



HEALTH AND SAFETY POLICY

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Policy owner:	Head of Health, Safety and Security
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DOCUMENT CONTROL TABLE

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Health and safety policy statement

This policy meets the requirements of the UK's Health and Safety at Work Act 1974, the management of Health and Safety at Work Regulations 1999 and Qatar's Labour Law (Law No. 14 of 2004) that outlines broad employer responsibilities to provide safe working conditions, protect workers from hazards, and ensure necessary precautions. Health and Safety is a key line management responsibility, and the college is committed to ensuring that it is an integral part of core management activity.

Statement of intent

The Board of Governors and the Principal accept their collective responsibility for health and safety leadership at Doha College and understand their duties under the and other related statutory provisions. The College aims to achieve the highest possible standards of awareness and attention to all matters of safety, health and welfare, at all levels of the organisation. The College will comply with all relevant legislation as a minimum and will adopt the nationally recognised "Safe Learner Concept" and where possible, to apply "Best Practice" guidelines. The College will also comply with any health & safety requirements of the State of Qatar. The day-to-day management of safety is delegated to the Head of Health & Safety, Security and Special Projects (HSSSP) and copies of this Policy and all health and safety procedures are available from the HSSSP.

The Board of Governors will ensure, as far as is reasonably practical, that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All equipment on the premises is safe to use.
- Appropriate safe systems of work exist and are maintained, including those for off-site visits.
- Sufficient information, instruction, training and supervision are available and provided.
- Arrangements exist for the safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

The College acknowledges the legal responsibilities placed upon it and will encourage a high level of awareness of health and safety amongst its staff, learners, visitors and contractors. To this end, the College, via the Board, will continue to make available suitable resources and competent technical health and safety support and advice, including training to ensure staff and pupils are supported, remain competent to fulfil their health and safety duties and understand their responsibilities. It is noted however staff, contractors and pupils are also responsible for their own safety and that of others.

Mr David Tongue
Principal

Mr Eduardo Vieira
Chair of the Board of Governors

FIRE AND EMERGENCY EVACUATION PROCEDURES

Staff members should be aware of the risks associated with fire and be completely knowledgeable about escape routes and evacuation procedures.

Automatic sensing and warning systems in all buildings report defects to the fire panel located within the C3 Building. Fire alarms will be tested when the school is closed and during scheduled times during school operations. Any false alarms or fire incidents are reported to the HSSSP. In addition, the FM will record all false alarms and alarm testing.

Around the school, there are a variety of fire extinguishers, including powder and CO2 extinguishers near potential electrical fire hazards. Only fire extinguishers that adhere to NFPA and Civil Defence rules are kept on-site at the school; this will be managed by the Contractor with oversight of the responsibility of the HSSSP.



Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments for the premises will be reviewed annually. Emergency evacuations are practised at least once a term.

Fire alarm testing will take place every weekend, conducted by the contractor. New employees will conduct a health and safety introduction by the Head of Health and Safety and receive instruction on how and where to evacuate during an emergency.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by trained staff only.

- Staff and pupils will congregate at the assembly points. These are the MUGA area for Primary pupils and 3G Pitch for Secondary pupils.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register.
- The Front Office will take a register of business support staff, teaching and educational support that are not with pupils.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Personal emergency evacuation plans (PEEPs) will be developed for each person with a disability and instructions on how to evacuate will be given.

Emergency Evacuation Procedures can be found in Appendix 1.

A Fire Safety checklist can be found in Appendix 2.

A Personal Emergency Evacuation Plan Form can be found in Appendix 3.

FIRST AID AND MEDICAL PROVISIONS

These provisions should be read in conjunction with the Nursing Policy.

The school maintains full medical services during the school day, including during co-curricular activities.

The School Clinics are the immediate centre for medical and first aid treatment during term time. AEDs are in the Primary and Secondary First Aid Clinics, main reception, C2 main hallway, hallway to the primary pool in C1 and the P5 atrium.

Please note:

- First Aid is available in the School Clinics, administered by the school nurses.
- Accidental reporting procedures as well as other medical related procedures are to be kept updated.
- Arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising member of staff, in accordance with school procedures.

ROLES AND RESPONSIBILITIES OF A FIRE WARDEN

Fire Wardens support the Head of Health, Safety, and Security (HSSSP) by:

- Establishing effective emergency procedures.
- Assisting with fire drills and evacuations.

- Ensuring safe evacuation of all individuals, including those with mobility needs.
- Conducting routine fire safety checks.

KEY DUTIES OF A FIRE WARDEN

- To support the HSSSP in establishing and enhancing efficient emergency procedures.
- To assist in preventing emergencies by monitoring the adequacy of the fire risk control measures.
- To inform staff and pupils about the potential fire risks present at school.
- To provide guidance to staff, pupils, and visitors on what to do in the event of a fire emergency.
- They must be knowledgeable with all fire emergency exits and escape routes from their work location to help the head of health, safety, and security manager during a simulated fire evacuation drill to evaluate the effectiveness of emergency plans.
- To ensure that everyone from the school is registered during an evacuation.
- In the event of an emergency, to assist everyone in the school, including those with special requirements, such as enabling someone in a wheelchair to leave.

If the fire alarm is sounded, Fire Wardens have a duty of care to assist in the safe evacuation of all workplace occupants including visitors and to ensure that their designated area has been cleared.

DURING AN EVACUATION, FIRE WARDENS NEED TO:

- Direct everyone to leave the workplace/building using all appropriate routes and exits, (avoid inappropriate exits, such as lifts)
- Check all accessible spaces in their area, including bathrooms and toilets, to make sure everyone has evacuated – this should be undertaken whilst exiting the area so as not to expose themselves to unnecessary risks or delays.
- Close windows and doors behind them to isolate any spread of fire.
- Guide everyone to the designated fire assembly area and assist in confirming that everyone has arrived safely.

COMPETENT PERSON (HSSSP)

Doha College will appoint a competent person to carry out the following duties:

- Carry out risk assessments.
- Advise Fire Marshals
- Assist with fire drills.

DOCUMENTATION & RECORDS

Doha College documents and keeps records to prove that Doha College has acted responsibly. The following records will be kept in good order, up to date and available for scrutiny at any time:

- This fire safety policy
- Fire evacuation procedures
- Copies of all risk assessments
- Records of all fire training
- A record of all fire drills (at least one per term) listing all attendees, evacuation times and any comments
- Records of weekly tests of fire alarms, final fire exits
- Record of annual inspection and testing of all firefighting equipment
- Records of periodic tests of emergency lighting
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- Records of inspection, risk assessments and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety
- Records of any unwanted alarm activations and action taken
- Plans of Doha College Buildings

DUTIES OF THE STAFF

Staff includes all employees and contractors working at Doha College.

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully in complying with any procedures that Doha College may introduce as a measure to protect the safety and well-being of all staff and visitors.

COMMUNICATION

Doha College will ensure that any person it employs (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. A fire safety briefing will form part of the induction training for new members of staff.

We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

PROCEDURES

Doha College has introduced the following procedures to maintain high standards of fire safety:

- The fire evacuation procedures will be practised at least 3 times annually on the campus.

- All staff will be given training, including a fire safety briefing as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any changes that may affect fire safety. All training will be provided during normal working hours as far as reasonable. It is College policy that key staff will be trained in the use of fire extinguishers and fire blankets whether or not they have been given specific fire-fighting duties.
- All escape routes will be established, always kept in good working order and free from obstruction and combustible materials. Operation of fire exit doors will be tested and recorded in the fire log on a quarterly basis.
- Firefighting equipment will be provided. In general, this means fire extinguishers and hoses, but additional provision of fire blankets or hoses may be made where deemed appropriate by the findings of a risk assessment.
- All fire related equipment will be regularly serviced and maintained by a competent person or contractor. If any member of Doha College notices defective or missing equipment, they must report it to the competent person.
- All available technological solutions to fire prevention will be examined by Doha College and innovative practices and equipment will be adopted as appropriate.
- An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the relevant risk assessment. Alarm systems will be tested regularly.
- Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the relevant risk assessment.
- The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of a regular maintenance schedule. All staff are required to ensure that any fire door provided always remains closed.
- Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g., emergency lighting, fire doors etc.
- Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate the emergency exit routes.
- In the normal course of their work, cleaning and facilities staff will make it their business to ensure that pupils, staff, visitors, and other users of Doha College buildings keep exits and lobbies clear of debris, furniture etc., that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.

RISKS ASSESSMENTS

The competent person will make, record, review and, where applicable, revise Fire Safety Risk Assessments at regular intervals in accordance with the order. They should also be carried out if there has been any significant change in the physical layout of a building or staircase or a change of use. The Fire Safety Risk Assessments must take into consideration everyone who may come onto the college premises, whether they are employees, visitors, or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.

Heads of departments, subjects, and years have a duty to identify all hazardous substances and other potential or actual hazards and to make this information available to those who carry out the risk assessments.

