

SHERBORNE QATAR

Health & Safety Policy

INTRODUCTION

The Governors of Sherborne Qatar recognise their corporate responsibility as employers for providing a safe and healthy environment for teaching staff, non-teaching staff, pupils and other persons who come onto the premises or who may be affected by the operations of the Sherborne Qatar. Our intention is to create a safe learning environment and give pupils an appreciation of risk and how to deal with it. We intend that all staff will know how to work safely and without risk to their health and we also wish to help pupils develop risk awareness because this helps to prepare them for their future. Arrangements need to be proportionate and appropriate to the risk involved and the paperwork needs to be easy to use. Form and subject classrooms will be lower risk environments than Science labs. This Health and Safety Policy document sets out the key areas for Health and Safety, as well as the safety arrangements and procedures for achieving a standard that meets local legislation and the needs of the school. School Qatar Governors will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available to carry out maintenance work and to protect pupils, employees and other persons who use or visit the schools in the Sherborne Qatar family. Governors should be aware of their responsibilities for maintaining the premises, as detailed in the local requirements. Each school's Premises Officer, in liaison with the Bursar and the Shared Services Manager, will carry out an annual inspection of the schools and report to the CEO any significant health and safety issues and jointly agree an Action Plan.

Effective Health and Safety requires strong and active leadership, involvement from all staff and regular assessment and review. Sherborne Qatar wishes to promote risk awareness rather than risk avoidance. This policy follows the principles of *Plan, Do, Check, Act*.

- **Plan** – leaders set the direction for effective Health and Safety Management.
- **Do** – introduce management systems and practices which ensure that risks are dealt with sensibly, reasonably and proportionately.
- **Check** – monitoring and reporting on all aspects of Health and Safety in the Sherborne Qatar family of schools.
- **Act** – taking appropriate action when incidents occur, hazards and concerns are reported and periodically reviewing and updating all Health and Safety procedures to ensure that those procedures are reducing risks.

To successfully implement the policy, day-to-day management responsibilities for Health and Safety are delegated to the Bursar and the Assistant Head of the Prep School Bani Hajer (AHBH), who liaise with the Girls' School Welfare Officer, the Deputy Heads of both Prep schools, the Senior School and Sherborne Qetaf, and the Lead Nurse and the Shared Services Manager. Each, in turn, liaises with their teams. All these staff members can request a review of aspects of the Health and Safety procedures. Routine information need only be reported at the termly meetings but major issues should be reported immediately. Twice termly meetings of the *Health and Safety Committee* are held in each of the schools and are chaired by the AHBH.

This policy is based on the latest guidance from the UK's *Department for Education*, the UK's *Health and Safety Executive* and it also cognisant of Qatar's regulations and requirements from the relevant bodies, such as the Ministry of Education and Higher Education (MoEHE) and Civil Defence. The policy will be subject to a full review and update when the anticipated MoEHE Health and Safety Guidelines and Protocols are published.

This policy will be updated when any protocols or responsibilities change.

1. AIMS

The aims of the Health & Safety Policy are, so far as is reasonably practicable to:

- provide and maintain safe and healthy working conditions, taking account of any statutory requirements
- provide and maintain accommodation, equipment and systems of work that are without risk to health
- provide training and instruction to enable staff in all Sherborne Qatar schools to perform their work safely and efficiently
- make available safety equipment and protective clothing as necessary for a particular task

In order to achieve the policy objectives, employees have a duty to co-operate by adhering to the procedures and observing any supplementary rules. It is in everyone's interest to help maintain the good health and safety record that exists at Sherborne Qatar.

The general expectations of all staff are that they will:

- take responsibility for their own Health and Safety and of others who may be affected by what they do
- do their work in accordance with training and Health and Safety protocols
- inform the Health and Safety team within their school of any situation which represents a serious hazard so that immediate action can be taken

2. RESPONSIBILITIES

The Bursar is responsible for implementing and monitoring this policy and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of work activities.

The Bursar's duties:

- arranging the inspection and checking work areas, ensuring that safety standards are being maintained,
- arranging Fire Risk Assessments at least once each year, or when there are changes to the building structure,
- monitoring compliance with safety rules and safe systems of work,
- developing and enforcing any additional safety rules or guidance in order to reduce risk,
- informing staff of safety rules and their legal duties and identifying any training needs,
- recording any potential hazards, accidents or near miss situations,
- assessing workplace risks, reducing them to an acceptable level and reporting significant findings to Governors, with details of actions taken.

