

Newton International
School D Ring



Policy

Health and Safety

An International Community of Learners Striving for Excellence and Celebrating Success

August 2025

Review Annually

Prepared by
Principal



Our Vision

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

Our Mission

We aim to provide the highest quality of education possible for our students of all abilities. In doing so, we aim to positively encourage each student 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, students, parents and wider community to achieve our vision.

Aim of Policy

- 1.To maintain a safe environment wherein staff and students can work and move around without risk to themselves or their good health.
- 2.To plan for the safety of students and staff in the event of fire or any other critical emergency.
- 3.To develop, maintain and implement procedures to secure a safe working environment for all members of the school community.
- 4.To educate students in staying healthy by eating properly, getting enough sleep and exercise and avoiding harmful substances.
- 5.To ensure students observe all safety rules of the school and in particular the directions of the teaching staff in the event of an emergency.
- 6.To ensure all accidents and injuries are reported to the Principal (or the Deputy in her absence) as soon as possible and properly recorded on the relevant forms.
- 7.To ensure all staff report defects in equipment and potential safety hazards to the designated Health and Safety Officer.
- 8.To assist in the investigation of injuries, accidents and dangerous occurrences.
- 9.To monitor and review our health and safety policy and procedures consistently so that they remain fit for purpose.

Newton Group Values



Support



Honesty



Respect



Transparent Communication



Social Responsibility



Personal Accountability



Environmental Awareness



Empathy



Diversity

Newton International School D Ring Values



This Policy is made up of two parts:

Promoting Safety and Good Health in School

- Safety in the play area
- Safety in the classroom
- Safety during out of school activities
- Specific staff/student responsibilities
- Implementation of Health and Safety Procedures

Critical Incident Procedures

- Evacuation and Lock Down Procedures
- Designated Classrooms
- Fire
- Extreme Weather
- Earthquakes
- Gas/Water or Electrical faults and leakage.
- Violent threats to students and staff
- Abduction/Missing Child
- Medical Emergency
- Death of a school member
- Sudden Endemic or Disease Outbreak
- End of critical incident
- Safety Equipment

PROMOTING SAFETY AND GOOD HEALTH IN SCHOOL

SAFETY IN THE PLAY AREA

1. Students should be supervised in the play area at all times during the school day by teachers and teaching assistants.
2. Students have to remain in their designated play area until the end of their break-time. At the end of break, they line up in an orderly manner and are taken to their classrooms by their teachers.
3. Students are discouraged from playing any game that requires rough physical contact. They are asked to play in a manner that maintains their own safety and that of others.
4. Should a student fall or have an accident the procedure will be as follows:
 - Examine the injury; comfort the student if that is all that is required.
 - If necessary, send the student to the medical room with a member of staff to accompany or if in the event it is an older student and the injury is not too serious, but requires first aid, a friend can accompany.

IN THE CLASSROOM

Teachers are responsible for:

- Ensuring that mobile phones are not allowed in the classroom.
- Ensuring that the air conditioning the classroom is working at all times especially during the hotter months.
- Checking all exits are kept free from any form of obstruction.
- Checking classroom for tripping hazards eg loose floor covering, untidy equipment etc.
- Seeing that students use their chairs correctly and sit safely at all times, no swinging or leaning back permitted.
- Paying particular attention to the safety aspect involved in the use of some educational equipment or resources e.g. scissors, knives, thermometers, glass containers, hot liquids, electrical equipment, wires and clips.

During structured play and practical activities, EYFS students should be supervised when using small practice materials like pegs and counters, as these could constitute a choking hazard.

- Keeping all dangerous solvents e.g. glue in a lockable cupboard when these are not being used.
- Encouraging all students to participate in PE, swimming, lunchtime and early morning games, other games and other class activities to promote health and fitness. During PE lessons, health and safety will be promoted where the opportunity arises.
- Encouraging all students to have good personal hygiene habits e.g. training in thorough hand-washing using soap, rinsing well and drying hands.
- Encouraging good dental hygiene
- Encouraging all students to bring healthy foods for breaks

SAFETY DURING OUT OF SCHOOL ACTIVITIES

This encompasses a range of visits, attendance at events and trips which may involve journeys to and from the particular destination. Newton International School works in close partnership with parents to ensure they are fully informed of what is involved in any particular event. Procedures also comply with current Ministry Circulars regarding School Trips and Visits. All trips need Ministry approval prior to booking and notifying parents.

Parents will always be asked to give prior written permission before their student will be allowed to participate in activities and avail of emergency medical treatment.

