: Learners Today.. Leaders Tomorrow :

The Gulf English School

Health & Safety Policy

Author: Leadership Team

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

Responsible, **R**espectful, **R**esilience

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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1. Purpose, Scope and Commitment

The Gulf English School (GES) is committed to maintaining a safe, healthy and inclusive environment for pupils, staff, visitors, contractors and other members of its community. This policy applies to GES Gharafa (Infants, Juniors and Secondary) and GES Bin Omran, including activities undertaken off site.
The school manages foreseeable risks proportionately through prevention, supervision, risk assessment, safe systems of work and timely action. This overarching policy should be read with the specific GES procedures listed in Section 16.

2. Regulatory and Inspection Framework

GES follows applicable laws, licences, circulars and directions issued by Qatar's Ministry of Education and Higher Education (MoEHE), Ministry of Public Health (MoPH), General Directorate of Civil Defence and other competent authorities. The British Schools Overseas (BSO) standards, particularly Standard 3 on welfare, health and safety, provide an additional inspection framework; Qatar requirements take precedence where applicable.

The school maintains relevant building, fire safety, clinic and other approvals as applicable, with renewal dates, inspection reports and remedial actions tracked by the responsible operational teams. Ministry requirements and certification arrangements are checked against current notices rather than assumed to remain unchanged.

3. Governance, Leadership and Accountability

The Board, including the Chair and members as constituted by GES, provides strategic oversight and ensures that health and safety risks and resourcing are considered. The General Manager oversees whole-school implementation and reports significant matters to the Board.
Heads of School are accountable for implementing arrangements at their campuses, ensuring effective supervision, staff awareness, incident follow-up and escalation of unresolved concerns. They work with the Health & Safety Committee, business/operations team, maintenance staff and school nurses.

The Health & Safety Committee includes representatives from across GES campuses and other designated personnel. The committee meets regularly and actively reviews health and safety issues and concerns raised through campus reporting arrangements, staff observations, routine inspections, incident and near-miss reports. Matters requiring action are prioritised and referred to the relevant Head of School, Maintenance/Facilities Team, General Manager or other responsible person. Significant or unresolved matters are entered into the Health & Safety Risk Register, with assigned responsibility and target dates. Meeting records capture decisions and the committee follows up progress at subsequent meetings. The committee supports continuous improvement and escalates risks that cannot be resolved at campus level.

The Maintenance/Facilities Team carries out daily visual checks, organises preventive maintenance and statutory or specialist servicing, manages contractor controls and promptly reports hazards. Staff take reasonable care, supervise pupils, follow safety procedures and report concerns. Pupils are taught age-appropriate safety expectations.

4. Risk Assessment and Risk Register

Risk assessments cover relevant premises, activities and groups, including EYFS, pupils with SEND or medical needs, classrooms, science and technology, PE, playgrounds, dining areas, events, trips and maintenance activities. Assessments identify hazards, persons at risk, existing controls, further action, an owner and review date.
Assessments are reviewed at least annually and sooner following an incident, significant change or new risk. Significant hazards and outstanding actions are recorded in the central GES Health & Safety Risk Register, prioritised according to severity and tracked to completion. Interim controls are introduced where a permanent remedy cannot be immediate.

5. Site Inspections, Maintenance and Contractors
The existing GES arrangement is for daily visual checks by maintenance staff, weekly site walks by designated staff and termly formal building inspections coordinated with the Health & Safety Committee. Findings are recorded and escalated as necessary.
Facilities staff maintain records of testing and servicing for fire protection, alarms, emergency lighting, electrical systems, air-conditioning, water systems, lifts (where applicable), playground equipment and other safety-critical assets. The required frequency follows current Qatar requirements, manufacturer recommendations and competent contractor advice.

Visitor and contractor access: All visitors and external contractors report to the security/guards' office on arrival and sign in using the school's smart-device visitor management application. They record their personal details, the purpose of their visit and the person they are visiting. Following registration, they are issued a school visitor identification badge, which must be displayed while on site. Visitors and contractors remain subject to site-specific safeguarding and safety arrangements, including restrictions on access to pupils and controlled areas. Contractors receive appropriate site safety instructions and supervision according to the work undertaken; high-risk work is planned and controlled to minimise risks to pupils and staff. On departure, visitors and contractors return their badge and sign out through the application.

