



# HEALTH AND SAFETY POLICY

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**HS00**

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## TABLE OF CONTENTS

STATEMENT OF INTENT	3
Purpose & Aim	5
Employee Duties	6
Health and Safety Objectives	6
HEALTH AND SAFETY ROLES AND RESPONSIBILITIES	7
The Governing Board	7
The Principal	7
Head of Health and Safety	7
Staff	8
Students and Parents	8
Contractors	8
Security Guards	8
SPECIFIC PROVISIONS	9
Fire and Emergency Evacuation Procedures	9
First Aid and Medical Provisions (See Nursing Policy)	10
Incident and Accident reporting	11
Near Miss Reporting	11
Lockdown	11
Lockdown procedures	11
Control of Substances Hazardous to Health (COSHH)	13
Gas safety	13
Legionella	14
Equipment	14
Electrical equipment	14
PE equipment	14
Display screen equipment	14
Specialist equipment	15
Lone working	15
Working at height	15
Manual handling	20
Off-site visits	20

Lettings	20
Violence at work	20
Smoking	21
Staff Training	21
Induction Training	21
Disabled Access	21
APPENDIX 1 – EMERGENCY PROCEDURES	22
APPENDIX 2 – FIRE SAFETY CHECKLIST	23
APPENDIX 3 – PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	24
APPENDIX 4 – ACCIDENT FORM TEMPLATE	28
APPENDIX 5 – NEAR MISS FORM	29

## PURPOSE

This policy meets the requirements of the UK's Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and it supports all relevant Health and Safety legislation.

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. The College is fully committed to the Policy, which outlines the College's support for the control of health and safety of staff, students, contractors, and visitors on all College's premises. The organisation and arrangements presently in force, underpinning the Policy, are provided via procedures laid out on the health and safety procedures of the College. These procedures are updated, as necessary, and reviewed at least annually.

## AIMS

The Board of Governors and Principal accept their collective responsibility in providing health and safety leadership at Doha College and understand their duties under the Health and Safety at Work etc. Act (1974) and other related statutory provisions. Doha 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. Doha College will comply with all relevant legislation as a minimum and will adopt the nationally recognised "Safe Learner Concept" and, where possible, will apply "Best Practice" guidelines. Doha College will also comply with any health & safety requirements of the State of Qatar.

Doha 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, Doha 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 students are supported, remain competent to fulfil their health and safety duties and understand their responsibilities. It is noted however that staff, contractors, and students are also responsible for their own safety and that of others.

Doha College is committed to achieving measurable, progressive improvements in health and safety performance and will regularly review the policy and procedures during the academic year and adhere to the "Safe Learner Concept" or better where reasonably practicable.

Mr Martin George  
Principal

Mr Eduardo Vieira  
Chair of Governors

Date: Sept 2022

Date: Sept 2022

## **EMPLOYEE DUTIES**

This policy is dependent upon the co-operation of every person who works for the school; all employees have a legal duty:

- To take reasonable caution to protect their own health and safety as well as the health and safety of others who may be impacted by their actions or inactions at work.
- To observe all Health & Safety rules and procedures as laid down by the school and use all health and safety equipment provided.
- To alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injury, illness, or damage.
- To ensure that no person uses a hazardous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine.

## **HEALTH AND SAFETY OBJECTIVES**

- To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
- To provide means of access and exit that are safe and without risks to health.
- To provide comprehensive information, instruction, training, and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students.
- To ensure that the health, safety and welfare of all employees, students, and members of the public are under continuous review by management at all levels.
- To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- To ensure the school will have and maintain up to date fire procedures and documents and ensure that all employees and pupils are familiar with them.
- To ensure all trips, whether local or extended are covered by appropriate risk assessments.

## **HEALTH AND SAFETY ROLES AND RESPONSIBILITIES**

### **THE GOVERNING BOARD**

The Governing Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Leadership Group

The Governing Board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Board has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

## **THE PRINCIPAL**

The Principal is responsible to the Board for the Health and Safety of the employees, pupils, visitors, and members of the public in relation to the running of the school, the school premises and the activities carried out in the school. The Principal will be assisted in this by the Head of Health and Safety.

