



# Durham School for Girls Doha

## HEALTH & SAFETY POLICY

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REVIEWED BY | PRINCIPAL

### VALUES

قيمي ترسم هويتي

MARK VALUES AND QATARI VALUES ARE AT THE HEART OF  
A DURHAM GIRL

## **Health and Safety Policy**

The aim of this policy is to ensure the Durham Community is safe whilst working and visiting the school. Health and Safety is the responsibility of all members of staff and policy procedures need to be adhered to by all members of the school and visiting communities.

### **1. Policy aims**

- 1.1. The school will continually strive to achieve the highest possible standards in relation to Health and Safety. In addition, the school expect staff at all levels within the organisation to pursue the highest standards of health and safety management, to ensure the Health and Safety of themselves and others always.
- 1.2. The School Leadership commit themselves to implementing the provisions of the Health and Safety to ensure that all practical steps and resources are taken to safeguard all persons from injury or harm. This includes providing training and continuous monitoring and assessment of procedures.
- 1.3. The School Leadership undertake to provide and maintain safe and healthy working environment, conditions, equipment and safe systems of work, but all staff must understand that there is also a health and safety duty of care towards themselves and others whilst at work.
- 1.4. It is the school's duty to ensure the external Management Facilities Company is inline with School policy regarding all aspects of Health and Safety in the School.
- 1.5. This document is intended to bring the Schools' statement of policy to the attention of all its employees and pupils and to provide details of the organisation and arrangement. This Policy works alongside other Health and Safety Policies and Procedures regarding Risk Assessments, Trips, Fire and evacuation and Medical.
- 1.6. All staff are encouraged to adopt a positive attitude towards safety requirements generally and to promote a healthy and safe working environment for others and themselves.
- 1.7. Ensuring there are clear channels of communication with all parties regarding Incident procedures.

### **2. Procedure – Management Approach**

- 2.1. It is the objective of the School to have a planned approach to health and safety management. This is based on a clear safety policy, effective planning, good implementation and operation of safety procedures, comprehensive monitoring and measurement processes and clear management review systems.
- 2.2. The Health and Safety policy is regularly reviewed by the committee and the Facilities Management and the Operational Manager.

2.3. The Health and Safety policy is available to all staff. The communication of requirements is covered in staff inset training and induction for new staff.

#### 2.4. Implementation and operation

- 2.4.1. The School Leadership is ultimately responsible for health and safety within the school, including the achievement of safety objectives, provision of appropriate resources, competent appointments, training, and systems of work, monitoring and review of safety performance.
- 2.4.2. The Principal and the H&S committee provide specific co-ordination of health and safety requirements.
- 2.4.3. The School Leadership team ensure all staff are kept up to date with changes which may affect their health and safety.
- 2.4.4. The H&S committee ensure training of employees is monitored and logged – Evidence provided by the Facilities Management company.
- 2.4.5. The School is committed to ensuring that employees are competent to do the job that they are required to do.

#### 2.5. Monitoring and measurement

- 2.5.1. All accidents, incidents and non-conformances against specified requirements are appropriately documented, reviewed and investigated. Records of incidents and non-conformances associated with facilities will be held by the Operations Manager. Records of accidents and incidents are in the accident book held by the Medical Centre. Where an investigation is required this will be completed by a member of the Leadership team as appropriate.
- 2.5.2. Audits are completed on key parts of the School operations as appropriate.
- 2.5.3. Action is taken to reduce risk and prevent harm.
- 2.5.4. The effectiveness of such action is reviewed at HS&W Committee meetings.
- 2.5.5. The HS&W Committee meets at least 3 times a year and reviews all safety information provided. The Committee carries out its functions in accordance with this policy.

#### 2.6 The HS&W Committee is responsible for reviewing:

- 2.5.5.1. All major incidents
- 2.5.5.2. Trends identified from the analysis to accident reports Safety performance, the achievement of safety and policy objectives, and commitment to the policy
- 2.5.5.3. Safety policy objectives, in the light of the review of safety performance.

### 3. Responsibilities

#### **Organisational responsibilities of the School Principal (delegated to Head of Estates or other appropriate people where appropriate)**

The Principal is ultimately responsible for health and safety within the School and will advise on the areas of health and safety concern, which may need to be addressed by the allocation of funds.

