

Newton International Academy, Barwa

Health, Safety & Well-being Policy (HSW)

An International Community of Learners, Striving for Excellence and Celebrating Success

Approved by: Senoir Management Team
Date Approved: September 2026
Next Review Date: September 2027
Review Cycle: Annual

N.I.A

NEWTON INTERNATIONAL ACADEMY | BARWA

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 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 the wider community to achieve our vision.

Rationale

At Newton International Academy Barwa (NIA), we recognise that a positive health and safety culture is essential for creating an effective learning environment. We are committed to safeguarding the well-being of all students, staff, and visitors, and we believe that proactive health and safety measures contribute significantly to academic success and personal development.

Aim

The aim of this policy is to outline the principles, strategies, and responsibilities for ensuring health, safety, and well-being at NIA, in accordance with Qatar Civil Defence requirements and the UK Health and Safety at Work Act (1974). We strive to create a safe, healthy, and supportive environment that enhances the educational experience for all.

Newton Group Values:



1. Policy Statement

NIA recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which all staff, students, and visitors are protected from harm. We are committed to promoting the welfare of children and expect all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk, and continuously promote a culture of safeguarding among our workforce and school community. We appreciate that while managing our activities, we need to be risk aware, but not necessarily risk averse.

2. Aims

- Safeguard the health, safety, and welfare of all NIA students, staff, and anyone else who may be affected.
- Minimise accident and sickness absence rates and promote the well-being of students and staff by developing a positive attitude toward HSW.
- Plan for the safety of students and staff in the event of fire or other emergencies.
- Educate students on ways to stay healthy through balanced diets, adequate sleep, regular exercise, and avoidance of harmful substances.
- Provide necessary information, instruction, training, and supervision to ensure the HSW of all students and staff.
- Conduct appropriate risk assessments to develop safe systems of teaching and learning.
- Investigate and record all accidents, incidents, and dangerous occurrences promptly, in accordance with established accident reporting procedures.
- Monitor and review the HSW Policy annually to ensure it reflects best practises and remains fit for purpose.

3. Defining Hazards, Risk, and Well-being

- Hazard: Anything that can potentially cause harm to you or others.
- Risk: The chance of something happening that has the potential to cause harm.
- Assessment of Risk: A careful examination of what could cause harm to children, so adequate risk controls can be implemented.
- Well-being: The state of being comfortable, healthy, or happy.
- Nominated risk assessors will receive appropriate guidance to ensure their competency in carrying out risk assessments.

4. Health & Safety Committee - Remit

The school benefits from a HSW Committee that meets regularly to discuss and review relevant safety-related matters. The Principal and Deputy Principal sit on this committee, supported by representatives from each school section and a nominated Health and Safety Officer.

5. CPD - Training & Awareness Raising

- **Induction Training:** On commencement of employment, all staff are briefed on:
  - Emergency evacuation procedures
  - First aid arrangements
  - Accident reporting
  - Relevant risk assessments
  - Smoking restrictions
  - Site tour including location of assembly muster points.

- **Competency-Based Training:** Ongoing professional development relevant to individual roles and developmental needs. Records of competencies, skills, and training will be kept for management review purposes.

6. Emergency Evacuation Procedures

In accordance with UK Workplace Health and Safety Regulations (1992) and Fire Precaution Regulations (1997), the following documents outline procedures to follow in the unlikely event of the school building needing to be evacuated:

- NIA General Emergency Evacuation Procedure
- NIA Emergency Evacuation Procedures (Arabic translation)
- NIA Emergency Evacuation Procedure during External and Internal Examinations

7. Fire Safety

- Fire drills are held termly and evaluated by staff and the HSW Committee.
- Fire evacuation procedures in English and Arabic are displayed in every classroom and communal area, along with directional arrows indicating escape routes.
- All fire exits have emergency lighting and illuminated fire exit signs. Firefighting equipment is checked annually in accordance with Civil Defence requirements.
- The school has an agreed emergency evacuation communication tree that identifies lines of communication to be followed by key staff during an emergency evacuation.

8. Students’ Responsibilities

All students are expected, within their ability, to:

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

9. Teachers’ Responsibilities

- Pay particular attention to the safety aspects involved in using educational equipment and resources.
- Encourage all students to participate in physical activities to promote health and fitness.
- Ensure students maintain good personal hygiene habits.

10. Safety in Play Areas

- Students should be supervised in play areas at all times before, during, and at the end of the school day.

11. Safety During Out-of-School Activities

NIA works in close partnership with parents to ensure they are fully informed about trips, including aims, duration, travel methods, and conduct expectations. Risk assessments will be performed prior to any trip.

12. Parents’ Responsibilities

- Ensure their children attend school in good health.
- Provide prompt communication regarding absences.
- Maintain up-to-date contact details for emergencies.

13. Maintenance Supervisor Responsibilities

- Ensure all communal areas, particularly those associated with fire escapes, are kept free from obstructions.
- Ensure that cleaning materials and equipment are used and stored safely.

14. Guards’ Responsibilities – Site Security

- Ensure that pedestrian side gates are opened at the correct times and locked at all other times.

15. School Nurses' Responsibilities

Provide care for unwell or injured students and advise parents to consult a doctor if necessary.

16. Visitor Security

All visitors must report to reception on arrival and wear identification badges while on school premises.

17. Avoiding Accidents - Slips, Trips, and Falls

Staff are required to be vigilant and report any slip, trip, or fall hazards.

18. First Aid

First Aid boxes are strategically located throughout the building, and at least one staff member will be First Aid trained for all school trips.

19. Sick or Injured Children

Parents will be contacted if a student is assessed as too unwell to remain at school.

20. No-Nuts Policy

A 'No-Nut' Policy is in place due to allergies among students.

21. Control of Substances Hazardous to Health (COSHH)

The school follows COSHH guidance regarding the use and storage of hazardous substances.

22. Gas and Electrical Appliances Safety

Staff must take care in the use of electrical equipment, which will be subject to regular checks and inspections.

23. Safe Lifting and Handling

Staff are expected to identify manual handling operations that may pose a risk of injury.

24. Contractors on Site

Contractors must ensure safe procedures are followed, including sign-posting and storage of materials.

25. Supporting Policies / Documents

- Safeguarding Policy
- Child Protection Policy
- Pastoral Care & Positive Behaviour Management Policy
- Safe Recruitment Policy
- Professional Code of Conduct Policy
- Internet Access Policy
- Privacy Policy (DPA)
- Equal Opportunities Policy
- Parent Code of Conduct
- Parent Communication and Complaint Procedure
- Attendance Policy
- Pool Safety Operating Procedures
- Emergency Evacuation Communication Tree

26. Accessing Policies

Parents are welcome to request further information about any policy matter. The school will arrange for an Arabic translation or summary of a document on request. Copies of key policies/documents are also available on the school's website.

27. Policy Review

This policy will be updated whenever new guidance or legislation within the remit of HSW is issued. As a minimum, the policy will be reviewed annually to ensure it is kept up-to-date with current legislation and best practises.