

Health and Safety Policy and Procedures

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Vision

To provide a quality holistic education in order to develop independent, socially responsible learners in a safe, respectful, inclusive environment that builds a foundation for lifelong learning.

Mission

To develop well-rounded, confident and responsible individuals who aspire to become the best version of themselves. We provide a welcoming, happy, nurturing learning environment in which everyone is treated equally, and all achievements are celebrated.

Values

Collaborator, Communicator, Resilient, Ethical, Adaptable, Thinker, Empathetic, Respectful

Introduction

At Northview International School, providing a secure and safe environment is one of our most important priorities. A safe and healthy school setting fosters an atmosphere where students and staff can thrive, free from harm or danger. In alignment with the Ministry of Education and Higher Education's guidelines, we aim to uphold the highest standards of health and safety in all aspects of school life. This policy serves as a comprehensive guide to manage all factors that may impact student and staff health and safety.

Aims and Objectives

The Health and Safety Policy at Northview International School seeks to achieve the following objectives:

1. Provide a safe and healthy environment conducive to learning.
2. Prevent accidents or injuries during school hours and on school premises.
3. Effectively manage and control accidents and emergency situations.
4. Equip students and staff with necessary information and instructions to identify risks and protect themselves.
5. Foster healthy habits and safety awareness among students.
6. Maintain accurate documentation of work injuries to evaluate and improve safety measures.

Roles and Responsibilities**1. Principal**

The Principal is responsible for ensuring a safe and healthy environment for students, staff, and other personnel at the school. This includes:

- Providing appropriate facilities and equipment.

- Implementing safety measures, especially in high-risk areas.
- Sharing important safety information to promote a healthy work environment.

2. Health and Safety Committee

Under the Principal's supervision, the Health and Safety Committee is tasked with:

- Developing and executing crisis and critical incident procedures.
- Creating frameworks for identifying and supporting students "at risk" for destructive behaviors.
- Training staff for designated safety roles and orienting them on procedures.
- Informing students, staff, and parents about the Health & Safety Policy.
- Reviewing and updating the policy periodically and evaluating the effectiveness of any crisis response.

[Refer to Appendix 1 for Health and Safety Committee Members](#)

3. Health and Safety Coordinator

The Health and Safety Coordinator is responsible for:

- Establishing a Health and Safety Committee to represent staff on-site.
- Ensuring compliance with health and safety guidelines issued by local authorities and addressing relevant concerns.
- Cooperating with safety representatives and responding to written safety concerns in a timely manner.
- Conducting regular safety inspections and maintaining firefighting equipment.
- Developing and sharing an evacuation plan for all school buildings.
- Providing fire safety awareness training to teachers and administrators.
- Ensuring an emergency response plan is in place for both school hours and after-hours situations.
- Coordinating health and safety induction training for all new employees and assisting them in safely performing their duties.
- Keeping records of health and safety training, accidents, safety inspections, and equipment maintenance.

4. Principal/Head of Divisions

The Principals/Head of Divisions are primarily responsible for health and safety within their department. This role involves:

- Managing department staff as per the principal's directives.
- Training staff and students on evacuation plans and procedures.
- Conducting regular evacuation drills and monitoring the effectiveness of the safety plan.
- Reporting hazards to the Health and Safety Committee and taking immediate action to mitigate risks.
- Maintaining a system for reporting and investigating accidents to prevent recurrence.

5. Staff

Staff are accountable for the safety of students under their supervision. Responsibilities include:

- Ensuring effective supervision and conducting emergency procedures such as fire drills and

evacuations.

- Adhering to safety procedures and reporting safety concerns to Senior Management.
- Attending relevant health and safety training and staying informed on current safety protocols.

6. Visitors

Regular visitors and other users of the premises are expected to observe the safety rules of the school. The Security staff check visitors sign in/out and issue visitors with a lanyard where necessary. Parent helpers/supply staff sign in/out book at the front Reception desk.

7. Students

Responsibilities of students:

- Exercise personal responsibility for the safety of themselves and their fellow students.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the safety rules of the school, and particularly the instructions of the teaching staff in the event of an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

8. Parents Responsibilities and Role

Parents play a crucial role in the school community, especially regarding health and safety policies. Here are some key responsibilities they hold:

1. Communication and Collaboration

- Engagement: Actively participate in school meetings, forums, and committees related to health and safety.
- Feedback: Provide input on health and safety policies and practices to ensure they meet the needs of students.

2. Advocacy

- Support: Advocate for health and safety measures that protect students, such as emergency preparedness plans and mental health resources.
- Awareness: Raise awareness about health issues, such as bullying prevention and physical health initiatives.

3. Education and Awareness

- Information Sharing: Help educate their children about health and safety protocols, including hygiene practices and emergency procedures.
- Modeling Behavior: Demonstrate healthy habits at home that align with school policies, such as proper nutrition and physical activity.

4. Monitoring and Reporting

- Observations: Keep an eye on their children's well-being and report any concerns related to health and safety, such as bullying or unsafe conditions.
- Participation: Engage in school safety drills and initiatives to ensure their children understand what to do in emergencies.

5. Supportive Environment

- Partnership: Collaborate with teachers and staff to create a safe and supportive school environment, fostering a culture of respect and care.

- Encouragement: Encourage children to speak up about their health and safety concerns.

Steps to Achieve the Security and Safety Objectives

1. Coordination with Government Agencies

Establish familiarity with the roles and responsibilities of relevant state agencies, including the Ministry of Interior, Ministry of Education and Higher Education, Ministry of Public Health, Crisis Management, Ministry of Environment, and the Public Works Authority, to ensure alignment with national safety standards.

2. Staff Training in First Aid

Provide first aid training to administrative and teaching staff, where feasible, to enhance emergency response capabilities.

