

NEWTON INTERNATIONAL ACADEMY LUSAIL

<https://newtonschoools.sch.qa/campuses/newton-international-academy-lusail/>

An International community of learners striving for excellence and celebrating success



Newton International Academy Lusail

Health and Safety Policy

2026 - 2027



Last Review: August 2026

Next Review: June 2027

Reviewer: Policy Committee

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VISION

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

MISSION

We aim to provide the highest quality of education possible for all our students. In doing so, we aim to positively encourage each student to achieve academic excellence, celebrate 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 positive discipline and self-motivation. We will provide and maintain a trusting and caring atmosphere where teaching and learning is meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

HEALTH AND SAFETY POLICY STATEMENT

Newton International Academy Lusail is committed to providing and maintaining a safe, healthy and secure environment for pupils, staff, visitors and others who may be affected by the school's activities.

The school recognises that effective health and safety is a shared responsibility and an integral part of the effective management and operation of the school. NIA Lusail will take appropriate and proportionate measures to identify hazards, manage risks and promote safe working and learning practices across the school.

The school is committed to:

- Providing and maintaining safe premises, facilities, equipment and systems of work.
- Identifying hazards and ensuring that appropriate measures are taken to reduce and manage risks.
- Providing appropriate information, instruction, training and supervision to enable staff to fulfil their health and safety responsibilities.
- Maintaining appropriate arrangements for the reporting, recording, investigation and review of accidents, incidents, near misses, hazards and health and safety concerns.
- Ensuring that appropriate arrangements are in place for emergencies, fire safety, first aid and medical needs.
- Maintaining appropriate arrangements for the safe storage, handling and use of hazardous substances and materials.
- Monitoring the condition and safety of the school site, including higher risk areas, equipment and facilities.
- Consulting and communicating with staff and other relevant members of the school community on matters affecting health and safety.
- Reviewing health and safety arrangements regularly and taking appropriate action where improvements are identified.

Health and safety arrangements will operate in accordance with applicable Qatar legislation and regulatory requirements, together with relevant school, Newton Group and accreditation requirements. Detailed arrangements for areas including fire safety, first aid and medicines, and risk assessment are set out in the school's dedicated policies and procedures.

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AIM

The aim of this policy is to establish a clear and consistent framework for managing health and safety across NIA Lusail and to ensure that appropriate arrangements are in place to protect pupils, staff, visitors and others who may be affected by school activities.

The school aims to:

- Promote a positive health and safety culture in which responsibilities are clearly understood, and safe practice is embedded across the school.
- Maintain a safe and secure environment for teaching, learning, work and other school activities.
- Ensure that health and safety responsibilities are appropriately allocated, implemented and monitored.
- Identify hazards and manage risks through appropriate preventative and control measures.
- Ensure that staff receive appropriate health and safety information, instruction and training relevant to their roles.
- Maintain effective arrangements for reporting and responding to hazards, maintenance concerns, accidents, incidents and near misses.
- Monitor the safety and condition of the school premises, facilities and equipment through appropriate inspections and maintenance.
- Ensure that emergency arrangements are established, communicated and regularly reviewed.
- Review health and safety practice and take appropriate action where improvements are identified.

ROLES AND RESPONSIBILITIES

Effective health and safety management requires clear responsibilities across the school. All members of the school community have a responsibility to contribute to a safe and healthy environment appropriate to their role.

Newton Group Higher Management (Board of Governors): Newton Group Higher Management provides strategic oversight of health and safety and seeks assurance that appropriate arrangements are in place to manage significant health and safety risks. Higher Management will receive relevant information regarding health and safety matters and raise concerns or recommendations with school leadership where appropriate.

Principal: The Principal has overall responsibility for the implementation of this policy within NIA Lusail and for ensuring that appropriate health and safety arrangements are established and maintained.

The Principal is responsible for:

- Promoting a positive health and safety culture across the school.
- Ensuring that responsibilities for health and safety are appropriately delegated and understood.
- Ensuring that significant health and safety concerns are addressed and escalated where necessary.
- Ensuring that appropriate resources, training and support are available to maintain effective health and safety arrangements.

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Senior Leadership Team: The Senior Leadership Team supports the Principal in implementing this policy and monitoring health and safety within their areas of responsibility. Leaders are expected to identify concerns; ensure appropriate action is taken and reinforce safe working practices.

Facilities and Maintenance: The Facilities and Maintenance team is responsible for supporting the safe operation and condition of the school premises and facilities, including:

- Conducting and coordinating appropriate site and facilities inspections.
- Ensuring that identified maintenance and safety concerns are appropriately recorded, prioritised and addressed.
- Coordinating routine servicing, testing and maintenance of relevant building systems and equipment by competent personnel.
- Ensuring that cleaning materials, maintenance substances and other hazardous materials are appropriately stored and secured.
- Supporting the safe management of contractors and maintenance work undertaken on the school site.

