



Newton

International School D-Ring Road

An International Community striving for excellence and celebrating success

Health and Safety Policy 2024

**Health
and
Safety
Lead**

Ratified by Health
and Safety
Committee and
SMT

**Review
Date**

February 2024

Next Review
February 2025

Published

Website
G Drive all staff



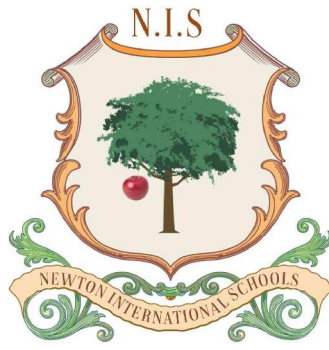


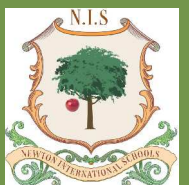
Table of Contents

Intent

Health and Safety at NIS D Ring

Implementation

- Promoting Safety and Good Health in School
- Responsibility
- Critical Incident Procedures
- Critical Incident Procedures - Evacuation
- Critical Incident Procedures - Amber Alert
- Critical Incident Procedures - Events
- **Impact**
- **Appendix**



Intent

Health and Safety is a vital concern at Newton International School D Ring. Our intent are as follow:

- To maintain a safe environment wherein staff and 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 any other critical emergency.
- To develop, maintain and implement procedures to secure a safe working environment for all members of the school community.
- To educate students in staying 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 the Deputy in her absence) as soon as possible and properly recorded on the relevant forms.
- To ensure all staff report defects in equipment and potential safety hazards to the designated Health and Safety Officer.
- 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.

This Policy is made up of two parts



Promoting Safety and Good Health in School

How we keep children safe in school



Critical Incident Procedures

What we do in the event of an incident.



Implementation

Promoting Safety and Good Health in School



In the Play Area

Supervision by staff at all times.
Designated play areas assigned.
Children participate in considerate play.
In event of an accident:

- Examine injury and comfort child if required.
- Send student to medical room, if not possible send for nurse to attend.



In the classroom

Teachers are responsible for:

- Keeping classrooms tidy and hazard free.
- Report any faulty equipment to maintenance including Air Conditioners.
- Ensure children are following all expectations in the classroom including safe use of educational equipment and furniture.
- Classroom resources used are age appropriate and do not pose any risk to the children. Supervision is in place during structured play and practical activities.
- All dangerous solvents are locked away securely.
- Promote healthy eating and healthy lifestyles.
- Encourage good personal hygiene habits.



Out of School Activities

This encompasses a range of visits, attendance at events and trips.

- Written parental permission for all out of school activities.
- Parents informed of aims of visit, duration, travel method, clothing requirements, financial costs parental responsibilities, expected conduct from students.
- Ratio in place and nature of activity considered.
- Risk Assessment completed and shared prior to approval.



Implementation

Responsibilities



Principal

- 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 CEO, all defects and hazards which are their responsibility.
- 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.
 - Report all accidents and complete accident forms.
 - Co-operate fully with the Principal 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.



- 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.

Safety Equipment



Implementation

Responsibilities



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.



The responsibility for the implementation of the Health and Safety policy rests with the entire school community. The Principal in collaboration with the Health and Safety Committee, will oversee the implementation of the policy. However, all members of the school must ensure the policy is implemented by them.



Implementation

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.

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



In event of critical incident follow First Response unless otherwise advised by Designated Responsible Individual (DRI)
This will be the Principal, in their absence Head of Primary will replace.



Designated Responsible Individual
Assess the risk
Contact CEO
Contact authorities
Report incidents
Contact 999 and MoEHE
Emergency Management Committee

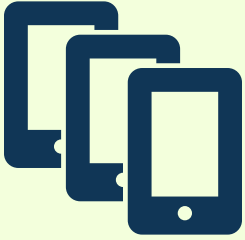


Security will ensure in all scenarios entry and exit routes are kept clear for emergency vehicles.



Implementation

Critical Incident Procedures - Evacuation



Communication

Communication will take part in three parts.

Management Team

Building Wardens

Health and Safety Committee

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

1

In the event of a fire and/or other critical incident:
A fire bell will ring as a continuous sound.