3. Provision of Safety Equipment

Ensure that all necessary safety equipment, tools, and resources are available and properly maintained in school buildings to meet safety requirements.

4. Regular Safety Audits

Conduct periodic reviews of the school's Public Safety and Security Department guidelines and ensure compliance, with follow-ups at least once per term.

5. Evacuation Training and Drills

Develop comprehensive training plans for all students and staff, including evacuation procedures, and regularly implement evacuation drills.

6. Safety Awareness Programs

Implement educational programs focused on public safety, aimed at increasing awareness among all school employees and students.

7. Emergency Response Team Formation

Form a dedicated security and safety management team responsible for handling emergencies, including fire-related incidents.

8. Medical Staff:

At Northview International School, the medical staff plays a crucial role in providing high-quality healthcare to all students and staff members. The medical team, available throughout the school day, ensures prompt first aid and emergency care when needed. Their responsibilities include:

- Student Care: When a student is injured or feels unwell, the nurse is responsible for providing care until the student can be collected by a parent or guardian.
- Parent Communication: The nurse is required to inform parents about any illness, injury, and the care provided during the school day to ensure transparency and proper follow-up.
- Health Care Training: The school's Health and Safety Coordinator is responsible for ensuring that all staff receive up-to-date healthcare training and for promoting adherence to health guidelines across the school.

Functions of the Security and Safety Team

1. Study evaluation forms and their suitability with the school building, educational activities and

students 'age.

2. Circulating evaluation forms to all school employees to be familiar with their terms to facilitate dealing with them.
3. Developing appropriate plans to implement security and safety programs by specifying the goals to be reached and the necessary procedures to reduce the risks in the work environment and approving them with the license holder.
4. Follow up and measure the progress achieved after implementing the programs.
5. Review the security and safety procedures for the purpose of improving performance and addressing errors.
6. Documenting all operations, procedures and results of the school's safety and security department.
7. Participate in training students and school personnel.
8. Managing and reporting disasters and crises in the school and dealing with school casualties.

First Aid

If your child receives first aid treatment at school. He/she will be issued a School Clinic form detailing the injury and treatment received. The nurse will advise parents to seek further medical advice if they have any concerns after receiving first aid treatment at school. First aid boxes are located throughout the school; it is the school Nurse's responsibility to check and replenish the boxes.

Medication Policy

Medication will be administered by the school nurse in emergencies. If medication is requested by the student or a parent, the school Nurse will follow a strict protocol.

- Signed / verbal permission to be obtained by the parent or guardian (telephone permission is acceptable).
- The nurse will ask the student / parent if any medication has been taken within the last 24 hours.
- All information will be filled in the School Clinic form and a copy sent home to parents.
- All medication given requires signature from parent and the school nurse.

If a student requires their own prescribed medication in school for any reason, they must:

- Keep it in the School Clinic.
- Clearly label the medication - student's name, dose, date and times to be given.
- The parent must complete and sign a Medication Administration Form available from the nurse's room.

When Should a Student Stay at Home?

To maintain the health and well-being of all students and staff, parents are advised to keep their children at home under the following conditions:

- **COVID-19 Symptoms:** Students showing symptoms of COVID-19 should remain at home and follow public health guidelines.

- **Fever:** Students with a fever above 37.5°C should stay home until they are fever-free for at least 24 hours without the use of medication.
- **Vomiting:** Students must not return to school until 48 hours have passed since the last episode of vomiting to prevent cross-infection.
- **Diarrhoea:** Students must not return to school until 48 hours have passed since the last episode of diarrhoea to prevent cross-infection.
- **Impetigo:** Students may return to school after 48 hours of starting treatment for impetigo.
- **Conjunctivitis (Pink Eye):** Students can return to school 48 hours after beginning treatment.
- **Severe Headache with Light Sensitivity:** Students should remain at home if they experience a severe headache, especially with sensitivity to light.
- **Unknown Rashes:** Students with unidentified rashes should stay at home until the rash has been diagnosed and treated, if necessary.
- **Lice:** Students must remain at home until they have been treated for lice and are free from live lice.

Parents are expected to be aware of their child's health condition before sending them to school, to help prevent the spread of infections or contagious conditions.

Reasons Children Will Be Sent Home from School

In the event a child feels unwell during school hours, the school nurse will assess their condition and may decide to send them home. The following illnesses or conditions are grounds for sending children home as per school policy:

- **COVID-19 Symptoms:** Children exhibiting symptoms of COVID-19 will be sent home immediately for further assessment and adherence to health protocols.
- **Fever:** Any child with a fever above 37.5°C will be sent home and should not return until they have been fever-free for at least 24 hours without medication.
- **Vomiting:** Children who vomit at school will be sent home and must remain home for 48 hours after the last episode to prevent cross-infection.
- **Diarrhoea:** Any child with diarrhoea will be sent home and must remain home for 48 hours after the last episode to prevent cross-infection.
- **Impetigo:** Children with impetigo will be sent home and may return to school 48 hours after starting treatment.
- **Conjunctivitis (Pink Eye):** Children diagnosed with conjunctivitis will be sent home and may return 48 hours after beginning treatment.
- **Severe Headache with Light Sensitivity:** Children experiencing a severe headache accompanied by sensitivity to light will be sent home for further assessment.
- **Unknown Rashes:** Children with unidentified rashes will be sent home until the rash has been diagnosed and treated if necessary.
- **Lice:** If lice are discovered, the child will be sent home and must remain home until proper treatment has been completed and the child is free from live lice.
- **At the Nurse's Discretion:** In addition to the above, the school nurse may send children home for

any other reasons deemed necessary to protect the health of the student and the school community.

