



SHERBORNE QATAR

Health & Safety Policy

Contacts:

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1. 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 School. This Health and Safety Policy document sets out the safety arrangements and procedures for achieving a standard that meets local legislation and the needs of the school. School Governors will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available in order to carry out maintenance work and to protect pupils, employees and other persons who use or visit the establishment. Governors should be aware of their responsibilities for maintaining the premises as detailed in the local requirements. The Acting Bursar and the Premises Manager will carry out an annual inspection of the school and report to the Principal any significant health and safety issues, jointly agreeing a plan of action.

In order to successfully implement the policy, day-to-day management responsibilities for health and safety are delegated to Acting Bursar who liaises with the Headmistress of the Girls' School, Assistant Head of the Prep School and the Deputy Head of the Senior School.

2. AIMS

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

- a) Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
 - b) Provide and maintain accommodation, equipment and systems of work that are without risk to health.
 - c) Provide training and instruction to enable employees to perform their work safely and efficiently.
 - d) Make available safety equipment and protective clothing as necessary for the job 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 the school.

3. RESPONSIBILITIES

The Acting 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 duties of The Acting Bursar include:

- 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.
- Record any potential hazards, accidents or near miss situations.
- Assess workplace risks, reducing them to an acceptable level and reporting significant findings to Governors with details of action taken.

PREMISES MANAGERS

The Premises Manager and Premises Officer(s) are both responsible for ensuring the following key checks are conducted –

- Daily Premises Check
- Weekly Premises Check
- Inspection of Outdoor Equipment
- Termly Health and Safety Check
- Annual Fire Risk Assessment
- Review of Security and CCTV

All checks must be properly recorded on the relevant form and maintained on the yellow health and safety file.

In addition to this the Premises Manager and Premises Officer(s) must ensure suitable systems are in place for responding to any issue that may compromise the safety of the school, the 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.

Employees 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 Headmistress (Girls), Assistant Head (Prep) or Deputy Head (Seniors) 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 other 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 Headmistress (Girls), Assistant Head (Prep) or Deputy Head (Seniors) at the time of the occurrence whether a person has been injured or not.

RESPONSIBILITIES OF FIRE WARDENS

A Fire Wardens roles and responsibilities fall broadly 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 duties in the school include:

- Ensuring all fire exits and routes remain free from obstruction and available at all times. It is crucial that final exits are opened to check they are not blocked from the outside.
- 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.
- General house-keeping is in good order i.e paper storage and waste controlled. No room with a fixed source of ignition or heat is to be used for the storage of combustible materials.
- Smoking areas are controlled i.e kept clean regularly and smoking receptacles emptied on a regular basis.
- Control of flammable liquids and hazardous materials.
- Annual electrical safety checks / pat testing.
- Rubbish and external security monitored.
- Emergency lighting tested monthly.
- Hot works management / issuing hot works permits and control of contractors.
- Fire alarm checks tested weekly.
- Staff fire inductions.
- Arranging fire drills at least twice each term
- Fire Direction sign surveys.

- Fire door checks on a weekly basis.
- Working with the fire risk assessment.
- Managing all checks / paperwork / compliance documentation.

Reactive fire warden duties

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

- Fighting fires / use of fire extinguishers.
- Raise the alarm / call the emergency services.
- Direct staff to safe available exit routes.
- Sweep all rooms where safe to do so ensuring toilets and places like walk in cupboards are checked.
- Assist disabled people.
- Close all windows in rooms and corridors.
- Close all doors and fire doors.
- Ensure final fire doors are closed.
- Ensure hazardous manufacturing processes and machinery has been isolated.
- Take part in the roll call at the assembly point.
- Report to the fire service on their arrival.

RESPONSIBILITIES OF FIRE MARSHALLS

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

- **Proactive day to day duties**
- **Reactive emergency duties**

Proactive and day to day duties of a Fire Marshall

While a workplace fire marshal 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 reduce the chances of a fire starting in the first place.

Fire Marshall duties include reporting any observations or concerns in regard to -

- Fire exits and routes remain free from obstruction and available at all times. It is crucial that final exits are opened to check they are not blocked from the outside.

- General house-keeping is in good order i.e paper storage and waste controlled.

Reactive Fire Marshall duties

While the main role of the Fire Marshall is to try and prevent fires, in the event a fire occurs, and the Marshall needs to react. In a reactive position, their responsibilities might include:

- Fighting fires / use of fire extinguishers.
- Raise the alarm / call the emergency services.
- Direct staff and pupils to safe available exit routes.
- Sweep all rooms where safe to do so ensuring toilets and places like walk in cupboards are checked.
- Assist disabled people.
- Close all windows in rooms and corridors.
- Close all doors and fire doors.

