

Health and Safety Policy

Purpose

The purpose of this policy is to explain how health and safety are managed at Brighton International Academy. It sets clear expectations for teachers and staff, outlines responsibilities and describes procedures used to reduce risks, protect students and respond to emergencies, including evacuation, lockdown, shelter-in-place, emergency alerts, site safety, manual handling and incident reporting.

This policy should be read alongside the school's safeguarding, supervision, emergency, lockdown, site safety and school transport procedures.

Scope

This policy applies to everyone on the school premises and during school activities, including school leadership, teaching and non-teaching staff, students, visitors, parents, volunteers, contractors and service providers. It applies during lessons, break times, arrival, dismissal, events, trips, clubs and any school-led activity on or off site.

Key Principles

- Student safety, wellbeing and safeguarding are everyone's responsibility.
- Risks must be identified early, reported quickly and followed up properly.
- Students must be supervised appropriately during lessons, movement, break times, arrival, dismissal, trips, events and emergencies.
- During evacuation, lockdown, shelter-in-place or an official alert, staff must follow the instructions of the Principal/SLT and keep students calm, supervised and accounted for.
- Student safeguarding concerns must be reported immediately to Ms. Amany Al Sheikh. If she is unavailable, report directly to Ms. Eman Omar or another DDSL. Concerns about school adults must follow Section 14 of the Child Protection and Safeguarding Policy.
- Staff should not ignore hazards, unsafe behaviour, blocked exits, unsafe equipment, site defects or supervision concerns.
- Records should be clear, factual, dated and stored securely.

Definitions

- Health and safety: actions taken to protect people from harm, injury or illness at school.
- Hazard: anything that could cause harm, such as unsafe equipment, blocked exits, spills or poor supervision.
- Risk assessment: identifying hazards, deciding who may be harmed and agreeing control measures.
- Emergency evacuation: leaving the building safely during fire or serious internal danger.
- Lockdown: securing students in safe rooms during a direct threat on or near the school.
- Shelter-in-place: remaining indoors or moving to a safer internal area during an external hazard or official alert.
- Controlled movement: organised movement to a safer area only when directed by SLT or emergency services.
- All-clear: confirmation by the Principal/SLT that the immediate danger has passed.
- Safeguarding concern: any worry that a student may be at risk of harm, unsafe supervision or unsafe adult

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behaviour.

- Contractors: external or internal workers carrying out maintenance, repairs or services at school.

Health and Safety Committee / Responsible Team

The school will maintain a Health and Safety Committee or responsible team appropriate to the school context. The group may include leadership, facilities, medical, safeguarding and staff representatives where appropriate.

- The committee or responsible team will review health and safety matters regularly and after any significant incident, drill, change in procedure or serious concern.
- The group will monitor site safety, accident and incident records, hazard reports, emergency drills, fire safety, risk assessments, contractor safety, staff training and follow-up actions.
- Actions agreed by the committee or responsible team should be recorded, assigned to the relevant person or team and reviewed until completed.
- Urgent risks must be escalated immediately to the relevant leader and should not wait for the next scheduled meeting.

Emergency Evacuation

- Fire exits, alarms, evacuation routes and assembly areas must be clearly marked, accessible and kept clear.
- Emergency evacuation procedures must be shared with staff and practised through scheduled drills.
- Registers must be taken at the assembly point and any missing student, staff member or visitor must be reported immediately.
- Students who need additional support must be considered in evacuation planning.
- Any evacuation issue, blocked exit, unclear signage, alarm concern or hazard must be reported and reviewed promptly.

Fire Safety and Civil Defence

- The school will follow applicable Qatar Civil Defence requirements and maintain appropriate fire safety arrangements.
- Fire alarms, extinguishers, emergency lighting, evacuation diagrams, exits and routes must be checked as part of site safety procedures.
- Fire exits, corridors, stairways and escape routes must never be blocked by furniture, displays, bags, storage or equipment.
- Staff must know the nearest exit routes, assembly point and procedure for supporting students during an evacuation.
- Concerns about fire equipment, alarm systems, evacuation maps or blocked routes must be reported immediately.

Emergency Alert, Shelter-in-Place and Controlled Movement

This section applies during any official Qatar National Alert System message, siren, Ministry/Civil Defence instruction, nearby emergency, explosion, suspected falling debris, chemical/pollution concern, severe external hazard or other incident affecting the school site.