Teachers will always inform parents of the following, where appropriate:

Aims and objectives of the visit, event or trip.

Its length/duration.

Method of travel.

Appropriate clothing requirements.

Financial costs.

Parental responsibilities.

Conduct which we expect from our students on such outings.

The ratio of staff to students will always be determined by the nature of the activity and the age of the students involved.

In addition, prior to any trip the teacher responsible will perform a risk assessment (appendix one) and if appropriate inform the Principal of any concerns about the trip. Decisions related to the suitability of the trip and the personnel to travel will be made following a review of the risk assessment by the Deputy Head Pastoral.

SPECIFIC STAFF/STUDENT RESPONSIBILITIES

THE PRINCIPAL

The Principal will:

- Ensure all teaching staff hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- Ensure that all staff are provided with regular training that will assist them to work safely.
- Ensure the provision and maintenance of safety procedures.
- Put in place adequate arrangements for carrying out regular fire drills and ensure that all staff participate in and are aware of such arrangements.
- Report to the Chairperson, all defects and hazards which are their responsibility.
- Ensure that safe systems of work are used by contractors or persons carrying out inspections or non-structural work.
- Report all accidents to teaching staff promptly to the CEO. In the case of non-teaching staff, all accidents must be reported to the HR.
- Ensure all staff operate safe working practices in the execution of their duties.
- Apply all relevant policies to ensure the health, safety and welfare of all staff and students.

TEACHERS

Each teacher has a responsibility to exercise care and attention regarding the safety of themselves and their students.

Each teacher shall:

- Ensure that they take reasonable care during their work activities to avoid accident or injury to themselves and others.
- Exercise effective supervision of the students and know the emergency procedures eg in case of fire, first aid etc.
- Report all potential hazards to the Principal or Deputy Principal.
- Report all accidents and complete accident forms.
- Co-operate fully with the Principal and Deputy on all health and safety matters.
- Give clear instruction and warnings as often as necessary and follow safe working procedures personally.
- Ensure that all protective clothing and equipment are both available and used by themselves and students.

ALL STAFF

All staff have a responsibility to exercise personal care and attention for the safety of themselves and others as well as co-operate with their colleagues in the execution of this policy. In the discharge of this responsibility, all staff shall:

- Perform their duties in a safe manner and pay particular attention to safety procedures.
- Report all accidents and injuries to their KS leader/manager as soon as possible.
- Obtain adequate treatment for injuries as soon as it is practical.
- Report all defects in equipment or potential hazards to their KS leader/manager.

All staff have a responsibility to ensure their own health and safety as well as those of their colleagues.

STUDENTS

All students are expected within their ability to:

- Exercise personal responsibility for safety of themselves and other students.
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.

Critical Incident Procedures

The chief aim of the critical incident procedure is to move all students and staff to a safe location as speedily and safely as possible, maintaining a sense of calm and reducing the disruption to students and classes.

	First Response	Secondary
Fire	Evacuation	Alternative evacuation point
Intruder	Amber Alert	Buddy Classrooms
Missing Child	Amber Alert	Buddy Classrooms
Extreme Weather	Amber Alert	Buddy Classrooms
Earthquake	Drop, Cover, Hold	Evacuation
Electrical Fault/Gas Leak	Amber Alert	Evacuation (Gas)

In the event of a critical incident the school will follow either an Evacuation or Amber Alert system.

Principal is the named Designated Responsible Individual, their role will be to assess the risk and contact authorities and CEO if and when required. In the absence of the Principal the Deputy will take on the role of DRI. This role includes working with authorities in investigations and presenting reports of the incidents. Authorities to be contacted in case of critical incidents include 999 (Civil Defence, Ambulance or Police) and the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education.

Security will ensure in all scenarios entry and exit routes are kept clear for emergency vehicles.

Communication will take place in three parts:
Management Team
Building Wardens
Health and Safety Committee

Senior Management, Security and Maintenance will be involved in each of these groups. The details of each of these groups can be found in the appendix.

Critical Incident Procedures

Evacuation procedures (Appendix 5)

In the event of a fire and/or other critical incident :

A fire/warning will ring as a continuous sound. When this happens, teachers will take their classes to the designated area which is: Field area – Main Gate: D-Ring

Children will walk in a single line in register order, in silence. When they arrive at the assembly point, they will line up in their allocated space in silence until they get the all clear to return to class.

Teachers will take emergency registers from classrooms to the assembly point to register the children.

