



Health and Safety Policy

Rationale

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all students, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the schools' communities.

Roles and Responsibilities

The Head is responsible for ensuring that all health and safety procedures are followed. Working in conjunction with the Bursar/Business Manager, he/she will ensure that:

- all members of staff understand and fulfill their responsibilities to ensure a safe learning environment
- staff are aware of their responsibilities and receive appropriate supervision, instruction and training
- staff, students and others are encouraged to promote health and safety
- risk assessments are carried out for activities on and off the school site
- school specific guidelines are followed for all trips and visits
- sufficient resources are allocated to meet health and safety priorities
- health and safety inspections take place in consultation with other members of the Core Leadership Team
- all defects and/or hazards are made safe in a timescale commensurate with the risk they pose
- specialist advice is sought as and when necessary
- a log is maintained by the Bursar/Business Manager and his/her team of all activities relating to ensuring health and safety.



The Core Leadership Team with the Bursar/Business Manager and Support Staff will:

- promote high standards of health and safety within the school
- assign responsibilities
- carry out regular health and safety inspections by “Walking the School”
- ensure that there are risk assessment procedures in place
- provide appropriate resources from the school’s planned budget to ensure that risks and hazards are minimized or eliminated
- ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- evaluate the measures taken to minimize or eliminate risks and hazards
- ensure that there is designated space for medical examination and treatment and for caring for sick or injured students during the school day
- ensure that hirers are aware of their duty to provide evidence of insurance cover for their activities – this matter should be dealt with at a Corporate level where appropriate review this policy and update it at least annually.

All staff will:

- be familiar with the health and safety policy and all safety regulations laid down by the school
- take reasonable care for their own health and safety and that of others who may be affected by their actions
- make regular safety inspections of their areas of work and report to their line manager and the Bursar/Business Manager any danger to health and safety, whether serious and immediate or not
- only use equipment that they are competent to use
- follow instructions when using any machinery, equipment, dangerous substance or safety device
- take an active interest in promoting health and safety and suggest ways of reducing risks.



Staff and Pupils

The Head monitors the welfare of personnel and students. Any sickness is reported to the School Nurse, who will then inform the parents, Student Services Coordinator and Section Head. In case of a seriously illness or emergency, the Head of School will be notified. Children who become unwell and not fit to be in school are sent home. If parents cannot be contacted, emergency contacts are notified. The data for this is available in the 'Pupil Data' file in the School Clinic and electronically on the School's Information Management System. Children are kept with the School Nurse or under the close watch of an adult on the staff until collected. All staff have a responsibility to keep the children safe.

All procedures pertaining internal communications of sick or students leaving school early is found in the Staff Handbook.

First Aid (See First Aid Policy)

- In cases of First Aid, the School Nurse is sent for in the first instance. All staff are trained in Emergency First Aid at work.
- Any accident at school must be reported to the School Nurse and/or Head, an Incident Report filled in appropriately. Incident Report Forms for students are stored in every classroom, cafeteria, library, labs, MPH and reception, for adults in the Staff Room. A digital copy is kept in SharePoint; Academics>Templates and Forms.
- If hospital treatment is necessary the appropriate forms will be completed by the relevant member of staff and details entered.
- Any reports of verbal or physical abuse in relation to members of staff will also be recorded.

Administration of Medicines

The policy on administration of medicines in school is incorporated into First Aid Policy.

Fire

All staff and students should know what to do in the event of a fire alarm. Visitors should familiarise themselves with the procedure which is in each department of the school and every class. In the event of the fire alarm ringing continuously, please use the appropriate exit to vacate the building. Gather on the School Playing Field.



KAEC Security

If required for any emergency, call 8001180010 and press (9) for emergency. This would normally be at the discretion of the Head, or Deputy Head.

School Security

- The school site is locked during the school day. The main gates are electronic and all visitors are announced to the office.
- The main entrance should be the only route in and out of school for visitors and late arrivals. All visitors should report to the reception.
- All children must be signed in and out of the late register in the office by an adult who accompanies them.
- No child should be allowed to leave school unaccompanied or go for an appointment unless in very exceptional circumstances.
- Any visitors or contractors to school must be signed in. Visitors unfamiliar to staff and children must wear identification. They should be escorted to their destinations. Staff are requested to challenge visitors without badges and be watchful at all times for strangers in school.
- The Pre Prep and Toddlers main exits should be inaccessible from the outside during the day.
- The Site Maintenance Officer is to check this before leaving the site. All staff should be responsible for this when using these doors. These doors are to be locked as soon as the children have gone home. Exceptions are when these entrances are in use for games, playtimes and cleaning.
- Staff are recommended to keep bags and valuables with them at all times unless locked away.
- Parents are requested not to collect children from the class teacher during the day. They must collect their children from the reception and sign them out.
- The class teacher should always be notified if a child is to be withdrawn from school.

Premises

If break-ins or damage occurs to the school, KAEC Security should be notified by the Head, Deputy Head, Bursar or School Owner Representative on every occasion. In an emergency dial 8001180010 and press (9) for emergency. If not an emergency contact the School's Head of Security.



The World Academy
أكاديمية العالم

Ensure the safe movement of vehicles and pedestrians around the school building by providing enough separation between vehicle and pedestrian traffic routes.

All concerns about hazard or risk occurring during the school day should be reported to the Head or Bursar. These may include fire, flood, dangerous equipment or furniture, broken glass, electrical faults, plumbing failure or obnoxious smells.

Risk Assessment

The Head is to be notified of any major risks or hazards. The Leadership and Management Committee consults regularly with the Head on the state of the building and reports to the Governing Board. Staff complete classroom and curriculum Risk Assessments. The Bursar completes all non-teaching Risk Assessments.

Bursar's Office Hours

Staff should notify their Head of School in advance if they are staying late. Only the Head, Deputy Head, Bursar, and Security Company have keys to the school but any member of the Senior Management Team may 'sign out' a set of keys in exceptional circumstances.

Lone working out of school hours should be avoided wherever possible and any member of staff working at school out of hours should always leave details of anticipated times of arrival and departure with the school security. When they arrive in the building they should inform the security guard and their Head of School and also inform them when they leave the site.

All students and visitors to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.