A 'five step' approach will be taken as follows:

- Step 1: Identify potential fire hazards in the workplace.
- Step 2: Decide who might be in danger, in the event of a fire, in the workplace or while trying to escape from it and note their location.
- Step 3: Evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks (e.g., by improving the fire precautions).
- Step 4: Record findings and details of the action taken as a result.
- Step 5: Keep the assessment under review and revise it when necessary. The policy statement will be regularly reviewed and updated as necessary.

EXTREME WEATHER

Doha College takes proactive steps to ensure the safety of pupils and staff during extreme weather conditions. A colour-coded system is used for heat-related procedures:

- **Green Stage (Below 40°C):** Normal activities proceed with shaded areas available.
- **Red Stage (40°C to 42.9°C):** Primary pupils remain indoors; Secondary pupils may use shaded areas.
- **Extreme Stage (43°C or above):** All outdoor activities are suspended.

Lightning, sandstorms, and heavy rain conditions are monitored closely, and adjustments are made to ensure safety.

There are clear procedures which are put in place during periods of hot weather and high humidity (typically between May to July and September to October) and extreme weather conditions.

- To ensure the health and safety of all pupils, staff, and other people on campus during periods of extreme weather.

- To ensure a balance between the need to reduce exposure to extreme weather but also the need for people to move around and have a break from the classroom environment in order to maximise their readiness for the learning process.

GUIDELINES ON HOT WEATHER PROCEDURES

Hot Weather procedures are based on a system of green, amber, and red stages. Each colour corresponds to measurements on the Humidex chart. Humidex relates to the combined effect of heat and humidity on physical activity and is drawn from the Wet Bulb Globe temperature scale. The wet-bulb globe temperature (WBGT) is a type of apparent temperature used to estimate the effect of temperature, humidity, wind speed (wind chill), and visible and infrared radiation (usually sunlight) on humans. It is used by industrial hygienists, athletes, and the military to determine appropriate exposure levels to high temperatures.

Doha College provides facilities to enable people on the campuses to learn and work effectively in hot conditions. This includes air-conditioned learning environments, shaded break areas and supplies of drinking water.

As a general principle, all staff should promote the following acronym with all pupils.

Seek the Shade

Hats on Heads

Act Slowly

Drink Plenty and Often

Enjoy the Shade

All children in primary school must wear a hat if exposed to direct sunlight. Staff must reinforce the **No Hat, No Play rule**.

During periods of hot weather, the Head of Health & Safety (HSSSP) will ensure that temperature will be taken at specific times and key areas of the school site, during the school day and communicate to staff through email.

STAGES

GREEN STAGE - Temperatures up to 40

- pupils go out to break as normal.
- They will be encouraged to use the shaded seating areas whilst eating and have an opportunity for exercise.
- External PE lessons and trips to outdoor venues will be at this stage.

RED STAGE - Temperatures above 40

- During the red stage Primary pupils must remain indoors.

- Indoor, air-conditioned spaces will be made available wherever possible for pupils to go to as a break from their classroom.
- It may be necessary, on occasion for pupils to remain in class, however they will have a break from normal lessons.
- Secondary pupils will be allowed to remain indoors; however, they may sit outside if they so wish (shaded areas only).
- The external library courtyard will be available for eating during break times.
- At the Red stage then no PE lessons should be outside.
- There should be no trips in Qatar planned at the Red stage even to internal venues.

EXTREME STAGE - Temperatures above 43

- Please note that only secondary pupils, with the permission of SLT, will be permitted to sit outside if exceptional conditions arise.

PE LESSONS

These are implemented throughout the year:

- No Primary pupils are allowed to take in outdoor activities without a hat.
- Drink and rest stops can be taken at any point of the lesson providing it is not a period of direct instruction and teaching, unless the need is there i.e., once instructions have been given, pupils are permitted to go to a shaded area, have a drink and rest, before returning to continue with the activity. A drink and rest break will be given every 15 minutes for all Primary pupils to ensure they have all had a break and a drink.
- For Secondary pupils timing may vary due to the length of the lesson, but in general practice most pupils will follow the procedure outlined above.
- PE staff should monitor the condition of pupils and take appropriate action in order to ensure their safety and well-being, should a student feel unwell, they can go immediately to the school nurse or rest for further periods if they feel the need to do so. It may be necessary, under certain circumstances for a student to remain where they are and the nurse to assess their medical condition prior to the student being moved.
- pupils who are not taking a practical part in the lesson for any reason are to remain indoors unless there has been communication to the contrary from parents.

HEALTH & SAFETY

Children who appear to have a low tolerance to heat resulting in heat related illness will be monitored carefully and a medical protocol put in place if deemed necessary by a school nurse. In these circumstances a school nurse will circulate the protocol to the student's parents and the class or form tutor. The school nurses will monitor the number of heat related illnesses. This information will be used to monitor the existing policy and identify trends which may require further investigation or action.

LIGHTNING/THUNDERSTORMS

The HSSSP will consider the following guidelines and will communicate to all staff:

- If the weather forecast is for possible thunderstorms/lightning, remain vigilant for approaching storms and/or changing or rapidly deteriorating conditions.
- If you see lightning, apply the “30– 30 Rule”. Count the time from seeing lightning to when an accompanying thunderclap is heard, if less than 30 seconds (storm is less than 10 kms away) go immediately indoors.
- Wait 30 minutes after the last thunderclap before continuing activity in an open area. Hearing thunder means that lightning is likely to be within striking range.

HEAVY RAIN/WIND GUSTS/SANDSTORMS

The HSSSP will consider the following guidelines and will communicate to all staff:

- In the event of heavy rain or a sandstorm, if the conditions such as the safety of the playing surface or student welfare are deemed unsafe, then activities should initially be suspended.
- If the conditions improve, i.e., rain stops or eases, to what is considered a safe level and the playing surface can be cleared or has drained sufficiently to enable activities to recommence, activities should then be completed.
- This may also require a modification of existing rules regarding the durations of the activity.

INTRUDER PROCEDURES

In case of an intruder alert:

- A continuous bell (10+ seconds) signals a lockdown.
- Staff should check emails for instructions.
- Parents will be informed promptly but should avoid contacting the school directly during an incident.
- Staff and pupils should remain in secure locations until given clearance.

This is to ensure that the school community knows how to react should an intruder alert be sounded to protect the community when it is believed there is an individual or group on campus with ill intent towards a member or members of the DC community.

This applies to everyone on campus, which includes but is not limited to pupils, staff, parents, carers, and visitors.

We aim to:

- To provide a safe and secure environment for our pupils, staff, and visitors.
- To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

The intruder alert applies when members of the DC community need to be directed to remain fixed in a location or to move from it to an area directed by appropriate staff in the event of an incident.

COMMUNICATION BETWEEN PARENTS AND DOHA COLLEGE

In the event of an intruder alert, the incident will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

- Are given information as and when possible as the school understands the concern that they have for their son's or daughter's welfare.
- Do not need to contact the school, because doing so could tie up telephone lines that are needed for contacting emergency service providers.
- Do not need to contact their child(ren) as it may alert an intruder to their location and put them at risk.
- Avoid going to the school, as their presence there might make it more difficult for emergency personnel to reach the building and might also put themselves and other people in danger.
- Wait for the school to get in touch with them and let them know when it is safe for them to come to collect their son or daughter as well as the location from which they should collect them.

COMMUNICATION BETWEEN INTRUDER MANAGER AND STAFF

All staff are requested to ensure that they can access their emails when the intruder signal is activated. This will allow staff to stay informed on the latest updates and receive any additional instructions that may be necessary. It is important to stay updated and prepared during times of emergency, and reliable communication channels such as email can play a crucial role in achieving this.

LOCK DOWN SIGNAL

A continuous bell (for 10 seconds or more) will serve as the signal to highlight to all members of the community that there is an intruder alert.

INTRUDER PROCEDURES

As part of safeguarding requirements all visitors to school must first register at the security office and receive a "Visitors' Lanyard" to be worn and clearly displayed.

If a member of staff is confronted by an intruder, or they see someone they believe may be an intruder, they should immediately:

- Challenge the intruder (verbally to ascertain who they are and what their intentions are; only physically if they believe there is an imminent threat to a member of the DC community).
- Report the matter to Security (5586 7856).

The staff member should not leave the intruder as their location may become unknown. They should attempt to direct the intruder to the nearest member of the Security Team, noting all gates are manned during the school day, and where possible escalation should always be avoided. The use of casual conversation and/or body language to calmly direct the situation is to be adopted whenever possible.

If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point, back away slowly and leave the area and as soon as is safe to do so, reporting the situation and location to the Security (5586 7856) immediately and then the Police (calling 999); only remain within sight of the intruder if you believe it is safe to do so.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Doha College adheres to the *COSHH Regulations 2002* and ensures:

- Proper storage and labelling of hazardous substances.
- Risk assessments for all hazardous materials.
- Disposal in accordance with legal requirements.
- Staff training on handling hazardous substances.

Doha College will take appropriate measures to protect employees, pupils and other persons who may be exposed to substances hazardous to health, that are generated out of, or are used in connection with, any activity under the control of the College.

Doha College shall do all that is reasonably practicable to comply with the UK's Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended 2016) together with any other regulations referred to in the COSHH Regulations.