Teaching Assistants and specialist teachers will remain with allocated students and along with the class teacher, take them to assembly point.

Unaccounted personnel will be totalled by **Head of Primary**

Assessment of risk will be made by **Principal**

Emergency Management of staff and pupils **Designated Safeguarding Lead**

The Principal and Deputy will communicate with Middle Managers if alternative evacuation area needs to be used. Alternative Evacuation point is Tanga Road, security will block vehicle access to ensure safe evacuation for all students.

Evacuation Drills will take place half termly, evaluated and monitored by the Health and Safety Committee.

Amber Alert

In cases of emergency when possible students will be kept in a safe controlled area of their classrooms. In these cases staff will be given the code word ‘AMBER ALERT’ This will take effect in cases of extreme weather (flooding and storms) and intruders on site.

In these cases:

- Staff without classroom responsibility report to building warden for allocation.
- Monitor and close all doors and windows from the inside
- Communication will be via management and wardens from each building.
- Classroom teachers including team leaders priority is to maintain calm with students.
- Students will not be moved around the school unless requested from management.

All access to building monitored by lead assistant in each building.

Designated Classrooms

In the event of damage to school buildings or classrooms students will be calmly moved to their designated buddy classes in alternative buildings in the school (Appendix 4)

Critical Incident Procedures

Fire

In the event of a fire

- Activate the alarm to ensure safe evacuation of all students.
- Calmly line students up and move calmly to the evacuation area closing all doors and windows along the way.
- Do not stop to collect belongings
- Wardens check building and give all clear to Principal
- Register the class, once complete show the clip board Green – All Present Orange – Student missing Red – SMT support needed immediately
- Await all clear from Principal until returning to classrooms

Extreme Weather

In the event of extreme weather including heavy rain and storms the school will follow Amber Alert routines. In the cases where buildings are heavily affected by conditions students will be moved calmly to buddy classrooms in alternative buildings. In the event of movement or evacuation registers will be taken in designated safe spaces.

Earthquakes

In the event of an earthquake teachers will follow below guidelines:

- Drop, Cover, Hold
- Drop – to the ground, take shelter under a nearby desk or table away from windows.
- Cover – your eyes by leaning against your arms.
- Hold – on to the legs of any table or desk and stay where you are.
- Support individuals who may need assistance
- Wait for further instructions

In the event that it will be safer to take children outside than remain in the building an alarm will sound, the following procedures will be followed taking into account utmost safety of all students.

- Shut windows and doors
- Support anyone needing assistance
- Take class clipboard and hi vis
- Remain calm and orderly following evacuation procedures
- Take attendance
- Check for injuries
- Be alert for instructions from the management team.

In the event of an evacuation no person may re-enter the building without clearance from the Senior Management Team.

Critical Incident Procedures

Gas/Water or Electrical faults and leakage.

In the event of an electrical or water fault following below procedures:

- Contact SMT and Maintenance immediately
- Keep children inside classrooms, unless alarm rings and Evacuation Procedures are put into place.

In the event of a gas fault evacuation procedures will be followed.

Violent threats to students and staff

In the event where students and staff are in immediate threat by either an internal person or an outside visitor Amber Alert will be put in place. If the threat is in a classroom or area where students are they will be moved immediately and calmly to buddy classrooms (*Appendix 4*).

In the cases where you have concern about an unknown person on site:

- Identify the issue and location of threat
- Identify purpose or reason for presence in the school
- Request identification
- Request them to escort you to SMT
- If refusal call SMT who will then contact local authorities on 999.

Abduction/Missing Child

In the event of a missing child who is suspected of being a victim of abduction.

- Contact authorities on 999 giving clear description of both child and suspected abductor.
- Security staff lock down gates and sweep school and immediate local area.
- All students on Amber Alert with no movement around school and registers taken.
- Work with police to provide all information needed.

Medical Emergency

In the event of a medical emergency:

- Alert school nurse or first aider
- Do not move if injured, if required move children to buddy classroom to avoid unnecessary trauma.
- Follow advice of first aider or school nurse
- Alert SMT
- First Aid Kits and First Aider staff is displayed around the school (*Appendix 6*)

Critical Incident Procedures

Death of a school member

In the event of a fatality on school grounds or during a trip.