- 3.1.1.1. Ensure that the correct procedure is followed for the reporting, recording, investigation and follow up of accidents on the premises, and accidents that occur during trips and visits off the School premises. The reporting and recording of

- accidents on School premises being the responsibility of the School Nurses, and the reporting and recording of accidents during trips and visits being the responsibility of the member of teaching staff in charge of the trip.
- 3.1.1.2. Formulate and review the arrangements for action to be undertaken in an emergency and ensure that all involved are informed of the arrangements.
  - 3.1.1.3. Arrange for evacuation drills and weekly fire alarm tests.
  - 3.1.1.4. Advice of any defect in the state of repair of the building or its surrounds which is identified as being unsafe.
  - 3.1.1.5. Report any situation which is unsafe or hazardous to health and which cannot be remedied from within available resources.
  - 3.1.1.6. Liaise with and monitor as far as is reasonably practicable the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff, pupils and others are kept to a minimum.
  - 3.1.1.7. Ensure that competent health and safety assistance and advice is available
  - 3.1.1.8. Ensure that risk assessments are undertaken throughout the establishment, that control measures are implemented and that those control measures are monitored and reviewed
  - 3.1.1.9. Periodically review the Health and Safety Policy, make recommendations for amendment to the Advisory Board and ensure that recommendations agreed are communicated to all appropriate staff.

#### **Matters requiring consideration with the contract of the FM company.**

- 3.1.1.10. Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with necessary requirements.
- 3.1.1.11. Ensuring that there is a management system in place for monitoring the effectiveness of health and safety arrangements.
- 3.1.1.12. Adequate staffing levels for safe supervision
- 3.1.1.13. Delegated responsibility for maintenance of the premises
- 3.1.1.14. Purchase of equipment to meet appropriate safety standards
- 3.1.1.15. Repair, maintenance and testing of school equipment
- 3.1.1.16. Provision of appropriate PPE where necessary
- 3.1.1.17. Purchase and maintenance of first aid materials and fire-fighting equipment as appropriate
- 3.1.1.18. Funding of necessary training for staff
- 3.1.1.19. Arrangements for securing health and safety assistance from a competent source
- 3.1.1.20. Appointment of an appropriately qualified Operational Manager and supervisor
- 3.1.1.21. Provision of appropriate health and safety information to the Principal.
- 3.1.1.22. Control of Substances hazardous to Health regulations MOPH approval

#### **Organisational responsibilities of Vice Principals/ Heads of Department**

All Heads of Department are responsible to the Principal for ensuring the application of this policy to all activities undertaken by their department. They also have responsibility for ensuring that all relevant parts of the health and safety policy are observed by all members of staff within their respective department.

### **Staff holding such positions of responsibility will:**

- 3.1.1.23. Ensure that risk assessments are undertaken within their sections, that control measures are implemented and that those assessments are monitored and reviewed.
- 3.1.1.24. Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned.
- 3.1.1.25. Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms and procedures.
- 3.1.1.26. Ensure that all accidents are investigated with a view to preventing a reoccurrence.
- 3.1.1.27. Ensure that all staff within the department are aware of their specific roles in case of fire and / or emergency.
- 3.1.1.28. Remove from use and inform the Operations Manager of any equipment / appliance which have been identified as being unsafe and which is in need of repair.
- 3.1.1.29. Ensure that adequate levels of class supervision are available at all times.
- 3.1.1.30. Carry out (in conjunction with other members of staff) the risk assessment within their areas of responsibility and provide a copy of this to the Senior Leadership Team.
- 3.1.1.31. Maintain or have access to up to date health and safety guidance and ensure that all subordinate staff are aware of and make use of such guidance as appropriate.
- 3.1.1.32. Identify specific staff health and safety training needs
- 3.1.1.33. Consult with all staff on any matters which may affect their health or safety while at work.
- 3.1.1.34. Carry out departmental induction training including any specific information and training that may be necessary because of activities which are particular to the department.
- 3.1.1.35. Ensure that levels of first aid provision remain adequate for the activities being undertaken.
- 3.1.1.36. Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Deputy Head.
- 3.1.1.37. Ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve risk.
- 3.1.1.38. Ensure that good standards of housekeeping are maintained.

### **Organisational responsibilities of teaching staff**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site (eg trips and visits).

#### **Class teachers shall:**

- 3.1.1.39. Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, abilities of the pupils involved, the activities to be undertaken will all need to be considered.
- 3.1.1.40. Be aware of the Schools' health and safety policy and any local rules and arrangements which may apply specifically to the department concerned.
- 3.1.1.41. Ensure that safety instruction is given to all pupils prior to commencing practical sessions.
- 3.1.1.42. Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire, first aid and other emergencies
- 3.1.1.43. Ensure that pupils follow School / departmental safety rules and that protective equipment is worn where appropriate.

