



مدرسة الدوحة البريطانية  
DOHA BRITISH SCHOOL

# Health & Safety Policy



Last Review: September 2021

Next Review: June 2022

Reviewer: Policy Committee





## 1. Purpose

The purpose of this policy is to detail DBS' commitment to establishing and maintaining a healthy and safe environment throughout the school.

## 2. Scope

The policy applies to all schools.

## 3. Definitions

None

## 4. Policy Statement

Doha British School (DBS) fully recognises its responsibility to ensure, so far as reasonably practicable, the health, safety and wellbeing of school staff, pupils in school and on off-site visits, and the health and safety of visitors to the school. The school will provide an environment that actively promotes healthy lifestyles and provides adequate control of health and safety risks arising out of the school's activities.

The school's Health and Safety Committee (comprised of the Head of Corporate Services, the Facilities Coordinator and academic staff members nominated by the Principal) will actively monitor health and safety conditions at the school and should ensure that any deficiencies or anomalies are rapidly resolved. The Health and Safety Committee responsibilities include the provision of:

- effective organisation within the school to implement the policy;
- full and effective consultation with stakeholders on matters affecting their health and safety;
- effective communication throughout the school on health and safety matters;
- access to competent specialist advice on health and safety matters when this is not available in the school;
- sufficient information, instruction and training for staff and pupils about health and safety;
- adequate related training and development for staff;
- the effective management of contractors;
- the effective monitoring and review of the implementation of the Health and Safety Policy and health and safety performance.

Further, DBS will make a contribution to wider aspects of pupils' health and wellbeing during their school years, and to their capacity to manage these aspects beyond school.

This policy details the school's commitment to health and safety in the following areas:

### 4.1 Health

- 4.1.1 Curriculum inclusions
- 4.1.2 Healthy lifestyles
- 4.1.3 Healthy eating and hydration
- 4.1.4 Emotional health and wellbeing

### 4.2 Safety

- 4.2.1 Medical provision
- 4.2.2 Safeguarding of pupils
- 4.2.3 Emergency situations
- 4.2.4 Site safety
- 4.2.5 Safety of pupils off site



- 4.2.6 Hire of school facilities
- 4.2.7 The Control of Substances Hazardous to Health (COSHH)

Each aspect is detailed below.

## 4.1 Health

### 4.1.1 Curriculum inclusions

DBS' curriculum will contain defined areas that promote the health, safety and broader wellbeing of pupils, including the following:

#### **Physical Education**

The Physical Education curriculum will inspire all pupils to succeed and excel in competitive sport and other physically demanding activities. Through structured physical activity, the physical education curriculum should provide opportunities for pupils to become physically confident in a way that supports their health and fitness.

#### **Personal, social, health and economic (PSHE) education**

PSHE will promote pupils' personal, social and health development, providing them with the knowledge, skills and understanding that they need to:

- stay healthy and safe;
- develop worthwhile relationships;
- respect differences;
- develop independence and responsibility;
- make the most of their own abilities and those of others.

PSHE is closely linked with Spiritual Moral Social Cultural (SMSC) provision.

#### **Spiritual Moral Social Cultural (SMSC)**

The ethos of DBS is such that all people who come into the school, whether staff, learner, parent or visitor, are valued as individuals in their own right. They should set, and be entitled to expect from others, good standards of behaviour, marked by respect and responsibility. The school will help pupils to develop an inner discipline and will encourage pupils to not just 'follow the crowd' - they will make up their own minds and be ready to accept responsibility for what they do. They will want to be honest with themselves and with others. They will develop a strong sense of their self-worth.

The school will provide four related areas of pupil development, defined as:

- spiritual development: relates to an awareness of mystery and a process of reflection, through which learners acquire insights into their own personal being and their place in the world;
- moral development: refers to a learner's understanding, attitude and behaviour with reference to what is right and what is wrong;
- social development: refers to a learner's progressive acquisition of the competencies and qualities needed to play a full part in society;
- cultural development: refers to a learner's developing understanding of beliefs, values and customs in social, ethnic and national groups different to their own.

Each area is accounted for through provision detailed in the SMSC Policy.



In Primary, aspects of SMSC will be incorporated into the SEAL (Social & Emotional Aspects of Learning) programme.

