



المدرسة الإماراتية الأمريكية  
Emirates American School

Sharjah

**an American Curriculum School for Boys and Girls**

**KG – Grade 12**

## **SAFETY AND HEALTH MANUAL**

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## 1. General Policy Statement on Safety and Health Management

The School fully endorses the policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff, students and visitors. To this end, information, instruction, training and supervision is provided as necessary. Responsibility is also accepted for the safety and health of other people who may be affected by the school's activities, as far as reasonably practicable. The allocation of safety-related duties, the particular arrangements made to implement this policy and the way in which the policy is to be monitored is set out below. A copy of this statement will be made available to all staff and students via the School's website. The policy will be kept up to date to take account of changes in the School's activities. To ensure this, the policy and the way in which it has operated will be reviewed when necessary and confirmed by the Principal of the School.

## 2. The Responsibility for Carrying Out the Policy

The responsibility to carry-out the Policy for safety and health in the School lies with the Principal of the School. Successful management of safety and health can only be effectively achieved when the participation of staff at all levels in the school is built into all its processes for identifying and controlling risk.

For routine safety and health matters the line of responsibility follows the normal managerial lines in the School.



All members of the school have a responsibility to co-operate with their colleagues to achieve a safe and healthy workplace, and to take reasonable care of themselves and others. They are required to work in accordance with this policy and associated procedures.

Responsibilities extend beyond minimum compliance with statutory obligations; there is a responsibility to encourage good practice and due concern.

Whenever a member of this School notices a safety or health problem that he or she is not able to put right, it must immediately be reported a person in authority.

To assist the Head of School in managing safety and health, there are key roles with specific duties as described below.

**Head of School:** Johny Abraham

**Administrative Officer:** Deepu James

**Building Wardens:**

- **Supervisors**

- 1 Ahmed Abdel Jaber A. Sa'adeh
- 2 Refat Troudi Shalghin
- 3 Yasmin Hussien Hassan Shehada
- 4 Diana Mustafa Mahmoud Odeh
- 5 Ghada Hamed Elmetwally Saad

- **Security Guards**

- 1 Tousif Ahmed
- 2 Suliman Shah Badshah Gul
- 3 Umair Muhammad Akbar
- 4 Ajmal Khan Bahadar
- 5 Galeb Mamaluba Belgadiel

**First Aid Officers:**

- School Doctor
- School Nurse

**Duty of Care**

For any event for which you have responsibility for the safety and health of others, you should familiarize yourself and those within your care with basic domestic safety arrangements.

- The location of emergency exits are shown in Appendix 1 & 2.
- Emergency procedures and evacuation plan listed as **Appendixes 1 & 2**.
- A first aid box is located in every Supervisors room, Boys & Girls Cafeteria, Clinic, Main Reception area, in the first floor Multipurpose hall and Science labs.
- A portable first aid kit is located in Main Security Guard Room & Bus Parking area Security Guard Room.
- The first aid officer is located in School Clinic (room no. GF.007)
- A wheelchair available in School Clinic (room no. GF.007)

### **3. The Arrangements for Safety and Health**

#### **3.1 Reporting and Investigating Safety or Health Issues**

A member of the School noticing a safety or health problem that they are not able to put right themselves should immediately tell someone in authority, following the School's 'reporting' policy.

### **3.2 Consultation for Safety and Health**

All members of the School are encouraged to raise concerns about safety and health with appropriate managers or supervisors. Additional formal consultation will take place through the School Safety Committee. The membership of the School Safety Committee shall consist of the Head of School, Administrative Officer, Building Warden, First Aid Officer and Student Representative. The Committee shall be chaired by the Head of School, or his nominee, and shall meet quarterly each year. Minutes of meetings shall be made available to all members of School staff via email. The primary role of the School Safety Committee is to advise the Head of School on the implementation of matters relating to safety and health in the local area. This will be achieved by:

- (i) Consideration of reports on such matters as accidents and other incidents, safety inspections, and reports from those with delegated safety duties;
- (ii) Assisting in the development of safety rules and safe systems of work;
- (iii) Advising on the safety content of information and training for staff and students;
- (iv) Monitoring of this policy.

