
- **School Nurse:** Provides immediate medical care, maintains student health records, and coordinates with local healthcare providers.
- **Security Team:** Monitors campus security, assists in visitor management, and supports emergency procedures.

3. Policies and Operational Procedures

- **Emergency Preparedness Plans:** The school has documented procedures for fire drills, lockdowns, evacuations, and medical emergencies, practiced regularly with staff and students.
- **Incident Reporting System:** Any accidents, injuries, or unsafe behaviors are reported immediately using structured forms, investigated, and followed up with corrective actions.

- **Visitor Management System:** All visitors are required to sign in, wear identification badges, and be escorted when necessary.

4. Training and Capacity Building

- **Staff Training:** All staff undergo regular training in first aid, child protection, emergency response, and health and safety protocols.
- **Student Awareness:** Students are educated through classroom discussions, assemblies, and campaigns on topics such as hygiene, safety behavior, digital safety, and reporting concerns.
- **Emergency Drills:** Fire drills, earthquake simulations, and lockdown practices are conducted periodically to ensure everyone knows what to do in an emergency.

5. Communication and Collaboration

- **Parent Engagement:** Safety-related updates, medical guidelines, and trip consent forms are regularly communicated with parents.
- **Stakeholder Coordination:** The school works closely with ADEK, local authorities, and external service providers to ensure compliance with health and safety laws and best practices.
- **Health Alerts and Advisories:** Timely updates are shared with the school community in case of outbreaks, weather warnings, or public health concerns.

6. Promoting a Culture of Responsibility and Accountability

- **Shared Responsibility:** All members of the school community—students, staff, parents, and visitors—are expected to take an active role in maintaining a safe environment.
- **Student Leadership:** Prefects, class officers, and club leaders are encouraged to model responsible behavior and report safety issues.
- **Recognition of Good Practice:** Positive reinforcement is given to classes or individuals who demonstrate consistent safety awareness and cooperation.
- **Regular Monitoring and Review:** Safety policies and procedures are reviewed regularly to identify areas for improvement, guided by data from inspections, feedback, and incident reports.

By combining robust resources with clear processes and a strong culture of accountability, The Philippine Global School ensures that every student learns in an environment that prioritizes their health, safety, and overall well-being.

Section 6. Provisions for Educating Students and Training Staff on Health and Safety

The Philippine Global School believes that a proactive approach to health and safety education is essential in fostering a secure and responsible school environment. To achieve this, the school provides structured programs and ongoing training for both students and staff. These initiatives aim to build awareness, develop practical skills, and promote a culture of safety, preparedness, and accountability throughout the school community.

1. Student Education on Health and Safety

- **Classroom Integration:** Age-appropriate health and safety topics are incorporated into subjects such as Science, Social Studies, Physical Education, and Moral Education.
- **Orientation Programs:** At the beginning of each academic year, students participate in orientation sessions covering basic safety rules, school policies, and emergency procedures.
- **Emergency Drills:** Regular fire, earthquake, and lockdown drills train students to respond calmly and correctly during emergencies.
- **Awareness Campaigns:** The school organizes Health and Safety Weeks, hygiene campaigns, and wellness talks to educate students about:
 - Personal hygiene and infection control
 - First aid basics
 - Road and bus safety
 - Online and cyber safety
 - Anti-bullying and conflict resolution
- **Student Participation:** Selected students may serve as safety marshals or peer leaders, helping promote responsible behavior and reporting unsafe conditions.

2. Staff Training and Capacity Building

- **Health and Safety Induction:** All new staff members undergo a comprehensive health and safety orientation as part of their onboarding process.
- **Annual Refresher Training:** Returning staff participate in refresher sessions on updated safety policies, emergency protocols, and first aid practices.
- **First Aid and CPR Certification:** Key staff members, including PE teachers, lab staff, bus attendants, and clinic personnel, receive certified first aid and CPR training through recognized providers.
- **Fire and Evacuation Training:** Fire wardens and designated emergency response staff receive specialized training in evacuation procedures, use of fire extinguishers, and crowd control.
- **Specialized Training for Roles:**
 - Lab and science teachers receive training on chemical handling and lab safety.
 - ICT and library staff receive training on digital safety and ergonomics.
 - Bus drivers and attendants are trained in transport safety and child supervision.

3. Continuous Improvement and Evaluation

- **Training Records and Documentation:** All health and safety training activities are documented and maintained in staff files for compliance and review.
- **Performance Monitoring:** Training effectiveness is evaluated through observations during drills, feedback surveys, and the handling of real-life incidents.
- **Professional Development Opportunities:** Staff are encouraged to attend workshops, seminars, and ADEK-sponsored training sessions to stay updated with best practices and regulatory changes.

4. Collaboration with Parents and Stakeholders

- **Parental Engagement:** Parents are informed about the school's health and safety education programs and are encouraged to reinforce safe habits at home.

- **Community Involvement:** Health professionals, emergency responders, and wellness experts may be invited to deliver talks, workshops, or demonstrations for both students and staff.

