



Newton International Academy

Doha, Qatar

HEALTH AND SAFETY POLICY

Health and Safety is a vital concern at Newton International School. Our aims are as follows:

AIMS

1. To maintain a safe environment wherein students can work and move around without risk to themselves or their good health.
2. To plan for the safety of students and staff in the event of fire or other emergency.
3. To develop, maintain and implement procedures to secure a safe working environment for all members of the school community.
4. To educate students in staying healthy by eating properly, getting enough sleep and exercise and avoiding harmful substances.
5. 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.
6. 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.
7. To ensure all staff report defects in equipment and potential safety hazards to the principal.
8. To assist in the investigation of injuries, accidents and dangerous occurrences.
9. To monitor and review our health and safety policy and procedures consistently so that they remain fit for purpose.

CRITICAL INCIDENT PROCEDURE

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

1. Evacuation procedures

In the event of a fire and/or other critical incident:

A fire/warning will ring as a continuous sound. When this happens, teachers will take their classes to the designated areas as follows:

Safe locations /fire assembly points

Pearl – Flat Surface Area between J Building 1 and 2

Oryx – Shaded Area Across from the Oryx Building

Co-teachers

Remain with allocated students and along with the class teacher, take them to assembly point.

Administration Staff

Bring class lists to assembly point and distribute to teachers. Unaccounted personnel will be totalled by:

Deputy Principal



2. 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.

3. Safety Equipment

- 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.

4. Visitors

To ensure the safety of students and staff all visitors must report to reception on arrival and exit times recorded accordingly in the visitor book. Parent volunteer helpers and maintenance staff will be issued with identification badges while working in the school.

5. Evacuation procedure trials.

This evacuation procedure will be trialled on at least a tri - annual basis. Records of proficiency of exiting will be retained.

SAFETY IN THE PLAY AREA

1. Students should be supervised in the play area at all times during the school day by teachers and co-teachers.
 2. 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 to their classrooms by their teachers.
 3. 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.
 4. Should a student fall or have an accident the procedure will be as follows:
- Examine the injury; comfort the student if that is all that is required.
 - If necessary, send the student to the doctor 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.

PROMOTING SAFETY AND GOOD HEALTH IN SCHOOL

IN THE CLASSROOM

Teachers are responsible for:

- Ensuring that mobile phones are not allowed to be switched on in the classroom.
- Ensuring that the air conditioning the classroom is working at all times especially during the hotter months.
- Checking all exits is kept free from any form of obstruction.
- Checking classroom for tripping hazards e.g. loose floor covering, untidy equipment etc.



- Seeing that students use their chairs correctly and sit safely at all times, 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' class's 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

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. Newton international School works in close partnership with parents to ensure they are fully informed of what is involved in any particular event.

Parents will always be asked to give prior written permission before their student will be allowed to participate in activities and avail of emergency medical treatment.

Teachers will always inform parents of the following, where appropriate:

- Aims and objectives of the visit, event or trip.
- Its length/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 always 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 (appendix one) and if appropriate inform the principal/deputy principal of any concerns about the trip. Decisions related to the suitability of the trip and the personnel to travel will be made following a review of the risk assessment by the principal.



SPECIFIC STAFF/STUDENT RESPONSIBILITIES

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.

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 e.g. in case of fire, first aid etc..
- Report all potential hazards to the principal or deputy principal.
- Report all accidents and complete accident forms.
- Co-operate fully with the principal and deputies 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.

Newton International Academy

www.newtoninternationalschool.edu.qa

An International community of learners striving for excellence and celebrating success



ALL STAFF

All staff has 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 as soon as possible.
- Obtain adequate treatment for injuries as soon as it's practical.
- Report all defects in equipment or potential hazards to their KS leader..

All staff has a responsibility to ensure their own health and that 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.
- In addition students will be supervised by staff in the internal areas of the school and playground.

IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY

The responsibility for the implementation of the health and safety policy rests with the entire school community. The principal, will oversee the implementation of the policy. However, **all** members of the school must ensure the policy is implemented by them.

POLICY MONITORING AND REVIEW

This policy will be kept under continuous review. It will be formally reviewed on a monthly basis by the SMT. The Principal has responsibility for ensuring this review is performed.



NEWTON INTERNATIONAL SCHOOL

Risk Assessment Form

- a. Location

- b. Hazards (identification of health and safety hazards associated with planned activity)

- c. Personnel (identification of (a) personnel who are at risk from the activity, (b) personnel who may create a risk during the activity)

- d. Review of planned activity and evaluation (identification of approaches to ensure risk is minimised)

Teacher _____ Date _____

When sections 1 - 4 are completed the risk assessment should be presented to the principal, in his/her absence, to a deputy principal.

Outcome of Risk Assessment

Principal _____ Date _____