### **3.3 Safety and Health Training New Staff**

The immediate manager or supervisor will ensure that all new members of staff are inducted for safety and health as soon as practicable, by using the guidance, Safety and Health Office checklist and School checklist as a framework. Records of induction should be kept.

New students will be informed about the same points as part of their introduction to the School. Students should also be made aware of the student guide to safety and health produced by the Supervisor & teachers.

The need for specialist training should be identified by managers and supervisors, and all requests for such training should be directed to either the Head of School or the Administrative Officer.

Members of the School will not be expected to undertake any procedure for which they have not been adequately trained.

### **3.4 Fire and Emergency Procedures**

When the fire alarm sounds, the building warden should immediately take up position in front of fire indicator panel on the ground floor foyer and listen carefully for announcement which should be immediate.

Floor wardens should pass through each floor, (all laboratories, seminar rooms, offices, toilets) and direct people to the nearest exit as per the evacuation plan. Any staff member can be asked to assist in the evacuation.

Where there are two or more wardens per floor, one should be positioned at the exit/entrance to each floor to stop people entering and to direct people away from the building, while the other/s sweep the corridors.

Once all the floors have been cleared, wardens not positioned on an exit should come down to the ground floor and take further instructions from the building warden.

After normal School hours, security personnel will respond to the alarm and assist in the evacuation.

**Assembly areas are:**

- 1) Admin Area People will gather in front of School main gate **Assembly point 6.**
- 2) Boys section Ground Floor Students and Staffs will gather in front of the school open area near Tent **Assembly point 2.**
- 3) Boys section First Floor Students and Staffs will gather backside of the school near football court **Assembly point 3.**
- 4) Girls section Ground Floor Students and Staffs will gather in front of the school open area near Tent **Assembly point 1.**
- 5) Girls section First Floor Students and Staffs will gather backside of the school near football court **Assembly point 4.**
- 6) KG Section Students and Staff will gather at the backside of their section near bus parking and fountain area **Assembly point 5.**

Wardens should pass a "floor all clear" message to the Admin Officer who will be located at the **Assembly point 6** in the event of an evacuation.

**Exits/Entrances that need to be monitored are:**

1. Ground floor student entrance, and the emergency exit at the internal hall doors of the building
2. Ground floor Main reception area doors.
3. First floor main entrance.
4. First floor on the top of cafeteria walkway.
5. First Floor gate near to the internal assembly area stage.

Ensure people with disabilities are given assistance if required. Always ask people with disabilities if they require assistance and what they require. Wardens are to take note of people needing assistance as they supervise evacuations of their area of responsibility.

People who do not follow instructions are to be noted. Do not waste time trying to force people to leave. Be firm, but if they refuse to cooperate note their names (if reasonable to do so) and report them to the warden at the fire control panel.

**Note:** During an alarm, both the elevators will not be functioned.

### **3.5 Action in the Event of an Incident - First Aid Procedures**

The School has a qualified first aid officer available to deal with any incidents or render assistance when needed. There is a portable First Aid kit located in clinic and main security guard room and a fixed kit installed in the Main reception area, Supervisors room, Science labs and multipurpose hall. While there are no specific incident responses required, due to the School not using or encouraging the use of hazardous substances, the First Aid officer follows the School's first aid and notification and investigation policies.

**The First Aid procedure is as follows:**

- Ensure your own safety in the situation.
- Tend to the injured person (s) as required by first aid procedures.
- Contact your line manager and he/she may contact 998 to get an ambulance to attend.
- Assist the injured person to a medical Centre/hospital for treatment by a doctor as informed by your

- line manager.
- Remain with the injured person (s) until medical aid arrives or you have reached a medical Centre/hospital with the approval of your line manager.