2

Teachers will take emergency register from behind class door. Teaching Assistants and specialist teachers will remain with allocated students and along with the class teacher, take them to assembly point.

3

Staff will walk children sensibly to the assembly area (School Field) and line up in register order. All remaining staff will evacuate. Fire wardens will check buildings.

4

Unaccounted personnel will be totaled by Deputy Head of Primary Pastoral
Assessment of risk will be made by Principal
Emergency Management of staff and pupils
Designated Safeguarding Lead

5

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.



Drills

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



Implementation

Critical Incident Procedures - Amber Alert



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 or same colour in alternative buildings in the school

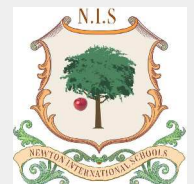
Year 1 - Year 3

Year 2 - Year 4

Year 5 - Year 7

Year 6 - Foundation 1

Year 8 - Foundation 2



Implementation

Critical Incident Procedures - Events



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.



Water/Gas Leak

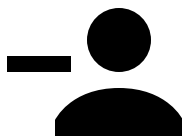
In the event of an electrical or water fault following below procedures:
Contact SMT and Maintenance immediately
Keep children inside classrooms, unless alarm rings and Evacuation Procedures are put into place.
In the event of a gas fault evacuation procedures will be followed.



Earth Quake

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.



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.

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



Implementation

Critical Incident Procedures - Events



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.



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.



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

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

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.



Impact

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 and Exclusion Policy
- Risk Assessment procedures for Off-site activities



Appendix

Appendix 1: Risk Assessment Form



Newton International School D Ring
*An International Community of Learners Striving for Excellence
and Celebrating Success.*

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

Location:			
Hazards	People	Risk Control	Further Action

This risk assessment seen and agreed by
DHOP Pastoral:

Group Leader: _____

Date: _____



Appendix

Appendix 2: Incident Form



Newton International School D Ring

*An International Community of Learners Striving for Excellence
and Celebrating Success.*

Incident/accident form

NAME OF CHILDREN/CLASS: _____

DATE: _____

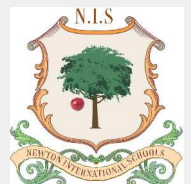
Name of teacher in Charge

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.



Appendix

Appendix 2: Incident Form



Newton International School D Ring

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

Incident/accident form

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

Were any of the following contacted?

Parents/Carers	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
School Doctor	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Ambulance	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

What happened to the injured person following the accident?
E.g., carried on with session, went home, went to hospital etc.

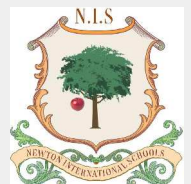
All of the above facts are a true record of the accident

Signed:

Date:

Name:

Please give copy to Principal to sign and approve.



Appendix

Appendix 3: Health and Safety in the classroom Checklist



Newton International School D Ring

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

Questions you should ask:		Yes	Further Action needed	N/A
+ Movement around the classroom (trips 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?			



