



: Learners Today.. Leaders Tomorrow :

The Gulf English School

Health & Safety Policy

Author: Extended Leadership Team

*This policy applies across all campuses:
GES Gharafa (Infants, Juniors, and Secondary)
GES Bin Omran*

Responsible, Respectful, Resilience

Our Vision

We aim to develop a responsible, respectful, resilient school community, supporting the highest level of personal achievement in a changing modern intercultural world.

V1	We aim to develop a responsible, respectful, resilient school community,
V2	supporting the highest level of personal achievement
V3	in a changing modern intercultural world.

Mission Statements

M1	We provide a high-quality education, focusing on skills, knowledge and application, enabling our community to strive and achieve excellence
M2	We aim to develop a culture of life-long learning, independence, ambition, which is continuously demonstrated by our community.
M3	Our community promotes diversity and global citizenship where individual differences are understood and celebrated.
M4	To drive the development of creative skills and critical awareness in our students.
M5	Our school community provides a safe, supportive, and stimulating learning environment that focusses on the well-being of all
M6	We aim to integrate the use of technology on a day-to-day basis to enhance our teaching and learning.

Our Core Values: The 3 R's

- ✓ **Responsible:** Driven, Ambitious, Achiever
- ✓ **Respectful:** Empathy, supportive, caring, diversity
- ✓ **Resilient:** Risk takers, empowered, committed

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Guiding Principle:

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the cooperation of all personnel (students and adults).

Roles and Responsibilities

The Board of Governors has ultimate control of the school.

They will:

- Decide policy
- Give strategic guidance
- Ensure adequate resources for health and safety are available.
- In their role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The General Manager has overarching responsibility for all aspects of the school and works on behalf of the Governing Body in the implementation of the Health and Safety policy.

The General Manager will:

- Promote a positive and open health and safety culture in the school.
- Report to Governors on key health and safety issues.
- Oversee the work of the Health and Safety committee.
- Liaise with key staff members regarding health and safety issues where necessary

The Health and Safety committee is made up of a group of representatives from each GES campus and other appointed members. The committee facilitates and implements the changes and actions recommended by the General Manager and Board of Governors, along with undertaking the following responsibilities.

- Undertake termly inspections of each building.
- Make recommendations to the Business manager, Senior Management and School Maintenance officer regarding health and safety issues and concerns that need to be addressed.

Senior Leadership team within the school will support the General Manager in her/his role.

They will:

- Ensure risk assessments are accurate, suitable, and reviewed annually
- Deal with any hazardous practices, equipment, or building issues, and report to the General Manager and Site management if the issues remain unresolved.
- Provide a good example, guidance, and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Carry out investigations into accidents along with the onsite school nurse.

The School Maintenance Officer is responsible for day-to-day maintenance and other buildings/grounds issues.

They will:

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- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the General Manager and Health and Safety committee immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Ensure that daily checks of grounds and buildings are carried out to spot any disrepair or other hazards such as broken glass etc. around the school.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances, and manual handling.
- Carry out regular tests of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk areas.
- Ensure, so far as is reasonably practicable, that the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- Ensure that all waste materials from the school are disposed of correctly.
- Liaising with the Health and Safety committee to carry out regular inspections of school premises.

All school staff will:

- Read the Health and Safety Policy.
- Comply with the School's health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise students and advise them on how to use equipment safely.
- Report to their line manager any practices, equipment, or physical conditions that may be hazardous. In accordance with the school rules and procedures of discipline, Students will:
- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of **all staff at all times**, and especially in an emergency.

Arrangements

Health and Safety Policies

Emergency Evacuation and Lock Down:

Each GES campus has its own bespoke emergency and lock down procedure that adhere to the GES emergency evacuation and lock down policy. Critical Incident: A whole school critical incident policy is in place. This has an accompanying document entitled: 'Resource document for dealing with a critical incident'.

Medical Policy and Procedure:

Prevention and Procedures

To ensure that all members of the GES community are safe and secure, the following procedures are undertaken by relevant stakeholders.

These procedures are conducted according to the agreed GES Health and Safety policies.