Upon completion, an incident, injury and hazard notification form is filled out and sent off in accordance with School's policies.

### 3.6 Risk Assessments

There is a legal requirement to assess risks. Where these are found to be significant, the assessment must be written. **It is the responsibility of managers and supervisors to satisfy themselves** (while not necessarily examining every assessment) that risk assessments: are conducted; are completed to a consistent and reasonable standard; relate to the actual work being undertaken; are reviewed; and are supported by adequate and appropriately maintained records It is the responsibility of persons in control of areas or activities to ensure risk assessments are carried out. A general risk assessment form listed as **Appendix 3**. There are five principal steps in the process of carrying out a risk assessment. These are to:

1. Look for the hazards, ignoring the trivial and concentrating only on significant hazards, which could result in serious, harm or effect several people.
2. Decide who might be harmed and how, thinking about people who may not be in the workplace all the time, e.g. cleaners, visitors and contractors.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
4. Record your findings.
5. Review your assessment on a regular basis. For example: If a laboratory procedure is carried out frequently the risk assessment only needs to be undertaken once. A single risk assessment will cover the procedure being repeated over and over again. However, sooner or later you will need to review your assessment in the light of changes in substances and procedures that could lead to new hazards. In an office environment, changes may be made to the layout and/or introduction of new electrical equipment i.e. kettle, heaters.

You will want to consider these sorts of changes in their own right and do whatever you need to reduce the level of risk.

### 3.7 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use in the School, including personal items.

Only electrical equipment that is properly installed and maintained are used in School. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. This also applies to personal equipment held by staff. For example, a lamp, coffee percolator, overhead projector, etc. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use and given to the appropriate manager or supervisor. No personal electrical equipment other than the phone/laptop chargers are allowed in school.

All portable appliances are regularly inspected, tested and tagged. All members of the School should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables.

Any item that becomes faulty should be taken out of service and labelled and either discarded or sent for repair by the person incharge.

Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping. The use of socket adaptors should be avoided wherever possible. Only power boards with individually switched outlets and overload protection are permitted. Extension leads are seen as temporary measures to be used only until additional socket outlets have been provided.

All power consuming equipment such as lights, projectors, computers etc are to be switched off immediately after use.

School equipment held off-site will be included in periodic inspections and the holder being responsible for bringing it into the School.

### **3.8 Children**

If any circumstances children who are not enrolled, are brought onto School premises they must be under immediate and close supervision of a parent or guardian at all times. They are not permitted in any area other than the reception. No staff is allowed to bring their children or siblings to school without prior written permission from the principal, if they are not registered with the school.

### **3.9 Visitors and Contractors**

Visitors to the School should be asked to report to the reception. The member of the unit who the visitor wishes to see will be telephoned from the reception and asked to report to the reception to meet their visitor and subsequently accompany them in the unit. The School policy on visitor safety should be followed.

- Any staff who wishes to meet a parent or visitor must inform the Supervisor and should have taken prior written permission, if it is not a notified meeting.
- For notified meetings such as PTM, the parents are allowed to enter the approved areas only.
- Staff are not allowed to take any outside personal inside sections or classrooms without written approval from the Principal.
- No staff is allowed to bring their children, siblings or relatives and friends to school without prior written permission from the principal, if they are not registered with the school.
- No visitor is allowed to enter the accommodations of the service/security staff without written permission from the Admin Officer.

### **3.10 Services and Facilities**

The planning and undertaking of building, alteration and repair work, and the installation and maintenance of any equipment, by persons from outside the School needs to be adequately controlled to ensure the safety and health of members of the School. The contractors must follow the safety guidelines as per the contract and as per those applicable to the Visitors.

### **3.11 General Office Safety**

For routine office activities, with low risk of injury, no formal assessment of the work is necessary. Non-routine office activities should be assessed, and where any significant hazards are identified, the results of the assessment should be recorded.

