



## Guidelines:

### Health requirements for

### Educational Institutions

PCFC- Entity (Business Unit) Name	:	Trakhees – Department of Planning & Development
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## 1. Purpose

- To ensure commitment of all educational institutions to Public Health Safety Requirements.
- To ensure the implementation of a unified basic 'Health Requirements Programme' in all educational institutions in the jurisdiction of PCFC – Ports, Customs & Free zone Corporation, Dubai

## 2. Scope

The Health requirements are applicable to all government and private educational institutions (kindergartens, schools, colleges and universities) within the jurisdiction of PCFC (Ports, Customs & Free zone Corporation), Dubai.

## 3. Details of Implementation

### 3.1. Licenses & Documents:

Educational institutions shall get the following licenses:

- 3.1.1. Professional trade license issued from 'Licensing Department,' should be available.
- 3.1.2. Approved licenses by "KHDA" for Early Learning Centres and institutes.
- 3.1.3. Approved licenses by the 'Ministry of Higher Education & Scientific Research', for colleges and universities.
- 3.1.4. The most recently updated staff list.
- 3.1.5. The activities permitted must be mentioned in the license (KG, primary, elementary or Secondary etc.)
- 3.1.6. The facility should be approved by Trakhees Dept. (CED). Modification Completion Certificate (MCC) / Activity Verification Certificate (NOC AV) should be obtained from Trakhees CED and EHS respectively, and shall be available in the facility.



### 3.2 Premises:

- 3.2.1 Entrances and exits in Early Learning Centres and KG's shall not be directly accessing from or to the roads, respectively, and shall remain locked to ensure safety.
- 3.2.2 Proper and Regular cleaning schedule and procedure shall be implemented. Records of the same must be kept. All furniture must be made of nonabsorbent materials and should be kept clean and in good repair.
- 3.2.3 Sufficient area must be provided considering the extent of operation, furniture set-up and occupancy.

### 3.3 Staff:

Management should secure valid Occupational Health Certificate from DHA for all staff under the following categories: KG teachers, Assistant KG Teachers, Physical Education Teachers, Canteen Workers, Bus Conductors, Office Boys and Cleaners.

### 3.4 Canteen /Food Facilities:

The institute Cafeterias or Canteens must fulfil health conditions set by the Food Safety Department of Dubai Municipality. The food distribution companies/suppliers shall obtain approval (Vehicle Supplier Pass – 04 883 2121) issued by EHS prior to the operation/distribution.

### 3.5 Drinking Water:

- 3.5.1. Provide a clean source of drinking water supply.



- 3.5.2. Keep water tanks clean and properly covered to keep water coolers clean with filters, and the same should be changed when necessary.
- 3.5.3. Provide contract with a Water Tanks Maintenance Company approved by EHS
- 3.5.4. Maintain records and reports of cleaning & maintenance procedures and test results for Water tanks samples after each cleaning process.

**3.6** Running water must be available at all times.

**3.7** Hand wash liquids and hand dryers should be provided.

**3.8** A Store should be provided to keep tools & cleaning materials.

**3.9** First Aid box shall be provided in the facility and should be replenished regularly with supplies.

**3.10 Solid waste disposals:**

3.10.1. Suitable and sufficient waste containers should be made available.

3.10.2. Waste should be disposed properly and fulfilling due safety and precautionary requirements.

3.10.3. All sections of the educational institutions must be kept clean.

**3.11 Pest Control:**

3.110.1. The educational institutions' surroundings must be kept free of pests.

3.11.2. There must be a contract with an approved pest control company for the same. Pest control visit should be at least 4 times during an academic year.