- Contact authorities on 999 immediately
- Secure and isolate area
- Notify SMT immediately
- Maintain calm and quiet, discouraging speculation or discussion regarding the event, including amongst adults.
- Identify students requiring immediate support.
- Working with authorities to assist in investigations

Sudden Endemic or Disease Outbreak

In the case of sudden endemic, outbreak of disease or other sudden mass health outbreaks:

- Seek medical advice from school nurse or first aid trained (*Appendix 6*).
- Call 999 providing information about symptoms and number of cases.
- Separate infected cases and isolate awaiting further advice.
- Maintain calm with all students, attempting as much as possible to stick to routine.

End of critical incident

When it is safe to re-enter the building or end AMBER ALERT, permission to do so, will be given by the principal or designated staff member. All classes will be accompanied by their class teacher and will re-enter the school/classrooms in an orderly manner.

Safety Equipment

- Fire extinguishers and electrical equipment will be checked on an annual basis.
- Fire alarms are monitored in line with the schools alarm maintenance agreement with the service provider.

RELATIONSHIP OF THIS GENERAL POLICY TO OTHER SCHOOL POLICIES /GUIDELINES

This policy is informed by a number of specific policies and guidelines including:

- Fire evacuation procedures
- Healthy Eating Policy
- Guidelines for school trips
- Anti-Bullying Policy
- Sun-smart guidelines
- Cyber-safety guidelines
- Communicable Illnesses Policy
- Risk Assessment procedures for Off-site activities

Appendix

Guidance Notes

Appendix Contents

Appendix 1: Risk Assessment Form

Appendix 2: Accident Report Form

Appendix 3: Health and Safety in the classroom check list

Appendix 4: Buddy Classrooms

Appendix 5: Evaluation Plans

Appendix 6: First Aid and Fire Warden

Appendix

Guidance Notes

Appendix 1: Risk Assessment Form

Risk Assessment Off Site Visits (Complete as many sheets as required)

Risk Assessment: Location (remember to include journeys to and from) -			
Hazards	People Harmed	Risk Control	Further Action
1. Journey to:			

This Risk assessment seen and agreed by:
(Authorising Signature/Deputy Principal)

Name (Group Leader)	Signature	Date

Appendix

Guidance Notes

Appendix 2: Accident Report Form

Incident/accident report form

NAME OF CHILDREN/CLASS:_____

DATE: _____

Name of teacher in Charge

Site where incident/accident took place

Date of accident

Name of injured person

Give details of how and precisely where the accident took place.

Describe what activity was taking place, for example in class/game/getting changed, etc.

Nature of injury and extent of injury

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).

Appendix

Guidance Notes

Were any of the following contacted?



Parents/carers

Yes X

No X



School Doctor

Yes X

No X



Ambulance

Yes X

No X

What happened to the injured person following the accident?

E.g., carried on with session, went home, went to hospital etc.

All of the above facts are a true record of the accident

Signed:

Date:

Name:

Please give copy to Principal to sign and approve.

Appendix

Guidance Notes

Appendix 3: Health and Safety in the classroom check-list

Questions you should ask:		Yes	Further Action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that needs to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
	For stand-alone classrooms: Are access steps or ramps properly maintained?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of user, whether adult or child?			
	Is portable equipment stable?			
	Are windows on upper floors safe?			
	Are A/Cs in good working order and safe?			
Computers and similar equipment	If you have a computer, has the area where it is usually situated or used been checked as being safe?			
	Have pupils been advised about good practice when using computers?			
	Are computers on a suitable workstation for use by pupils or adults?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure they are safe to use?			

Appendix

Guidance Notes

	Has any damaged electrical equipment been taken out of service or replaced?			
Fire	Are any exit doors in the classroom: • Unobstructed • Kept unlocked • Easy to open from the inside?			
	Is there any fire-fighting equipment in the classroom or in the near vicinity?			
	Are fire evacuation procedures and clipboards clearly displayed?			
	Are teachers aware of the evacuation drill?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			
Cleanliness	Are all surface areas cleaned regularly?			
	Is there any evidence of pest infestation?			

[illegible]

Appendix

Guidance Notes

Appendix 4 - Buddy Classrooms

F1	Red	Year 2	Red
	Blue		Blue
	Green		Green
	Yellow		Yellow
F2	Red	Year 4	Blue
	Blue		Green
	Green		Yellow
	Yellow		Orange
Year 1	Red	Year 3	Red
	Blue		Blue
	Green		Green
	Yellow		Yellow
	Orange		Orange
Year 7	Red	Year 5	Red
	Blue		Blue
	Green		Green
	Yellow		Yellow
Year 8	Red	Year 6	Red
	Blue		Blue
	Green		Green

Appendix

Guidance Notes

Appendix 5



Newton International School D Ring Evacuation Procedures



Amber Alert

In the case of extreme weather including flooding or an intruder on site Amber Alert will be called in each building.