### **Creativity, Action, Service (CAS)**

Sixth Form pupils studying for the IB Diploma will undertake the CAS element of the programme which acts as a counterbalance to the academic pressure of IB studies. The three strands of CAS are characterised as follows:

- Creativity: arts, and other experiences that involve creative thinking.
- Activity: Physical exertion contributing to a healthy lifestyle, complementing academic work elsewhere in the Diploma Programme.
- Service: An unpaid and voluntary exchange that has a learning benefit for the student. The rights, dignity and autonomy of all those involved are respected.

DBS regards CAS as significant because this element of the IB Diploma enables pupils to enhance their personal and interpersonal development by learning through experience. It provides opportunities for self-determination and collaboration with others, fostering a sense of accomplishment and enjoyment from their work.

### **4.1.2 Healthy lifestyles**

#### **Exercise**

DBS subscribes to the research backed view that physical activity benefits pupils' physical and mental health, their social skills, their academic performance and their classroom behaviour. The school will ensure that physical activity is available to pupils through:

- outdoor play as part of the EYFS curriculum;
- physical education as a curriculum inclusion until the end of Key Stage 4;
- the provision of Extra Curricular Activities (ECAs) that promote physical activity;
- curriculum enrichment programmes involving physical activity such as the Duke of Edinburgh's International Award;
- involvement in local sporting leagues and competitions;
- school based sporting house competitions and the annual sports week (held at the time of National Sports Day);
- break times during which playground provision is made for active play;
- the provision of shaded and open playground facilities;
- the provision of specialised indoor and outdoor facilities for exercise and in support of the Physical Education curriculum.

Additionally, DBS will:

- provide clear leadership and management to develop and monitor its physical activity policy;
- consult with pupils about the physical activity barriers offered to them, identify barriers to participation and seek to remove them;
- ensure that there is appropriate training for those involved in providing physical activity;
- encourage staff to take part in physical activity.

#### **Sun safety**

DBS will ensure sun safety for pupils through the provision of shaded playground areas and through a 'No Hat No Play' strategy for Primary pupils.



## **Inclement weather**

The school will make provision for break times during the following weather conditions:

- the temperature in the sun reaches 39°C;
- the temperature in the shade reaches 39°C;
- high winds carrying dust;
- light rain;
- heavy rain.

Special provision will be made for Physical Education classes and ECAs during the same range of conditions.

### **4.1.3 Healthy eating and hydration**

DBS is committed to developing pupils' confidence and understanding in making healthy food choices. The school and will promote healthy eating by:

- developing a whole-school food policy in consultation with pupils, parents and staff;
- consulting pupils about food options through the student council and acting on their feedback within the parameters of the whole-school food policy;
- ensuring that healthy food and drink options are available through the school canteen and promoting their inclusion in food brought from home;
- monitoring pupils' food choices;
- providing attractive and welcoming food eating environments for pupils and staff;
- ensuring that pupils have opportunities to learn about different foods in the context of a balanced diet.

## **Nut free school**

Due to the number of pupils and staff having allergies to nuts, Doha British School does not permit food that contain nuts on the premises, as specified in the school's Nut Free School Policy.

## **Hydration**

In order to ensure proper hydration DBS will promote the drinking of water throughout the day, especially after physical activity and during hot weather. The school will:

- provide water fountains both inside and outside the school building;
- require parents to ensure that their child brings a refillable water bottle to school each day;
- permit access to water throughout the day;
- remind younger children to drink water, recognising that young children are less heat tolerant and more susceptible to dehydration, especially when being physically active and in hot climates.

### **4.1.4 Emotional health and wellbeing**

DBS believes that it should promote pupils' positive emotional health and wellbeing by helping them to understand and express their feelings, build their confidence and develop their emotional resilience. Towards this end the school will:

- employ a trained professional as a School Counsellor who provides support to pupils, families and staff;



- provide clear leadership to create and manage a positive environment that enhances emotional health and wellbeing, including the management of the school's behaviour and anti-bullying procedures;
- identify vulnerable individuals and groups and establish strategies to support them and their families;
- have clear, planned curriculum opportunities for pupils to understand and explore feelings using appropriated learning and teaching strategies;
- have a pastoral support system in place for pupils and staff to access advice, especially at times of bereavement and other major life crises;
- have explicit values underpinning positive emotional health that are reflected in practice and work to combat stigma and discrimination;
- provide opportunities for pupils to participate in school activities and responsibilities to build their confidence and self-esteem;
- have a clear confidentiality policy;
- provide appropriate professional development for those in a pastoral role.