Emergency Procedures for Injured Students

When a student becomes seriously unwell or injured during school hours, the following steps will be taken to ensure their safety and well-being:

1. **Immediate Notification:** The school nurse will be notified immediately and will proceed to the location of the injured or unwell student.
2. **Environmental Safety Assessment:** The school nurse will assess the environment to ensure it is safe for the injured/unwell student as well as any bystanders.
3. **Medical Assessment:** The nurse will carry out a thorough medical assessment to determine the severity of the student's condition.
4. **Ambulance Decision:** If necessary, the nurse will make the decision to call an ambulance. This will be done immediately after the nurse assesses that the situation requires urgent medical attention.
5. **Parent/Guardian Notification:** The nurse or a member of the Administration will contact the parents or guardian to inform them of the incident. If an ambulance has been called, this information will also be communicated.
6. **Hospital Accompaniment:** If an ambulance has been requested and the parents or guardian are not present, a staff member (but not the nurse) will accompany the student to the hospital.
7. **Nurse's Role:** The nurse will stay with the injured or ill student until the ambulance arrives, providing care and monitoring the student's condition.
8. **Medical Handover:** Upon the arrival of the ambulance, the nurse will give a complete and accurate medical handover to the paramedics or emergency medical team.
9. **Incident Report:** An incident report must be completed by the nurse or relevant staff member after the situation is resolved. This report will be kept on record for future reference.

Head Injuries

Children often bump their head; in most cases, they are minor injuries and do not require any medical intervention. Very rarely children can suffer a serious head injury and do require medical assessment. If your child bumps their head during the school day, Northview International School will follow a strict Head Injury Procedure.

- All children that have bumped their head must be assessed by the school nurse in the first instance. The nurse will carry out her professional observations.
- The observations will be repeated after 30 mins.
- If the school nurse has no concerns with the child's health, she will inform the parents of the injury and observations carried out and will deem them fit to return to class with the parents' or guardian's permission.
- The student will be sent back with a form informing the teacher and parent of the injury and advised to observe the student. If there are any concerns from the teacher after the students has returned to class, they must be brought back to the nurse immediately for further observations.

- If the nurse is concerned after making her assessment, she will inform the parent and ask for the student to be seen by a specialist.
- All head injury assessments are recorded, and a first aid report clearly reporting a head injury is sent home with parents.

Ongoing Conditions

Northview International School has a fully supportive network for students with ongoing medical conditions. In the case of students with chronic illnesses such as diabetes and asthma, the school nurse will discuss the medical needs with the parents and develop an individual care plan.

- It is the school nurse's responsibility to educate all staff on individual care plans & what to do in an emergency.
- All control medication is always kept in the nurse's office.

Caring for a member of staff

Northview International School makes it a priority to care for its entire staff. Staff can report any medical concerns to the school nurse; advice will be provided, and referrals can be made if necessary. Staff must provide medical information to the school nurse detailing their medical conditions, if any. All staff medical records are Private and Confidential, but if the school nurse has professional health concerns with a member of staff, she must report her concerns to the School Administration.

Emotional Problems

If a student appears unhappy in school, it is our responsibility to help with the situation. Some students just need someone to talk to, but if the school nurse feels there is an underlying problem, he/she will refer the student to the learning support department/ social worker. The nurse will give a full handover of her concerns, and learning support will take the next necessary steps needed. In some cases, we will refer the student to our School Counsellor with full permission obtained from the parents or guardian.

No Nuts Policy

Due to the number of students and staff having allergies to nuts, Northview International School has a strict NO NUT POLICY.

Healthy Food

The school is committed to the health and welfare of all students. It will therefore promote a healthy eating policy. The school nurse is incorporated into the school education curriculum to support healthy eating.

Crutches or wheelchair use

Students are only allowed to use a wheelchair or crutches in school with a signed medical certificate. Students can only use the school lift with permission from the school nurse. If it is agreed with the school nurse, she will issue the student with a dated 'lift pass' (start and end date).

Head lice

Head lice are a common occurrence, particularly in the Kindergarten and Elementary Departments.

To help minimize the spread, **parents are asked to report any cases of head lice in their household to the school nurse as soon as possible.**

When a case is reported, the school nurse will:

- Conduct checks on students in the **same class** to determine if additional cases are present.
- If **multiple cases are identified**, a **head lice notification letter** will be issued to all parents in the affected class.
- The letter will request families to check their child's hair and will include an **information sheet** explaining what lice are, how to treat them, and how to help prevent future outbreaks.

1. Detection & Immediate Action

If a student is found to have live lice:

- Discreetly **remove the student from the classroom.**
- **Inform the parent immediately** and request the student be collected.
- **Notify the school nurse** and inform relevant leadership.
- The nurse will conduct **precautionary checks** on students in the same class or grade level.

2. Return-to-School Requirements

A student may return to school only when:

- A licensed doctor confirms the student is **free of live lice.**
- Upon return, the student will be **rechecked by the school nurse** before rejoining class.
- The nurse will conduct a **follow-up check 7–10 days later.**

3. Key Reminders

- **Nits (eggs)** alone do not require exclusion, but **live lice do.**
- All cases should be managed with **discretion and sensitivity** to avoid embarrassment or stigma.
- **Hygiene education** should be reinforced, particularly if multiple cases arise in the same group.

Communicable Diseases Control

In the case of a communicable disease, parents/guardians of students and school staff are requested to adhere to the exclusion policy to safeguard the health of Northview International School students and staff.

Disease	Exclusion from School Policy
Chicken Pox	Until fully recovered and a medical report is submitted.