- 3.1.1.44. Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- 3.1.1.45. Ensure safety devices eg machinery guards are in good condition and are used.
- 3.1.1.46. Report any defective equipment to the Head of Department or Vice Principals
- 3.1.1.47. Investigate all accidents (in conjunction with the Head of Department) which occur through activities organised / supervised by the Department.
- 3.1.1.48. Propose for consideration by their Head of Department any improvements which they consider would improve health or safety standards within the department.
- 3.1.1.49. Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits. (see School Trips and Visits Policy)

Organisational responsibilities of all employees (including temporary staff, volunteers and staff employed on a self-employed basis)

- 3.1.2. All employees have a general health and safety responsibility both under criminal and civil law. Staff must be aware that they are obliged to have due regard to their own health and safety whilst at work and also for the health and safety of others who may be affected by their actions.
- 3.1.3. Employees must co-operate with the governing body and senior management so that they may fulfil any legal requirements placed on them as employers and or persons in control of premises. All employees are required:
  - 3.1.3.1 To participate in the risk assessment process and comply with findings
  - 3.1.3.2 To report defects in the condition of the premises or equipment of which they become aware.
  - 3.1.3.3 To report all accidents according to the procedures that support this policy
  - 3.1.3.4 Be familiar with the procedure to be followed in the event of fire or other serious emergencies.
  - 3.1.3.5 To make use of all necessary equipment and resources provided for safety or health reasons.
  - 3.1.3.6 Where necessary, make use of all control measures made available to them, for example fume cupboards, equipment guards
  - 3.1.3.7 Follow all relevant codes of safe working practice and local rules.
  - 3.1.3.8 Complete appropriate health and safety training when required.
  - 3.1.3.9 Report any unsafe working practices to the Head of Department / Line Manager.

## **3.2. Organisational responsibilities of pupils**

- 3.2.1. All pupils must be encouraged to follow all safe working practices and observe all School safety rules.
- 3.2.2. All pupils will:
  - 3.2.2.1 Follow all instructions issued by any member of staff in the case of an emergency.
  - 3.2.2.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes.

3.2.2.3 Inform any member of staff of any situation which may affect their safety.

### **3.3. Organisational responsibilities of the Health Safety and Welfare Committee**

- 3.3.1. The Health Safety and Welfare Committee meets at least 3 times per year.
- 3.3.2. The principal purpose of the Committee is to develop and implement measures to ensure the Health and Safety of all employees, pupils and others who may be affected by the activities of the school.
- 3.3.3. The Committee will include representation from staff across the School. The Governor designated as having special interest in Health and Safety will be invited to attend all meetings of the Committee.
- 3.3.4. The minutes of the Committee will be provided to the Audit Committee for information and consideration.

## **4. Links to other policies and documents**

This policy is linked to the following other policies and documents:

- Risk Assessment Policy
- First Aid Policy
- Fire Procedures
- Evacuation
- Trips and Educational Visits

**Policy last reviewed Sep 2024**



## Appendix 1

### Fire Drill/ Evacuation Procedure

In an incident of needing to evacuate the building please take note of the following guidelines.

Remember that the way that we practice and the route that is normally the most effective, may not be the safest depending on where the fire or incident is. Therefore, please be flexible and be aware of all possible escape routes available.

**The evacuation signal is an intermediate siren.**

In the event that the alarm doesn't ring, and a fire is identified and or an evacuation is needed, please break the glass to set off the alarm. Fire Practice is every half term.

**Always remember the first priority is the safety of the children and yourselves.**

Children must be calm when evacuating. Never run and leave all belongings etc in the classroom.

Exit from your nearest stairwell at the front or back of each corridor and walk to the meeting point

Evacuation lists are taken to both the upper and lower meeting areas. Head to the nearest evacuation point either on the Front Field or EYFS Carpark

**Meeting Points are located at the front and back of the school.**

**Main School evacuate to the Front of the school and school field.**

**EYFS1 Evacuate to the EYFS Carpark – The back security guard and EYFS cleaner to support.**

**Once at the assembly point.**

Call the register and keep the Girls in line and quiet. Form tutors register Secondary. Class teachers for Primary. Staff hand up when all the class is present and accounted for.

Fire Wardens will come to each class and check on numbers and confirm absences in the field.

Lisa M in the Infant Carpark. In the case of a child missing – be calm and inform a senior team member as soon as possible. Never return to the building.

Non-teaching staff will be checked by a fire office (Yellow VESTS) Eliza and Maya

Girls must stay in line until the signal has been given that it is safe to return to the building.

**MAKE SURE YOUR FIRE REGISTER IS UPDATED DAILY.**

We will have both scheduled and unscheduled practices throughout the year.