## 4.2 Safety

### 4.2.1 Medical provision

DBS is committed to providing a high standard of healthcare to all pupils and staff members. The school will provide a nurse who is available throughout the school day for First Aid and on the spot emergency care.

The general duties of the Nurse will be to:

- provide First Aid and emergency attention;
- care for pupils who are sick or injured until collected from school by a parent or guardian;
- check and restock the first aid boxes located throughout the school on a monthly basis;
- administer medications in emergencies.

If medication is requested by the pupil the school Nurse will follow a strict protocol that calls for signed / verbal permission from the parent or guardian (telephone permission is acceptable).

If a pupil requires their own prescribed medication in school for any reason they must label it clearly and keep it in the Nurse's room. The parent must complete and sign a 'receipt of medication' form available from the Nurse.

### Keeping pupils at home / sending pupils home for medical reasons

In the interest of the health of all members of the school community, including individual pupils themselves, DBS requires that pupils be kept at home if they display the following symptoms:

- Fever: above 37.5 (high);
- Vomiting: must not return to school for 48 hours after the last episode of vomiting to prevent cross infection;
- Diarrhea: must not return to school for 48 hours after the last episode of Diarrhea to prevent cross infection;
- Impetigo: pupils can return after 48 hours of starting treatment;
- Conjunctivitis: pupils can return after 48 hours of starting treatment;
- Severe headache along with sensitivity to light;



- Unknown rashes.

If parents believe that their child is not well enough to attend the school, then they should keep him / her at home until s/he is well enough to return.

In an event of a pupil feeling unwell during school, the school Nurse will assess and in some cases send pupils home. Pupils with the symptoms listed above, or for other reasons at the Nurses' discretion, will be sent home as a matter of policy.

### **Emergency Procedures for injuries or serious illness**

When a pupil becomes seriously unwell or injured during school the school Nurse should be contacted. The Nurse will follow an emergency procedure which includes the responsibility for:

- carrying out a medical assessment;
- providing medical care;
- calling an ambulance if necessary and giving a full medical hand over to the ambulance team;
- liaising with the Senior Leadership Team (SLT), parents or guardians;
- completing an incident report.

The school has a defined Anaphylaxis Procedure.

### **Ongoing conditions**

DBS will provide a supportive network for pupils with ongoing medical conditions. In cases of pupils with chronic illnesses such as diabetes and asthma the school nurse will discuss the medical needs with the parents and develop an individual care plan.

### **Health screening of pupils**

The school will participate in the annual vision screening test, growth monitoring and immunisations conducted as part of the Ministry of Education's health campaign for Qatari schools.

### **Caring for a member of staff**

DBS makes it a priority to care for its entire staff. Staff can report any medical concerns to the school Nurse. Advice will be provided and referrals can be made if necessary. All staff medical records will be *Private and Confidential*. However, if the Nurse has a serious health concern about a member of staff (i.e. the issue is likely to negatively affect the staff member's ability to fulfill their professional duties) then those concerns should be reported to the Principal or the relevant Head of School.

### **Smoking**

Smoking is not permitted anywhere on the DBS site. In recognition of the dangers of smoking and so as not to encourage its uptake by pupils, DBS staff are not to smoke where they can be viewed from the school.

### **4.2.2 Safeguarding of pupils**

DBS believes that it is always unacceptable for a child or young person to experience abuse of any kind. The school recognises its responsibility to safeguard the welfare of all children and young people and will commit to a practice that protects them as detailed in the Child Protection Policy.

DBS recognises that:

- the welfare of the child / young person is paramount;



- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The school will ensure that it safeguards children and young people by:

- valuing them, listening to and respecting them;
- committing to child protection and adopting child protection procedures;
- ensuring that all necessary background checks are made when recruiting staff;
- sharing information about child protection and good practice with children, parents, staff and volunteers;
- providing effective management for staff and volunteers through supervision, support and training;
- appointing SLT, members as Delegated Child Protection Officers.