The College will work to UK law on this matter unless Qatari law exceeds the UK regulations.

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals.
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases

- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Heads of Department and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Doha College undertakes to assess the risks to health from possible exposure to any hazardous substances. Work which exposes employees or pupils to risk from substances hazardous to health is prohibited, unless, following a suitable and sufficient assessment of the risks created by the work, the risks to health are reduced to an acceptable level.

The purpose of a COSHH assessment is to prevent or control exposure to substances hazardous to health. Assessments shall be carried out by a competent person who is familiar with the relevant legislation and has a detailed knowledge of the process.

All chemicals should be stored in an access-controlled storage area with the capability to log persons who enter and at what time. Any containers containing liquid chemicals should be stored in a bonded anti spill wall and stored on plastic pallets off the floor.

Heads of Department are required to establish and monitor the operation of systems to provide and maintain any control measure, personal protective equipment, or any facility required by the regulations within their departments.

Line managers and supervisors of pupils must ensure that staff and pupils are familiar with relevant safe handling advice and guidance, including, where appropriate, information, instruction, and training about the risks of substances in use and the precautions to be taken, and that risk assessments and Substance Hazard Data Sheets, and all appropriate protective measures are in place.

Staff and pupils must follow all safe working practices, guidelines and instructions and use any control measures in the correct manner. Defects discovered in any control measure, device or facility, or any item of personal protective equipment must be reported promptly to the Head of Health and Safety.

GAS SAFETY

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Woqod licensed contractor.
- Gas pipework, appliances and flues are to be regularly maintained.
- All rooms with gas appliances are to be checked to ensure they have adequate ventilation.

LEGIONELLA

A water risk assessment has been completed by the contractor who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book.

This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following:

- Prevention of release of aerosols or water spray.
- Avoidance of water temperatures that encourage proliferation.
- Avoidance of stagnation.
- Avoidance of materials that harbour bacteria or provide nutrients.
- Cleanliness and maintenance of the system.
- Water Treatment.
- Safe operation and maintenance.

EQUIPMENT

- All equipment and machinery are maintained in accordance with the manufacturer's instructions; maintenance schedules outline when extra checks should take place, and these checks are recorded when carried out.
- When new equipment is purchased, it is checked to ensure it meets appropriate standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

ELECTRICAL EQUIPMENT

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Head of Health & Safety immediately. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

PE EQUIPMENT

- pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus is to be reported to the Facilities Manager.

DISPLAY SCREEN EQUIPMENT

All staff who use computers daily as a significant part of their normal work should have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time without a break being possible.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

SPECIALIST EQUIPMENT

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage, and replacement of oxygen cylinders.

LONE WORKING

Lone working may include:

- Late working.
- Home or site visits.
- Weekend working.
- Site manager duties.
- Site cleaning duties.
- Working in a single occupancy office.
- Remote working, self-isolation and/or remote learning.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker must ensure they are medically fit to work alone.

CCTV

The purpose of this is to regulate the management and operation of the Closed-Circuit Television (CCTV) System at Doha college. It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the school and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the system). The system is administered and managed by the school, who act as the Data Controller.

The school's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the school believes these purposes are all within its legitimate interests. Data captured for the purposes stated below as objectives will not be used for any commercial purpose.

OBJECTIVES OF THE SYSTEM

- To protect pupils, staff, volunteers, contractors, visitors, and members of the public regarding their personal safety.
- To protect the school buildings and equipment, and the personal property of pupils, staff, volunteers, contractors, visitors, and members of the public.
- To support the local authorities and community in preventing and detecting crime and to assist in the identification and apprehension of offenders.
- To monitor the security and integrity of the school site and deliveries and arrivals.
- To monitor and uphold discipline among pupils in line with the school rules.
- To monitor staff and contractors for compliance related to employment and contractual obligations.
- To record system data (recorded video footage) for a set period to enable retrospective reviewing of any incidents where CCTV data may assist investigations.

POSITIONING

Locations have been selected, both inside and out, that the school reasonably believes require monitoring to address the stated objectives.

Adequate signage has been placed in prominent positions to inform those who enter the school premises that they are entering a monitored area.

All fixed cameras are in plain sight on the school premises and the school does not routinely use CCTV for covert monitoring or monitoring of private property outside the school grounds.

No images will be captured from areas in which individuals would have a heightened expectation of privacy including, but not limited to, changing and washroom facilities.

No images of public spaces will be captured except as background to cameras installed for a legitimate purpose such as at site entrances.

OPERATION AND MAINTENANCE

The system will be operational 24 hours a day, every day of the year.

The System manager will check, or arrange for the checking, and confirm that the system is properly recording and that cameras are functioning correctly on a regular basis.

VIEWING OF SYSTEM DATA

The following staff shall have the right to view system data at any time: the Principal, Chief Operating Officer, Executive Designated Safeguarding Lead (EDSL), Head of Health, Safety and Security, and Facilities Manager.

Other staff may be authorised to conduct routine viewing of system data on occasions where authorisation is provided by the Principal or EDSL for any matters in relation to safeguarding or from the Principal or COO for matters other than safeguarding.

Staff checking and servicing the system and network may, from time to time inadvertently see recordings but shall not purposefully access the system other than for the express purpose of checking for a specific incident and servicing the system and network.

All viewing of system data will be in a suitably secure and private area to minimise the likelihood of or opportunity for access by unauthorised persons. Viewing, in this context, will include both real time and retained footage.

STORAGE OF DATA

- The Day-to-day management of system data will be the responsibility of the System Manager or such suitable person as the System Manager shall appoint in his or her absence.
- System data will be stored for no more than 120 days and automatically overwritten unless the school considers it reasonably necessary for the pursuit of the objectives outlined above to retain the system data for longer or is lawfully required to do so by an appropriate third party such as the police or local authority. Such data shall be limited to the footage relevant to the purposes for which it is being retained.
- Where such data is retained, it will be retained in accordance with legislation and the school's own Data Protection Policy and Data Retention Policy.

- Where system data is retained, a log will be kept including the date, time and length of the recording, an outline of the purpose of the retention, the locations covered and where identifiable the names of groups or individuals recorded (See Appendix 4).
- All retained system data will be stored in one central, secure location determined by the system manager.

ACCESS TO DATA

Individuals have the right to access personal data the school holds on them (please see the Data Protection Policy), including information held on the system, if it has been retained.

The following are examples when the System Manager may authorise access to CCTV images:

- Where required to do so by the Principal, the local authorities, or some relevant statutory authority.
- To make a report regarding suspected criminal behaviour.
- To enable the EDSL or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern.
- To assist the school in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian may be informed as part of the school's management of a particular incident.
- To the school's insurance company where required to pursue a claim for damage done to insured property.
- Where there is, in the Principal's opinion, a belief that accessing the data will assist in achieving any of the stated objectives of the system.
- In any other circumstances required under law or regulation.

A CCTV Log will be maintained to record all access requests, retained footage and viewings.

Where images are disclosed a record will be made in the system logbook including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident or other reference number if applicable.

Where images are provided to third parties, practical steps will be taken to obscure images of non-relevant individuals.

OTHER CCTV SYSTEMS

The school does not own or manage any third-party CCTV systems but may be provided by third parties with images of incidents where this is in line with the objectives of the school's own CCTV policy, has legitimate and direct relevance to the operations of the school or is necessary as part of an investigative or process. For example, while investigating an incident on a bus, CCTV footage from the bus's CCTV system may be relevant.

COMPLAINTS AND QUERIES

For matters that relate to safeguarding the safeguarding policy applies. Any other queries in relation should be referred to the Head of health, safety, and security manager in the first instance.

APPENDIX 1

EMERGENCY PROCEDURES

Emergency Procedures:

Each building has specific evacuation procedures clearly displayed but in general they are:

- On hearing the fire alarm, evacuate the premises by the nearest safe route.
- The Designated Responsible Person present will decide whether to call the Civil Defence by using 999 if such a call has not already been made.
- The Head of Health and Safety and Security Supervisor will assist in this assessment if present.
- The Designated Senior Person will arrange for a register to be taken.
- If a false alarm has occurred and the Civil defence have been called then the person in charge must re- dial 999, state that a false alarm has been reported and state the cause.
- If there is a fire situation, the Security Supervisor will assist with the Civil defence on locations and root cause.
- On completion of a false alarm or actual fire the fire alarm system must be silenced and reset.
- The Fire Logbook must be updated following any alarm sounding.

Bomb Threat:

May occur in two ways:

- Telephone call advising a school of a bomb planted on site, or
- Location of an unidentified package.

Action:

- Inform the Principal and the COO, before commencing the evacuation of the premises concerned by operating the fire alarm system.
- Inform on site police officers.
- Call 999 and request assistance from Civil Defence.
- Move staff and pupils away from the building involved, to a safe area and distance.