- Monitor and close all doors and window from inside.
- Classroom teachers priority to keep all calm.
- No movement around school unless directed by SMT.



Designated Classrooms

In the event of damage to school buildings or classrooms students will be calmly moved to their designated buddy classes or same colour in alternative buildings in the school

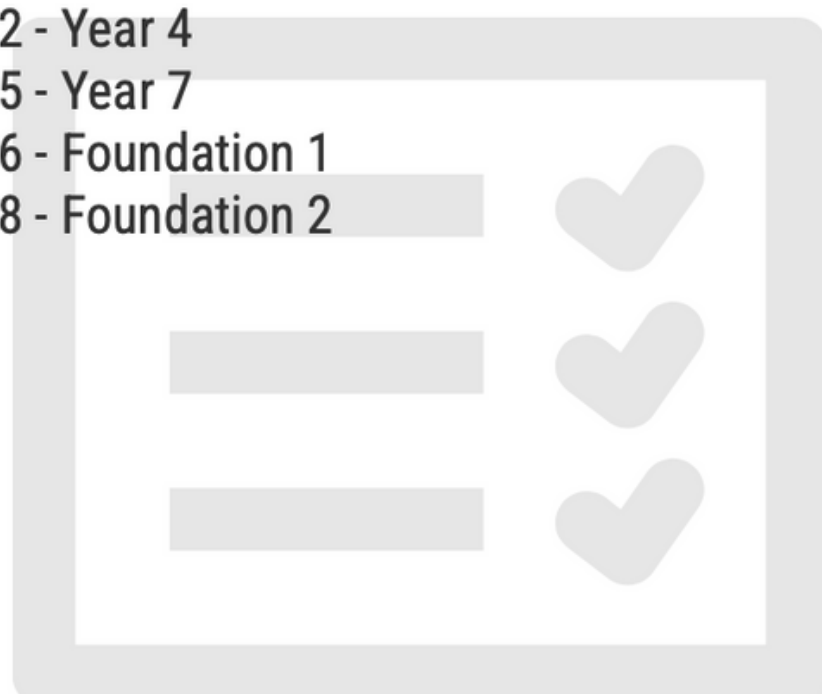
Year 1 - Year 3

Year 2 - Year 4

Year 5 - Year 7

Year 6 - Foundation 1

Year 8 - Foundation 2



Assembly Area

— School Field —

EYFS Building

EYFS

Year 3

Year 4

Year 5

Year 6

Year 2

Year 1

Year 7

Year 8

KS1 Play Area

Garden

Visitors and Admin

Assembly Area (Alternative)

— Tanger Road —

In the event of evacuation off site.

Security closes traffic on slip road (D Ring) and Tanger Road.

Children lined up on Tanger Road facing school perimeter.

EYFS, KS1 and Year 3 evacuate through front gate.

KS3, Year 4 - Year 6 evacuate back gate.

Appendix

Guidance Notes

Appendix 5



Newton International School D Ring **Evacuation Procedures**



Alarm Sounds

Leave seats and line quietly at door in register order.
Leave all belongings behind.
Last person out door closes it behind them.
Teacher brings clipboard.
Fire Warden checks building



Walk to Evacuation Area

Follow evacuation route to assembly area
No speaking
Staying in line



Assembly Area

Line up in register order and sit down
No talking
Listening to instructions
Fire Warden reports to Principal
Teachers report to Team Leaders



Next Instructions

Await further instructions based on traffic light system.

Appendix

Guidance Notes

Appendix 5



Newton
International School D-Ring Road

An International Community of Learners Striving for Excellence and Celebrating Success

Fire Wardens

EYFS	Ms Perez F1	Ms McKee F2
KS1	Ms Blevins	Ms McCoy
Palace Downstairs	Ms MC Crory	Ms Naidoo Mr Wear
Palace Upstairs	Mr Albuquerque	Ms Hughes
Science Lab	Mr Khaliq	
Year 7 Building	Ms Aouni	Ms Abdouli
Year 8 Building	Ms de Vini	Ms Ulecia
Science Lab Gym ICT Suite	Mr Younis	Mr Gregory

Location of First Aid Kits

Staffrooms, Registrars Office, Reception, Primary ICT Room,
Science Labs

Reviewed by:
Name:
Position:
Date:
Signed:

Reviewed by:
Name:
Position:
Date:
Signed:

Reviewed by:
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