### **Wearing of IDs by adults**

All adult members of the school community and Sixth Form pupils should wear school issued ID cards on a lanyard to access school premises. This requirement extends to parents and those responsible for collecting pupils at the end of the day. New parents, carers or drivers must supply a photograph to the school reception (office) staff and pay a small charge so that a school ID card can be issued.

All visitors without school issued IDs should sign in at the school's reception area and hand in their Qatar ID card; they will be given a visitor's pass. All members of the school community should challenge those people who are not wearing an identity pass.

### **Pupils leaving the school during the school day**

Primary pupils needing to leave school before the end of the school day (e.g. for a medical appointment) should have the written permission of their parent or guardian explaining the reason for absence. All pupils will be signed out of school at the time of leaving by their parent / guardian.

Secondary pupils who are required to leave the school premises before the end of the school day should have written permission from the parent or guardian. The relevant member of staff (Progress Leader or SLT member) will determine whether the reason is valid. All pupils must complete the Secondary sign out sheet and present it to reception and the main gate before being permitted to leave with the verified collecting adult.

### **End of day arrangements**

At the end of the school day:

- Primary pupils will be released into the supervision of a parent, an identified driver or carer or an older sibling. A record will be kept of them leaving the supervision of the class teacher.
- Secondary pupils will be dismissed from class and leave the school premises. Once a student leaves the school premises they will not be allowed to return to school. The only exception to this will be Years 12 and 13, as one of their Sixth Form privileges. All Secondary pupils on site after school hours should be attending an ECA or revision class where a member of staff will be in attendance.

Pupils (Primary or Secondary) who are not picked up will be placed into centralised supervision until collected. The parents of pupils who are regularly left at school will be contacted.





Parents will be informed of procedures for the collection of pupils following ECAs.

Children of staff must not roam the school after school. They should stay with parents / in their parent's room if not attending an ECA. Younger children may attend the staff crèche.

#### **4.2.3 Emergency situations**

DBS believes that clear, rehearsed procedures for emergency situations will reduce the risk of injury to all personnel on site. Procedures for emergency evacuation and lockdown of the school premises will be regularly updated and distributed to all members of staff. Drills will be carried out each half term.

A defined procedure will be followed for the unforeseen closure of the school, for instance in the event of a sandstorm or flooding caused by heavy rain. The procedure covers the need to:

- inform the school community that the school will not open on a given day;
- send pupils and staff home and close the school.

The Principal makes the final decision to close the school in such circumstances and takes into account instructions and guidance provided by the Government of Qatar.

#### **Fire prevention**

The school will abide by conditions stipulated by Qatar's Civil Defence.

Arrangements will be made to monitor the condition of all fire prevention equipment on a monthly basis.

The School will have a fire safety plan and evacuation diagrams up to date at all times.

#### **4.2.4 Site safety**

Civil Defence inspection and certification is a requirement for any school operating in Qatar. DBS will cooperate with Civil Defence inspections and ensures that it meets requirements.

The Head of Corporate Services and the Facilities Manager will be effective in ensuring that school premises and equipment remain in a safe condition. They will liaise with the Health and Safety Committee in this respect.

#### **4.2.5 Safety of pupils off-site**

DBS extends its responsibility for the health and safety of pupils to school activities off-site.

DBS extends learning outside the classroom with local and international trips and visits, as described in the Trips and Visits Policy. Additional precautions are taken when taking pupils off-site as the safety of pupils is paramount to the school.

The Trips and Visits Procedure details the:



- necessity to complete a thorough risk assessment;
- checks to be made about the reputation, safeguarding and safety standards of providers;
- ratio of adults to learners;
- the supervision of pupils;
- transport safety;
- communication between the trip leaders, the school and parents;
- emergency contingencies;
- First Aid provision.

Pupils travel off-site for sporting fixtures. Their safety is guided by the Sporting Fixtures Procedure.

