



Newton International Academy - Smash

أكاديمية نيوتن العالمية

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

<http://newtonschoools.sch.qa>



Health, Safety & Well-being Policy (HSW)

This policy outlines the aims, principles and strategies for ensuring Health, Safety and Well-being (HSW) at Newton International Academy Smash (NIA Smash), in-accordance with Qatar Civil Defence requirements, and the UK Health and Safety at Work Act (1974).

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 therefore 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 amongst our workforce and school community. We appreciate that whilst 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 wellbeing of students /staff by developing a positive attitude to HSW
- Plan for the safety of students and staff in the event of fire or other emergency
- Educate students in ways to stay healthy by eating a well-balanced diet, getting adequate sleep, taking regular exercise and avoiding harmful substances
- Provide information, instruction, training and supervision as is necessary, to ensure the HSW of all students and staff
- Ensure that appropriate risk assessments are conducted and used to develop safe systems of teaching and learning
- Ensure that all accidents, incidents and dangerous occurrences are investigated and recorded promptly, in-accordance with established accident reporting procedure
- Monitor and review annually the HSW Policy to ensure it reflects best practice and remains fit for purpose.

3. Defining Hazards, Risk and Well-being

- Hazard – *is anything that can potentially cause harm to you or others*
- Risk – *is the chance of something happening (an event/situation) that has the potential to cause harm.* The important thing to decide is whether a hazard is significant and whether measures

can be put in place, so that the risk is reduced to an acceptable level. The level of risk depends on how likely it is that the event or situation will happen (likelihood) and how severe the harm could be (severity or consequence)

- Assessment of Risk - *this is a careful examination of what, could cause harm to children, so adequate risk controls / workplace precautions can be taken to prevent harm.*
- Well-being – *is the state of being comfortable, healthy or happy.*
- Nominated risk assessors will receive appropriate guidance to ensure their competency to carry out risk assessments.
- Risk assessments will be completed for all known hazardous activities
- Reporting of accidents, hazards and near misses will be monitored by the HSW Committee.

4. Health & Safety Committee - remit

The school benefits from a HSW Committee, that meets every half term, to discuss and review relevant safety related matters. Head teachers and the Principal sit on this committee, supported by representatives from each school section, the lead nurse 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 incl. e-learning courses (Edu Care for Education)

On-going PD relevant to the individual's role 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 *Emergency Evacuation Procedures* - (Sept 2020)

7. End of critical incident

When it is safe to re-enter the building, 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 in an orderly manner.

8. Lockdown

In certain circumstances it may be necessary to lockdown the school. When the lockdown alarm sounds (to be confirmed) children must return to their allocated classroom. All children and staff should clear all corridors and remain in their allocated classroom until further notice. Everyone should be away from windows.

No visitors will be allowed to enter the school during lockdown.

Lockdown will remain in place until staff are notified by either the Principal or in his absence the Heads of School.

9. Fire Safety

- Fire drills are held half 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 fire exit signs are illuminated. Fire fighting 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.
- Fire extinguishers and electrical equipment will be checked on an annual basis.
- Fire alarms are monitored in line with the school's alarm maintenance agreement with the service provider. The Site Manager will be responsible for this schedule and associated record keeping.

10. THE PRINCIPAL

The Principal will:

- Ensure all teaching staff holds appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- Ensure that all staff is 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
- Report all accidents to teaching staff promptly to the council. In the case of non-teaching staff, all accidents must be reported to the WELB.
- Ensure all staff operates 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.

11.Site Manager

- The site manager has responsibility for taking immediate to address any potential health and safety risks or hazards.
- The site manager must act upon maintenance issues as soon as is practical to avoid them becoming risks to Health and safety.

12.Students' responsibilities

All students are expected within their ability to:

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

13.Teachers' responsibilities

- Pay particular attention to the safety aspect involved in the use of educational equipment and resources e.g. scissors, knives, thermometers, glass containers, hot liquids, electrical equipment, wires and clips. During structured play and practical activities, Early years students should be supervised when using small practice materials like pegs and counters, as these could pose 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, break time games etc, to promote health and fitness. Children should wear sunhats outdoors in the summer months
- 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
- Ensuring that the air conditioning is working effectively
- Checking the classroom for any trip hazards e.g. loose floor covering, untidy equipment etc.

14. Safety in Play areas

- Students should be supervised in play areas at all times before, during and at the end of the school day.
- Students should be stopped from playing any game that involves rough physical contact.

15. 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. NIA works in close partnership with parents to ensure they are fully informed of what is involved, including information on:

- Aims and objectives of the visit, event or trip
- Its 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 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 and if appropriate inform the relevant Head teacher of any concerns arising.

16. Parents' responsibilities

- Ensure their children attend school in good health
- Provide prompt communication to explain all absences
- Ensure early contact with school to discuss matters concerning HSW of their children
- Accept responsibility for the conduct of their children at all times
- Ensure that the school has up-to-date contact details, so that parents can be contacted swiftly in emergencies.

17. Maintenance Supervisor responsibilities

- Ensures all communal areas, particularly those associated with fire escapes are kept free from obstructions
- Make arrangements for the safe working of contractors on site, ensuring so far is reasonably practicable, that their work is segregated from the main school users
- Ensure that cleaning materials and equipment liable to be a danger to pupils are correctly used and properly stored, when not in use
- Ensure that all waste materials from the school are disposed of correctly
- Maintain a high standard of housekeeping.