SHARED SERVICES MANAGER and the PREMISES OFFICERS

The Shared Services Manager and Premises Officers of all schools in the Sherborne Qatar family are responsible for ensuring the following key checks are conducted:

- daily Premises Checks,
- inspection of Outdoor Equipment,
- termly Health and Safety Checks,
- annual Fire Risk Assessments,
- reviews of Security and CCTV,

All checks must be properly recorded on the relevant forms and maintained on the yellow Health and Safety file.

In addition to this the Shared Services Manager and Premises Officers must ensure suitable systems are in place for responding to any issue that may compromise the safety of the schools, pupils, staff and visitors.

SPECIAL RESPONSIBILITIES OF TEACHERS / SUPERVISORY STAFF

The safety of pupils in the classroom, playgrounds and during all other school activities is the responsibility of teachers or the person in charge of the group. They are expected to:

- exercise effective supervision of pupils,
- ensure that they have addressed any potential emergencies, where necessary,
- familiarise pupils with the procedures. Give clear instructions and warnings as often as may be necessary,
- set an example by using safe working methods and abiding by any safety rules,
- ensure that where personal protection is required for themselves or for pupils, that it is available, worn, kept in good condition and replaced as necessary,
- make recommendations for additions or improvements where problems or risks are identified.

All academic, bursarial and support staff have a duty to:

- work safely and efficiently and in accordance with any training given,
- use equipment and items of personal protection so that they can carry out work safely and meet statutory obligations,
- report to the Girls' School Welfare Officer, or the Deputy Heads of the Prep and Senior Schools and Sherborne Qetaf any incidents or hazards that may lead to injury or damage,
- observe the safety rules and comply with legislation,
- not misuse equipment or endanger themselves or others by their actions,
- safely store or remove immediately after use any item which, though necessary for a task, could cause damage or injury to others if used without appropriate supervision,
- report all accidents and damage in their work area to the Girls' School Welfare Officer or the Deputy Heads of the Prep and Senior Schools and Sherborne Qetaf, whether or not a person has been injured.

RESPONSIBILITIES OF FIRE WARDENS

A Fire Warden's roles and responsibilities broadly fall into 2 categories:

- Proactive day to day duties
- Reactive emergency duties

Proactive and day to day duties of a Fire Warden

While a workplace Fire Warden must not put themselves at risk while carrying out their duties, they are essentially there to carry out many elements of a fire risk assessment, to increase the chances of preventing a fire in the first place.

Fire Warden's duties in the schools include:

- ensuring all fire exits and routes always remain free from obstruction and available for use. It is crucial that final exits are opened to check they are not blocked from the outside,
- ensuring that break glass call points are visible and have a break glass point sign and emergency fire action notice adjacent to them,
- ensuring fire extinguishers are in their correct place, serviced, signed and stowed above floor level,
- ensuring that general house-keeping is in good order, especially paper storage and waste control. No room with a fixed source of ignition or heat is to be used for the storage of combustible materials,
- control of flammable liquids and hazardous materials,
- annual electrical safety checks / pat testing,
- monitoring rubbish and external security,
- monthly testing of emergency lighting,
- hot works management, issuing hot works permits and control of contractors,
- weekly fire alarm checks,
- staff fire induction,
- arranging fire drills at least twice each term,
- fire direction sign surveys,
- weekly fire door checks,
- working with the fire risk assessment,
- managing all checks, paperwork and compliance documentation.

Reactive Fire Warden's Duties

While the main role of the Fire Warden is to try and prevent fires. In the event that a fire occurs and the warden needs to react, their responsibilities might include:

- fighting fires and using fire extinguishers,

- raising the alarm and calling the emergency services,
- directing staff to safe available exit routes,
- sweeping all rooms, where it is safe to do so, ensuring toilets and places like walk in cupboards are checked,
- assisting disabled people,
- closing all windows in rooms and corridors,
- closing all doors and fire doors,
- ensuring final fire doors are closed,
- ensuring hazardous manufacturing processes and machinery have been isolated,
- taking part in the roll call at the Assembly point,
- reporting to Civil Defence on their arrival.