Staff: All staff are responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their actions.
- Following school health and safety procedures and reasonable instructions.
- Using equipment and facilities safely and appropriately.
- Reporting hazards, defects, accidents, incidents, near misses and other health and safety concerns promptly.
- Cooperating with relevant risk assessments, training and emergency procedures.

HEALTH AND SAFETY COMMITTEE

NIA Lusail maintains a Health and Safety Committee to support the effective implementation and monitoring of health and safety arrangements across the school.

The Committee is chaired by the Principal and includes appropriate representation from across the school, including the nominated Health and Safety Officer.

The Committee will:

- Review relevant health and safety matters, concerns and identified risks.
- Review accidents, incidents and near misses to identify patterns, recurring concerns or actions required.
- Consider findings arising from site inspections, maintenance reports and other health and safety monitoring activities.
- Monitor progress against identified health and safety actions.
- Consider feedback and concerns raised by staff or other relevant members of the school community.
- Support the review and continuous improvement of health and safety procedures and practice.
- Escalate significant concerns to the Principal and, where appropriate, Newton Group Higher Management.

Records of relevant discussions, actions and responsibilities will be maintained to support appropriate follow up and accountability.

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STAFF TRAINING AND HEALTH AND SAFETY AWARENESS

NIA Lusail will ensure that staff receive appropriate health and safety information, instruction and training relevant to their roles and responsibilities.

Health and safety information will form part of staff induction and will include relevant school procedures, reporting arrangements and emergency information. Additional training will be provided where required by a staff member's role, responsibilities or the nature of the activities they undertake.

Training and awareness may include:

- Emergency and evacuation procedures.
- Arrangements for reporting accidents, incidents, near misses, hazards and maintenance concerns.
- Relevant health and safety procedures associated with the staff member's role or work area.
- Appropriate use of equipment and facilities.
- Awareness of first aid arrangements and appropriate points of contact.
- Risk assessment awareness and responsibilities relevant to the staff member's role.
- Additional role-specific or competency-based training where required.

Relevant training records will be maintained by the school. Staff are expected to follow the training and guidance provided and to raise any health and safety matter where they require further information, support or instruction.

SITE INSPECTIONS AND MAINTENANCE

NIA Lusail will maintain appropriate arrangements for the regular inspection and maintenance of the school premises, facilities and equipment to identify hazards and ensure that health and safety concerns are addressed promptly.

The Facilities and Maintenance team will coordinate routine site inspections and ensure that:

- Communal areas, corridors, stairwells, entrances, exits and other circulation areas are maintained in a safe condition and kept free from obstruction.
- Buildings, fixtures, equipment and services are inspected and maintained as appropriate by competent personnel.
- Play areas, play equipment and other higher risk facilities are subject to appropriate safety checks and maintenance.
- The swimming pool and associated facilities are inspected and maintained in accordance with the school's established pool safety procedures and applicable requirements.
- Identified defects, hazards and maintenance concerns are appropriately recorded, prioritised and followed up.
- Areas presenting an immediate or significant risk are secured or taken out of use until appropriate action has been completed.

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Routine site inspections will be undertaken regularly by the Facilities and Maintenance team throughout the school year. The frequency and nature of inspections will reflect the type of facility, equipment, level of risk and applicable maintenance or regulatory requirements. Additional inspections will be undertaken where concerns are identified or where circumstances require further monitoring.

HAZARDOUS SUBSTANCES AND MATERIALS

NIA Lusail will ensure that hazardous substances and materials used or stored on the school premises are managed appropriately to minimise risks to pupils, staff, visitors and the environment.

The school will ensure that:

- Cleaning chemicals and maintenance substances are stored securely in designated areas with access restricted to authorised personnel.
- Chemicals and other potentially hazardous materials used within curriculum areas, including Science, are stored securely and managed by appropriately trained staff.
- Safety Data Sheets and relevant manufacturer instructions are available where required and used to inform safe storage, handling and use.
- Appropriate protective equipment is provided and used where identified as necessary.
- Hazardous substances are clearly labelled and kept in suitable containers.
- Staff report damaged containers, spillages, unsafe storage or other concerns promptly so that appropriate action can be taken.
- Disposal of hazardous substances and materials is undertaken safely and in accordance with applicable requirements and manufacturer guidance.

Responsibility for the safe storage and management of hazardous substances rests with the relevant staff responsible for the area in which they are used, supported by Facilities and Maintenance where appropriate.

