



The Newton Group
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*An international community of learners striving for excellence
and celebrating success*



HEALTH AND SAFETY POLICY + EYFS REGULATIONS AND PROTOCOLS

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

AIMS

1. To maintain a safe environment where staff and students can work and move around without risk to themselves or their 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 particularly 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 the Deputy in his absence) as soon as possible and properly recorded on the relevant forms.
7. To ensure all staff report defects in equipment and potential safety hazards to the designated Health and Safety Officer.
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.
10. To create an environment in which staff can feel comfortable to report 'near-miss' incidents, so that procedures can be constantly re-evaluated.
11. EYFS specific regulations and protocols in Daily Risk Assessment folder.



RELATIONSHIP OF THIS GENERAL POLICY TO OTHER SCHOOL POLICIES /GUIDELINES

This policy is informed by several specific policies and guidelines including:

- Fire evacuation procedures
- Healthy Eating Policy
- Guidelines for school trips
- Anti-Bullying Policy
- Cyber-safety guidelines
- Risk Assessment procedures for Off-site activities
- Crisis Management Policy

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 (see *Crisis Management Policy*)

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 area which is: **Covered grass area – Main Gate**

Children will walk in a single line in register order, in silence. When they arrive at the assembly point, they will line up in their allocated space in silence until they get all clear to return to class.

Teachers will take emergency registers from classrooms to the assembly point to register the children.

Teaching Assistants and specialist teachers will remain with allocated students and along with the class teacher, take them to assembly point.

Administration Staff: bring register check list to assembly point and check off with teachers.

Unaccounted personnel will be totalled by **Principal**.



2. End of critical incident

When it is safe to re-enter the building, with cleared 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 as follows:

On returning to class this is the order that children will return to their building.

1. F1 and F2
2. Year 1
3. Year 2
4. Year 3
5. Year 4
6. Year 5
7. Year 6
8. Year 7
9. Year 8
10. Year 9
11. Year 10
12. Year 11
13. Year 12

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. In the event of evacuation, visitors will be requested to leave the school premises through the main gate. No visitors will be granted entry to the school premises during an evacuation.

5. Evacuation procedure trials.

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

The following procedures should be followed: -

1. Check that the available exits are clear and free of danger. Check doors with the back of your hand to ensure they are not warm before opening.
2. If you are situated upstairs in the Palace or Main building DO NOT use the lift.
3. Follow the indicated EXIT signs towards the assembly point.
4. Auxiliary staff and parents are to assemble at the side of the assembly point nearest the play equipment.
5. A member of the SMT will check staff members off a register and parents off the signing in book.
6. Staff and parents are to wait quietly whilst SMT and fire warden assess the situation.
7. If any staff members or parents are unaccounted for then SMT will notify the fire wardens.



PROMOTING SAFETY AND GOOD HEALTH IN SCHOOL

SAFETY IN THE PLAY AREA

1. Students should be always supervised in the play area during the school day by teachers and teaching assistants.
2. Students must remain in their designated play area until the end of their break-time. At the end of 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 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.

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 always working especially during the hotter months.
- Checking all exits are 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 always sit safely, 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, PE equipment and clips.

During structured play and practical activities, EYFS 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, lunchtime and early morning games, other games, and other class activities to promote health and fitness. During PE lessons, health and safety will be promoted where the opportunity arises.
- Encouraging all students to have good personal hygiene habits e.g. training in thorough handwashing 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 British School Muraikh works in close partnership with parents to ensure they are fully informed of what is involved in any 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/Head of Primary/Head of Secondary 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 HOP/HOS.

SPECIFIC STAFF/STUDENT RESPONSIBILITIES

THE PRINCIPAL

The Principal will:

- 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 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 work.
- 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 e.g. in case of fire, first aid etc.
- Report all potential hazards to the Principal or HOP/HOS.
- Report all accidents and complete accident forms.
- Co-operate fully with the Principal and HOP/HOS 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.

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 particularly the instructions of the teaching staff in the event of an emergency.

EYFS Regulations and Procedures -

- A selection of staff have recently completed first aid training.
- Classrooms are monitored regularly to cater for needs of EYFS students - sharp edges at low height, door closures, ease of sanitisers and soap dispensers, tap fittings, non-slip surfaces.
- Fire exit map and regular fire drills with all EYFS classes
- 2 exit doors in all classrooms.



- Classroom fit out at appropriate levels for EYFS students e.g. smartboard, classroom furniture.
- Teaching staff mandatory Educare Safeguarding online CPD.

IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY

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