3. SAFETY ARRANGEMENTS

a) FIRE PROCEDURES

The relevant procedures for evacuating each building in the family of schools are circulated to all staff **who MUST familiarise themselves with details of escape routes and assembly areas at their school site**. The fire risk assessment is carried out annually by the Shared Services Manager in consultation with the Heads, the Bursar and the Premises Officers. All required fire compliance documents are maintained on the Fire Register.

The Shared Services Manager, in liaison with each school's Premises Officer, is responsible for fire related matters, which include:

- organising at least two unannounced fire drills each term in each school,
- monthly fire bell checks in all schools,
- reviewing fire procedures as necessary,
- organising approved contractors to conduct checks of fire alarms and firefighting equipment, smoke detectors and emergency lighting every month and respond swiftly to any recommendations contained in those reports,
- arranging daily checks of exits ensuring that they open easily and are free of obstruction on either side,
- ensuring that newly appointed staff and pupils receive induction training in emergency procedures,
- identifying and arranging any additional training requirements,
- maintaining records of all tests, inspection checks and evacuations carried out,
- co-ordinating fire arrangements with contractors on site,
- ensuring that at least one Fire Warden is appointed for each of the schools, (see list of responsibilities). Staff identified for this role must be advised of their role and responsibility,
- ensuring that each area of the building has a nominated Fire Marshall (see list of responsibilities). Staff identified for this role must be advised of their role and responsibility.

Evacuations are a standing item on the agenda for Health and Safety meetings.

b) ACCIDENT REPORTING

All accidents and work-related illness affecting staff and / or pupils must be recorded centrally. Employees must ensure that details of accidents are reported to the Bursar. In the event of an accident / injury involving pupils, the Medical Team in the relevant school will report this, using procedures for reporting such instances. Major injury accidents will be made known to the relevant Head. Any injuries sustained as a result of slips, trips or falls or any other factor that could be attributed to repairs must be reported to the relevant Premises Manager.

c) THE NURSES AND FIRST AID

The Lead Nurse is responsible for Sherborne Qatar's team of Nurses, the Medical rooms in each of the schools in the family and all medical procedures and protocols at Sherborne Qatar. The school Nurses will normally treat and administer medicines and record treatment given. Designated first aiders are responsible for the administration of first aid where required. The Nurses on each site are also responsible for maintaining supplies in the Medical Rooms and in first aid kits. The Nurses are responsible for carrying out weekly checks on the contents of first aid boxes and for replenishing stock.

When pupils are taken on visits and trips staff should check with the Nurses that travelling first aid kits are available and that any child with an allergy is identified and that relevant emergency supplies, e.g. Epi Pens, are in First Aid Kits. Full details are in the *First Aid and Medical Policies*.

Sherborne Qatar follows all MoPH protocols for controlling and reporting medical incidents and infections. A medical report, including accidents, is a standing item on the agenda for Health and Safety meetings.

d) DINING ROOMS

Where canteen food is provided on site, the nurses will take food samples and check food temperatures daily, in accordance with Ministry of Health guidelines.

