



**Newton British Academy
Barwa City**

**Health & Safety
Whole School Policy**

Policy Date: May 2022 – June 2025
Review Date: June 2024

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



Introduction:

Health and Safety is a priority at Newton British Academy, Barwa City.

The aims of this policy are as follows:

Aims:

- To maintain a safe environment wherein students can work and move around without risk to themselves or their good health
- To plan for the safety of students and staff in the event of fire or other emergency
- To develop, maintain and implement procedures to secure a safe working environment for all members of the school community
- To educate students to aim to stay healthy by eating properly, getting enough sleep and exercise and avoiding harmful substances
- 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
- To ensure all accidents and injuries are reported to the principal (or one of the deputies in his/her absence) and fill in an accident report form as soon as possible
- To ensure all staff report defects in equipment and potential safety hazards to the principal.
- To assist in the investigation of injuries, accidents and dangerous occurrences
- To monitor and review our health and safety policy and procedures consistently so that they remain fit for purpose
- To ensure that all guidelines received from the MoE/MoPH are followed in relation to Covid 19

Roles & Responsibilities to continually promote Safety and Good Health in School:

In the Classroom:

Teachers are responsible for:

- Ensuring that all resources and the classroom environment are clean and safe for use
- Follow all directives set by the Health and Safety Committee, the SLT and the MoE.
- Maintaining the supply of sanitizer and tissues in the classrooms
- Ensuring that mobile phones are not allowed to be switched on in the classroom.
- Maintaining a comfortable flow of fresh air into the classroom at all times
- Checking all exits are kept free from any form of obstruction
- Completing Risk Assessments for the classroom and ensuring there are no hazards for tripping e.g. loose floor covering, untidy equipment etc.
- Seeing that students use their chairs correctly and sit safely at all times, with 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 early years' classes 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 classes, 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 in line with the School Healthy Eating Policy. Fast Food is not allowed

In the Play Area:

Teachers should ensure that:

- All students are safe at all times.
- Students are supervised in the playground at all times during the school day by teachers and co-teachers as per the shared schedules.
- Students have to remain in their designated play area until the end of break. At the end of their break, they line up in an orderly manner and are taken promptly to their classrooms by their teachers if they are allowed out to play
- 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.
- Should a student fall or have an accident the procedure will be to:
 - Examine the injury; comfort the student if that is all that is required.
 - If necessary, send the student to the school nurse 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.
 - Ensure First Aid is sought if necessary in a timely manner by the trained personnel.

Specific Staff/Student Responsibilities:

It should be noted that all persons involved in educating students have a responsibility to provide and maintain a healthy and safe environment.

The Principal and Deputy Principal will ensure the following:

- All guidelines and directions received from the MoE/MoPH/CEO are shared with staff, student and parents, embedded in a timely manner and monitored and tracked as necessary
- All teaching staff hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery
- All staff are provided with regular training that will assist them to work safely
- The continued 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
- Weekly Health and Safety and Risk Assessment walks to monitor and report on any damages around the building
- Review Risk Assessments completed by staff and ensure that all necessary repairs are carried out in a timely manner.
- Report to the CEO, all defects and hazards which are her responsibility to maintain or replace
- Ensure that safe systems of work are used by contractors or persons carrying out inspections or non-structural repairs
- Report all serious accidents relating to staff/students promptly to the CEO.
- All staff operate safe working practices in the execution of their duties
- Complete Bus Risk Assessments to ensure procedure are in place and followed
- 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:

- Follow the guidelines outlined in relation to all health and safety expectations
- Ensure that they take reasonable care during their work activities to avoid accidents or injury to themselves and others
- Exercise effective supervision of the students and know the emergency procedures e.g. in case of fire, first aid etc.
- Report all potential hazards during weekly Risk Assessment completion to their Line Manager.
- Report all accidents and complete accident/incident forms as necessary
- Cooperate fully with the Principal and Deputy Principal on all health and safety matters
- Give clear instructions and warnings as often as necessary to students and follow safe working procedures personally
- Ensure that all protective clothing and equipment are both available and used by themselves and students when necessary
- Monitor the entry and exit of assigned classes to and from the school in the mornings and afternoons to ensure the continued safety of all of the students
- Fulfil all assigned duties in the school for the supervision of students as required

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 employees shall:

- Follow the guidelines outlined and shared
- Perform their duties in a safe manner and pay particular attention to safety procedures
- Report all accidents and injuries to their line manager as soon as possible
- Obtain adequate treatment for injuries for students or self as soon as it is practical
- Complete weekly Risk Assessments in their classrooms/work areas

- Cooperate fully with the Principal and Deputy Principal on all health and safety matters
- Report all defects in equipment or potential hazards to their line manager

Students:

All students are expected within their ability to:

- Follow the guidelines given by teachers and staff at all times
- Exercise personal responsibility for the 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
- Follow the schools Healthy Eating policy and guidelines

Visitors:

To ensure the safety of students and staff, all visitors must report to reception on arrival and exit times accordingly in the visitor book. All visitors, including parents and maintenance staff will be issued with identification badges while present in the school.

- Temperatures will be taken and EHTERAZ checked for all visitors to the school premises.
- Follow the guidelines given by the school staff in relation to all Covid 19 procedures - 1.5 metres social distancing, wearing a mask
- Exercise personal responsibility for the safety of themselves and others on the school premises.

Traffic Calming Measures:

All persons dropping students at the school must adhere to the following measures:

- Arrive in a timely manner for drop off and pick up of the students.
- Use the correct gate for entry and exit to the school as assigned to the year groups.
- Not park at any of the school gates or in fire assembly areas.
- Park your vehicle in a designated parking area before allowing the students to exit or enter the vehicle.
- Drive at a slow speed in the school vicinity particularly in front of all of the gates and going over the allocated walk cross ramps for pedestrians
- Be consistently vigilant and considerate of all pedestrians and other drivers particularly the students and the younger members of our school community

Implementation of the Health & Safety Policy:

The responsibility for the implementation of the health and safety policy rests with the entire school community. The Principal and Deputy Principal will oversee the implementation of the policy.

However, **all** members of the school must ensure the policy is implemented by them.

A Health and Safety Committee will be established for each academic year and will be led by the Deputy Principal. Bi-weekly meeting will be held with all members of the committee.

Policy Review:

This policy will be kept under continuous review. It will be formally reviewed on an on-going basis by the Health and Safety Committee and formally by the School SLT.

The Principal and Deputy Principal have responsibility for ensuring this review is performed and will report formally on a regular basis to the CEO.