By equipping students with knowledge and empowering staff with skills, The Philippine Global School ensures that every member of the school community plays an active role in creating and maintaining a healthy, safe, and supportive learning environment.

Section 7. Procedures for Preventing Injury and Ill Health

The Philippine Global School is committed to the proactive prevention of injury and ill health among students, staff, and visitors. The school adopts a preventive approach through systematic planning, routine checks, staff and student education, and a strong safety culture aligned with ADEK's Health and Safety Guidelines. The following procedures are in place to minimize risks and promote wellness across the school community:

1. Regular Risk Assessments

- **Routine Safety Inspections:** The Health and Safety Officer conducts scheduled and unscheduled inspections of classrooms, laboratories, playgrounds, corridors, stairways, school buses, and other facilities.
- **Hazard Identification and Mitigation:**
 - Physical risks (e.g. slippery floors, damaged furniture) are reported and addressed immediately.
 - Electrical systems, fire equipment, and Heating, Ventilation and Air Conditioning (HVAC) systems are routinely tested and maintained.
- **Activity-Specific Risk Assessments:** Before events, PE sessions, field trips, or high-risk tasks (e.g., science experiments), staff conduct specific risk assessments to identify and minimize potential hazards.

2. Environmental Health Measures

- **Cleanliness and Sanitation:**
 - Daily cleaning and disinfection of classrooms, restrooms, and high-touch surfaces.
 - Use of approved cleaning agents to reduce the spread of infectious diseases.
- **Ventilation and Air Quality:** Classrooms and offices are well-ventilated, and air filters are checked and replaced regularly.
- **Pest Control:** Regular pest control is scheduled to prevent insect or rodent infestations.

3. Health Monitoring and First Aid

- **School Clinic Services:** The school clinic provides daily health monitoring, first aid for minor injuries, and immediate care for illness.
- **Health Screening:** Regular vision, dental, and growth monitoring are carried out in coordination with ADEK health requirements.
- **Health Records:** Student medical histories, allergy information, and emergency contact details are securely maintained and regularly updated.

4. Training and Awareness

- **Student Education:** Students are taught how to recognize and avoid risks (e.g., safe play, lifting techniques, hand hygiene).
- **Staff Training:** Teachers and staff receive regular training in:
 - First aid and CPR
 - Manual handling techniques
 - Emergency response
 - Early signs of illness and injury
- **Posters and Signage:** Clear, age-appropriate signage across the school promotes safety awareness (e.g., “Walk, Don’t Run”, “Wash Your Hands”, “Fire Exit”).

5. Safe Equipment and Infrastructure

- **Routine Maintenance:** School furniture, playground equipment, and sports gear are regularly inspected and repaired or replaced if damaged.
- **Child-Friendly Design:** Classrooms and common areas are designed to reduce fall risks, with cushioned flooring in certain play areas and corner protectors on sharp furniture.
- **Ergonomics and Safety Tools:**
 - Proper seating and lighting for reading and computer use.
 - Safety goggles, gloves, and aprons for lab and art activities.

6. Illness Prevention and Infection Control

- **Sick Student Policy:** Students or staff showing symptoms of contagious illnesses (fever, cough, vomiting, rashes) are sent home and monitored before returning.
- **Vaccination and Health Updates:** The school tracks student immunizations and follows government health advisories.
- **Isolation Room:** A designated room is available in the clinic to isolate unwell individuals until they are picked up.

7. Supervision and Behavior Monitoring

- **Adequate Adult Supervision:** All students are supervised during class, breaks, transitions, and extracurricular activities to prevent risky behavior or unsafe play.
- **Behavior Policies:** The school enforces a Behavior Policy that discourages rough play, bullying, or aggressive behavior that may lead to injury.
- **Reporting and Follow-Up:** Students and staff are encouraged to report unsafe conditions or behaviors. Each report is logged, investigated, and followed by corrective action.

8. Emergency Preparedness

- **Emergency Drills:** Fire, lockdown, and evacuation drills are conducted regularly to ensure everyone knows what to do in case of emergencies.
- **Clear Emergency Routes:** Exits, stairways, and hallways are kept free of obstructions at all times.
- **First Aid Kits and Automated External Defibrillator (AEDs):** Easily accessible in key locations around the campus and regularly checked for completeness.

By following these well-defined procedures, The Philippine Global School ensures the physical and mental well-being of all community members. Prevention is not only a system, but a shared responsibility—built on preparation, education, and vigilance.

Section 8. Provision for Risk Assessments, Maintenance of the Risk Register, Implementation of Control Measures, and Monitoring and Review of Systems

To ensure the highest standards of health, safety, and well-being for all members of the school community, The Philippine Global School has established a systematic process for identifying and managing risks. This includes conducting risk assessments, maintaining a risk register, implementing control measures, and regularly reviewing all safety systems in line with ADEK's requirements.

