



Health and Safety and Security Policy

Purpose

The purpose of this policy is to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to Northview International School.

Roles and responsibilities

The Principal/ Heads of School are responsible for ensuring that all health and safety policies and procedures are followed and periodically updated. Working in conjunction with the Facilities Manager, they are the focal points relating to Health & Safety. They will ensure that:

- a) All members of staff understand and fulfill their responsibilities to ensure a safe learning environment.
- b) All staff are aware of their responsibilities and receive appropriate supervision, instruction and training.
- c) All staff & pupils are encouraged to promote health and safety.
- d) Risk assessments are carried out for activities on and off the school site.
- e) School specific guidelines/policies are followed for all trips and visits.
- f) Regular health and safety inspections take place.
- g) A record to be maintained by the Facilities Manager and his/her team of all activities/inspections relating to health and safety.
- h) Encourage & develop high standards of health and safety within the school.
- i) Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities.
- j) Evaluate the measures taken to minimize or eliminate risks and hazards.

Staff and Pupils should:

- a) Be familiar with the health and safety policy and all safety regulations laid down by the school Management.
- b) Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- c) Make regular safety inspections of their areas of work and report to their line manager and or the Facilities Manager of any danger related to health and safety immediately.
- d) Only use approved school equipment that they are trained and competent to use.
- e) Follow safety instructions when using any machinery, equipment or dangerous substances.



- f) Take an active interest in promoting health and safety, suggest improvements and ways of reducing risks.

Subject Leaders and Progress Leaders should:

- a) Carry out regular safety inspections of the activities for which they are responsible and where necessary, reports to be submitted to the Facilities Manager.
- b) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and to contribute positively to their own safety and health.
- c) Propose to the Senior Leadership Team requirements for safety equipment and additions or improvements to equipment or facilities which have the potential to cause harm.
- d) Report any incident/accident or dangerous occurrences immediately.
- e) Carry out periodic Health & Safety Meetings.

Class Teachers

The safety of pupils in classrooms is the responsibility of class teachers.

If for any reason e.g., the condition or location of equipment, the physical state of the room or the requirement for splitting of a class for practical work, the teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with the Head of Department or a member of the SLT before allowing practical work to take place. Class teachers are expected to:

- a) Exercise effective supervision of the pupils. To ensure they are aware of the nearest emergency escape route and understand the emergency evacuation procedures set out in the Emergency Evacuation Plan. To administer first aid as and when required.
- b) Understand and implement any special safety measures that may apply in their designated teaching areas, and to ensure that they are fully compliant with all Health & Safety regulations.
- c) Give clear verbal instructions and warning during an emergency, or as when required.
- d) Adhere to all safe working practices, to be fully compliant with all policies and procedures.
- e) Request for protective clothing, guards, any special safe working procedures, etc. if not available.
- f) Make recommendations to the Head of Department/Facility Manager with suggestions to improve any equipment or facilities which have the potential to cause injuries.
- g) Report any incident/accident or dangerous occurrences immediately.

Pupils:

All staff shall work with pupils to establish, at whatever level is appropriate, an ability to:

- a) Exercise personal responsibility for the safety of self and classmates.
- b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, sharp objects such as knives and other items considered dangerous)
- c) Observe and follow all the safety rules & regulations of the school and in particular the instructions given from the teaching staff during an emergency.



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- d) Not wilfully misuse, neglect or interfere with the fire alarm system or firefighting equipment which is provided for his/her safety.

Collection and drop-off of students

A separate Policy governs the presence of students onsite and their daily collection and drop-off procedures.

Emergency Evacuation

Evacuation practice drills should be carried out in accordance with Qatar Civil Defence directives & Ministry regulations, at least three times per academic year.

An evacuation protocol should be in place with trained designated staff and identified muster points for all the occupants.

Building Maintenance and Cleaning

The school uses approved contractors as laid down by the Facilities Manager. If any member of staff has a concern regarding maintenance or cleanliness, this should be reported to the Facilities Manager.

Chemicals

Cleaning materials are locked away during the school day.

The Head of Science advises Senior Leadership Team of needs and manages departmental chemicals along with the Lab Technicians.

Records of all stored chemicals updated periodically by Lab Technicians.

Material Safety Data Sheets (MSDS) available for all chemicals, pest control treatment & cleaning equipment used in the building.

Extra - curricular Activities

See the separate Extra-curricular policy.

Fire Safety

The school has an annual Civil Defence inspection as part of the school licence (the MOEHE also does an annual inspection as part of this process).

The school has a separate Gas alarm system – see Appendix (ii).



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First Aid

See Appendix (iii).

No Smoking Policy

There is a no smoking policy in all areas of school. The School is a non-smoking site.

Playground safety

Staff are on duty at break times and cover the junior and infant playgrounds.

Staff are on duty for the secondary break times with senior prefects.

School Trips

See the separate School Trips Policy and Pack.

School Security

All visitors must give their ID to the security guard to gain entry to the school.

All visitors should report to the school office on arrival.

All visitors must wear a visitor ID badge.

All Staff must always wear an identification badge while working in the school campus.

Exterior gates are to be kept locked throughout the school day.

The outside gates are opened at the start and end of the day and manned by staff.

Security Guards will be onsite 24/7.

Hot Weather

Primary students are required to wear a sun hat in warm weather.

Through the curriculum and in assemblies, students are reminded of the need to drink plenty of water and the of the potential risks from exposure to heat & sunlight.

During the summer months, the time spent outside at break times is reduced and outdoor activities restricted.