#### **4.2.6 Hire of school facilities**

DBS requires all hirers of school facilities to adhere to health and safety requirements. Additionally, the Head of Corporate Services will ensure that:

- all entrances and exits are safe for the use of hirers and that all equipment made available to and used by the hirers is safe;
- hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building;
- a site induction is held with hirers to ensure that they are aware of emergency procedures, fire alarms and assembly points;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff;
- risk assessments are carried out by hirers;
- safeguarding procedures are carried out by hirers whose activity involves young people.

#### **4.2.7 The Control of Substances Hazardous to Health (COSHH)**

DBS recognises that substances have the potential to cause ill-health and will introduce measures to identify what substances employees and pupils use or are exposed to while on site. Additionally, the school will:

- prevent / control exposure (and monitor any exposure) of personal and pupils to associated health risks;
- institute proper use of controls and Personal Protective Equipment (PPE);
- ensure that controls are appropriate and tested and keep records as necessary;
- provide information, instruction and training, as appropriate / necessary, regarding all hazardous substances.

Relevant line managers will ensure that all activity involving hazardous substances has been assessed. This assessment must be formally recorded where there is a significant risk to health.

The school will make an annual review of storage and control measures for hazardous substances, to ensure that management controls are still effective.

Equipment installed to mitigate against the risks of working with hazardous substances (e.g. in Science laboratories) will be regularly tested and maintained.



## 5. Roles and responsibilities

### Principal

The Principal is responsible for implementing this policy within the school. In particular s/he is to ensure that the Health and Safety Committee is effective in:

- monitoring the effectiveness of the safety policy and the safe working practices described within it, revising and amending related procedures as necessary, on a regular basis;
- preparing an emergency evacuation procedure and arranging for periodic practice evacuation drills;
- making arrangements to draw the attention of all staff employed at the school to school safety policies and procedures;
- making arrangements for informing members of the school community about relevant safety procedures.

### Head of Corporate Services

The Head of Corporate Services has overarching responsibility for the physical school site and for support staff. S/he is to:

- take an active role in the Health and Safety Committee;
- make certain that the requirements of all relevant government health and safety codes are fulfilled;
- ensure that any reasonable stipulations which may be required by school accrediting agencies (e.g. CIS) in the area of health and safety are fulfilled;
- ensure that regular health and safety inspections are undertaken;
- take action to make good any defect in the state of repair of the buildings / site that is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- monitor, within the limits of his / her expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training.

### Line managers

All line managers are to:

- ensure that the day-to-day requirements regarding health and safety are met within their areas of concern;
- make certain that the associated risks are assessed / any precautions deemed necessary are implemented when any new process, operation or substance is introduced into the area of their responsibility;
- ensure that any equipment, tools or protective clothing used in their area are appropriate to that use and meet accepted safety standards;
- provide written warning notices and signs as appropriate;
- evaluate promptly and, where appropriate, take action on criticism or weaknesses in health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements within their area.



## Academic staff

All academic staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over those for whom they are responsible;
- be aware of and implement safe working practices, setting a good example personally;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- report accidents following the correct procedure.

When any member of the academic staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to their line manager.

## All employees

All employees have a responsibility to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with school leadership and managements in meeting statutory, accreditation body or school health and safety requirements;
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety procedures and safe working practices; when in doubt they must seek immediate clarification from their line manager;
- ensure that tools and equipment are in good condition and report any defects to the Head of Corporate Services;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, general accommodation and vehicles are kept tidy;
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported.

All relevant health and safety matters must be drawn to their attention of newly appointed employees as part of their induction.

## Pupils

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene and use protective clothing and equipment as required;
- observe all the safety rules of the school and in particular the instructions of staff in the event of an emergency;
- use and not willfully misuse, neglect or interfere with things provided for safety purposes.

The Principal will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and school print / digital publications.

## Parents



Parents should be aware of and fulfill their responsibilities as outlined in this policy. They should seek clarification if they are unsure.

## **Volunteers**

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery personnel) are expected, as far as reasonably possible, to observe the safety rules of the school.

## **6. Related documents**

- Child Protection Policy and Procedure
- E-safety Policy
- Extra-Curricular Activities Policy
- Science Department Health and Safety Policy
- Nut Free School Policy
- Anaphylaxis Procedure
- Trips and Visits Policy and Procedure
- Sporting Fixtures Procedure
- Fire safety Plans



Thank you