18. Guards' responsibilities – Site security

- Ensure that the pedestrian side gates are opened at the correct time, at the start and end of the school day.
- Ensure at all other times the gates are locked.
- Guards control the movement of Parents and visitors during the school day and monitor the entering and exiting of pupils at all other times.
- CCTV camera surveillance is operational at all 3 sites.

19. School Nurses' responsibilities

- There is 1 full-time registered Nurses across the site.
- When a student is unwell or injured the nurse is responsible for their care.
- Nurses do not diagnose conditions or illnesses, parents are advised to consult a Doctor should this be necessary.

20. Visitor Security

- To ensure the safety of students and staff, all visitors must report to reception on arrival.
- Parents, volunteer helpers and visitors will be issued with identification badges while visiting or working in the school, during lesson time.

21. Avoiding Accidents - Slips, Trips and Falls

- All staff are required to be vigilant and are expected to report any serious slip, trip or fall hazards.
- It is the responsibility of every teacher to ensure that their classrooms have clear traffic routes and that exit routes are kept clear. One of the least understood but most significant causes of slips in the workplace is not the obvious wet or greasy floor – its moving from one kind of surface to another.
- Work areas must be kept tidy and free from obstructions – if obstructions cannot be avoided, then signs and barriers should be erected to warn of the hazard.

18. First Aid

- In accordance with UK First Aid Regulations (1981) First Aid boxes are strategically located throughout the building.
- It is a requirement that at least one staff member is First Aid trained for all school trips.
- A list of First Aid trained staff is displayed in reception and key places around the school.

19. Sick or Injured Children

- Where a student is assessed by the nurse as too unwell to remain at school, the parents will be contacted and requested to collect their child.
- In the event of a serious emergency, an ambulance will be called and parents contacted immediately.

20. Control of Substances Hazardous to Health (COSHH)

- The school follows COSHH guidance with respect to the use and storage of substances, hazardous to health.
- A central COSHH register with details of all toxic / hazardous substances is kept by the Science Laboratory Technician.

21. Gas and Electrical Appliances Safety

- In-accordance with UK Electricity at Work Regulations (1989) all staff must take due care in the use of electrical equipment. Items will be subject to a visual check on a regular basis and subject to appropriate formal inspections.
- Staff should report any defective equipment or trailing cables.
- Maintenance team workers are qualified to conduct PAT testing on portable equipment.

22. Safe Lifting and Handling

In-accordance with UK Manual Handling Operations Regulations (1992) staff are expected to identify manual handling operations, which may pose a risk of injury and report these to the HSW Committee, who will ensure appropriate guidance on manual handling is provided.

23. Contractors on Site

- Contractors engaged by the school will be required to make prior arrangements with the School's Maintenance Supervisor.

- On arrival contractors must ensure safe procedures are followed including sign-posting, fencing and storage of materials and parking of vehicles.

24. Supporting Policies / Documents

- Safeguarding Policy
- Child Protection Policy
- Behaviour Management Policy
- Safe Recruitment Policy
- Professional Code of Conduct Policy
- IT Acceptable Use policy
- Privacy Policy (DPA)
- Equal Opportunities Policy
- Health and Safety Policy
- Parent Code of Conduct
- Parent Complaints Policy
- Attendance Policy

25. Accessing Policies

Parents are welcome to ask for further information about any policy matter. The School will arrange for an Arabic translation or summary of a document on request.

26. 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 practice.

Emergency Evacuation Procedure

Emergency Evacuation Procedures (Fire drill) are located in each room. Teachers should familiarise themselves with these directions and the instructions specific to their school.

In the event that the alarm), everyone must follow these basic instructions.

Students

- Stay calm
- Listen to your teacher
- Leave all items behind
- Remain socially distanced
- Form one line and exit through the door your teacher directs you
- Follow your teacher to the designated assembly area
- Stay in lines socially distanced
- Listen to your name when your teacher calls the class attendance
- Stay calm and wait until further instructions are provided

Teacher at time of Evacuation (NOT class or registration teacher)

- Stay calm
- Reassure children and direct them to the safest exit route
- Wear the allocated High Visibility jacket
- Walk children via the safest route to the designated assembly area
- Take attendance call and do head count to ensure no missing students
- Advise the supervising line manager, who will inform Head of School/ Principal of any missing children
- At no time should you leave the class unattended

Class registers will be part of the Evacuation pack in each classroom.

Summary for teachers

<ul style="list-style-type: none">• Get children out by the nearest fire exit
<ul style="list-style-type: none">• Look after and account for them at the assembly area
<ul style="list-style-type: none">• Stay out till you are told it is safe to re-enter

NEWTON INTERNATIONAL ACADEMY

Educational Visit Risk Assessment

Trip Leader: _____

Date of Trip: _____

Staff Attending: _____

Pupil Groups Attending.

Transport Arrangements.

First Aid Arrangements.

Activities	Potential Hazards	Management

Any pupil medical issues

Issue	Management

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Supervision Arrangements

Risk Assessment Approved: _____

Date: _____

Staff attending briefed by trip leader. Date: _____

Signed: _____

Trip Feedback/Evaluation

Safety Arrangements:

Effectiveness of the trip:

The completed version of this form must be retained and filed in the Education Visits file in reception.

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