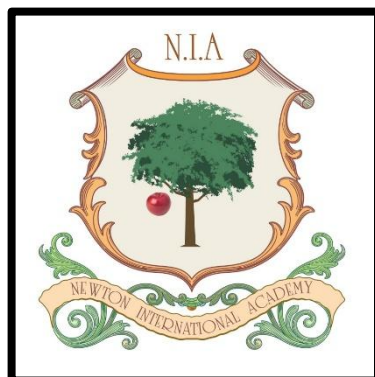


# NEWTON INTERNATIONAL ACADEMY LUSAIL

## Health, Safety and Well-being Policy



**ACADEMIC  
YEAR  
2025 - 2026**



***"An international community of learners  
striving for excellence and celebrating  
success"***



## Health, Safety and Well-being Policy

### Vision

An international community of learners striving for excellence and celebrating success.

### Mission

We aim to provide the highest quality of education possible for our pupils of all abilities. In doing so, we aim to positively encourage each pupil to achieve academic excellence, enjoy creative diversity, develop critical thinking skills, and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting, and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, pupils, parents, and the wider community to achieve our vision.

### Rationale

At Newton International Academy Lusail, we understand that fostering a strong health and safety culture is key to supporting a safe and productive learning environment. We are committed to protecting the well-being of all students, staff, and visitors by maintaining high standards of safety and care. Proactive health and safety practices are essential to creating an atmosphere where academic and personal growth can flourish.

### Policy Statement

Newton International Academy Lusail is committed to embedding a positive health and safety culture throughout the school. We prioritise the welfare of all students, staff, and visitors by implementing clear procedures that reduce risk and promote awareness. Our safeguarding ethos is grounded in shared responsibility, with all staff and volunteers expected to contribute actively to maintaining a safe environment. While we recognise that risk cannot be eliminated entirely, we remain risk aware and strive to manage all risks appropriately.

### Aim

This policy sets out the principles, responsibilities, and strategies for ensuring health, safety, and well-being at Newton International Academy Lusail. In line with Qatar Civil Defence regulations and the UK Health and Safety at Work Act (1974), the school is committed to promoting a culture where the health and safety of students, staff, and visitors is prioritised. A safe, supportive, and risk-aware environment is essential for effective learning, staff productivity, and community trust. The aim is to minimise hazards, plan effectively for emergencies, and educate students on healthy living while ensuring that all members of the school community receive the necessary support, supervision, and information to maintain a safe learning environment.

To achieve this, we aim to:

- Safeguard the health, safety, and welfare of all students, staff, and any other persons affected by school activities
- Minimise accidents and sickness absence by promoting a proactive health and safety culture



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- Plan and prepare for the safety of the school community in the event of emergencies such as fire or evacuation
- Educate students on the importance of healthy lifestyle choices, including balanced diets, sufficient sleep, regular physical activity, and avoidance of harmful substances
- Provide all staff and students with appropriate information, training, supervision, and support to maintain a safe environment
- Conduct regular and thorough risk assessments to establish safe systems of teaching, learning, and operational practice
- Promptly investigate and record all accidents, incidents, and near-misses in accordance with established reporting procedures
- Monitor and review this policy annually to ensure it reflects evolving best practices, remains compliant with legal standards, and meets the needs of the school community

## Defining Hazards, Risk, and Well-being

- **Hazard:** Anything that has the potential to cause harm to oneself or others within the school environment.
- **Risk:** The likelihood or probability that a hazard will actually result in harm.
- **Assessment of Risk:** A structured process used to identify potential hazards and determine appropriate control measures to minimise danger, particularly in relation to children.
- **Well-being:** A state in which an individual feels comfortable, healthy, and emotionally secure.

Nominated risk assessors at NIA Lusail are provided with appropriate training and guidance to ensure they are fully competent to carry out effective risk assessments across different areas of the school.

## Health and Safety Committee

The school operates a Health, Safety and Well-being (HSW) Committee that meets regularly to discuss, review, and improve all health and safety matters. This committee is chaired by the Principal and Deputy Principal, with representation from each section of the school and the nominated Health and Safety Officer. The committee monitors procedures, evaluates incidents, reviews feedback, and works collaboratively to ensure that the school maintains a high standard of safety for students, staff, and visitors.