- Brighton International Academy will follow instructions issued by Qatar authorities, including the Ministry of Interior, Civil Defence, Ministry of Education and Higher Education and emergency services.
- Internal danger, such as fire, smoke, gas smell, chemical spill or unsafe structural damage inside the building, usually requires evacuation or controlled movement away from the danger.
- External danger, such as a siren, Ministry alert, suspected falling debris, shrapnel, nearby emergency or unsafe outdoor condition, usually requires shelter-in-place and keeping students indoors.
- If the situation is unclear, staff must begin the safest immediate protective action, usually shelter-in-place, and wait for SLT/security/emergency services to confirm the next instruction.

Safe areas may include internal corridors, internal classrooms, covered internal areas and other SLT-identified safe zones away from windows, glass, external walls, exposed entrances and open-roof areas.

- Outdoor fire assembly points must not be used during falling debris or external danger unless directed by the Principal/SLT or emergency services.

Immediate actions during a siren, Ministry alert or official warning:

1. Stop lessons, play, transitions, assemblies, clubs and non-essential movement immediately.
2. Use calm, short instructions, such as: "Stop, listen, stay with me, move calmly."
3. If students are outside, bring them quickly and calmly to the nearest safe internal covered area using the shortest safe route.
4. If students are inside, keep them inside and move them away from windows, glass doors, external walls and exposed entrances.
5. Take the register/headcount and report missing, extra or injured students to SLT through the agreed communication route.
6. Students must not be sent alone to toilets, offices, reception or other rooms during the active alert.
7. Do not allow students or staff to film, photograph, post on social media, gather near windows or touch any unknown object/debris.
8. Visitors, contractors and parents on site must be directed to the nearest safe internal area and remain with school staff.
9. If buses are on school grounds, students should be moved to the nearest safe internal covered area if this is safer than remaining on the bus.
10. No one leaves the safe area until an official all-clear or controlled movement instruction is confirmed by the Principal/SLT.

After the all-clear:

- Facilities/security must check routes, entrances, classrooms, toilets and outdoor areas before students are moved.
- Teachers must complete final headcounts and report any injuries, distress, missing belongings or student concerns.
- Parent communication must confirm whether normal dismissal, delayed dismissal, staggered collection or transport changes will apply.
- An incident review must be completed to identify any improvements required.

First Aid and Medical Support

- A qualified school nurse is available during school hours and trained first aiders are appointed where required.
- First aid kits are available in key areas and checked regularly.
- All accidents, injuries and medical incidents must be recorded clearly and parents contacted where needed.
- Medication is only given in line with school procedures and parent/guardian authorisation.
- Unexplained, repeated or concerning injuries must be reported to the DSL or a DDSL.

Medical Conditions and Allergies

The school will take reasonable steps to support students with known medical needs or allergies. Staff should follow the information shared by the school and must not make independent medical decisions outside their role.

- Parents/guardians are expected to inform the school of relevant medical conditions, allergies or medication needs.
- Where needed, the school may agree suitable care or support arrangements with parents/guardians and relevant staff.
- Emergency medication or student medication must be stored, accessed and administered only in line with school procedures.
- Staff must report any concern about a student's medical presentation, repeated injury, allergic reaction or pattern of absence/injury to the relevant leader, nurse or safeguarding team as appropriate.

Infection Control and Illness

Students and staff should not attend school when they are unwell in a way that may affect their own wellbeing or the wellbeing of others. The school may send a student home if they become unwell during the school day.

- Children should be kept at home or may be sent home for symptoms such as fever, vomiting, diarrhoea, contagious illness, unexplained rash, conjunctivitis or other symptoms of concern.
- Return to school should follow school guidance, medical advice where required and any relevant public health or Ministry guidance.
- Staff must encourage good hygiene, including handwashing, safe disposal of tissues/waste and reporting of spills or bodily fluids.
- Cleaning or bodily fluid incidents must be reported so that the correct cleaning and safety procedures can be followed.

Safeguarding and Child Protection Link

- If a health and safety issue creates a student safeguarding concern, staff must report immediately to Ms. Amany Al Sheikh, or to Ms. Eman Omar or another DDSL if she is unavailable. Concerns about school adults must follow Section 14 of the Child Protection and Safeguarding Policy.
- Staff must not investigate, question the student in detail or promise confidentiality.
- Staff must listen calmly, record facts and use the school safeguarding reporting procedure. Reporting must be immediate and must not be delayed until the end of the day or until the written record is complete.
- Examples include unexplained injuries, disclosure of harm, neglect concerns, bullying, unsafe adult behaviour, unsafe student supervision, online safety concerns or concerns about a visitor/contractor.