A copy of the office safety checklist is available from the Safety and Health Office and individuals should use this to check the safety of their own office accommodation and listed as **Appendix 4**. Problems identified should be reported in the normal way.

Falls are the most prolific cause of injury in offices, accounting for almost half of all office injuries. Next come the handling and lifting of goods, materials and equipment, followed by stepping on, or striking against things; falling objects; machinery; transport; and the use of hand tools. Training in safe handling and lifting is available for any staff likely to lift equipment with any regularity. The maintenance of high standards of general housekeeping in offices goes a long way to preventing injuries. Care should be given to the general layout and storage of items to minimise the possible hazards. Particular attention should be given to: the condition of floors and floor coverings; trailing leads; storage of items, particularly heavy ones, on shelves above shoulder height; safe methods of reaching up.

### **3.12 Safety off School Premises**

Many School activities take place off School premises, including field trips and supervision in isolated areas. Staff and students have a responsibility to identify foreseeable risks and take appropriate action. Relevant aspects might include:

Field Trips - adequate competent supervision, including first aid training, appropriate protective clothing and sensible footwear, sufficient communications arrangements, availability of emergency equipment. Tutors responsible for fieldwork should familiarise themselves with the School guidance on fieldwork. For all field trips a risk assessment must be produced. Ministry permission and Parents' permission are mandatory after the approval of the trip by the School principal. The request form along with the rules for school trips are attached as **Appendix 5**. All staff to adhere by these rules.

Members of staff responsible for the placement of students should familiarise themselves with the School guidance on placement of students.

### **3.13 Safety in the Use of Computer Workstations**

"Working Comfortably with Computers" and note that the same principles of adopting correct posture at the computer applies to lap tops as well as desk based computer monitors. Be aware that if you are working from home, you should also apply the same principles.

It is warranted that you switch off all computers and overhead projectors after use to prevent overheating hazard and to save power.

### **3.14 Safety in Laboratories, Swimming pool, Gym and Play areas**

It is the duty of supervisory academic and technical staff to familiarise themselves with the safety and health legislation and Codes of Practice which are relevant to the work being undertaken in their area of responsibility and to ensure that other members of staff and students comply with these requirements.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented;
- staff, students and others under their supervision are instructed in safe working practices;
- new employees working within their School are given instruction in safe working practices;
- regular safety inspections are made;
- positive, corrective action is taken where necessary to ensure the safety and health of all staff, students and others;
- toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- they monitor the standard of safety and health throughout the section in which they work, encourage staff, students and others to achieve the highest possible standards of safety and health and discipline those who consistently fail to consider their own well-being or the safety and health of

- others;
- all signs used meet the statutory requirements;
- they report, as appropriate, any safety and health concerns to the appropriate person in authority. All work will be conducted in accordance with the School's Safety and Health Policy and any specific Codes of Practice relating to particular activities standards.

### **3.15 Safety of Equipment**

Where equipment related to safety and health there is a duty to ensure the equipment is appropriate for the intended use, clean, properly maintained and properly stored. The School guidance on personal protective equipment should be followed.

## **4 Food & Personal Belongings**

School will not be responsible for any mishap due to any food items ordered by any staff without the written approval from the Admin Officer. The school has a Municipality approved Canteen and members of the staff are allowed to bring their own food or may avail the canteen facilities. Any food supplied by any external source is prohibited. Also staff must restrain from ordering food from outside for safety reasons. If an order is to be placed, it must be with the above said approval only. Security guards and Supervisors should take note of any offence and report immediately to the Principal to avoid unwanted circumstances which may even lead to food poisoning etc.

Do not leave any valuable personal belongings like original certificates, jewelry or documents in the school. The school will not be responsible unless informed in writing with acknowledgement to keep the belonging in safe custody of the Admin Officer. For any reason, do not bring any personal belongings like small furniture, stationaries, electronic products, toys etc. If in any such urgent cases, need to take prior approval from the Admin officer. The MOE has warned and prohibited use of individual Electrical appliances in the Staff room.