Conjunctivitis	Until discharge from eyes has stopped and 48 hours have passed after starting ATB drops.
Hepatitis A	Until a medical certificate of recovery from infection is submitted, but not before 7 days after the onset of jaundice.
Hepatitis B	Until recovery from acute attack and a medical report is submitted.
Measles	Until a medical certificate of recovery from infection is submitted.
Meningococcal Infection	Until a medical certificate of recovery from the infection is submitted.
Mumps	Until at least 9-14 days have passed after the onset of symptoms and a medical report is submitted.
Pediculosis (Head Lice)	Until 24 hours have passed after appropriate treatment has begun and all nits removed.
Pertussis (Whooping Cough)	Until a medical certificate of recovery from infection is submitted.
Ringworm	Until appropriate treatment has begun and an official medical certificate of recovery from infection is submitted.
Diarrhea	Until there has not been a loose bowel motion for 24 hours.
Rubella	Until a medical certificate of recovery from infection is submitted.
Scabies	Until a medical certificate of recovery from infection is submitted.
Streptococcal Infection	Until a medical certificate of recovery from infection is submitted.
Impetigo	Until sores have fully healed, and a medical report is submitted.
Tuberculosis	Until a medical certificate stating that the child is not considered infectious is submitted.
COVID-19	As per Ministry of Public Health (MOPH) protocol.

Hygiene Control & Cross Infection Guidelines

It is important all staff and outside providers follow correct cross infection & hygiene guidelines to ensure a safe environment for all students and staff. Schools are at a higher risk of cross infection due to the population and time spent at school. We can't stop cross infection we can educate all students and staff to prevent or lower the risk. If you require more information on the 'schools hygiene control & cross infection procedure. please contact the school nurse.

Chronic Cases Policy

Parents should inform the school nurse about all chronic cases within the student body (e.g., diabetes mellitus, bronchial asthma, allergies, etc.). The school nurse is responsible for documenting (in ISAMS) and monitoring these cases as needed.

The list of chronic cases must be updated annually or as necessary. The school nurse will closely monitor chronic cases and liaise with parents, the student's teacher(s)/principal, and other concerned Northview International School staff as needed.

The school nurse will communicate the updated list of chronic cases to the appropriate Head of School, who will decide how to disseminate the information to the teachers.

In the case of the following chronic diseases, the following will be observed:

- Asthma: Parents must provide emergency medication, along with a medical report stating the diagnosis and the needed treatment. The school nurse will coordinate with parents and advise them about participation in Physical Education (PE) classes.
- Diabetes: Parents are responsible for providing the school with all medications, along with a medical report stating the diagnosis and the necessary treatment. Diabetic patients should be escorted to the clinic if they feel unwell. The school follows the guidelines of the Qatar Diabetes Association.
- G6PD Deficiency: The nurse should ensure the following:
 1. No medications are given that cause hemolysis, such as acetylsalicylic acid (aspirin), ascorbic acid (vitamin C), or menthol-containing products.
 2. The school cafeteria is free from food that causes hemolysis (e.g., fava beans, soya products, tonic water, breath mints, blue food coloring).

In the case of other chronic conditions, the school nurse will monitor and liaise with parents and administration as needed.

Vaccination

Upon school registration, a copy of the vaccination card of every student is required to be submitted to the Admissions Section. Parents are requested to update the vaccination information in the student health record annually or as necessary by uploading a soft copy on ISAMS.

Annually, the Ministry of Public Health conducts a Tdap Immunization Campaign for Grade 10 students. They will visit the school with their medical team to implement the program. Other immunization campaigns will only be conducted in accordance with the Ministry of Public Health.

The following should be observed during the implementation of a vaccination program:

- Parents will be notified about the vaccination program.
- Parent consent forms will be distributed to all the target audience, collected, and rechecked by the school nurse.
- No student will be vaccinated without written consent from the parents.
- The school nurse will conduct educational awareness sessions for the target audience.
- On the day of vaccination, the school nurse will assist the Ministry of Public Health's medical team in implementing the vaccination program.

Responsibilities of Staff Towards Children and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, children and volunteers under their supervision. They will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible.
- Be aware of and implement safe working practices and set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards. Ensure that appropriate clothing and safety equipment is available as necessary and ensure that these are used as required.
- Minimize the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, act on criticism of health and safety arrangements. Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action (particularly on supervision duties at break and lunch times).
- Undertake adequate instruction, information and training in safe working methods as required.

When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the School Principal/Health and Safety Coordinator.

Responsibilities of all Employees - Staff

All employees of Northview International School have a responsibility to:

- Take reasonable care for the health and safety of themselves and of any other person who might be affected by their acts or omissions at work.
- Cooperate with the School Principal /Head of School designated member in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, where in doubt they must seek immediate clarification from the School Principal/ designated teacher / Health and safety Coordinator.
- Ensure that tools and equipment are in good condition and report any defects to the Health and Safety Coordinator/Head of School

- Ensure that offices, classrooms and general rooms are kept tidy.
- Ensure that any accidents, whether an injury occurs, and potential hazards are reported and documented to the Nurse / School Principal/ Health and Safety Coordinator/Head of School

Whenever an employee is aware of any possible deficiencies in health and safety arrangements, she/he must draw these to the attention of the School Principal, Health and Safety Coordinator/Head of School. Deliberately breaking Health and Safety rules or any non-cooperation or conformity will be regarded as a disciplinary offence.

Please note the following:

- It must be realised that newly appointed employees could be particularly vulnerable to any risk, and it must be ensured that all relevant health and safety matters are drawn to their attention during their induction.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments.

In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

Fire and Emergency Evacuation Procedures

A- Fire and Emergency Arrangements

At Northview International School, all staff members have a responsibility to be familiar with fire and emergency procedures. They must ensure that escape routes and exits are clear and report any defects or damages in fire extinguishers, fire doors, fire signage, and alarm systems to the Health and Safety Coordinator. The Health and Safety Coordinator will assess the condition of equipment and recommend any necessary repairs or improvements.