Site Safety and Supervision

- Staff must wear their school identification lanyard while on the school premises.
 - Parents/guardians must present their school-issued parent lanyard at the entrance before being permitted access. Each family is issued two parent lanyards.
- Checks should be carried out to identify hazards in classrooms, corridors, stairs, toilets, playgrounds and shared areas.

Staff must actively supervise students during lessons, transitions, break times, arrival and dismissal.

Hazards such as spills, broken equipment, damaged furniture, unsafe displays, exposed wires, blocked exits or unsafe play must be reported immediately. Floor monitors have the log book and will follow up with the maintenance supervision to ensure it is fixed in a smooth and timely manner.

Toilets, nurse visits and movement around school must follow the school's supervision and hall pass procedures where applicable.

- Staff should challenge or report unsafe behaviour, unknown adults, unsupervised contractors or students in the wrong area.

Visitors and Contractors

- All visitors and contractors must sign in at reception, wear the school-issued visitor lanyard while on site and follow school instructions.
- Contractors must be supervised or monitored as appropriate and must not have unsupervised contact with students.
- Visitors and contractors must not take photographs, request personal contact details or interact with students unless authorised by the school.
- Tools, chemicals and equipment must be stored safely and personal protective equipment must be used when required.
- Any concern about a visitor or contractor's conduct must be reported directly and immediately to Ms. Eman Omar, Principal/DSL. Concerns involving Ms. Eman Omar must follow the CEO/designated Board Member route without informing her.

Workplace Safety

The school environment must be kept safe, clean, organised and suitable for students, staff, visitors and contractors. Good housekeeping reduces slips, trips, falls, fire risk and supervision concerns.

- Classrooms, corridors, stairways, toilets, playgrounds, offices, staff areas, storage areas and shared spaces should be checked regularly for hazards.
- Floors, carpets, tiles, doors, gates, windows, glass panels, ceilings, walls, lighting, AC units, furniture, displays, sockets, cables and outdoor equipment must be reported if damaged or unsafe.
- Emergency exits, fire routes, corridors, stairways and access points must be kept clear of bags, furniture, displays, boxes, storage, cleaning equipment and other obstacles.
- Spills, leaks, wet floors, broken glass, damaged furniture, exposed wires, pest concerns or unsafe equipment must be reported immediately and isolated where needed.
- Electrical equipment should be used safely. Sockets must not be overloaded, trailing cables should be avoided, and faulty plugs, wires or devices must be removed from use and reported.
- Storage areas must be organised so that heavy items are not stored unsafely at height and materials do not fall, block routes or create fire risks.
- Staff working at desks or screens should use safe seating and avoid poor posture, trailing wires or cluttered workspaces where possible.
- Facilities/site staff should record maintenance issues, prioritise urgent hazards and confirm when actions have been completed.

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- Areas that present a serious risk must be restricted or closed until they have been made safe.

Manual Handling

Manual handling includes lifting, carrying, pushing, pulling, moving or supporting items such as boxes, furniture, resources, equipment, displays or deliveries. Staff must not place themselves, students or others at unnecessary risk.

- Staff should assess the task before lifting or moving anything: check the weight, size, route, distance, grip, floor surface and whether help or equipment is needed.
- Heavy, awkward, unstable or high-level items should not be moved alone. Staff should ask for help from the facilities/site team or another adult where needed.
- Trolleys, suitable equipment or team lifting should be used where available.
- Staff should avoid twisting, rushing, carrying items that block vision, lifting above shoulder height or moving items across crowded student areas.
- Students must not be asked to move heavy, sharp, unsafe or awkward equipment.
- Furniture and displays should be moved only when safe to do so and should not block exits, routes, doors or supervision lines.
- Any injury, near miss, unsafe storage or manual handling concern must be reported and recorded.
- Higher-risk moving tasks should be risk assessed and planned in advance.

Trips, Events and Off-Site Visits

- Trips, events and off-site visits must be planned in advance and approved in line with school procedures.
- Staff must know who is responsible for registers, first aid arrangements, emergency contacts, student grouping, toilet supervision and collection/dismissal arrangements.
- Students must be supervised throughout the activity and staff must follow school procedures if a child is missing, injured, unwell or at risk.
- Any incident, near miss or concern during a trip or event must be recorded and reviewed.

Weather, Heat, Dust, Rain and Air Quality

The school will consider weather and air quality conditions when deciding whether outdoor activities, PE, break time, trips or events should continue, be adjusted or move indoors.