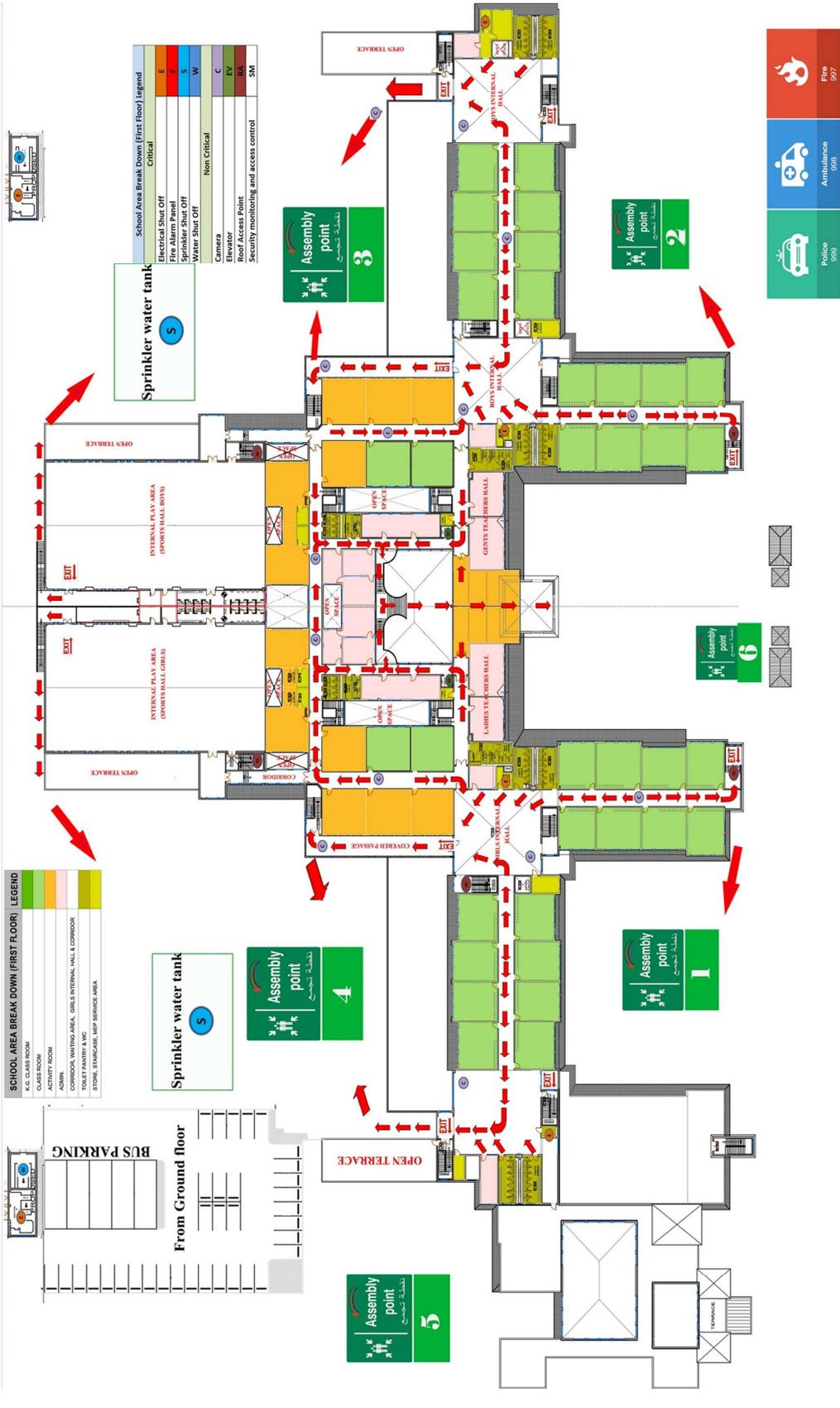
## **5 Monitoring of the Policy**

Day to day monitoring of compliance is the responsibility of all those with managerial responsibility. Supervisors and line managers should also use reports of injury, near misses and sickness linked to work to determine whether existing arrangements require modification in order to prevent a recurrence. Monitoring the effectiveness of the policy will be carried out by way of planned School/Section inspections.