## CPD – Training and Awareness Raising

All staff are expected to participate in regular training to support a culture of awareness and proactive responsibility in relation to health and safety. Training is structured and purposeful to meet both compliance needs and developmental goals.

Induction Training is provided to all new staff and includes:

- Emergency evacuation procedures
- First aid arrangements and points of contact
- Procedures for reporting accidents or incidents
- Relevant risk assessments associated with the role



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- Smoking restrictions
- site orientation tour including the location of emergency muster points

Competency-Based Training is offered on a continuous basis to address individual roles, responsibilities, and emerging safety needs. Records of completed training, areas of expertise, and qualifications are maintained by the school to ensure that all staff have the appropriate knowledge and skills to promote a safe learning and working environment.

## **Emergency Evacuation Procedures**

In line with the UK Workplace Health and Safety Regulations (1992) and the Fire Precaution Regulations (1997), Newton International Academy Lusail has clear protocols in place for emergency evacuations. These procedures are documented and readily accessible to all staff, ensuring preparedness in the unlikely event that the school premises need to be evacuated. The following documents are in place to guide response:

- NIA Lusail General Emergency Evacuation Procedure
- NIA Lusail Emergency Evacuation Procedure during External and Internal Examinations

## **Fire Safety**

- Fire drills are conducted once every term and evaluated by both staff and the Health, Safety and Well-being (HSW) Committee to ensure effectiveness.
- Evacuation procedures are clearly displayed in English and Arabic in all classrooms, corridors, and communal areas, with visual arrows indicating the nearest safe exit routes.
- All fire exits are equipped with emergency lighting and clearly illuminated fire exit signage to support swift evacuation.
- Firefighting equipment is inspected and certified annually in accordance with Qatar Civil Defence regulations.
- An internal communication tree is established and maintained, outlining clear lines of communication for key staff to follow during any emergency evacuation.

## **Students' Responsibilities**

All students are expected, within their capacity, to:

- Take personal responsibility for their own safety and that of those around them
- Follow all safety rules and instructions provided by staff, particularly in emergency situations

## **Teachers' Responsibilities**

- Ensure safe use of educational tools, equipment, and resources across all subject areas
- Promote student participation in physical activity to support healthy development
- Encourage and monitor personal hygiene routines among students



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## **Safety in Play Areas**

Students must be supervised at all times in play areas before, during, and after the school day to minimise risk and ensure safe behaviour

## **Safety During Out-of-School Activities**

- NIA Lusail maintains strong communication with parents regarding all school trips, clearly outlining trip objectives, duration, travel arrangements, and expected behaviour
- A comprehensive risk assessment is completed prior to any off-site activity to ensure student safety and preparedness

## **Parents' Responsibilities**

At NIA Lusail, parents play a vital role in maintaining a safe and healthy school environment.

They are expected to:

- Ensure that their child arrives at school in good health and is ready to learn
- Inform the school promptly of any illness, absence, or medical concerns that may affect their child's well-being or attendance
- Keep all emergency contact numbers and medical information up to date with the school administration
- Reinforce health and safety expectations at home, including hygiene habits, uniform guidelines, and safe behaviour to and from school

## **Maintenance Supervisor Responsibilities**

The Maintenance Supervisor at NIA Lusail is responsible for ensuring that the school's physical environment remains safe, functional, and compliant with local regulations. Duties include:

- Regular inspections to confirm that all communal areas, especially hallways, stairwells, and fire escapes, remain free from obstruction
- Verifying that all cleaning substances and tools are securely stored in locked areas, away from student access
- Reporting and addressing maintenance issues promptly, especially those that could pose safety risks

## **Site Security and Guards' Responsibilities**

The school security team ensures controlled access to the campus, supporting both student safety and orderly operation. Responsibilities include:

- Unlocking and securing pedestrian and vehicle gates according to school hours and approved schedules
- Monitoring entry and exit points throughout the day to ensure that only authorised people are on site
- Reporting any suspicious activity or safety breaches to the school leadership

## **School Nurses' Responsibilities**

The school nurse provides frontline medical care and supports student health initiatives. Key duties include:

- Attending to students who are unwell or injured and providing appropriate care or first aid
- Advising parents when children need to be collected or referred to a doctor



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- Maintaining confidential medical records and medication logs
- Supporting whole-school health campaigns and wellness checks in partnership with the MoE

## Visitor Security

To protect our students and staff, all visitors to NIA Lusail must:

- Sign in at the reception desk upon arrival and always wear a clearly visible identification badge while on the premises
- Be accompanied by a staff member unless specifically authorised
- Follow all school health, safety, and safeguarding protocols

## Avoiding Accidents – Slips, Trips, and Falls

Preventing accidents is a shared responsibility. All staff at NIA Lusail must:

- Remain vigilant for potential slip or trip hazards, including spills, loose flooring, and blocked walkways
- Report and address any such hazards immediately to the Maintenance Supervisor
- Educate students on safe movement around the school, particularly in stairwells and during transition times

## First Aid

- Fully stocked First Aid boxes are placed in key areas across the school building, including the nurse's station, reception, and high-risk zones such as the science lab and PE areas
- At least one staff member accompanying any school trip or event off-site will hold a current First Aid certificate

## Sick or Injured Children

- If a student becomes unwell or is injured during the school day, the nurse will assess the situation
- Where appropriate, parents will be contacted to collect the child and advised on further medical steps if needed
- In the case of serious injury, emergency services will be contacted, and the school will notify the MOEHE if required

## No-Nuts Policy

Due to the presence of students with severe allergies, NIA Lusail enforces a strict no-nuts policy:

- Students and staff are not permitted to bring nuts or nut-based products into school
- This policy is regularly communicated to parents and included in induction and student handbooks

## Control of Substances Hazardous to Health (COSHH)

To ensure compliance with COSHH regulations:

- All potentially hazardous cleaning agents, science chemicals, and maintenance materials are stored securely
- Only trained staff can handle these substances, and appropriate safety data sheets are maintained for each





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- PPE (Personal Protective Equipment) must be used as directed during handling

## **Gas and Electrical Appliances Safety**

- All gas and electrical systems are checked regularly by certified technicians and logged in maintenance records
- Staff are expected to use appliances and equipment correctly and report any faults or hazards immediately
- Extension cords and high-powered appliances must be authorised by site management

## **Safe Lifting and Handling**

To reduce the risk of injury among staff:

- Staff are trained to recognise manual handling risks and use proper techniques when lifting or moving heavy items
- Where necessary, trolley systems and additional support should be used to assist with lifting
- Students should not be asked to carry heavy or potentially unsafe loads

## **Contractors on Site**

External contractors working on-site at NIA Lusail must:

- Comply with all school health and safety regulations and sign in at the main reception
- Clearly signpost work areas and secure tools and materials safely
- Be briefed on emergency procedures and evacuation plans before commencing work

## **Supporting Policies and Documents**

Health and safety at NIA Lusail is underpinned by a range of related policies and operational documents. These are designed to promote a safe, supportive, and well-governed learning environment. Supporting policies include:

- Safeguarding Policy
- Child Protection Policy
- Pastoral Care and Positive Behaviour Management Policy
- Safe Recruitment Policy
- Professional Code of Conduct
- Internet Access and ICT Acceptable Use Policy
- Privacy Policy (Data Protection Act)
- Equal Opportunities Policy
- Parent Code of Conduct
- Parent Communication and Complaints Procedure
- Attendance and Punctuality Policy
- Pool Safety Operating Procedures (where applicable)
- Emergency Evacuation Communication Tree



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## **Accessing Policies**

Parents and guardians are encouraged to familiarise themselves with school policies. Printed copies of key policies are available on request at the school reception. Additionally, most policies are accessible via the NIA Lusail school website. Where required, an Arabic translation or a summary of the policy will be made available to ensure accessibility for all members of the school community.

## **Policy Review**

The Health and Safety Policy will be reviewed at least once per academic year by the School Leadership Team in consultation with the Health and Safety Committee. It will also be updated whenever there is a change in guidance from the Ministry of Education, Qatar Civil Defence, or UK-based standards such as the Health and Safety at Work Act. Feedback from staff, parents, and students will be considered as part of the review process to ensure the policy remains practical, relevant, and reflective of best practice.