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1. For ensuring involvement of all members of the school community:
 - Regular Health and Safety Committee meetings to review all relevant issues.
2. For providing children with opportunities to discuss health and safety issues:
 - A programme of PSHE education designed to promote mutual respect, self-discipline, and social responsibility. This includes a programme of health education,
 - Curriculum delivery that promotes the development of Global Citizenship.
 - Student Council meetings in KS2 and Secondary
3. For accident prevention, reporting and investigation:
 - Risk assessments formulated and regularly reviewed.
 - Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
 - Promptness in reporting potential hazards to the Deputy Head and Maintenance Officer who then responds immediately to such reports.
 - Reporting of all accidents to the Deputy Head of each school who follows up on the accident form completed by the nurse.
 - Prompt investigation of all accidents by the Deputy Head and Maintenance Officer (if necessary) to establish cause and adopt remedial measures.
4. For first aid provision:
 - Qualified nurses on each GES campus.
 - Fully stocked first aid boxes in clinics.
 - Notification to parents of any head injury or minor injuries on school medical form.
 - Summoning of an ambulance where necessary by designated GES staff members and arrangements for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of GES staff will accompany the student to hospital.
 - Members of staff with first aid certificates.
5. For fire precautions:
 - A set of regulations for emergency evacuations
 - A termly fire drill which is monitored and forwarded to relevant groups and individuals to examine recommendations.
 - Regular checks of equipment, procedures, and exits by the Maintenance Officer and the Health and Safety committee.
 - Equipment checked annually by Civil Defence.
 - All fire exits clearly marked.
 - Evacuation procedure information in English and Arabic displayed throughout the schools.
 - Risk assessments in place.
6. For the use and control of substances hazardous to health:

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- Storage of such substances clearly labelled and locked in the chemical store, which is not accessible to children.
 - The issue, use, and care of personal protection equipment (e.g. rubber gloves) when necessary.
 - COSHH data sheets are displayed for all chemical substances. These are displayed in the chemical store.
 - Risk assessments in place.
7. For electric safety:
- Careful siting of equipment to avoid trailing leads.
 - School electrician checks all the power outlets around the schools on weekly basis.
 - Annual testing electrical contractors for all portable electrical equipment.
 - Risk assessments in place.
8. For coping with special medical conditions:
- Information given to all teaching/non-teaching/cover staff regarding any special medical conditions of children in school along with the appropriate response that might be required in case of an emergency.
 - Regular liaison between school nurse, staff, and home
 - A requirement that all medicines brought to school are clearly labelled with the child's name, appropriate dosage and frequency of dosage. These are handed to the nurse on duty to the clinic. For administering of medication, please see the school's medication policy and the Administering Medicine form.
9. For ensuring road safety:
- Parking restrictions on the road outside school which are monitored by GES staff on duty.
 - Additional GES staff on duty at peak times to ensure that all students are adhering to the accepted road safety protocol.
 - Annual road safety campaigns undertaken in each section of the school by various members of the school community.
 - A designated road crossing, monitored at peak times by GES staff.
 - Risk assessments in place.
10. For ensuring playground safety:
- School rules which incorporate appropriate behaviour on and around the playground equipment.
 - Staff members on duty throughout the playground monitoring behaviour.
 - Regular inspections and maintenance of play equipment, play areas, and surfaces.
 - Risk assessments in place.
11. For ensuring safety during physical education (PE):
- All PE equipment regularly checked by PE staff members.

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- Close supervision and appropriate rules in place for all lessons. 12. For safety on school trips and outdoor pursuit activities:
- Risk assessments completed for each school trip.
- GES school trip procedures followed with all relevant approvals in place.
- All trips will ensure that the correct student staff-ratio is adhered to, a first aid kit and student contact sheets are taken along, mobile phone details of the accompanying staff are given to Deputy Head of school. (For full details of requirements please see the school's trip policy.)

This Health and Safety policy should be read alongside the following policies:

- GES trips policy
- Lockdown policy
- Critical Incident policy and supporting document
- Medical Policy and Procedure