# EMIRATES AMERICAN SCHOOL



**SCHOOL AREA BREAK DOWN (FIRST FLOOR) LEGEND**

CLASS ROOM	CLASS ROOM
ACTIVITY ROOM	ACTIVITY ROOM
ADMIN.	ADMIN.
CORRIDOR, WAITING AREA, GIRLS INTERNAL HALL & CORRIDOR	CORRIDOR, WAITING AREA, GIRLS INTERNAL HALL & CORRIDOR
TOILET PANTRY & WC	TOILET PANTRY & WC
STORE, STAIRCASE, RAMP SERVICE AREA	STORE, STAIRCASE, RAMP SERVICE AREA

**School Area Break Down (First Floor) Legend**

Electrical Shut Off	E
Fire Alarm	F
Sprinkler Shut Off	S
Water Shut Off	W
Non Critical	C
Camera	CA
Elevator	EV
Room Access Point	RA
Security monitoring and access control	SM

	Police	998
	Ambulance	998
	Fire	997

FIRST FLOOR MASTER PLAN



**Risk Assessment Form**

Date of risk assessment: \_\_\_ / \_\_\_ / 20\_\_

Area Covered: \_\_\_\_\_

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done

رؤيتنا: إعداد طلاب بمهارات القرن 21 ليصبحوا مواطنين يتحملون مسؤولياتهم، ويحافظوا على هويتهم.  
 Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.



**Classroom Checklist**

Sl No:	Class Name	Lights	Tables & Chairs	Cupboard	Computer	Projector	Projector Screen	White board	Soft boards	A/C vents	Floor Tiles	Toilets	Other Items
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / 20\_\_

رؤيتنا: إعداد طلاب بمهارات القرن 21 ليكونوا مواطنين يتحلون بمسؤولية بناء مجتمعاتهم ويحافظوا على بيئتهم.  
 Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.



Emirates American School

المدرسة الإماراتية الأمريكية

## General Area Checklist

Staff Name: \_\_\_\_\_

Sl. No:	Area	Findings	Action Taken	Work Completed - Date
1	Reception			
2	Security Room			
3	Bus bay			
4	Visitors parking			
5	Corridors			
6	Playground			
7	Multipurpose Hall			
8	Swimming Pool			
9	Store Rooms			
10	Pantries			
11	Other Areas			

Signature: \_\_\_\_\_

Date: \_\_ / \_\_ / 2019

رؤيتنا: إعداد طلاب بمهارات القرن 21 ليتمكنوا من مواكبة متطلبات المجتمع وبناء مجتمعهم ويحافظوا على هويتهم.  
Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.

Tel: 06-5092727, 06-5527443 Fax: 06-5527445 P.O. Box: 45683 Sharjah – U.A.E. www.easuae.com E-mail: info@easuae.com



## SCHOOL TRIP POLICY AND GUIDELINES

### 1. Policy Statement

New World American Private School encourages its staff to run a variety of trips away from the school environment, in order to enhance the students' learning. This includes the trips undertaken in UAE and outside the country.

### 2. Purpose

International tours and local field trips help to extend the classroom walls to include international mindedness and such community elements that will effectively assist in the process of learning. These trips are an integral part of the total educational experience as they are intermingled with the curriculum. The following field trip evaluation procedures are to be used to test the process and effectiveness of the trip.