REPORTING HEALTH AND SAFETY CONCERNS

All staff have a responsibility to report health and safety concerns promptly so that appropriate action can be taken.

Concerns may include hazards, damaged or defective equipment, unsafe conditions, maintenance issues, spillages, blocked access or emergency routes, or any other matter that may present a risk to pupils, staff or visitors.

Staff should:

- Take immediate reasonable action to prevent access to or use of an area or item where there is an immediate risk, where it is safe to do so.
- Report maintenance and premises related concerns promptly to the Facilities and Maintenance team through the school's established reporting procedures.
- Inform their line manager or a member of the Senior Leadership Team where a concern presents a significant or immediate health and safety risk.

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- Report accidents, incidents and near misses through the school's established reporting procedures.
- Escalate any concern that has not been appropriately addressed or where the risk remains.

Significant health and safety concerns will be communicated to the Principal and relevant leaders, with further escalation where appropriate.

ACCIDENTS, INCIDENTS AND NEAR MISSES

All accidents, significant incidents and near misses must be reported and recorded through the school's established procedures. Appropriate action will be taken to ensure that immediate needs are addressed and that any continuing risk is appropriately managed.

The school will ensure that:

- Accidents, incidents and near misses are recorded appropriately.
- Immediate action is taken where necessary to prevent further harm or recurrence.
- Relevant parents or carers are informed where an incident involving their child requires notification.
- Significant or recurring incidents are reviewed to identify contributing factors, patterns and any further action required.
- Relevant health and safety actions arising from an incident are assigned and followed up.
- Serious incidents are escalated to the Principal and other relevant parties in accordance with school procedures and applicable requirements.

Relevant incidents will be reviewed by the Health and Safety Committee to identify contributing factors, recurring concerns and any corrective action required. Outcomes, actions and relevant supporting records will be maintained on the school's Shared Drive, with access available to the Senior Leadership Team and other authorised personnel as appropriate.

EMERGENCY ARRANGEMENTS

NIA Lusail maintains appropriate arrangements to respond effectively to emergencies and to protect pupils, staff, visitors and others on the school premises.

Emergency procedures are communicated to staff and pupils as appropriate, practised at appropriate intervals and reviewed following drills, incidents or identified concerns.

Detailed arrangements relating to fire safety, evacuation, fire risk assessment, emergency equipment and liaison with emergency services are set out in the school's dedicated Fire Safety Policy and associated procedures.

SITE SECURITY AND ACCESS CONTROL

NIA Lusail maintains appropriate security arrangements to support the safety of pupils, staff and visitors and to control access to the school premises.

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The school will ensure that:

- Access to the school site is appropriately controlled during the school day.
- Security personnel monitor designated entrances, exits and other relevant areas of the school site.
- Visitors follow the school's established sign-in, identification and access procedures.
- Visitors are directed or accompanied as appropriate to the purpose of their visit.
- Unauthorised access or suspicious activity is reported promptly to the appropriate member of staff.
- Gates, doors, access points and other security measures are monitored, and any identified concerns are reported for appropriate action.
- Site security arrangements are reviewed where incidents, changes to the premises or identified risks indicate that additional measures may be required.

CCTV is operational across the school site and is overseen by the Building Managers and Head of Security, who have authorised access to the CCTV control room. Where footage is required for review by the Senior Leadership Team, access will be facilitated through the Building Managers or Head of Security in accordance with school procedures. Site security arrangements operate alongside the school's safeguarding and emergency procedures.

CONTRACTORS AND EXTERNAL SERVICE PROVIDERS

NIA Lusail will take reasonable steps to ensure that contractors and external service providers undertaking work on the school premises operate safely and do not create unnecessary risks to pupils, staff, visitors or others.

Contractors must be appropriately authorised, receive relevant information regarding school health and safety, safeguarding and emergency arrangements, and comply with applicable school procedures. Appropriate risk assessments, method statements or other safety documentation will be obtained where required.

Contractor activities will be appropriately coordinated and monitored, with work areas secured or restricted where necessary to protect the school community.

MONITORING AND REVIEW

The implementation of this policy and the effectiveness of the school's health and safety arrangements will be monitored through the Health and Safety Committee, site inspections, incident and near miss reviews, maintenance reporting and other relevant health and safety information.

The Principal and Senior Leadership Team will ensure that significant concerns and identified actions are followed up and, where appropriate, escalated to Newton Group Higher Management.

This policy will be reviewed annually and earlier where significant changes to legislation, regulatory or accreditation requirements, school premises or operations, or identified health and safety concerns make this necessary.