Taking this assistance into account, the Principal will monitor the effectiveness of this policy and its implementation at all levels. Where he thinks significant modifications are necessary, he will bring these to the attention of the Head of Health and Safety.

## **HEAD OF HEALTH AND SAFETY**

The Head of Health and Safety is responsible for ensuring that all staff are aware of the aspects of this policy that affect them. They are responsible for regularly monitoring the maintenance of means of escape, effectiveness of alarm systems and the positioning of appropriate fire extinguishers. They will ensure the completion of any required repair and maintenance work.

Responsibilities for The Head of Health and Safety include:

- Investigate any specific health and safety problems identified within the school and take or recommend (as appropriate) remedial action.
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
- Ensure the implementation, monitoring, and development of the safety policies within the school.
- Ensure that staff with control of resources give due regard to safety.
- Coordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and make recommendations on the extent to which staff are trained.
- Ensure any relevant accident is investigated, a formal report logged, and recommendations made.

- Ensure that advice is given to staff on matters of health & safety as required.

## **STAFF**

School staff have a duty to take care of students in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the Head of Health and Safety of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

## **STUDENTS AND PARENTS**

Students and parents are responsible for following the school's health and safety guidance, on-site and off-site when undertaking school activity, and for reporting any associated health and safety incidents to a member of staff.

## **CONTRACTORS**

Contractors will agree health and safety practices with the Head of Health and Safety Manger or FM appointed Health and Safety Representative before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment and method statement of all their planned work.

Technicians are responsible for the security of all materials used in the school and for ensuring that all stores are kept securely locked except when the materials are being used.

## **SECURITY GUARDS**

The security provider is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The security provider supervisor is responsible for the keys and will respond to an emergency.

## **FIRE AND EMERGENCY EVACUATION PROCEDURES**

(See Fire Safety and Prevention Policy, including Fire Evacuation Procedures)

These procedures should be read in conjunction with the Fire Evacuation Plan.

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 C3 Building. Fire alarms will be tested when the school is closed and during scheduled times during school operation. Any false alarms or fire incidents are reported to the Head of Health and Safety. 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.

## KNOW YOUR FIRE EXTINGUISHER COLOUR CODE



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 students will congregate at the assembly points. These are MUGA area for Primary students and 3G Pitch for Secondary students
- Form tutors/class teachers will take a register of students, which will then be checked against the attendance register
- The Front Office will take a register of all staff

- Staff and students 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.

A personal emergency evacuation plans (PEEPs) will be developed for each person with a disabilities 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 (SEE NURSING POLICY)**

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

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

The School Clinic is the immediate centre for medical and first aid treatment during term time.

A Defibrillator is located in the Primary and Secondary First Aid Clinic.

Please note:

- First Aid is available in the School Clinic, administered by a school nurse.
- 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.

## **INCIDENT AND ACCIDENT REPORTING**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template found in Appendix 4.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

## **NEAR MISS REPORTING**

A Near-Miss Form may be found in Appendix 5. This helps reveal less evident workplace hazards or issue areas. Near-misses or minor slips, trips, and falls are often perceived as funny or

embarrassing (until someone is hurt). It is crucial to encourage incident reporting so that near misses do not become accidents in the future.

## LOCKDOWN

A lockdown is initiated when students and staff need to be locked within buildings for their own safety. This will usually occur if there is an intruder on school grounds but may also occur in the event of a hazardous situation such as a chemical spill or fire in proximity.

Please refer to the Lockdown Policy

## LOCKDOWN PROCEDURES

- **Move** to the nearest classroom or lockable room
- **Glance outside** and direct any student or staff member into the classroom
- **Lock** all doors
- **Lower** or close any blinds
- **Look** for the safe corner (this is the place in the room where the intruder cannot see you)
- **Turn out** lights and computer monitors.
- **Direct** everyone to turn off mobile phones
- **Keep** students quiet
- **Do not** open the door under any circumstances until the all clear is sounded

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Doha College will take appropriate measures to protect employees, students 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 students 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.