6. Fire Safety, Evacuation, Lockdown and Critical Incidents
Each campus maintains a site-specific emergency plan, evacuation routes, assembly points, accountability procedures and arrangements for persons needing additional assistance. Exits and emergency access routes are kept clear. Staff and pupils receive appropriate instructions; emergency notices are displayed in suitable languages.

GES undertakes and records fire drills at least termly, evaluates outcomes and follows up improvements. Fire alarms, extinguishers and other systems are inspected, tested and serviced in accordance with applicable Civil Defence requirements and the school's maintenance schedule; the policy does not assume that an annual inspection alone is sufficient.

Lockdown, shelter and wider critical incident responses are addressed in the corresponding GES policies. In an immediate emergency, staff contact Qatar emergency services on 999 and follow campus escalation and parent communication arrangements. During a fire evacuation, visitors and contractors must proceed to the designated assembly point and inform the relevant supervising or assembly-point staff that they are safely outside. Visitor sign-in records support checks that those on site have been accounted for.

7. Accidents, Incidents, Near Misses and Reporting

Accidents and first aid treatment are recorded in accordance with the GES First Aid Policy, ordinarily on the same school day. Staff also report hazards and near misses, including events involving adults. Significant incidents are escalated promptly to the Head of School and relevant operational/leadership staff.

The School Nurse or trained first aider provides immediate care within their competence. Campus leadership reviews significant incidents with the relevant nurse and maintenance staff, determines corrective actions and tracks completion. Notifications to parents and any external authority follow applicable law and GES procedures. Safeguarding concerns are referred promptly to the designated safeguarding lead (DSL).

8. First Aid, Clinics and Medical Needs

Qualified, appropriately licensed School Nurses oversee the clinics on GES campuses. GES maintains a current list of recently trained first aiders, who provide immediate first aid when a nurse is unavailable, within the limits of their training. Further first aid training is arranged as required for trips, sports and events.

The GES First Aid Policy governs immediate response, first aid supplies, AEDs, head injuries, ambulance procedures and off-site cover. The GES Clinic and Medical Policy governs health records, individual healthcare plans, prescribed medication, infection prevention, screening and clinical procedures.

Medication is normally administered by the School Nurse in line with the treating doctor's instructions provided by parents and the school's authorisation arrangements. Medicines are held in secure, locked clinic storage, with restricted key access; items requiring refrigeration are stored appropriately in campus clinic refrigerators. Access to storage does not itself authorise medication administration.

9. Infection Prevention, Hygiene and Food Safety

GES maintains appropriate cleaning, hand hygiene, bodily fluid response, clinical waste and sharps arrangements. The Medical Team advises on communicable disease and any required exclusion, reporting or return-to-school measures in accordance with current MoPH/MoEHE guidance.

Dining areas and food provision are supervised and kept hygienic. Food allergy information is shared with staff on a need-to-know basis. GES discourages nut products and follows individual allergy care plans; it cannot guarantee a completely allergen-free environment. Food of uncertain ingredients must not be presented as safe for pupils with relevant allergies.

10. Safeguarding, Inclusion and Accessibility

Safe premises and supervision are part of the school's safeguarding culture. Concerns about neglect, unexplained injury, unsafe collection, inappropriate conduct or other welfare risks are referred through the GES Safeguarding and Child Protection Policy.

Risk assessments and emergency planning take account of EYFS pupils, disability, SEND, temporary injuries, medical conditions and accessibility. Individual arrangements, including personal emergency evacuation plans where needed, are developed with relevant staff and families.

11. Curriculum, Specialist Rooms and Physical Education

Teaching staff check equipment and teaching spaces before use, supervise practical activities and apply suitable subject-specific controls. Science, design/technology, ICT and other specialist activities use appropriate equipment, protective measures, chemical storage and risk assessments.
PE staff check equipment and playing areas, adapt activities for weather and individual medical needs, and apply suitable supervision and injury response procedures.