APPENDIX 2–FIRE SAFETY CHECKLIST

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and students understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

APPENDIX 3– PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Student / Staff ID Number:	
Name:	
Buildings Covered by this plan:	

ALARM SYSTEM:		
I am informed of an emergency by: (tick all that apply)		
Existing Alarm System	<input type="checkbox"/>	Any other notes or comments:
Visual Alarm System	<input type="checkbox"/>	
Pager Device	<input type="checkbox"/>	
	<input type="checkbox"/>	
My carer or buddy	<input type="checkbox"/>	
Other: Please specify	<input type="checkbox"/>	

COLLEGE

DESIGNATED ASSISTANCE:		
The following people have been designated to give assistance when I need to get out of a building:		
Name(s)	Contact Phone Number	
1.		
2.		
We have decided on a prearranged meeting points for all locations	YES	NO

EQUIPMENT PROVIDED:		
I need to use the following equipment: (please tick all that apply)		
ResQmat	<input type="checkbox"/>	Any other notes or comments: Training needed? Y/N
Mechanical Hoist	<input type="checkbox"/>	
Vibrating Pager (Deaf Alerter System)	<input type="checkbox"/>	
Other: Please specify below	<input type="checkbox"/>	
None required	<input type="checkbox"/>	

I need the equipment as listed above to be available in the following places:

--

CONFIRMATION OF USE OF EQUIPMENT:	YES	NO
The use of the equipment I need has been explained to me	<input type="checkbox"/>	<input type="checkbox"/>
I would like further training on the use of evacuation equipment	<input type="checkbox"/>	<input type="checkbox"/>

EVACUATION PROCEDURE:	
These are step by step instructions beginning from the sound of the first alarm:	
1.	
2.	
3.	
4.	
5.	
6.	

AWARENESS OF PROCEDURE:

I have received a copy of information about the emergency evacuation procedures in:

In Braille	<input type="checkbox"/>	Any other notes or comments:
In British Sign Language	<input type="checkbox"/>	
In print	<input type="checkbox"/>	

In large print	<input type="checkbox"/>	
On Disk	<input type="checkbox"/>	
Other – see opposite	<input type="checkbox"/>	

CONFIRMATION OF RECEIPT AND USE OF PEEP:

I understand that I am responsible for keeping my PEEP as accurate as possible and drawing attention to changes in circumstance that should prompt a review.

The data provided by you on this form will only be available to Doha College, who may need to use it for the purpose of ensuring your health and safety whilst you are at the College. It may also be shared with the emergency services if necessary. It will be stored in accordance with the Data Protection Policy.

I understand the above notice and give my consent to my data being shared as detailed above

My line manager or contact for this is:

Signature of Staff/Student:	Signature of line manager / Academic Advisor
Date:	Date:

APPENDIX 4 - CCTV CHECKLIST

CCTV SYSTEM CAMERA CHECKLIST						
S/No ✓	IDF No	Building Name	Floor	Camera No.	Status	Remarks
1	IDF-01	S1	GF	S1-GF-IDF01-C1	✓	
2				S1-GF-IDF01-C2	✓	
3				S1-GF-IDF01-C3	✓	
4				S1-GF-L-IDF01-C4	✓	
5				S1-GF-IDF01-C5	✓	
6				S1-GF-IDF01-C6	✓	
7				S1-GF-IDF01-C7	✓	
8				S1-GF-IDF01-C8	✓	
9				EXT-S1-IDF01-C11	✓	
10				EXT-S1-IDF01-C12	✓	
11				EXT-S1-IDF01-C13	✓	
12				EXT-S1-IDF01-C14	✓	
13				EXT-S1-IDF01-C15	✓	
14				EXT-S1-IDF01-C16	✓	
15				EXT-S1-IDF01-C28	✓	
16				S1-FF-IDF01-C1	✓	
17				S1-FF-IDF01-C2	✓	
18				S1-FF-IDF01-C3	✓	
19				S1-FF-IDF01-C4	✓	
20				S1-FF-IDF01-C5	✓	
21				S1-FF-IDF01-C6	✓	
22				S1-FF-IDF01-C7	✓	
23				S1-FF-IDF01-C8	✓	
24				S1-FF-IDF01-C9	✓	
25				S1-FF-IDF01-C10	✓	
26				S1-FF-IDF01-C11	✓	
27			RF	S1-RF-IDF01-C1	✓	
28				S1-RF-IDF01-C2	✓	
29				S1-RF-IDF01-C3	✓	
30	IDF-02	S1	GF	S1-GF-IDF02-C1	✓	
31				S1-GF-IDF02-C2	✓	
32				S1-GF-IDF02-C3	✓	
33				EXT-S1-IDF02-C17	✓	
34				EXT-S1-IDF02-C18	✓	
35				EXT-S1-IDF02-C19	✓	
36				EXT-S1-IDF02-C20	✓	
37				EXT-S1-IDF02-C21	✓	
38				EXT-S1-IDF02-BO-C30	✓	
39				EXT-S1-IDF02-BO-C31	✓	
40				EXT-S1-IDF02-BO-C32	✓	
41				EXT-S1-IDF02-PTZ-10	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
42	IDF-02	S1	FF	S1-FF-IDF02-C1	✓	
43				S1-FF-IDF02-C2	✓	
44				S1-FF-IDF02-C3	✓	
45			4PORT SWITCH-01 ON POLE	EXT-S1-IDF02-C22	✓	
46				EXT-S1-IDF02-C23	✓	
47				EXT-S1-IDF02-BO-C29	✓	
48				EXT-S1-IDF02-C140	✓	
49	IDF-03	S2	GF	S2-GF-IDF03-C1	✓	
50				S2-GF-IDF03-C2	✓	
51				S2-GF-IDF03-C3	✓	
52				S2-GF-IDF03-C4	✓	
53				S2-GF-IDF03-C5	✓	
54				S2-GF-IDF03-C6	✓	
55				S2-GF-IDF03-C7	✓	
56				EXT-S2-IDF03-C02	✓	
57				EXT-S2-IDF03-C03	✓	
58				EXT-S2-IDF03-C04	✓	
59				EXT-S2-IDF03-C05	✓	
60				EXT-S2-IDF03-C06	✓	
61				EXT-S2-IDF03-C07	✓	
62				EXT-S2-IDF03-C08	✓	
63				EXT-S2-IDF03-C09	✓	
64				EXT-S2-IDF03-C10	✓	
65				EXT-S2-IDF03-BO-C33	✓	
66				EXT-S2-IDF03-BO-C34	✓	
67				EXT-S2-IDF03-C141	✓	
68				EXT-S2-IDF03-NPR-08	✓	
69			FF	S2-FF-IDF03-C1	✓	
70				S2-FF-IDF03-C2	✓	
71				S2-FF-IDF03-C3	✓	
72				S2-FF-IDF03-C4	✓	
73				S2-FF-IDF03-C5	✓	
74				S2-FF-IDF03-C6	✓	
75				S2-FF-IDF03-C7	✓	
76				S2-FF-IDF03-C8	✓	
77				S2-FF-IDF03-C9	✓	
78				S2-FF-IDF03-C10	✓	
79				S2-FF-IDF03-C11	✓	
80			RF	S2-RF-IDF03-C1	✓	
81				S2-RF-IDF03-C2	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
42	IDF-02	S1	FF	S1-FF-IDF02-C1	✓	
43				S1-FF-IDF02-C2	✓	
44				S1-FF-IDF02-C3	✓	
45			4PORT SWITCH-01 ON POLE	EXT-S1-IDF02-C22	✓	
46				EXT-S1-IDF02-C23	✓	
47				EXT-S1-IDF02-BO-C29	✓	
48				EXT-S1-IDF02-C140	✓	
49	IDF-03	S2	GF	S2-GF-IDF03-C1	✓	
50				S2-GF-IDF03-C2	✓	
51				S2-GF-IDF03-C3	✓	
52				S2-GF-IDF03-C4	✓	
53				S2-GF-IDF03-C5	✓	
54				S2-GF-IDF03-C6	✓	
55				S2-GF-IDF03-C7	✓	
56				EXT-S2-IDF03-C02	✓	
57				EXT-S2-IDF03-C03	✓	
58				EXT-S2-IDF03-C04	✓	
59				EXT-S2-IDF03-C05	✓	
60				EXT-S2-IDF03-C06	✓	
61				EXT-S2-IDF03-C07	✓	
62				EXT-S2-IDF03-C08	✓	
63				EXT-S2-IDF03-C09	✓	
64				EXT-S2-IDF03-C10	✓	
65				EXT-S2-IDF03-BO-C33	✓	
66				EXT-S2-IDF03-BO-C34	✓	
67				EXT-S2-IDF03-C141	✓	
68				EXT-S2-IDF03-NPR-08	✓	
69			FF	S2-FF-IDF03-C1	✓	
70				S2-FF-IDF03-C2	✓	
71				S2-FF-IDF03-C3	✓	
72				S2-FF-IDF03-C4	✓	
73				S2-FF-IDF03-C5	✓	
74				S2-FF-IDF03-C6	✓	
75				S2-FF-IDF03-C7	✓	
76				S2-FF-IDF03-C8	✓	
77				S2-FF-IDF03-C9	✓	
78				S2-FF-IDF03-C10	✓	
79				S2-FF-IDF03-C11	✓	
80			RF	S2-RF-IDF03-C1	✓	
81				S2-RF-IDF03-C2	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
82	IDF-03	S2	RF	S2-RF-IDF03-C3	✓	
83			8PORT SWITCH-01 SECURITY STAFF (A3.G.001)	EXT-S2-IDF03-C01	✓	
84				EXT-S2-IDF03-NPR-01	✓	
85				EXT-S2-IDF03-BO-C01	✓	
86				EXT-S2-IDF03-BO-C35	✓	
87				EXT-S2-IDF03-PTZ-01	✓	
88		S3	GF	S3-GF-IDF03-C1	✓	
89				S3-GF-IDF03-C2	✓	
90				S3-GF-IDF04-C3	✓	
91				S3-GF-IDF04-C4	✓	
92				S3-GF-IDF04-C5	✓	
93				S3-GF-IDF04-C6	✓	
94				EXT-S3-IDF03-C31	✓	
95			FF	S3-FF-IDF03-C1	✓	
96				S3-FF-IDF03-C2	✓	
97				S3-FF-IDF03-C3	✓	
98				S3-FF-IDF03-C4	✓	
99				S3-FF-IDF04-C5	✓	
100				S3-FF-IDF04-C6	✓	
101				S3-FF-IDF04-C7	✓	
102				S3-FF-IDF04-C8	✓	
103				S3-FF-IDF04-C9	✓	
104				S3-FF-IDF04-C10	✓	
105	IDF-04	S4	GF	S4-GF-IDF04-C1	✓	
106				S4-GF-IDF04-C2	✓	
107				S4-GF-IDF04-C3	✓	
108				S4-GF-IDF04-C5	✓	
109				S4-GF-IDF04-C6	✓	
110				S4-GF-IDF04-C7	✓	
111				S4-GF-IDF04-C8	✓	
112				EXT-S4-IDF04-C29	✓	
113				EXT-S4-IDF04-C30	✓	
114				EXT-S4-IDF04-C32	✓	
115				EXT-S4-IDF04-C33	✓	
116				EXT-S4-IDF04-C34	✓	
117				EXT-S4-IDF04-C35	✓	
118				EXT-S4-IDF04-C36	✓	
119				EXT-S4-IDF04-C37	✓	
120				EXT-S4-IDF04-C38	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
121	IDF-04	S4	GF	EXT-S4-IDF04-C39	✓	
122				EXT-S4-IDF03-BO-C02	✓	
123			FF	S4-FF-IDF04-C1	✓	
124				S4-FF-IDF04-C2	✓	
125				S4-FF-IDF04-C3	✓	
126				S4-FF-IDF04-C4	✓	
127				S4-FF-IDF04-C5	✓	
128				S4-FF-IDF04-C6	✓	
129				S4-FF-IDF04-C7	✓	
130				S4-FF-IDF04-C8	✓	
131				S4-FF-IDF04-C9	✓	
132				S4-FF-IDF04-C10	✓	
133			RF	S4-RF-IDF04-C1	✓	
134				S4-RF-IDF04-C2	✓	
135				S4-RF-IDF04-C3	✓	
136	IDF-05	S5	GF	EXT-S5-IDF05-C25	✓	
137				EXT-S5-IDF05-C26	✓	
138				EXT-S5-IDF05-C27	✓	
139				EXT-S5-IDF05-C40	✓	
140			FF	S5-FF-IDF05-C1	✓	
141		S6	GF	S6-GF-IDF05-C1	✓	
142				S6-GF-IDF05-C2	✓	
143				S6-GF-IDF05-C3	✓	
144				S6-GF-IDF05-C4	✓	
145				S6-GF-IDF05-C5	✓	
146				S6-GF-IDF05-C6	✓	
147				S6-GF-IDF05-C7	✓	
148				S6-GF-IDF05-C8	✓	
149				EXT-S6-IDF05-C24	✓	
150				EXT-S6-IDF05-C41	✓	
151			FF	S6-FF-IDF05-C1	✓	
152				S6-FF-IDF05-C2	✓	
153				S6-FF-IDF05-C3	✓	
154				S6-FF-IDF05-C4	✓	
155			RF	S6-RF-IDF05-C1	✓	
156				S6-RF-IDF05-C2	✓	
157				S6-RF-IDF05-C3	✓	
158	IDF-06	H1(PART-01)	GF	H1-GF-IDF06-C1	✓	
159				H1-GF-IDF06-C2	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
160	IDF-06	H1(PART-01)	GF	H1-GF-IDF06-C3	✓	
161				H1-GF-IDF06-C4	✓	
162				H1-GF-IDF06-C5	✓	
163				H1-GF-IDF06-C6	✓	
164				H1-GF-IDF06-C7	✓	
165				H1-GF-IDF06-C8	✓	
166				H1-GF-IDF06-C9	✓	
167				H1-GF-IDF06-C10	✓	
168				H1-GF-IDF06-C11	✓	
169				H1-GF-IDF06-C12	✓	
170				H1-GF-IDF06-C13	✓	
171				H1-GF-IDF06-C14	✓	
172				EXT-H1-IDF06-C46	✓	
173				EXT-H1-IDF06-C47	✓	
174				EXT-H1-IDF06-C49	✓	
175				EXT-H1-IDF06-BO-C28	✓	
176				EXT-H1-IDF06-NPR-06	✓	
177				EXT-H1-IDF06-NPR-07	✓	
178			1F	H1-FF-IDF06-C1	✓	
179				H1-FF-IDF06-C2	✓	
180				H1-FF-IDF06-C3	✓	
181				H1-FF-IDF06-C4	✓	
182				H1-FF-IDF06-C5	✓	
183				H1-FF-IDF06-C6	✓	
184				H1-FF-IDF06-C7	✓	
185				H1-FF-IDF06-C8	✓	
186				H1-FF-IDF06-C9	✓	
187				H1-FF-IDF06-C10	✓	
188				H1-FF-IDF06-C11	✓	
189	IDF-07	H1(PART-02)	GF	H1-GF-IDF07-C1	✓	
190				H1-GF-IDF07-C2	✓	
191				H1-GF-IDF07-C3	✓	
192				H1-GF-IDF07-C4	✓	
193				H1-GF-IDF07-C5	✓	
194				H1-GF-IDF07-C6	✓	
195				H1-GF-IDF07-C7	✓	
196				H1-GF-L-IDF07-C8	✓	
197				H1-GF-IDF07-C9	✓	
198				H1-GF-IDF07-C10	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
199	IDF-07	H1(PART-02)	GF	H1-GF-IDF07-C11	✓	
200				H1-GF-IDF07-C12	✓	
201				H1-GF-IDF07-C13	✓	
202				H1-GF-IDF07-C14	✓	
203				H1-GF-IDF07-C15	✓	
204				H1-GF-IDF07-C16	✓	
205				H1-GF-IDF07-C17	✓	
206				H1-GF-IDF07-C18	✓	
207				EXT-H1-IDF07-C50	✓	
208				EXT-H1-IDF07-C51	✓	
209				EXT-H1-IDF07-C52	✓	
210				EXT-H1-IDF07-C53	✓	
211				EXT-H1-IDF07-BO-C03	✓	
212			8PORT SWITCH-02 SECURITY STAFF (B3.G.001)	EXT-H1-IDF07-C54	✓	
213				EXT-H1-IDF07-C58	✓	
214				EXT-H1-IDF07-BO-C04	✓	
215				EXT-H1-IDF07-BO-C05	✓	
216				EXT-H1-IDF07-PTZ-02	✓	
217			1F	H1-FF-IDF07-C1	✓	
218				H1-FF-IDF07-C2	✓	
219				H1-FF-IDF07-C3	✓	
220				H1-FF-IDF07-C4	✓	
221				H1-FF-IDF07-C5	✓	
222				H1-FF-IDF07-C6	✓	
223				H1-FF-IDF07-C7	✓	
224				H1-FF-IDF07-C8	✓	
225				H1-FF-IDF07-C9	✓	
226				H1-FF-IDF07-C10	✓	
227				H1-FF-IDF07-C11	✓	
228				H1-FF-IDF07-C12	✓	
229				H1-FF-IDF07-C13	✓	
230				H1-FF-IDF07-C14	✓	
231			RF	H1-RF-IDF07-C1	✓	
232				H1-RF-IDF07-C2	✓	
233				H1-RF-IDF07-C3	✓	
234				H1-RF-IDF07-C4	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
235	IDF-08	P1	GF	P1-GF-IDF08-C1	✓	
236				P1-GF-IDF08-C2	✓	
237				P1-GF-IDF08-C3	✓	
238				P1-GF-IDF08-C4	✓	
239				P1-GF-IDF08-C5	✓	
240				P1-GF-IDF08-C6	✓	
241				P1-GF-IDF08-C7	✓	
242				P1-GF-IDF08-C8	✓	
243				P1-GF-IDF08-C9	✓	
244				P1-GF-IDF08-C10	✓	
245				EXT-P1-IDF08-C42	✓	
246				EXT-P1-IDF08-C43	✓	
247				EXT-P1-IDF08-C44	✓	
248				EXT-P1-IDF08-C45	✓	
249				EXT-P1-IDF08-C67	✓	
250				EXT-P1-IDF08-C68	✓	
251				EXT-P1-IDF08-C69	✓	
252				EXT-P1-IDF08-BO-C26	✓	
253				EXT-P1-IDF08-BO-C27	✓	
254				EXT-P1-IDF08-PTZ-08	✓	
255				EXT-P1-IDF08-PTZ-09	✓	
256	IDF-09	P2	FF	P1-FF-IDF08-C1	✓	
257			RF	P1-RF-IDF08-C1	✓	
258				P1-RF-IDF08-C2	✓	
259			GF	P1-RF-IDF08-C3	✓	
260				P2-GF-IDF09-C1	✓	
261				P2-GF-IDF09-C2	✓	
262				P2-GF-IDF09-C3	✓	
263				P2-GF-IDF09-C4	✓	
264				P2-GF-LIFT-IDF09-C5	✓	
265				P2-GF-IDF09-C6	✓	
266				P2-GF-IDF09-C7	✓	
267				P2-GF-IDF09-C8	✓	
268				P2-GF-IDF09-C9	✓	
269				P2-GF-IDF09-C10	✓	
270	IDF-09	P2	GF	EXT-P2-IDF09-C48	✓	
271				EXT-P2-IDF09-C55	✓	
272				EXT-P2-IDF09-C56	✓	
273				EXT-P2-IDF09-C57	✓	
274				EXT-P2-IDF09-C59	✓	
275				EXT-P2-IDF09-C60	✓	
276				EXT-P2-IDF09-C61	✓	
277				EXT-P2-IDF09-C62	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
278	IDF-09	P2	GF	EXT-P2-IDF09-C63	✓	
279				EXT-P2-IDF09-C64	✓	
280				EXT-P2-IDF09-C65	✓	
281				EXT-P2-IDF09-C66	✓	
282				EXT-P2-IDF09-C73	✓	
283				EXT-P2-IDF09-C78	✓	
284				EXT-P2-IDF09-C79	✓	
285			FF	EXT-P2-IDF09-C80	✓	
286				EXT-P2-IDF09-C81	✓	
287				EXT-P2-IDF09-C83	✓	
288				EXT-P2-IDF09-C84	✓	
289				P2-FF-IDF09-C1	✓	
290				P2-FF-IDF09-C2	✓	
291				P2-FF-IDF09-C3	✓	
292				P2-FF-IDF09-C4	✓	
293				P2-FF-IDF09-C5	✓	
294				P2-FF-IDF09-C6	✓	
295				P2-FF-IDF09-C7	✓	
296				P2-FF-IDF09-C8	✓	
297				P2-FF-IDF09-C9	✓	
298				P2-FF-IDF09-C10	✓	
299				P2-FF-IDF09-C11	✓	
300			RF	P2-RF-IDF09-C1	✓	
301				P2-RF-IDF09-C2	✓	
302				P2-RF-IDF09-C3	✓	
303	IDF-10	P4	GF	P4-GF-IDF10-C1	✓	
304				P4-GF-IDF10-C2	✓	
305				P4-GF-IDF10-C3	✓	
306		P5	GF	P5-GF-IDF10-C1	✓	
307				P5-GF-IDF10-C2	✓	
308				P5-GF-IDF10-C3	✓	
309				P5-GF-IDF10-C5	✓	
310				P5-GF-IDF10-C6	✓	
311				P5-GF-IDF10-C7	✓	
312				P5-GF-IDF10-C8	✓	
313				P5-GF-IDF10-C9	✓	
314				P5-GF-IDF10-C10	✓	
315				EXT-P5-IDF10-C76	✓	
316				EXT-P5-IDF10-C77	✓	
317				EXT-P5-IDF10-C85	✓	
318				EXT-P5-IDF10-C86	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
319	IDF-10	P5	GF	EXT-P5-IDF10-C87	✓	
320				EXT-P5-IDF10-C88	✓	
321				EXT-P5-IDF10-C89	✓	
322				EXT-P5-IDF10-C90	✓	
323				EXT-P5-IDF10-C91	✓	
324				EXT-P5-IDF10-C92	✓	
325				EXT-P5-IDF10-C93	✓	
326				EXT-P5-IDF10-C99	✓	
327				EXT-P5-IDF10-C100	✓	
328			FF	P5-FF-IDF10-C1	✓	
329				P5-FF-IDF10-C2	✓	
330				P5-FF-IDF10-C3	✓	
331				P5-FF-IDF10-C4	✓	
332				P5-FF-IDF10-C5	✓	
333				P5-FF-IDF10-C6	✓	
334				P5-FF-IDF10-C7	✓	
335				P5-FF-IDF10-C8	✓	
336				P5-FF-IDF10-C9	✓	
337			RF	P5-RF-IDF10-C1	✓	
338				P5-RF-IDF10-C2	✓	
339				P5-RF-IDF10-C3	✓	
340				P5-RF-IDF10-C4	✓	
341	IDF-11	P3	GF	P3-GF-IDF11-C1	✓	
342				EXT-P3-IDF11-C74	✓	
343				EXT-P3-IDF11-C75	✓	
344			1F	P3-FF-IDF11-C1	✓	
345				P3-FF-IDF11-C2	✓	
346		C1	GF	C1-GF-IDF11-C1	✓	
347				C1-GF-IDF11-C2	✓	
348				EXT-C1-IDF11-BO-C25	✓	
349				EXT-C1-IDF11-C70	✓	
350				EXT-C1-IDF11-C71	✓	
351				EXT-C1-IDF11-C72	✓	
352				EXT-C1-IDF11-C94	✓	
353				EXT-C1-IDF11-C95	✓	
354				EXT-C1-IDF11-C97	✓	
355				EXT-C1-IDF11-C98	✓	
356			FF	C1-FF-IDF11-C1	✓	
357				C1-FF-IDF11-C2	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
358	IDF-11	C1	FF	C1-FF-IDF11-C3	✓	
359				C1-FF-IDF11-C4	✓	
360				C1-FF-IDF11-C5	✓	
361				C1-FF-IDF11-C6	✓	
362				C1-FF-IDF11-C7	✓	
363				C1-FF-IDF11-C8	✓	
364			RF	C1-RF-IDF11-C1	✓	
365				C1-RF-IDF11-C2	✓	
366				C1-RF-IDF11-C3	✓	
367	IDF-12	C2	GF	C2-GF-IDF12-C1	✓	
368				C2-GF-IDF12-C2	✓	
369				C2-GF-IDF12-C3	✓	
370				C2-GF-IDF12-C4	✓	
371				C2-GF-IDF12-C5	✓	
372				C2-GF-IDF12-C6	✓	
373				C2-GF-IDF12-C7	✓	
374				C2-GF-IDF12-C8	✓	
375				C2-GF-IDF12-C9	✓	
376				C2-GF-IDF12-C10	✓	
377				EXT-C2-IDF12-C96	✓	
378				EXT-C2-IDF12-C130	✓	
379				EXT-C2-IDF12-C131	✓	
380				EXT-C2-IDF12-C132	✓	
381				EXT-C2-IDF12-C133	✓	
382				EXT-C2-IDF12-C134	✓	
383				EXT-C2-IDF12-C135	✓	
384				EXT-C2-IDF12-C136	✓	
385				EXT-C2-IDF12-C137	✓	
386				EXT-C2-IDF12-C138	✓	
387				EXT-C2-IDF12-C139	✓	
388				EXT-C2-IDF12-BO-C22	✓	
389				EXT-C2-IDF12-BO-C23	✓	
390				EXT-C2-IDF12-BO-C24	✓	
391				EXT-C2-IDF12-NPR-C05	✓	
392			8PORT INDUSTRIAL SWITCH-3 (GUARD ROOM (B5.G.001))	EXT-C2-IDF12-BO-C18	✓	
393				EXT-C2-IDF12-BO-C19	✓	
394				EXT-C2-IDF12-BO-C20	✓	
395				EXT-C2-IDF12-BO-C21	✓	
396				EXT-C2-IDF12-PTZ-C07	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
397	IDF-12	C2	8PORT INDUSTRIAL SWITCH-3 (GUARD ROOM (B5.G.001)	EXT-C2-IDF12-BO-C17	✓	
398				EXT-C2-IDF12-C126	✓	
399				EXT-C2-IDF12-C127	✓	
400				EXT-C2-IDF12-C128	✓	
401				EXT-C2-IDF12-C129	✓	
402			1F	C2-FF-IDF12-C1	✓	
403				C2-FF-IDF12-C2	✓	
404				C2-FF-IDF12-C3	✓	
405				C2-FF-IDF12-C4	✓	
406				C2-FF-IDF12-C5	✓	
407				C2-FF-IDF12-C6	✓	
408				C2-FF-IDF12-C7	✓	
409				C2-FF-IDF12-C8	✓	
410				C2-FF-IDF12-C9	✓	
411				C2-FF-IDF12-C10	✓	
412				C2-FF-IDF12-C11	✓	
413				C2-FF-IDF12-C12	✓	
414				C2-FF-IDF12-C13	✓	
415				C2-FF-IDF12-C14	✓	
416				C2-FF-IDF12-C15	✓	
417				C2-FF-L-IDF12-C16	✓	
418			RF	C2-RF-IDF12-C1	✓	
419				C2-RF-IDF12-C2	✓	
420				C2-RF-IDF12-C3	✓	
421				C2-RF-IDF12-C4	✓	
422				C2-RF-IDF12-C5	✓	
423	MDF-01	C3	GF	C3-GF-MDF01-C1	✓	
424				C3-GF-MDF01-C2	✓	
425				C3-GF-MDF01-C3	✓	
426				C3-GF-MDF01-C4	✓	
427				EXT-C3-MDF01-C102	✓	
428				EXT-C3-MDF01-C103	✓	
429				EXT-C3-MDF01-C104	✓	
430				EXT-C3-MDF01-C105	✓	
431				EXT-C3-MDF01-C106	✓	
432				EXT-C3-MDF01-C107	✓	
433				EXT-C3-MDF01-C108	✓	
434				EXT-C3-MDF01-C109	✓	
435				EXT-C3-MDF01-C110	✓	