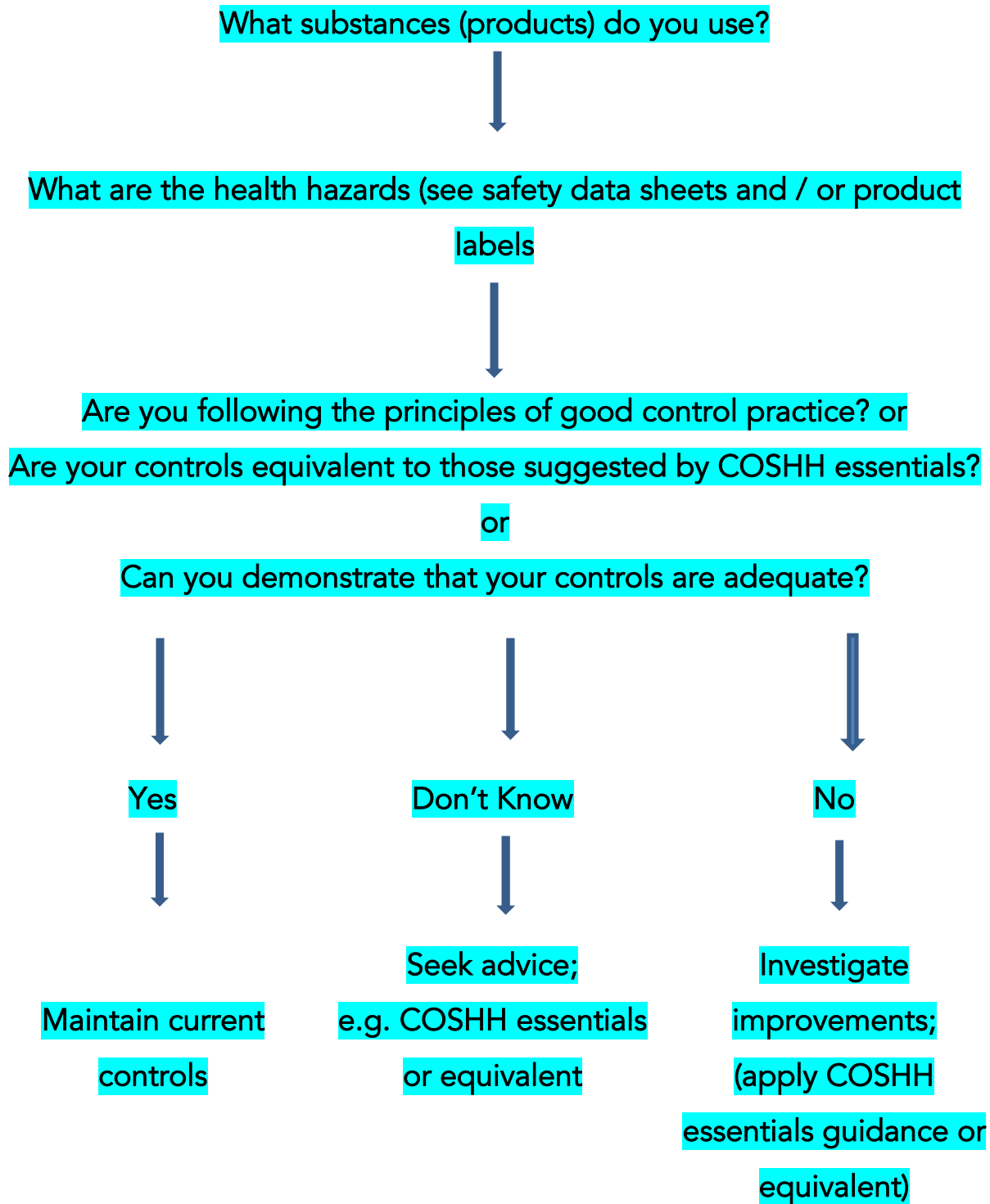
e) COSHH and CLEAPSS

The Control of Substances Hazardous to Health Regulations (COSHH) can affect every employee. Hazardous substances should only be purchased and used if there is no safer alternative. These items should always be under the direct control of a teacher and stored in a place which is not accessible to pupils. Where protective clothing is provided it is the responsibility of teachers and technicians to look after items, report any defects

and know how to use them properly. The Heads of Science in the Senior School and the Girls' School are responsible for producing and maintaining the COSHH register of chemicals in stock and a copy should be provided to the Shared Services Manager. They are also responsible for ensuring that Science Department staff have received appropriate training and are adhering to the COSHH protocols. They will periodically review the COSHH protocols and they are encouraged to involve their teams in suggesting improvements because this involvement will help to make the protocols stronger.

The assessment chart on the next page should be used for checking that controls are adequate in Science and Design & Technology.¹

¹ HSE: Health and Safety Toolbox reproduced under the terms of the UK's Open Government Licence



COSHH is part of the Science and Design & Technology reports, which are standing items on the agenda for Health and Safety meetings.