B- Fire Fighting Equipment Maintenance

All firefighting equipment is checked monthly and inspected annually by the Health and Safety Coordinator. The coordinator is responsible for maintaining an inventory of all equipment and a diagram showing its location.

C- Fire Alarms

The fire alarms must be tested monthly, and the findings are recorded in the fire alarm logbook by the Health and Safety Coordinator.

D- Fire Drills

Fire drills are conducted once per month to ensure a quick and safe evacuation in case of emergency.

The following guidelines apply:

- A fire drill is conducted once per month.
- A fire drill report must be completed after each drill (see Appendix 19).
- All staff and students participate and are familiar with the procedures.
- Each classroom has a designated exit route known to all students.
- Classes assemble in the playground with their class teacher.
- Classes only return to the building when directed by the principal.

In an emergency, only the Principal will contact emergency services.

The school's fire and emergency procedures are detailed in the Evacuation Policy. Maps showing evacuation routes are posted in each classroom and common area. These procedures will be updated as needed. The logbook for recording and evaluating drills is maintained by the Health and Safety Coordinator, who is responsible for ensuring the necessary events are logged.

E- Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes regular visual inspection of fire extinguishers and fire alarm systems by specialist personnel.

F- Process for Carrying Out and Monitoring the Health and Safety Policy

Members of the Health and Safety Committee have a specific responsibility to ensure the school's safety policy is implemented. All staff members, whether part of the committee or not, must be aware of safety procedures and conduct all activities with safety in mind.

Any staff member who identifies a hazardous activity, piece of equipment, or building must report the issue immediately to the principal, a designated faculty member, or the Health and Safety Coordinator. Staff are also responsible for reminding students to always be safety conscious.

The Health and Safety Coordinator is responsible for regular inspection of fire exits and escape routes, ensuring they are correctly always marked and accessible. Fire drills, especially when new students are present, must be conducted at least once per term, with records maintained by the Health and Safety Coordinator.

G- Regular Building and Equipment Checks

The Health and Safety Coordinator will ensure that regular checks are conducted on all school buildings, machinery, plant, and electrical equipment. Dangerous equipment will be inspected regularly to ensure safety guards are in place and functioning. Alarms and emergency cut-out mechanisms will also be tested. The cleaning and caretaking staff, under supervision, must be instructed on the safe storage and handling of hazardous substances.

School Trips

All members of staff responsible for organising day trips and residential trips are to ensure that the

health and safety aspects are examined before setting out and that the procedures to be followed in case of any mishap are thoroughly understood by all those taking part.

Staff responsible should complete all relevant forms and these must be approved by the Head of School and Principal. They should also remind children constantly of the need to be safety conscious. Whilst there will be many matters on which to brief children before day trips or residential trips, the following must invariably be covered.

- The correct clothing and footwear to be taken.
- The equipment to be taken and the need to ensure that there is sufficient competence within the group trained in the use of the equipment.
- First aid Kit.
- Procedures for dealing with emergencies.
- All out of School trips are to be supported by a Risk Assessment which is to be signed by the Head of School / Activity Coordinator
- All out of School activities are to be supported by a Risk Assessment which is to be signed by the Head of School / Activity Coordinator

The school reserves the right to send home any children who, despite warnings, deliberately disobey a safety instruction and jeopardise their own safety or that of others. This will be at parents' expense and no refunds will be given. The trip leader will write a written report on the incident.

Maintenance work and Contractors

The health and safety Coordinator is responsible for ensuring that safe systems and methods of work are adopted for all maintenance work connected with the school's fabric and the services. The health and safety Coordinator is to ensure that all equipment used by the maintenance staff is cleaned, inspected and serviced regularly. He/she is to ensure that the relevant protective clothing is provided and worn, when necessary, by staff, ensure that all equipment is secured at the end of the working day to prevent unauthorised access or use.

During pre-contract meetings the health and safety Coordinator is to ensure that all contractors who are engaged to carry out work in the school are aware of the school's safety policy. In addition, they are to ensure that contractors are made aware of the need to ensure that their site is fenced off. It is particularly important that contractors are briefed carefully, and their activities monitored closely by the health and safety Coordinator when the site is in an area in which children and staff are present.

The health and safety Coordinator is to ensure that contractors use their own tools and equipment and that these are locked away securely at the end of the working day and at all other times when the site is vacated. The Health and safety Coordinator is to pay particular attention to the electrical supply used by contractors to ensure that it is not overloaded. The caretakers are to ensure that they are aware of the correct methods of using all grounds equipment. They are to ensure that protective clothing is provided

and worn on all occasions when hazardous work is being done. They are to ensure that all grounds equipment is secured at the end of each working day to prevent unauthorised access or use.

Food Handling

Northview International School provides healthy food under supervision of Ministry of Education regulations and laws. The supplier is legitimate and has a valid food service from the ministry. (*as attached documents)

- The hub (canteen/cafeteria) is clean and free from any source of contamination.
- Dining hall is clean and free from any source of contamination.
- Availability of sufficient numbers of refrigerators (supplied with an electronic thermometer)
- Availability of sufficient numbers of hot holding heaters present for food items that are to be consumed hot (supplied with an electronic thermometer).
- Food handlers are placed as samples in a separate container, each food that are cooked with label of food name with date and kept in freezer for one week.
- Presence of sufficient numbers of garbage containers that fits the standards in both cafeteria and dining hall.
- Efficiency of both refrigerators and hot holding heaters.
- Number of food handlers is suitable to the number of students.
- Food handlers are complying with wearing clean, light colour uniform, gloves and hair nets.
- Food handlers' health certificates are valid and under job category of "Food Service".
- Vehicle transporting food items is clean and fits the health standards.
- Boxes storing food items, meal arrival time is appropriate and ensures safety of food items till it is served to the students.
- Food items are wrapped in safe manner that fits the health standard.
- Dry food items are placed in separate storage that fits the health standards.
- Cleaning tools and equipment are stored in a separate place far from storage display sale of food items.
- Cafeteria and dining hall are free from any pests and insects.
- Presence of hand washing sink for food handler provided with dispensers for liquid disinfectant soap and drying paper towels.
- Students with allergies to certain food are advised to bring own food from home and must take precaution with the food if they buy in cafeteria.