CAMERAS & IDF DETAILS FOR DOHA COLLEGE CCTV SYSTEM						
S/No	IDF No	Building Name	Floor	Camera No.	Status	Remarks
436	MDF-01	C3	GF	EXT-C3-MDF01-C111	✓	
437				EXT-C3-MDF01-C112	✓	
438				EXT-C3-MDF01-C113	✓	
439				EXT-C3-MDF01-C114	✓	
440				EXT-C3-MDF01-C121	✓	
441				EXT-C3-MDF01-C122	✓	
442				EXT-C3-MDF01-BO-C09	✓	
443				EXT-C3-MDF01-BO-C10	✓	
444				EXT-C3-MDF01-C101	✓	
445			4PORT INDUSTRIAL SWITCH-2 (INSIDE 8PORT INDUSTRIAL SWITCH-5 (INSIDE ENCLOSURE ON POLE EXT-CAM-	EXT-C3-MDF01-PTZ-C06	✓	
446			8PORT INDUSTRIAL SWITCH-5 (INSIDE ENCLOSURE ON POLE EXT-CAM-	EXT-C3-MDF01-C82	✓	
447				EXT-C3-MDF01-BO-C06	✓	
448				EXT-C3-MDF01-BO-C07	✓	
449				EXT-C3-MDF01-BO-C08	✓	
450				EXT-C3-MDF01-PTZ-C03	✓	
451			8PORT INDUSTRIAL SWITCH-6 (SECURITY STAFF (A5.G.001)	EXT-C3-MDF01-C123	✓	
452				EXT-C3-MDF01-C124	✓	
453				EXT-C3-MDF01-C125	✓	
454				EXT-C3-MDF01-NPR-C03	✓	
455				EXT-C3-MDF01-NPR-C04	✓	
456			8PORT INDUSTRIAL SWITCH-7 (SECURITY STAFF (A4.G.001)	EXT-C3-MDF01-C119	✓	
457				EXT-C3-MDF01-C120	✓	
458				EXT-C3-MDF01-BO-C15	✓	
459				EXT-C3-MDF01-BO-C16	✓	
460				EXT-C3-MDF01-PTZ-C05	✓	
461			8PORT INDUSTRIAL SWITCH-8 (SECURITY STAFF (A4.G.001)	EXT-C3-MDF01-C115	✓	
462				EXT-C3-MDF01-BO-C11	✓	
463				EXT-C3-MDF01-BO-C12	✓	
464				EXT-C3-MDF01-NPR-C02	✓	
465				EXT-C3-MDF01-PTZ-C04	✓	
466			8PORT INDUSTRIAL SWITCH-8 (SECURITY STAFF	EXT-C3-MDF01-C118	✓	
467				EXT-C3-MDF01-C117	✓	
468				EXT-C3-MDF01-C116	✓	
469				EXT-C3-MDF01-BO-C13	✓	
470				EXT-C3-MDF01-BO-C14	✓	

