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Title: Health and Safety Policy and Procedures		

	PREPARED BY		CHECKED BY		APPROVED BY	
Name	Mrs. Jiby		SMT		SMT	
Position	School Nurse		SMT		SMT	
Prepared	SY 2016-2017	Reviewed	SY 2019-2020	Valid until	SY 2020-2021	

Rational:

The policy of Step One International School is to maintain safe and healthy working conditions for all staff, pupils and visitors. In preparing this policy the Health and Safety Guide-lines of the MOE have been taken in to account.

Aims:

- To ensure safety of all personnel on the school premises at all times.
- To provide a safe and health working environment for employees and to ensure that at this school, work does not adversely affect the health and safety of other people such as pupils, students, visitors and worker..

Guidelines:


- 1.1 The School is responsible for day-to-day health and safety whenever the child is in the care of school staff - this includes school trips and clubs.
- 1.2 The school will report any accident or incident to the concerned parties.
- 1.3 The school represented by the BOT(Board of Trustee) and the SMT(School Management Team), will ensure that effective consultation takes place with all employees on health and safety matters .
- 1.4 The school will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.
- 1.5 All employees must ensure the maintenance of high standards of health and safety in all activities undertaken by the school.
- 1.6 This policy includes a description of the establishment’s organisation and its arrangements for dealing with different areas of risk.

This policy has Procedures and Organization Guidelines as an attachment.

Procedure and Organization

1-Responsibilities

1.1. The Governing Body

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- The Principal in consultation with the CEO are responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

1.2. Safety Representative

- Health and Safety delegated staff member/s will carry out safety inspections.
- Any issue identified will be reported to the SMT and action will be taken accordingly.

1.3. Employees

- All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- Whenever an employee notices a health and safety problem this should be drawn to the attention of the Coordinator/s immediately who will report it to the SMT.


2- Procedures

2.1. Fire Safety

- All exits are marked and kept free of obstructions.
- There are fire extinguishers in all floors, fire blanket in the school and an extinguisher and blanket in the kitchen(Canteen area).
- Their location is marked with a sign.
- Fire safety equipment is checked regularly as per Civil Defence requirements.
- Fire practices are held twice a term and recorded in the fire practice book.
- Fire drill will sound in short bursts of bell for a long period.
- In the event of a fire, all staff and children congregate on the front yards area (school assembly area), facing towards the basketball area. Named staff are responsible for checking toilets. It is the responsibility of the administrator to call the fire brigade. Ground supervisor will take the registers out to teachers for role call.

Evacuation Plans

- Twice a term evacuation practices are administered.
- The emergency bells and fire equipment are tested regularly as per the civil defence requirements.
- Escape routes are clearly marked
- Staff is informed fully about the evacuation plan at least one week before the first evacuation trial.
- Staff has clear guidelines to ensure premises are completely evacuated.
- The administrator is responsible for telephoning the police, emergency, and/or fire services.

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2.4 Accidents

- First aid boxes are kept in the nurse room, reception, and second floor. It is also assigned to each assistant on the bus.
- All accidents are recorded and monitored by the school nurse and inform to the parents. Letters to parents informing them of accidents to their children are recorded.
- Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids.
- If there is an emergency situation, an ambulance is called to transport a child/ staff to hospital.
- Parents must not approach the clinic directly, students must be collected from the reception.
- School nurse is responsible to bring the sick students to the reception and explain the details about given care.

2.5. Reporting Hazards

- All staff are responsible for reporting hazards. It is then the HOD admin and the maintenance committee responsibility to follow up this report. The nominated staff member who is responsible of Health and Safety will monitor the action taken to remedy hazards.

2.6 Electrical Safety

- All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying “Fault Do Not Use”
- Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Coordinators.
- Teaching staff should note that the use of chemicals in science should be checked with the science co-ordinator or the Coordinator.


2.7 School Lockdown

- Refer to SOP-32

3.1. Health and Hygiene

3.1. Health records and Medicines

- Student health record must be submitted to the school with admission form.
- All health records are up dated regularly by the school Nurse.

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- Parents/ Caregivers must inform the school Nurse about any special condition of their child.
- Staff to be made aware of student’s special conditions through the school Nurse and a copy of Student Health Record File.
- Any incident, accident will be recorded by the Nurse and parents will be informed.
- If any student will visit the school nurse, a form will be sent home to inform parents.
- It is the school policy not to administer medicine unless with parent request and permission.
- In general only inhalers and Panadol are kept in school. Children who go home with a medical complaint or as a result of an accident are recorded in a leave early book in the office. Teachers should access records when unsure.

3.2. Smoking

- The school has a no smoking policy within the school building and grounds.