Medical Emergencies and First Aid

All key personnel are to ensure that first aid facilities are readily available to their departments and that these are checked and re-stocked when necessary. Advice in first aid equipment to be kept for areas where there is a risk peculiar to that area should be sought from the School Nurses, who will seek further advice if necessary. All accidents must be reported to the Nurse and entered as an Incident Report, a copy kept with the health and safety Coordinator. All accidents will be reviewed to establish trends or patterns. The health and safety Coordinator and the Nurse will ensure that information on health and safety matters and any new requirements is disseminated as necessary.

Child Protection Policy

We, in Northview International School, have a primary responsibility for the care, welfare and safety of our students, and we will carry out this duty through our pastoral care guidelines, which aims to provide a caring, supportive and safe environment. Any concerns regarding abuse or its types will not be ignored by anyone who works in our school. In keeping the safety and protection of children as our highest priority, we publicly communicate Northview International School's Child Protection Policy to ensure awareness and understanding by all members of our school community. This policy affirms our belief in the right of all children to be protected from all forms of maltreatment, as set out in the United Nations Convention on the Rights of the Child, to which Qatar is a signatory. Northview International School strives toward a proactive environment that protects children by preventing child maltreatment before it occurs or by ensuring its earliest possible detection, reporting, and intervention. Northview International School's Child Protection Policy is based on international best practices and on the United Nations Convention on the Rights of the Child to which Qatar is a signatory as of April 1995. Article 19 outlines that children have the basic human right to dignity, including the right to be protected from violence.

[NVIS Child Protection & Safeguarding Policy](#)

Anti-Bullying Policy

Purpose

This policy aims to create a safe and supportive environment for all students at Northview International School. Bullying, in any form, is unacceptable and will not be tolerated. We are committed to promoting a culture of respect, empathy, and inclusion.

Definition of Bullying

Bullying is defined as repeated aggressive behavior that intentionally hurts another individual, physically, emotionally, or socially. This may include, but is not limited to, verbal harassment, physical intimidation, social exclusion, and cyberbullying. Refer to below link for Child Protection and Anti Bullying policy:

[NVIS---Anti-Bullying-Policy.docx](#)

Student Attendance Policy

Purpose

The Student Attendance and Punctuality Policy at Northview International School is designed to ensure a safe and conducive learning environment. Regular attendance and punctuality are crucial for students' academic success, social development, and overall well-being.

To check the attendance and Punctuality policy refer to below link:

[NVIS Student Attendance Policy](#)

Conclusion

At Northview International School, we recognize that regular attendance and punctuality are vital components of a safe and healthy learning environment. By promoting consistent school attendance,

we contribute to the overall well-being and academic success of our students.

Student Conduct and Discipline Policy

Purpose

The Student Conduct and Discipline Policy at Northview International School is designed to promote a positive, safe, and respectful learning environment. Appropriate behavior is essential for the well-being of all students and staff, contributing to a culture of safety and respect within the school community.

To check the Student Conduct and Discipline Policy refer to the below link:

[NVIS Student Conduct and Discipline Policy](#)

Key Principles

1. Promotion of Positive Behavior

The school is committed to fostering an environment where positive behavior is recognized and encouraged. This includes promoting respect, responsibility, and kindness among students.

2. Safety Through Respectful Interactions

Safe interactions among students and staff are foundational to a healthy school environment. Inappropriate or aggressive behavior can create a threatening atmosphere, undermining the safety and well-being of all.

3. Clear Expectations

Students are expected to adhere to established behavior standards, including:

- Treating others with respect.
- Following instructions from staff.
- Engaging in cooperative and constructive interactions.

4. Behavior Monitoring

Staff will actively monitor student behavior to identify and address any issues promptly. This proactive approach helps to prevent the escalation of conflicts and maintain a safe environment.

5. Intervention Strategies

When inappropriate behavior occurs, the school will implement appropriate interventions, which may include:

- Verbal warnings or discussions about the behavior.
- Reflection time or counseling sessions.
- Meetings with parents to discuss concerns and strategies for improvement.

6. Consequences for Inappropriate Behavior

Consistent and fair consequences will be applied for repeated or severe behavioral issues. This may involve:

- Temporary removal from the classroom.
- Loss of privileges.
- Referral to the designated teacher for child protection if behavior poses a safety risk.

7. Conflict Resolution

The school promotes constructive conflict resolution strategies to help students learn how to

manage disagreements peacefully. This approach supports emotional health and strengthens community ties.

8. Staff Training

All staff will receive training on behavior management techniques and conflict resolution to equip them with the skills necessary to maintain a safe environment for all students.

9. Review of Policy

This Behavior Policy will be reviewed annually to ensure its effectiveness and alignment with health and safety standards. Input from students, parents, and staff will be considered during this review.

Conclusion

Northview International School is dedicated to creating a safe and nurturing environment where all students can thrive. By promoting positive behavior and implementing fair consequences, we contribute to the overall health, safety, and well-being of our school community.

Slips and Trips

Slips and trips are a significant cause of accidents in school. These incidents can be controlled, provided sufficient attention is given to the environment of the school and to the behaviour of persons on site. Any significant slip and trip incidents should be investigated. All departments should consider such hazards as part of their risk assessment process. To effectively control slip and trip risks, the school must:

- Identify the hazards.
 - Staff should regularly monitor their areas, and report needs to the health and safety Coordinator
- Decide who might be harmed and how.
- Consider the risks and decide if precautions already in place are sufficient or if more are required.
- Review the assessment periodically and revise if necessary.