The schools are also members of CLEAPSS which supports schools with advice, guidance and model risk assessments for their practical work in Science, Design & Technology and Art & Design. CLEAPSS guidance is published in documents, such as their *HazCards* and its *Recipe Book*, and is recognised by OfSTED and the HSE as the definitive basis for safe practice and practical work in UK schools. They offer three key websites for schools:

- *CLEAPSS Science* site with information for Science teachers and technicians in all aspects of secondary Science
- *CLEAPSS Primary* site with information for primary school teachers of Science, Technology and Art & Design
- *CLEAPSS Technology* site with information for teachers of resistant materials, textiles, food, art and design and construction

f) PORTABLE ELECTRICAL APPLIANCES

The Bursar will arrange for formal testing of all portable electrical equipment, including leads and plugs, on an annual basis and ensure that records are maintained. Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of.

g) PLAYGROUND, PLAY AND SPORTS EQUIPMENT INSPECTIONS

Pupils should be able to play freely in the grounds and participate safely in sporting activities. Play is essential for children's well-being and development. When planning play and sporting activities the aim is not to eliminate risk but to weigh up the risks and benefits, to focus on real risks and not the trivial and so provide children with play and sporting environments which provide challenge and so stretch their abilities. Consequently, controls should be proportionate and reflect the level of risk. Children will not learn about risk if they are wrapped up in cotton wool. Play and sport helps children develop their awareness and prepares them for their future lives.

Duty Staff will inform the relevant Premises Officer of any hazards or problems which occur to play equipment and play surfaces. Duty Staff will ensure that the number of users is restricted to avoid overcrowding. The equipment is visually inspected at least weekly by the premises teams and a more comprehensive check is conducted once each term. (See FO Daily & Weekly H&S Checklist and FO Outdoor Equipment Checklist). Copies are maintained on file. Similarly, sporting equipment, such as goal posts, are checked regularly by the FM and PE teams.

A PE report is a standing item on the agenda for all Health and Safety meetings.

h) SCHOOL EDUCATIONAL TRIPS

Educational trips have clear benefits for pupils and teachers should be able to take children on exciting trips which reinforce the curriculum, broaden the pupils' horizons and increase self-confidence. All trips must be conducted in full compliance with the *Trips Policy* and these policies includes the MoEHE regulations.

A new set of regulations is expected soon from the MoEHE and the trips and Bus Policies will be reviewed and updated when these regulations are received.

i) SERVICE INSPECTIONS

The following areas in each school are inspected twice every day by Security Teams. Any concerns are reported immediately to the Shared Services Manager:

| | |
|----------------|----------------------------------|
| Chemical Rooms | Gas Rooms |
| Server Rooms | Pump Rooms |
| Water Tanks | Chiller Rooms |
| Fire Panels | Outdoor Equipment /Grounds |
| Elevators | Diesel Generator (Girls' School) |

j) CLASSROOMS

The FM Team inspect classrooms during the summer holidays and conduct any required repairs before the start of the Autumn Term in each academic year. Classroom Audits are conducted in the early part of the Autumn Term. Any action required is taken without undue delay. Teachers and the FM cleaning teams inspect and report any hazards on a daily basis.

k) FM CONTRACT

The FM contract provides cleaning and maintenance services. This includes monthly maintenance of the gas, fire and elevator systems and the swimming pools, together with a visit from pest control.

l) HAZARD REPORTING

The Shared Services Manager is responsible for arranging checks in the following areas:

- sub-station,
- water tanks,
- chemical store,
- waste disposal,
- school grounds,
- air-conditioning rooms.

Any faults or hazards which he is not deemed competent to rectify should be reported to The Bursar. The FM team will also inspect annually all ladders used in the school and record findings. In addition, all staff have a duty to report to the relevant Premises Manager any hazard or potential risk. S/he will arrange repair and where necessary take temporary safety measures.

m) DISPOSAL OF WASTE

All staff must ensure that materials, substances or items are disposed of in a safe manner and in accordance with COSHH controls, legislation relating to health and safety, the environment and pollution. Waste bins must be stored as far away from the main building as possible.

All items from **f** to **m** above come under General health and Safety which is a standing item on the agenda for all Health and Safety meetings.

4. MANUAL HANDLING

Whenever staff have to lift and move any object they should ensure that they employ safe manual handling techniques, taking into account individual capability, the nature of the load and environmental conditions. There is guidance on safe Manual Handling in the HSE's *Health and Safety Toolbox*.