### 3. Student Safety and Staff Responsibility

Staff responsibilities include:

- Approval from the Principal for each trip
- Planning visits, including risk assessments and first aid
- Permission from SEZ, where applicable.
- Preparing medical needs of individual students as per the data available (Use the health check template available at the Clinic)
- Insurance
- Communicating with Parents
- Parents must sign appropriate consent forms (copies of these forms must be in Principal's office one day before departure)
- Applying for transportation minimum 3 days in advance for local trips (Trip request form is available with Admin Officer)
- Planning transport and ensuring the leaving time and returning time are communicated to parents/students including pick up and drop off points.
- Emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted during the trip.
- Supervision
- Ensuring that students are in appropriate attire/uniform.
- Ensuring all students are wearing their school ID card (once it is issued).
- All staff travelling along with students must have their identity proof (emirates ID & school staff ID card).
- Student attendance list should be with the teacher during the trip.
- The teacher must take attendance of students when they enter the bus and exit the bus.
- Teachers in charge are responsible of total control over students' behaviour in the bus and at the venue of trip.

### 4. Staff Supervision Ratios

- Grades 3 and above (1:10)
- KG1-grade 2 (1:8)

Name of Staff:

Signature:

Date:

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**INCIDENT REPORT FORM 2019-20** استمارة الإبلاغ عن حادث

Name of person reporting: \_\_\_\_\_ Date of report: \_\_ / \_\_ / 20 \_\_  
 إسم الشخص المبلغ تاريخ البلاغ

Relationship of reporting person with the child: \_\_\_\_\_  
 علاقة صاحب البلاغ بالطالب

Reporting Person's contact no.: \_\_\_\_\_  
 رقم الاتصال بالشخص المبلغ

Mode of report:  Telephone Call  Personal Approach  others: \_\_\_\_\_  
 طريقة التقرير اتصال هاتفي حادث شخصي غير ذلك

**Student's Details:**

بيانات الطالب

Name of the child: \_\_\_\_\_ Grade: \_\_\_\_\_ Sec: \_\_\_\_\_  
 إسم الطالب الصف الشعبة

Teacher in Charge: \_\_\_\_\_  
 المعلم المسؤول

Parent's contact information: \_\_\_\_\_  
 بيانات الاتصال بولي الأمر

Parent's email id: \_\_\_\_\_  
 عنوان البريد الإلكتروني لولي الأمر

**Type of Incident:**  Physical  Emotional  Others: \_\_\_\_\_  
 نوع الحادث جسدي نفسي أخرى

**Brief description of incident: include date, time, location of specific incident:**

الرجاء وصف الحادث مع ذكر التاريخ، والوقت، وتحديد مكان الحادث:

Date of incident: \_\_ / \_\_ / 20 \_\_ Time of incident: \_\_\_\_\_ Location: \_\_\_\_\_  
 تاريخ الحادث وقت الحادث المكان

Signature of Reporting Person:

توقيع صاحب البلاغ

رؤيتنا: إعداد طلاب بمهارات القرن 21 ليكونوا مواطنين يتحملون مسؤولية بناء مجتمعهم ويحافظوا على هويتهم.

Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.

**INVESTIGATION REPORT**

Remarks from Social Worker: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Social Worker: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks from Supervisor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks from Counsellor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Counsellor: \_\_\_\_\_ Date: \_\_\_\_\_

Principals' Decision: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGEMENT**

Parent: \_\_\_\_\_ Teacher: \_\_\_\_\_ Social Worker: \_\_\_\_\_

Student: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Counsellor: \_\_\_\_\_

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## Maintenance Report Form

Staff Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / 2019

Sl. No:	Work Type	Reported when (Date)	Reported By	Area	Materials Required	Materials Used / Replaced	Action Taken	Description of Work	Duration of Work
1	Electrical Work								
2	Plumping Work								
3	Painting Work								
4	Carpentry Work								
5	Floor Tiles Work								
6	Other Work								

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