The risk factors to consider include:

- Environmental (floor, steps, slopes, etc).
- Contamination (water, food, litter).
- Organizational (task, safety culture, etc).
- Footwear
- Individual factors (e.g., information and training, supervision, pedestrian behaviour, etc).

Security

All visitors to the site must identify themselves at the front gate and either display a Northview International School lanyard or sign in and leave formal identification to receive a visitor's lanyard. During the normal school working day the gates are closed, and visitors are directed from the front Reception desk - there are locked key-coded security doors before they can access the site. The gates are monitored by the health and safety Coordinator and the security guards throughout the day.

No Smoking Policy

Northview International School is a non-smoking site; therefore, smoking is strictly prohibited anywhere on the school's premises. This includes all indoor and outdoor areas, as well as in any vehicles owned by the school or used for its business. No-smoking signs will be prominently displayed at the entrances of all buildings.

This policy applies to all staff, students, visitors, temporary staff, contractors, and clients.

The Health and Safety Coordinator will review this policy annually and submit any recommendations to the principal for necessary actions.

Appendix 1: Emergency Telephone Numbers

Police/Civil Defence	999
School Nurse	40417 (607)

Appendix 2: Procedures in Case of Unidentified Person inside the School

The staff will notify the Head of School who will:

1. Identify the issue of the unknown person and his location.
2. Identify the nature of his/her work.
3. Ask him/her to present his/her identification card.
4. If there is no acceptable reason for this person's presence in the school, the Principal will ask him/her to leave the school premises.
5. If he/she refuses to leave, the health and safety Coordinator will call the police on 999 and provide the necessary information.

Appendix 3: Procedures in Case of Electrical Fault / Water & Gas Leakage

A- Electrical Fault, Water Leakage

The Principal will perform the following:

1. Call the Health and Safety Coordinator, who will assess the situation and contact the maintenance company to solve the problem.
2. Call the Civil Defence Department on 999 if necessary.
3. Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education
4. Notify HOSs to inform teachers and students to remain inside their classrooms, and to keep calm and continue lessons, unless asked to evacuate.
5. HOSs advise teachers and students to stay away from any light switches, electrical outlet, or appliances.

B- Gas Leakage

Principal's Responsibilities:

1. Call the Health and safety coordinator.
2. Notify Head of Schools to inform teachers and students.
3. Call the Civil Defence Department on 999 if necessary.
4. Make sure staff and students follow the evacuation procedures.

5. Ensure that staff and students stay clear of the building unless authorized by the Civil Defence Department or the Health and Safety Committee.
6. Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education

Appendix 4: Procedures in Case of Earthquakes / Landslides

1. Students and employees should drop immediately to the floor, take cover under sturdy desks, or stay at the corners and hold to firm objects to protect their heads and faces.
2. Teachers should instruct the students to stay away from walls, mirrors, closets, and windows.
3. Students and staff must stay clear from elevators under any circumstance.
4. Students and staff should stay away from electrical cables, and refrain from touching them.
5. Health and Safety Coordinator will notify the police, Civil Defence on 999, to provide them with the needed information, and request an ambulance.

Appendix 5: Procedures in Case of a Severe Storm (Internal Isolation)

Teachers, Heads of School, Principal and Health and Safety Coordinator will take the following measures:

1. Prevent students from leaving the school building.
2. Bring all employees and students inside the school building if they are outside.
3. Confine activities and physical education to inside the classrooms.
4. Make sure that the doors and windows are firmly shut.
5. Switch off air conditioners and monitor the dispersal of dust and the ventilation filters.
6. Communicate with the clinic to get the list of students with respiratory diseases and distribute masks to them.
7. Communicate with the staff in the science labs, or other places where masks are likely to be available to use them when needed.
8. Communicate with the authorities to get information about the storm and its ramifications.
9. Shut the school gates and prevent vehicles from moving in case of reduced visibility, to prevent accidents.
10. Remove furniture / equipment from rooftops, to prevent them getting lifted-off by the wind and dropped from the top.
11. Call the nurse and individuals with first-aid training.
12. Try to calm down students and employees and separate them from injured cases if any.
13. Ensure the school's exits and entrances are clear for ambulance access.

Appendix 6: Procedures in Case of Heavy Rains

In case the building is damaged (electrical fault or collapse in the school because of rain), the following measures will be taken:

1. Principal will call the Civil Defence Department on 999.
2. Heads of School will activate evacuation plan immediately.
3. Staff will transfer the students to the nearest safe place or school or any safe location near the school.

4. Teachers will take attendance.
5. Principal will call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education
6. All staff members will wait until further instructions are provided.

In case of damage in the external environment surrounding the school, the following will take place:

1. The teachers will keep the students inside the classrooms and resume classes and activities.
2. The principal will raise the alert level.
3. All staff members should remain calm.
4. Principal will contact the Crisis and Emergency Management Committee of the Ministry of education and Higher Education
5. All staff members should wait for further instructions.

Appendix 7: Evacuation Procedures (Fire and Others)

Principal's Responsibilities:

1. Ask the Health and Safety Coordinator to activate the alarm bell to evacuate the building.
2. Involve the members of the Fire Evacuation Committee and school employees in the evacuation process.
3. Call Civil Defence emergency on 999.
4. Report to the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education
5. Collect students and employees' information and ensure everyone's safety.