APPENDIX 5 - CCTV DATA ACCESS REQUEST

The following information is required before the school can provide copies of or access to CCTV footage from which a person believes they may be identified. Please note that CCTV footage may contain the information of others that needs to be protected, and that the CCTV recordings deletes after 120 days.

NAME AND ADDRESS (PROOF OF ID MAY BE REQUIRED)	
DESCIRPTION OF FOOTAGE (A DESCRIPTION OF YOURSELF, CLOTHING, ACTIVITY ETC)	
LOCATION OF CAMERA	
DATE OF FOOTAGE SOUGHT	
TIME (GIVE A RANGE IF NECESSARY)	
REASON FOR REQUEST	

SIGNED:

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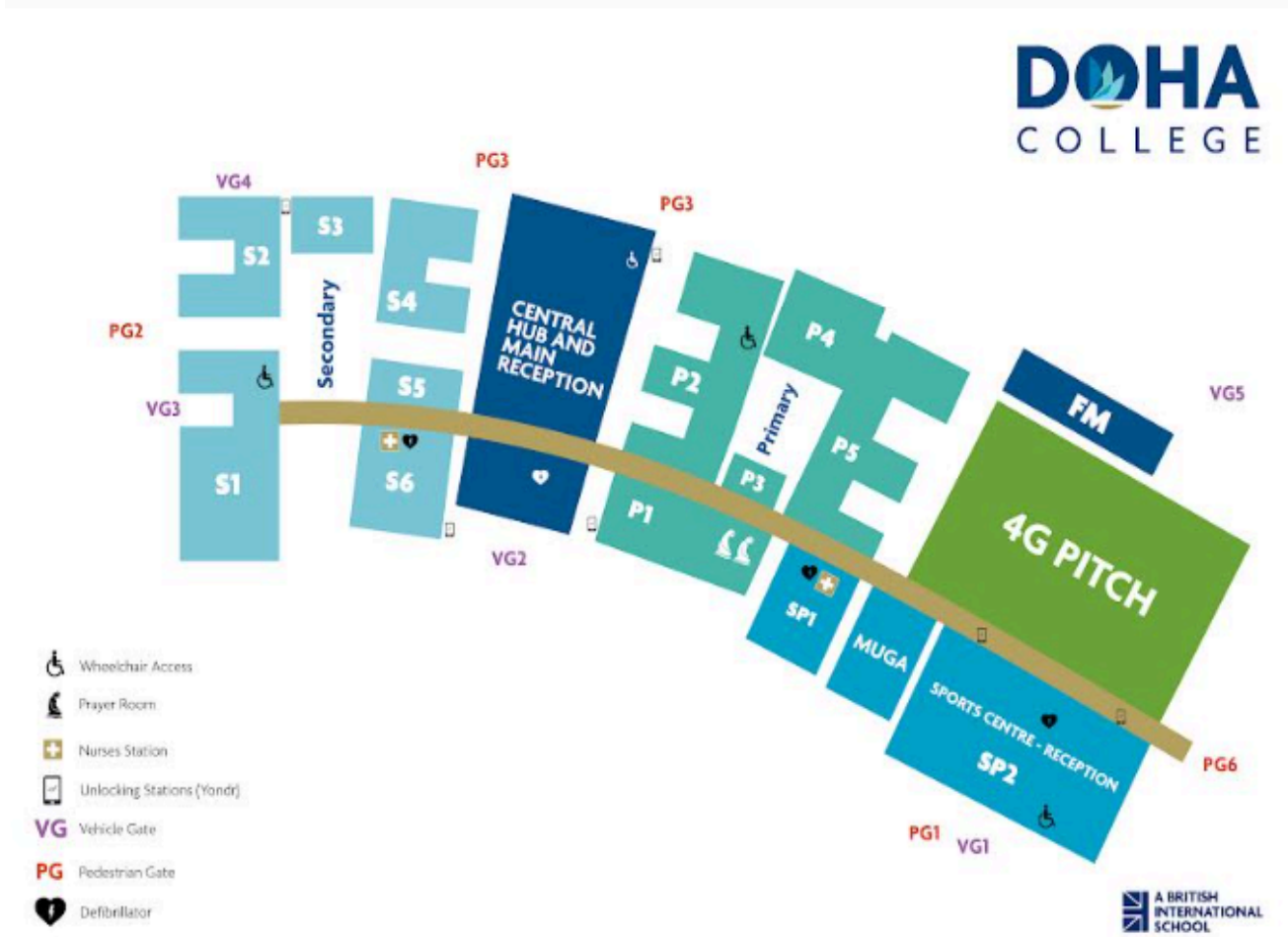
PRINT NAME:

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DATE:

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APPENDIX 6 - AED MAP



APPENDIX 7 - WORKING AT HEIGHT

This document sets out the Doha College Policy for controlling and managing Working at Height where the need to do so cannot be avoided. It conforms to the UK's Health and Safety at Work Act 1974 and The Work at Height Regulations 2005. The regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. The purpose of this policy is to prevent where possible falls from height and where falls do occur to minimise the potential harm

No work at height is to be done where it is reasonably practicable to carry out the work safely other than at height. Where it is not possible to work other than at height risk will be reduced by:

- Assessing the risks and the precautions required before an activity is undertaken.
- Using work equipment or other measures to prevent falls where they cannot avoid working at height.
- Providing work equipment or other measures to minimise the distance and consequences of a fall should one occur, where the risk of a fall cannot be eliminated.
- Ensuring systems of work and controls to prevent or control the risks are kept in efficient working order.
- Informing staff, pupils, and others of the risks to their safety from working at height and the precautions to be taken.
- Training staff and pupils in the use of control measures and protective equipment.