1. Risk Assessments

- **Purpose:** Risk assessments are conducted to identify potential hazards, evaluate risks, and determine appropriate control measures to eliminate or reduce them.
- **Types of Assessments:**
 - **General Risk Assessments:** Conducted regularly for classrooms, labs, playgrounds, offices, and other common areas.
 - **Activity-Specific Assessments:** Conducted prior to school trips, science experiments, sports events, maintenance tasks, and other high-risk activities.
 - **Individual Risk Assessments:** Created for students or staff with specific medical needs, disabilities, or additional support requirements.
- **Responsibility:** Risk assessments are carried out by relevant staff (e.g., Health and Safety Officer, teachers, coordinators) and reviewed by the school's leadership.

2. Maintenance of the Risk Register

- **Centralized Risk Register:** A formal document that logs all identified risks across school operations.
- **Contents:** Includes the nature of the risk, likelihood and severity ratings, control measures in place, responsible persons, and dates of review.
- **Updating the Register:**
 - Updated whenever a new risk is identified.
 - Reviewed quarterly and following any significant incidents or changes to activities or facilities.
- **Access:** Maintained by the Health and Safety Officer and accessible to school leadership and relevant staff.

3. Implementation of Control Measures

- **Hierarchy of Controls:** Control measures follow the principle of eliminating risks where possible, substituting safer options, or applying engineering and administrative controls. Personal protective equipment (PPE) is used as a final safeguard.
- **Examples of Control Measures:**
 - Installing safety guards on equipment.
 - Marking wet floors with caution signs.
 - Providing PPE in science labs.
 - Assigning additional staff for supervision during high-risk activities.
 - Restricting access to hazardous areas.

- **Communication:** All control measures are clearly communicated to staff, students, and contractors as part of training or orientation.
- **Follow-Up:** After implementation, controls are monitored for effectiveness and adjusted as necessary.

4. Monitoring and Review of Systems

- **Ongoing Monitoring:**
 - Daily checks by teachers and custodial staff.
 - Monthly inspections by the Health and Safety Officer.
 - Spot checks by the SLT and Governing Board.
- **Incident Reviews:**
 - All accidents, near misses, or health incidents are investigated to identify root causes and update risk assessments and control measures accordingly.
- **Annual Review:**
 - A full annual review of the risk management system is conducted to assess compliance with ADEK guidelines and update the Health and Safety Policy accordingly.
- **Feedback Loop:**
 - Feedback is collected from staff and students about safety issues and is used to improve practices.
 - Parents are encouraged to raise safety concerns via designated communication channels.

By implementing this comprehensive risk management process, The Philippine Global School ensures a proactive and responsive approach to creating a safe, healthy, and secure environment for all.

Section 9. Termly Review and Compliance of the Health and Safety Policy

To ensure the continued effectiveness, relevance, and alignment of the Health and Safety Policy with ADEK regulations and the school's evolving needs, The Philippine Global School conducts a structured termly review and compliance process. This supports continuous improvement, accountability, and a culture of safety within the school community.

1. Quarterly Review Process

- **Scheduled Reviews:** The Health and Safety Policy and associated procedures are reviewed at the end of every academic quarter (four times per year).
- **Led by the Health and Safety Committee:** The committee—composed of the Principal, Health and Safety Officer, representatives from staff, administration, and facilities management—leads the termly review process.
- **Focus Areas:**
 - Updates in ADEK guidelines or government regulations.
 - Recent incidents or near misses and their investigations.
 - Feedback from staff, students, and parents.
 - Effectiveness of current control measures.
 - Risk register updates and action plans.
- **Documentation:** Findings, actions, and updates are documented in a Termly Health and Safety Review Report submitted to the Governing Board.

2. Compliance Monitoring

- **Internal Audits:** Conducted quarterly by the Health and Safety Officer using a checklist aligned with ADEK Health, Safety, and Environment (HSE) standards.
- **Staff Compliance Checks:**
 - Teachers and administrative staff are observed for adherence to safety procedures.
 - Documentation such as first aid certifications, risk assessments, and safety training logs are reviewed for completeness and validity.
- **Student Safety Monitoring:**
 - Behavior and participation during drills.
 - Proper use of equipment and facilities.
- **Contractor Oversight:**
 - All external service providers (e.g., cleaning, transport, maintenance) are monitored for compliance with the school's safety expectations and contract terms.

3. Reporting and Follow-Up

- **Non-Compliance Reports:** Any areas of non-compliance are recorded, and corrective actions are assigned with deadlines and follow-up monitoring.
- **Leadership Review:** Quarterly reports are reviewed by the Principal and the Governing Board, who evaluate overall compliance and approve any necessary policy changes.
- **Continuous Improvement:**
 - Insights from each review cycle are used to update training, improve safety practices, and refine emergency procedures.
 - A summary of improvements and updates may be communicated to staff, students, and parents for transparency and awareness.

Through quarterly reviews and rigorous compliance checks, The Philippine Global School ensures that its Health and Safety Policy remains a living document—actively guiding the school in protecting its community and maintaining the highest standards of safety and well-being.