Teachers' Responsibilities:

1. Evacuate students in an orderly manner to the assembly point(s).
2. Help student(s) with disability if needed / applicable.
3. Take attendance.
4. Ensure students' safety.
 - a. Utilize signals to communicate students' statuses (Signals Guide):
 - Red = injured person / missing students.
 - Green = All students are safe
 - b. In case the red signage is raised, immediate action by the security team is required, corresponding to the colour category and priority.
5. Report any missing student.
6. Be alert and ready to receive any instructions.
7. Do not allow students and employees to return to the building unless you receive orders to return from the principal / Principal or the Civil Defence.
8. Return to the classrooms and take attendance.

Fire Warden's Responsibilities:

1. Preparation:
 - Ensure that all necessary fire safety equipment is in working order.
 - Verify that fire exits are clear and accessible.
 - Confirm that fire alarms and emergency lighting are operational.

- Ensure that the fire drill checklist is printed.
- 2. Briefing:
 - Gather employees or occupants and explain the purpose of the fire drill.
 - Communicate the evacuation procedures and designated assembly points.
 - Instruct individuals to take the drill seriously, but also reassure them that it's a practice exercise.
- 3. Observation:
 - Oversee the drill and monitor the progress of the evacuation.
 - Ensure that everyone is evacuating the building in an orderly and safe manner.
 - Report any issues or non-compliance with evacuation procedures.
- 4. Assistance:
 - Aid anyone with mobility issues or special needs.
 - Direct individuals to the nearest safe exit if necessary
- 5. Head Count:
 - Conduct a head count at the assembly point to ensure that all occupants are accounted for.
 - Report any missing persons to the designated authority.
- 6. Post-Drill Evaluation:
 - Review the drill's effectiveness with emergency response teams and management.
 - Identify any areas for improvement in evacuation procedures.
- 7. Documentation:
 - Maintain records of fire drills, including dates, times, and outcomes.
 - Document any issues or deficiencies observed during the drill.

First Aid Unit's Responsibilities:

1. Ensure that medical supplies and equipment are readily available and in working condition.
2. Identify individuals with specific medical needs who may require assistance during the drill.
3. Assess the health status of any individuals with pre-existing medical conditions and establish a plan for their safe evacuation.
4. Aid and support to individuals with mobility issues or those who require medical attention.
5. Maintain communication with emergency response teams and communicate any medical issues or concerns that arise during the drill.

Security Team's Responsibilities:

1. Familiarize themselves with the organization's emergency response plan and fire drill procedures.
2. Ensure that communication devices, such as walkie-talkies or radios, are in working order.
3. Coordinate with the fire warden or designated authorities to understand their roles.
4. Help guide and assist individuals to the nearest safe exit.
5. Ensure that evacuation routes are clear and unobstructed.
6. Offer guidance and support to people with mobility issues or special needs.
7. Ensure that unauthorized individuals do not enter the building during the drill.
8. Monitor and control access points to prevent interference with evacuation procedures.
9. Lock and secure doors behind evacuees if it is safe to do so.

10. Crowd control to prevent panic and chaos while ensuring people will stay calm and follow evacuation procedures.
11. Report any security-related observations or improvements needed.

Appendix 8: Procedures in Case of an Epidemic or a Disease Outbreak

In case of an epidemic or a disease outbreak, the following measures will be taken:

1. The school nurse will call an ambulance on 999, providing them with the number of cases and their information.
2. The principal will call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education
3. The principal will seek support from neighbouring schools if needed.
4. The Heads of School and nurses will separate students and staff from infected ones.
5. The school nurse and trained individuals will provide first-aid care.
6. The health and safety coordinator will ensure the school's exits and entrances are clear for ambulance access.
7. The principal will investigate in cooperation with the concerned authorities and report to the Management of Emergency Team in Ministry of Education and Higher Education.

Appendix 9: Procedures in Case of Mass Poisoning

School Nurses' Responsibilities:

1. Call an ambulance on 999, providing them with the number of cases and the type of poisoning if possible.
2. Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education
3. Inform individuals with first-aid training.
4. Stop and/or seize the source of poisoning.

Heads of School Responsibilities:

1. Try to calm down students and employees and separate them from poisoned cases.
2. Ensure the school's exits and entrances are clear for ambulance access.

Principal's Responsibilities:

1. Confiscate and provide samples of poisoned food / water to the concerned authorities and request an examination report.
2. Investigate in cooperation with the concerned authorities and report to the management of Emergency Team in Ministry of Education and Higher Education.

Appendix 10: Procedures in Case of a Huge Fight inside the School

Principal's Responsibilities:

1. Call the police on 999, providing them with the number of fighting individuals and the weapons used, if any.
2. Instruct the school nurse to call an ambulance, providing them with the number of cases and the type of injury.

3. Seek the help of teachers who can control students if possible.
4. Notify Heads of School to calm down students and employees and separate them from injured cases.
5. Identify and evaluate injured cases with the help of the nurse and paramedics.
6. Request the Health and safety coordinator to clear the school's exits and entrances for ambulance and police access.

Appendix 11: Incidents of Violence

TELEPHONE THREATS

In the case of a telephone threat, the Principal will execute the following steps:

1. Call the police on 999.
2. Call the security.

PHYSICAL THREATS

For physical threats, the staff will notify the security and the principal who, in turn, will:

1. Call the police on 999.
2. Cooperate with the police.
3. Make necessary arrangements to ensure site security.

Appendix 12: Procedures in Case of a Missing Child / Abduction

In case of a missing child or abduction, the following measures will be taken:

1. HOD will inform the principal.
2. Health and Safety Coordinator will call the police on 999 who will provide a physical description of the child/abductor, including a description of the child's /abductor's attire.
3. Health and Safety Coordinator will call the security.
4. HOD will notify teachers and instruct them to take attendance.
5. Principal will cooperate with the police investigations.
6. Principal will call the parents of the abducted / missing child.