Work – includes moving around a place of work but not travelling to or from your place of work.

Height – is a place where a person could be injured by falling even if it is at or below ground level.

Fragile Surface – is any surface which would be liable to fail if any reasonably foreseeable loading were to be applied to it.

Doha College restricts working at height. No person should work at height alone; any such work carried out should be completed by at least 2 persons at all times.

Only tasks that have been suitably risk assessed can be undertaken. No employee, service provider, student or contractor will undertake work at height without firstly complying with a suitable risk assessment.

Note: pupils will only work at height if deemed necessary to cover their course work and only when covered by a comprehensive risk assessment which is signed off by the Head of Health and Safety.

No staff or pupils are to use access equipment (such as tower scaffolds, ladders, mobile elevated working platforms) unless they are authorised and have received appropriate valid training, approved by the Head of Health and Safety. Any such activities must be identified, and risk assessed as part of the college risk management procedure checked by a competent person prior to use.

In addition:

- pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

Whatever type of ladder, fixed or temporary, the following basic rules apply:

- The ladder should be tagged as part of an inspection schedule check.
- Only use a ladder with a valid tag.
- Carry out a visual check on the equipment before starting work.
- Check the ladder is long enough.
- Check the ground is firm.
- Check the ground is level.
- Check the ladder is secure at the top, bottom, and mid-way.
- Look at the rungs—are they all there and are they sound?
- Are all erected handrails sound and secure?
- Are footholds big enough?
- Check Soles of shoes— are they clean and dry?
- Climb up slowly using both hands on rails.
- Stay at least three rungs from the top to ensure you have a suitable hand hold.
- Tools, materials etc. should not be carried in hands.
- Check the landing area at the top is safe once off the ladder.
- Never overreach and always maintain a three-point contact.
- Before descending locate the first foothold.
- Use all rungs—do not jump or slide down the ladder.
- Check footing is safe at the bottom.
- Do not climb an unsafe ladder.
- Report defects immediately to the Head of Health and Safety.
- Ladders must not extend more than 9m without an intermediate platform.
- Ladder rungs are not to be used to support platforms of any sort.
- Feet of the ladders are to be kept clean, free from contamination and maintained in good order, with rubber/plastic covers for metal ladders.

Ladders should only be used:

- Where they will not be struck by vehicles.
- Where pedestrians are prevented from walking beneath them.
- Where they cannot be pushed over by opening doors, windows, and the like.

Ladders can be permanent structures, on fixed or mobile plants, or moveable devices to gain access at height. In the case of temporary access, decide whether a mobile tower or scaffold would be a better method.

Ladders can only be used if appropriate for the task to be carried out and only if a suitable and sufficient risk assessment has been carried out to evaluate the suitability of the access equipment.

The assessment will take into consideration:

- Are ladders the most suitable piece of equipment for the task?
- Is the work of short duration?
- Can the work be carried out in a safe manner?
- Is the correct type of ladder being used e.g., fibre glass for electrical work?

Step Ladders may be used for accessing short term low reach activities and only if the step ladder is appropriate for the task and suitably maintained.

At no time should a student, member of staff or visitor stand on any tables, or other fragile surface to carry out a task. If a task cannot be suitably carried out, then report the issue to the appropriate person (Line Manager or Head of Health and Safety) for a suitable solution to be agreed.

Mobile elevated working platforms, such as “cherry picker” will only be used by trained, authorised, competent persons, under the control of the College Facilities Manager. MEWPs are only to be used if:

- Authorised by the Facilities Manager
- The Risk Assessment and Method Statement is suitable and sufficient.
- The MEWP is placed on level, secure ground.
- The MEWP is locked in place to prevent movement.
- Weather conditions are suitable, and winds are not excessive (if used externally).
- Barriers are erected below to segregate pedestrians from potential falling materials.
- Users are fully trained and follow a safe system of work.
- The Safe Working Load (SWL) is adhered to.
- The floor load can support the MEWP.
- PPE or Accessories are suitable and worn.
- MEWP is formally maintained by its owner to satisfy the statutory requirements of LOLER.

The College may have some practical areas that require the use of tower scaffolds or mobile towers. Tower Scaffolds/Mobile Towers are to be tagged after inspection and erection.

All users of tower scaffolds must be familiar with the risk assessment and safe system of work that relate to it prior to its use and follow all appropriate control measures. Only staff who have been trained in its safe use can erect and dismantle tower scaffolds. This can be demonstrated by a valid PASMA certification.

All staff should have an up-to-date certificate evidencing their competence. Training courses should be delivered by recognised trainers and cover the requirements for teaching.

Any contract for the erection of scaffolding will only be approved and controlled through the Head of Health and Safety. The requirement to carry out a thorough examination of scaffolding is covered in the UK's Construction Design and Management Regulations 2007.

External works are only to be undertaken with authorisation from the Head of Health and Safety who will ensure that:

- All work at height is properly planned, arranged, appropriately supervised.
- Work is carried out in a safe manner in accordance with the relevant risk assessment and that consideration has been given to any emergencies and rescue.
- All external work at height will consider the weather conditions prevailing at the time. If the conditions endanger either the health or safety of any person involved in the work, it will be postponed and undertaken when conditions allow.
- That those persons involved in work at height are trained and competent to carry out the works.
- The equipment selected is the most suitable to carry out the work.
- Roofs or landings are safe, and measures are in place to prevent falls by people and equipment.
- That no work takes place on a fragile surface.

If anyone does work on or near a fragile surface they must:

- Ensure that suitable platforms, coverings, and guard rails are provided and secured in place with appropriate warning signs displayed.
- Take steps to minimise the distance and effect of a fall if any risk of a fall remains. Materials or equipment, which are stored at height, must be prevented from falling and causing injury to any person.
- Materials and objects are not thrown or tipped from any height.
- If the workplace contains an area where there is a risk of someone being struck by anything falling, that area is to be cordoned off and clearly signed so that unauthorised people cannot reach it.
- A 'Do Not Use' tag is to be in place if the equipment to be used is incomplete or unsafe.

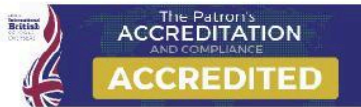
APPENDIX 8 - INTRUDER POLICY: ROLES AND RESPONSIBILITIES

Roles	Responsibilities
COO	Shall be responsible to communicate to parents in the event of an intruder
HSSSP	Shall be designated as intruder manager
	Shall initiate, manage, and conclude lockdown activity or clearance of areas
	Will respond to the emergency and coordinate with the external emergency services
	Will ensure emergency services are provided with detailed information about the intruder and the location
	Will inform the security supervisor which access gate the emergency services will access the campus
Security Supervisor	Shall be designated as alternative intruder manager should the HSSSP be away or unavailable
Security Supervisor / Team	Shall be responsible for executing the lockdown and/or enabling access/exit in accordance with directions

	Shall ensure assets are secure and safe
	Shall ensure all gates are closed and no one enters the campus unless direction is issued to them to do so to be separated from an intruder
	Shall ensure all buildings are secured
	Shall provide access for emergency services
Staff	Shall ensure all windows and doors are locked if they are locked down
	Shall notify the intruder manager by email if a student or staff under their care is not accounted for
	Shall encourage all students to be calm and silent
	Shall bring in students who are caught outside of the classroom if locked down, else take anyone unsupervised with them if directed to move immediately to another location
Front Office Staff	Shall be responsible for visitors and guests within the main reception area and take them into the admin office when the lockdown is initiated unless directed to another location
	Shall be responsible for all their visitors once they've left the reception area
Students	Shall follow instructions from staff
	Shall remain in their classroom or in the area directed until "All Clear" has been announced by the intruder manager
	Shall proceed to the nearest classroom occupied by a member of staff if they are not in a classroom when the intruder signal has been initiated
	Shall remain silent
Facilities	Will ensure all contractors have been accounted for via a designated communication link
	Act as a liaison for the contractor supervisors and highlight any absences to the intruder manager
Parents	Will not communicate with their child via mobile phone as notification could be heard by an intruder and alert them to their location; updates will be sent to parents by the COO

DOHA COLLEGE

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About Doha College

Vision

To enable personal growth, instil a passion for learning and create aspirational minds.

Mission

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

Core Values

Excellence and diligence
Respect and Integrity
Commitment and Accountability
Perseverance and Honesty
Fun and Enjoyment
Challenge and reward

Health and Safety Policy

Doha College

Reference Number: HS00

PO Box 7506,

Doha, State of Qatar

+974 4407 6777

enquiries@dohacollege.com

www.dohacollege.com

Doha College

Effective date: September 2022



**A BRITISH
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