12. Outdoor Areas, Extreme Weather and Road Safety

Playgrounds and outdoor equipment are checked and supervised, with hazards reported and unsafe equipment isolated until repaired. Outdoor activities are adapted or moved indoors during extreme heat, poor air quality, sandstorms, rain or other unsafe conditions, following current Qatar authority guidance and school risk assessments.
The existing GES practice of providing cool indoor alternatives when temperatures exceed 38°C is retained as an operational trigger, not as a substitute for earlier intervention where humidity, exposure, age or other conditions create risk.
Arrival, dismissal, vehicle access and pedestrian routes are supervised through campus arrangements. Private taxi or ride-hailing collections must follow GES pupil-release verification procedures, including checking the authorised collector and vehicle details as appropriate.

13. Educational Visits, ECAs and School Events

All educational visits and higher-risk events are planned and approved under the GES Educational Visits and Emergency Action Plan procedures and current MoEHE activity requirements. Risk assessments consider transport, supervision ratios, medical needs, emergency contacts, communications, venue hazards and weather.
The trip leader confirms suitable first aid arrangements, access to emergency medication, required equipment and trained personnel. Additional staff training is arranged where identified by the visit risk assessment. Pupil information is shared securely and only with those who need it.

14. Hazardous Substances, Electrical and Water Safety

Chemicals and cleaning products are labelled, stored securely and accompanied by accessible safety data and appropriate handling instructions. GES applies a COSHH-style risk assessment approach as good practice, while complying with applicable Qatar requirements.
Electrical defects are reported and equipment withdrawn from use where unsafe. Portable equipment and fixed installations are inspected or tested on a risk-based and legally appropriate schedule by competent personnel. Water hygiene: GES arranges regular thorough cleaning of campus water storage tanks. Water samples are submitted annually to the Ministry of Public Health for testing as part of the school's health and safety checks. GES retains the Ministry's emailed confirmation of the water testing outcome, including confirmation of suitability for drinking and other intended uses where stated, together with cleaning and testing records. Any adverse result or concern is escalated to school leadership and the Facilities Team for appropriate precautionary and corrective action. Testing and cleaning arrangements are reviewed in line with current Qatar requirements.

15. Training, Consultation, Monitoring and Review

Health and safety information forms part of staff induction, with role-specific training for those undertaking higher-risk tasks. GES retains relevant records of first aid qualifications, fire and emergency drills, contractor inductions, inspections and action follow-up.

The Health & Safety Committee reviews incidents, near misses, emerging hazards and progress against actions. School leadership reports significant risks and resource needs to the General Manager and Board. This policy is reviewed annually, or earlier following material changes, a serious incident or new regulatory direction.

16. Related GES Policies and Operational Records

This policy should be read alongside the GES First Aid Policy; Clinic and Medical Policy; Safeguarding and Child Protection Policy; Educational Visits and Emergency Action Plan; Emergency Evacuation and Lockdown procedures; Critical Incident Policy; SEND/Inclusion Policy; PSHE Policy; and relevant campus operational instructions.

Supporting evidence includes the Health & Safety Committee minutes, risk register, risk assessments, campus inspection records, fire drill logs, Civil Defence and maintenance certificates, incident investigations, first aider register, clinic licences and relevant staff training records.

Appendix A. Accountability and Evidence Checklist

- Health & Safety Committee: records of regular meetings, reported concerns, decisions, allocated responsibilities and follow-up actions.
- Premises: daily checks, weekly walks, termly inspections, defects and corrective actions.
- Risk management: central risk register, assessments, review dates and action owners.
- Emergency readiness: site plans, termly drill reports, staff briefing and emergency equipment servicing.
- Medical and first aid: nurse/clinic licences, first aider register, incident logs and first aid equipment checks.
- Visits and activities: approvals, trip risk assessments, staffing, medical arrangements and incident follow-up.
- Compliance: applicable MoEHE, MoPH and Civil Defence certificates and renewal tracking.

Appendix B. External Regulatory and Benchmark References

- UK Department for Education: British Schools Overseas standards (revised August 2023), particularly Standard 3.
- Qatar MoEHE: Guideline for Public Policies in Private Education Phases (2024); Private School Licensing information and updates.
- Qatar Ministerial Decision No. 40 of 2017 (Executive Regulations of Law No. 23 of 2015), including Articles 17 and 20 concerning school premises and safety.
- Qatar MoEHE: School Activities Guide for Private Schools and Kindergartens (2024).