5. TRAINING

The Bursar is responsible for measuring the safety performance of staff and for identifying any training needs. New staff will receive guidance on health and safety, as part of initial induction and this will include arrangements for fire evacuation. Additional training, where necessary, will be provided through line management to accommodate the specific needs of the individual. Pupils will receive health & safety and fire evacuation training during form and tutor time on the first day of term and this will be followed with periodic reminders and follow up instruction following practice evacuations. Sherborne Qatar will ensure that there are trained Fire Marshalls and First Aid trained staff across the family of schools.

6. CONTRACTORS

Where services such as catering are contracted out, the contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk. The Shared Services Manager should liaise with contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health and safety matters.

7. RISK ASSESSMENT

Risk Assessments are conducted in compliance with the *Risk Assessment Policy*. The policy includes arrangements for assessing risks in schools and guidance and training are available for staff. Staff should be aware that a *Hazard* is something which could cause harm to people and a *Risk* is the chance, however large or small, that a hazard could cause harm.

Risk Assessments are designed to be simple to conduct and they are focussed on controls which are implemented in priority order. Risk Assessments should identify any further training required in specific risk areas, such as Science and Design & Technology labs. All teachers are required to conduct a Classroom Audit for their teaching areas in the early part of the Autumn Term. These forms must be signed and returned to the Premises Officer for their school in the family so that records can be kept and action required can be taken.

8. SMOKING

The school has a NO SMOKING policy which all staff and visitors are required to comply with at all times.

9. NUTS

The schools are 'nut aware' schools and parents are asked not to send in any products containing nuts. We have several pupils and staff in the schools with nut allergies. The Medical Teams keep details of these children and posters in each staff Common Room identify these individuals in each school. iSAMS also highlights individuals with nut allergies. A note is sent to parents if products containing nuts are found in packed lunches. All staff are given training in the use of EpiPens.

10. SECURITY

Plans are in place to enable the school to manage and respond to incidents related to school security. Staff should take responsibility for their own security and that of those who work alongside them. Security should be a balance between maintaining a welcoming environment for pupils, staff and parents and protecting people from harm.

It is the responsibility of all staff to request information from anyone in the buildings who is not:

- a member of staff,
- accompanied by a member of staff,
- whose visit has not been previously indicated by a member of staff,
- who is not wearing a visitors' badge or a recognised identity badge from a regular supplier of services provided to the school.

Where intruders are present outside the building staff should, if in doubt, bring children back into the buildings and inform SLT members in your school so that the problem can be resolved. Police will be called where there is concern.

11. SAFETY ADVICE AND ASSISTANCE

The AHBH will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. It is in everyone's interest to foster a safe and healthy working environment and with the support of all concerned, the highest possible standards can be achieved and maintained.

All staff should also be aware of the *Critical Incident Plan*.

12. HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee meets twice each term in each school to monitor health and safety. Membership is made up as follows:

- AHBH (Chair):
- The Bursar
- The Lead Nurse
- The Shared Services Manager
- The Head of Science of the relevant school
- The Head of PE of the relevant school
- The Premise Manager of the relevant school
- The Nurse of the relevant school

Fire Wardens /Fire Marshalls

| | |
|---------------------------------|------------------------------|
| The Senior School at MoQ | Mary Robertson-Barnett |
| | Garry James |
| | Christopher De J Seneviratne |
| | Edward Fernando |
| | Alan Thomas |
| The Prep School at Al Rayyan | Heidi Berry |
| | The Deputy Heads |
| | Haziel Managaytay |
| The Girls' School at Al Ebb | Jo Harwood |
| | Imasha Wijesinghe |
| | Mary Robertson-Barnett |
| | Sarah Bennett |
| | Sam Champion-Gibson |

| | |
|---|------------------|
| The Prep School and Sherborne Qetaf at Bani Hajer | Richard Williams |
| | Allan Jay Javier |

Key Health and Safety Contacts

Bursar – Ashish Garg – 3129 9514
Assistant Head Prep BH – Richard Williams - 66284990
Shared Services Manager – Christopher Seneviratne – 5589 1294
Lead Nurse – Rebecca Baron – 4459 6286

Emergency Out of Hours Contact for HR-related Matters

Hadiza Ibrahim – 3393 0278
Abdel Ghani – 3311 8154

Emergency Out of Hours Contact for Premises-related Matters

Christopher Seneviratne – 5589 1294