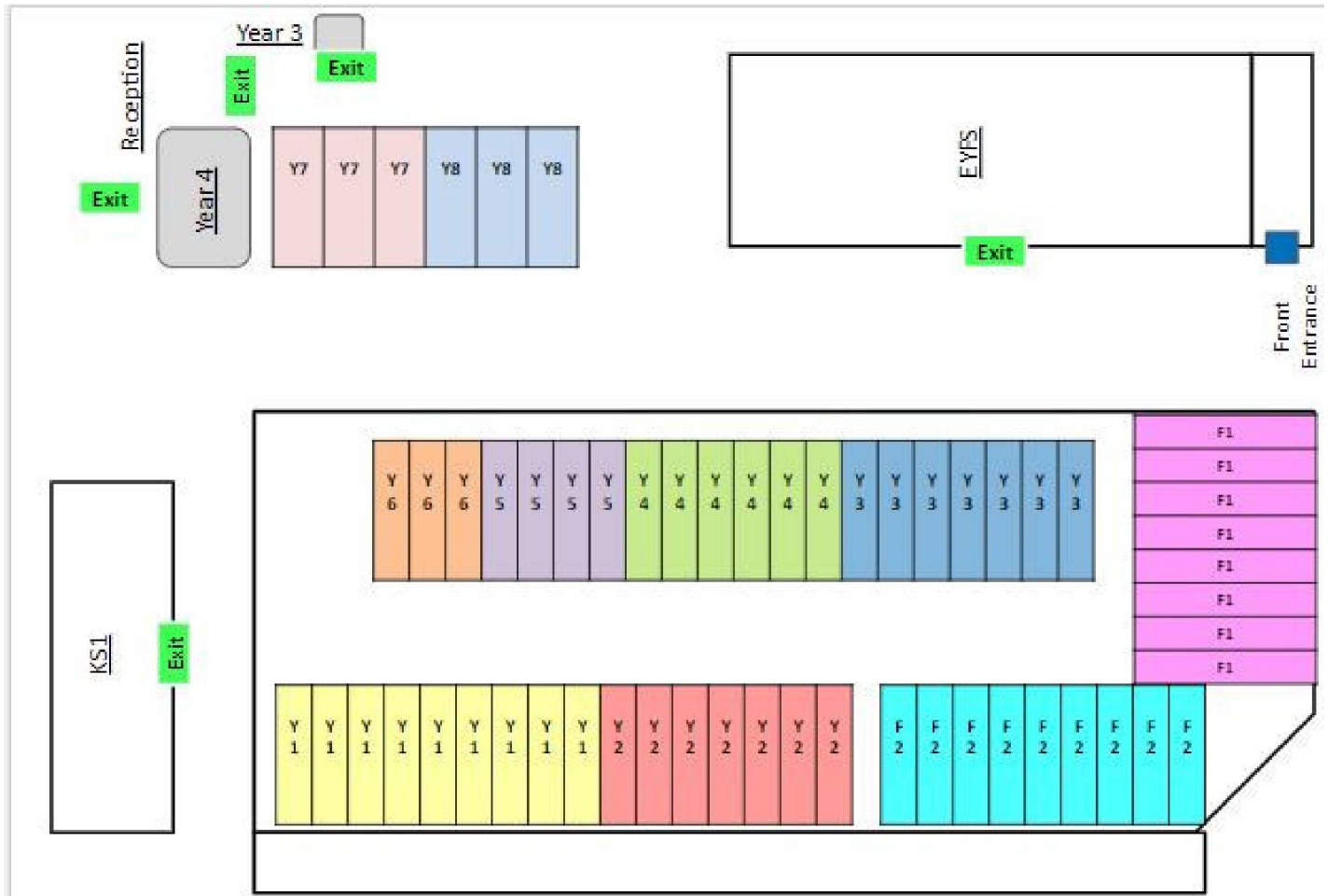
Appendix

Appendix 4:
Evacuation Plan (To be found on G Drive in Health and Safety File)



Newton International School D Ring

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



Appendix

Appendix 5: First Aid Trained Staff



Newton International School D Ring
An International Community of Learners Striving for Excellence and Celebrating Success.



Newton International School, D-Ring



First Aiders 2022 – 2023

EYFS	EYFS TA	KS1	KS1 TA	KS2	KS2 TA	KS3	KS3 TA
Aber Duale	Miriam Eborde	Natalie Bolton	Irene Padilla Pineda	Cara O' Neill	Vilma Javar	Jake Booth	Janiece Genilla
Jennifer O' Hare	Minda Rodriguez	Imogen Huxley	Irish Ringor Gonzalez	Katie McShane	Rowena Manzano	Piaras McConnell	Rhonna Cruz
Rachel Roberts	Maria Grace Aquino	Lauren Moore	Reysa Lumague	Sonia Santos	Geraldine Tamayosa	Francine Kennon	
Paula Anderson	Marilyn Sedagor Seacor	Kerry Garvey	Gnei Soraya Zahireer	Eoin Lally	Gemma Gaddi	George Melani	
Carys Kelly	Liza Dato	Tadzmahal Andami	Tess Quimba	Aoife O'Hara	Jocylie Pang - Es	Amine Nahli	
	Katherine Barcenas			Roy Adams	Eudora Aquino		

SMT	Specialist Staff
Nathan Unwin	Gia Mercado
Ciara Lynch	Lamia Aouni
Tamara Hartman	Ana Braga
Zoe Hardman	Gerald Goodman
Anne - Marie Powell	Jaylee Nicholas
Pauline Penney	Paul Brennan

Expires November 2024
Expires November 2025