3.3. Hygiene


- It is the responsibility of the teachers to monitor the cleanliness of their classes.
- All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.
- The nurse will check the student hygiene on regular bases as per policy.
- Students are expected to wear a clean and tidy uniform at all times. Teachers may inform parents if any unhygienic pattern is noticed.
- Hygiene initiatives to be introduced on regular bases.

3.4 Animals in School

- Only the following small mammals can be kept in school - hamster, rabbit and guinea pig. Fish may be kept in school.
- No dogs are allowed on the school grounds.

3.5 Outdoor Visits/ Trips

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. It is the duty of the teacher to ensure that information letters are sends to parents/ caretakers. All helpers must be fully briefed about the visit and the expectations for behaviour. Parental consent for is a must. The SMT/ HOD must approve any trip or outdoor visit. Refer to SOP-18 for trips’ guidelines.

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3.6 School Canteen

- The school promote healthy eating; variety of options will be implemented to ensure that. The school nurse will be responsible to check regularly on the canteen operation and service, recommendation for improvements must be submitted to the SMT for approval.
- In addition to the quality of food, cost effect will be another factor to consider. Canteen must be cleaned after each break and kept tidy and clean at all time.
- The school keeps to the MOE guidelines at all times.

3.7 Infectious diseases

- Exposures to a variety of infectious diseases in a school population are not unexpected and may even be inevitable. This guide provides information to school personnel regarding appropriate actions that can be taken to identify infectious diseases, to assure appropriate health care for students and staff, and to control the spread of disease.
- Since classroom teachers spend several continuous hours a day with their students, they are often in an excellent position to detect early physical and behavioral changes in students who are ill at school. Teachers may observe differences in the usual pattern for a particular student.
- Classroom teacher will report any situation to the school nurse who will take her action according to the requirements of MOE and the Ministry of Health of Qatar.

4.0 Security

Visitors are requested to report to reception staff; Gates are supervised by security staff and locked when not present. No student is allowed out of the premises unless picked up by an authorised adult. Staff do not leave premises unless with a pass from the school HR.

5. Staff and the Health and Safety Policy

All staff, teaching and non teaching, will have access to this policy whenever it is updated..


6. Health and Safety Training and Seminars

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- The school will organise health and safety training for staff as needed.
- Seminars and lectures may be scheduled for staff and students.
- First Aid opportunities will be provided as appropriate.

7. Emergency Evacuation Procedures

- 1- All areas have clear exit plan.
- 2- Students must be evacuated as per closer exit.
- 3- Floor supervisors (fire warden) are responsible to evacuate the area, check bathrooms and be the last person to leave.
- 4- HOD admin will ensure smooth evacuation, clear duties of wardens.
- 5- Assembly area is clearly marked.
- 6- Immediate contact of the civil defence
- 7- Fire extinguishers to be used by trained staff only when needed.
- 8- The Fire Coordinator is responsible for checking evacuation time, turning power off, contacting service, following on fire safety procedures like annual checkups of fire extinguisher, training of staff, hazards etc.
- 9- All buildings must be evacuated, no access to the building is allowed until the sign from the Fire coordinator is given.
- 10- During assembly, homeroom teachers must take the role, indicated the presence of their students
- 11- All HODs must ensure the presence of their staff.
- 12- Homeroom teachers must give a sign (Red or Green) as soon as they take the role, green to indicate that all is present.
- 13- Floor supervisors must pass the role to the homeroom teachers as soon as the students assemble in the assembly area.
- 14- While evacuating, classes closer to the exit must leave first, students must be lined up and leave quietly.
- 15- All students with special requirements must be catered for.
- 16- Record of evacuation timings must be kept with the Principal.
- 17- All duties must be assigned and distributed, orientation for admin staff must be given at the beginning of the year.

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Responsibilities Job:

Fire Warden

Duties:

- Ensure a smooth evacuation
- Check complete evacuation of designated area- rooms, bathrooms and hallways
- Check no obstacle for exits.
- Last person to leave the area.
- Inform the fire officer of any situation.

Staff	Rola	Ruby	Jiby/ Nurse	chirine
Sign				

Job: Fire Officer

Duties:

- Ensure a smooth and complete evacuation of all buildings
- Contact emergency service
- Record evacuation time.
- Turn electricity/ power off.
- Check that school system, maintenance of fire extinguishers and other devices, annual maintenance and other requirements.
- Contact responsible parties

Staff	
Sign	

Job: Floor Supervisor

Duties:

- Pass all attendance registers to homeroom teachers.
- Check outside front area- top area



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Job: Implementation Supervisor

Duties:

- Ensure proper implementation of all procedures
- Ensure substitute staff as needed

Staff	HOD Admin/
Sign	

Job: Fire extinguish team

Duties:

- Use of fire extinguishers when needed

Staff	Trained Staff Only	Trained Staff Only
Sign		

Job: First Aid

Duties:

- Implement first aid as required

Staff	Nurse	Other trained Staff
Sign		



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