4. SAFETY ARRANGEMENTS

a) FIRE PROCEDURES

Procedures for evacuating the premises are circulated to all staff who must familiarise themselves with details of escape routes and assembly areas. The fire risk assessment is carried out annually by the Acting Bursar and the Premises Manager in consultation with the Heads. All required fire compliance documents are maintained on the Fire Register.

The Premises Manager is responsible for fire related matters which include:

- Organising at least two fire drills each term.
- Monthly fire bell check.
- Reviewing fire procedures as necessary.
- Organising approved contractor to conduct checks of fire alarms and fire fighting equipment, smoke detectors and emergency lighting every month and respond swiftly to any recommendations contained in those reports.
- Arrange 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-ordinate fire arrangements with contractors on site.
- At least one fire warden will be appointed for each of the schools, (see list of responsibilities). Employees identified for this role must be advised of their role and responsibility
- Each area of the building will have a nominated fire marshal (see list of responsibilities). Employees identified for this role must be advised of their role and responsibility.

b) ACCIDENT REPORTING

All accidents and work-related illness to both employees and pupils must be recorded centrally. Employees must ensure that details of accidents are reported to the Acting Bursar. In the event of an accident/injury involving pupils, the medical team will report this, using procedures for reporting such instances. Major injury accidents will be made known to the Headmaster. Any injuries sustained as a result of slips, trips or falls or any other factor that could be contributed to repairs must be reported to the Premises Manager.

c) FIRST AID

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 Room 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 School Nurse that travelling first aid kits are available and that any child with an allergy is identified. . For further clarification see the First Aid Policy.

d) CANTEEN

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

The Control of Substances Hazardous to Health Regulations 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 the 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 and to report any defects. Requests for any data sheets relating to items ordered should accompany relevant orders and where provided the information should be passed on to relevant staff and the original sheets retained by the Head of Department and a copy provided to the Premises Manager. The Head of Science is responsible for producing and maintaining the COSHH register.

f) PORTABLE ELECTRICAL APPLIANCES

The Acting 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 AND PLAY EQUIPMENT INSPECTIONS

Duty Staff will inform the Premises Manager or facilities team 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.

h) SERVICE INSPECTIONS

The following areas are inspected twice every day by Security Team. Any concerns are reported immediately to the Premises Manager -

Chemical Room	Gas Room
Server Room	Pump Room
Water Tanks	Chiller Room
Fire Panel	Outdoor Equipment /Grounds
Elevators	Diesel Generator

i) CLASSROOMS

The FM Team inspect classrooms during the summer holidays and conduct any required repairs before the start of the first term. Classroom risk assessments are conducted in the Spring Term. Any action required is taken without undue delay. On a daily basis, teachers and the FM cleaning team inspect and report any hazards.

j) FM CONTRACT

The FM contract provides cleaning and maintenance services. This includes monthly maintenance of the gas, fire, elevator systems, pest control, Swimming pool

k) HAZARD REPORTING

The Premises 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 Acting Bursar. The FM team will also inspect annually all ladders used in the school and record findings. In addition, all employees have a duty to report any hazard or potential risk to the Premises Manager who will arrange repair and where necessary take temporary safety measures.

l) DISPOSAL OF WASTE

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

5) TRAINING

The Acting Bursar is responsible for measuring the safety performance of staff and for identifying any training needs. New staff will receive as part of initial induction, guidance on health and safety 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 tutor time on the first day of term.

6) CONTRACTORS

Where services such as catering and playing field maintenance 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 Premises 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

Please refer to the risk assessment policy. All teachers will be required to conduct a risk assessment form for their teaching areas at the start of the Spring term. These forms must be signed and returned to the Premises Manager so that 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. We have a number of pupils in school with nut allergies. The Medical Team keep details of these children and iSAMS also highlights individuals with nut allergies. A note is sent to parents if products containing nuts are found in packed lunches.

10) SECURITY

It is the responsibility of all staff to request information from anyone in the building who is not accompanied by a member of staff, whose visit has not been previously indicated by a member of staff or 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 building and inform senior staff in order to resolve the problem. Police will be called where there is concern.

11) SAFETY ADVICE AND ASSISTANCE

The Acting Bursar will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained by the Bursar. 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.

12) HEALTH AND SAFETY COMMITTEE

The school's health and safety committee meet once each term to monitor health and safety.

Membership is made up as follows

The Acting Bursar (Chair)

Premises Manager

Head of Science

Head of PE

Director of Communications

Premise(s) Officer

Fire Wardens /Fire Marshalls

Mall of Qatar	Stephen Spicer
	Dan Keefe
	Christopher De J Seneviratne
	Ifaz Ahmed
	Baasit Arif
	Alan Jay
Al Rayyan	Nick Fawcett
	Nadira Rahman
	Richard Williams
	Sarah Bennett
	Haziel Managaytay
Al Ebb	Imasha Wijesinghe

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