- Leadership or the delegated staff member may check weather, heat, dust, rain, wind or air quality information and decide appropriate actions.
- Actions may include indoor break, reduced outdoor play, changes to PE, postponing outdoor activities, additional water breaks, shaded areas, parent communication or early collection where appropriate.
- Students should be encouraged to drink water regularly, especially during hot weather and physical activity.
- Staff must be alert to signs of heat stress, breathing difficulty, dehydration, slips during wet weather or reduced visibility during dust/wind.
- Parents should be informed when significant changes affect the school day, outdoor provision, trips, events or collection arrangements.

Missing Child Procedure

If a child is believed to be missing, staff must act immediately, calmly and in line with school safeguarding and security procedures.

- Keep calm and ensure the remaining students are supervised safely.
- Inform the nearest member of leadership and security/reception immediately.
- Check registers, toilets, nurse room, playgrounds, classrooms, specialist rooms, common areas and any likely route or location.
- Secure gates/exits and check whether the child has been collected, signed out, moved to another activity or taken to the nurse.
- If the child is not found quickly, leadership will decide the next steps, including parent contact and further escalation where required.
- The incident must be recorded and reviewed to identify any supervision, communication or site safety improvements.

Hazardous Substances

Hazardous substances include cleaning chemicals, maintenance materials, science materials, sprays, paints, solvents or any substance that could cause harm if misused. These must be managed safely and kept away from students unless used as part of a planned, supervised activity.

- Chemicals and hazardous substances must be stored securely, labelled clearly and accessed only by authorised staff or contractors.
- Staff must follow safety instructions, use personal protective equipment where required and report spills, leaks or unsafe storage immediately.
- Tools, cleaning equipment, maintenance materials and science equipment must be stored safely before, during and after use.
- Contractors are responsible for safe use and storage of their equipment and substances and must follow school instructions.
- Students must not be left unsupervised with hazardous substances, tools or specialist equipment.

Accident, Incident and Hazard Reporting

- Accidents, incidents, near misses and hazards must be recorded and followed up by the relevant staff member or leader.
- Serious incidents must be escalated to the School Principal or relevant member of leadership and, where safeguarding is involved, to the DSL or a DDSL.
- Records should be factual, dated, stored securely and reviewed to identify patterns or required improvements.
- Staff should report small hazards as well as serious concerns, as early reporting helps prevent harm.

Roles and Responsibilities

All staff have a role in keeping students safe. Specific responsibilities may vary by role, but the expectations below apply across the school, including during evacuation, lockdown, shelter-in-place, emergency alerts, trips and daily site safety routines.

Role	Responsibility
School Principal / Leadership Team	Oversees health and safety practice, ensures staff understand expectations, supports training, monitors safe practice and makes decisions during emergencies or serious incidents.
Health and Safety Committee / Responsible Team	Reviews hazards, incidents, drills, risk assessments, site checks, contractor safety and improvement actions. Actions are recorded and followed up.
DSL / DDSL	Leads safeguarding follow-up where a health, safety, supervision or wellbeing concern may involve child protection. Ensures concerns are recorded, reviewed and escalated in line with safeguarding procedures.
Facilities / Site Team	Completes site checks, reports and responds to hazards, manages safe storage and supports fire safety, contractor monitoring and site maintenance procedures.
School Nurse / First Aiders	Provide first aid, maintain first aid equipment, record medical incidents and alert leaders where there is a concerning pattern, injury or safeguarding concern.
Trip / Event Leaders	Complete risk assessments, confirm supervision arrangements, consider medical and safeguarding needs and brief staff before the activity takes place.
All Staff	Follow school procedures, supervise students actively, report hazards, record incidents, support emergency procedures and report safeguarding concerns immediately.
Students, Visitors and Contractors	Follow school safety instructions, use the site responsibly, wear identification where required and report any concern to a member of staff.
Reception / Administration	Maintain visitor records, support authorised communication, provide registers or contact information where directed, and ensure no unauthorised dismissal during an active incident.

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Security / Transport Staff	Secure gates and entrances where safe, report hazards or unauthorised access, supervise students on buses or school grounds, and follow Principal/SLT or emergency service instructions.
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Policy Management and Review
• This policy will be reviewed annually, or sooner after a serious incident, safeguarding concern, emergency drill, lockdown, shelter-in-place activation, site safety issue, accident trend or relevant guidance change. • Records of accidents, incidents, hazards, drills, risk assessments, training, site checks and actions will be stored securely and used to improve procedures, training and student safety. • Staff are expected to read, understand and follow this policy and linked procedures.