Line managers and supervisors of students must ensure that staff and students 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 students 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 Gas Safe registered engineer
- 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 water master (a 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 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**

- Students 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 will be reported to the Facilities Manager.

## **DISPLAY SCREEN EQUIPMENT**

- All staff who use computers daily as a significant part of their normal work are to 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.
- 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.

## **WORKING AT HEIGHT**

We will ensure that work is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work.

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, students, and others of the risks to their safety from working at height and the precautions to be taken.
- Training staff and students in the use of control measures and protective equipment.

The UK's Working at Height Regulations 2005 replaces all previous regulations relating to working at height. These regulations were made to prevent the deaths and injuries caused each year from falls at work and cover the specific requirements for safe working at height.

**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: Students 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 students are to use access equipment (such as tower scaffolds, ladders, mobile elevated working platforms) unless they are authorised and have received appropriate valid training. Any such activities must be identified, and risk assessed as part of the college risk management procedure and if checked by a competent person prior to use.

In addition:

- Students 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 plant, 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 works 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 platform, 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 following 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 works take 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 be 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 of incomplete or unsafe.

## MANUAL HANDLING

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable.

## OFF-SITE VISITS

When taking students off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take the details required by the appropriate policy so that the activity can be conducted safely and the appropriate details are held should there be an incident.
- For trips and visits with students in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate.

Please see Educational Visits Policy for further information.

## LETTINGS

This policy applies to lettings. Those who hire any aspect of the school site, or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

## **VIOLENCE AT WORK**

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to HR immediately.

## **SMOKING**

Smoking is not permitted anywhere on the school premises, including vaping.

## **STAFF TRAINING**

It is the duty of the school to provide induction, change (i.e., task, venue, role) and refresher training to its employees. New teaching staff will be inducted by the HR department or their own HOD/line manager. Non-teaching staff will be inducted by their HOD and will receive department specific training from their immediate supervisor dependant on job location. In all cases, the HR Department will keep a record of the training given after having been signed by the employee.

## **INDUCTION TRAINING**

All new employees must attend induction sessions organised by the HR Manager and Head of Health and Safety to ensure that they receive adequate information on the school arrangements for health and safety, including fire precautions.

## **DISABLED ACCESS**

- A designated disabled parking space is provided at the front of the Main Entrance to the school.
- Ramps are provided at all curbs to allow access to wheelchairs and other disabilities.
- Disabled toilets are sign posted around the campus.
- Wheelchair users are provided with PEEP induction and training.
- During an evacuation, designated members of staff will go there to assist with any evacuation of disabled students, staff, or visitors.

## 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 onsite 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)

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

### ALARM SYSTEM:

I am informed of an emergency by: (tick all that apply)

Existing Alarm System		Any other notes or comments:
Visual Alarm System		
Pager Device		

My carer or buddy		
Other: Please specify		

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

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



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

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

**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		Any other notes or comments:
In British Sign Language		
In print		

In large print		
On Disk		
Other – see opposite		

**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 – ACCIDENT FORM TEMPLATE

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
Describe in detail what happened, how it happened and what injuries the person incurred			
<b>Action taken</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
<b>Follow-up action required</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			

<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

## APPENDIX 5 – NEAR MISS FORM

**Note: -**

**This form should be completed whenever a Near Miss occurs - that is an incident WITHOUT injury to person or damage to property.**

**If personnel or property were injured or damaged during the incident, do not use this form.**

**Use the 'ACCIDENT - INCIDENT REPORT FORM'.**

Ref.	Item – Issue	Details
1.	Description of Near Miss:	
2.	Date of Near Miss:	
3.	Time of Near Miss:	
4.	Location of Near Miss:	
5.	Who was involved in the Near Miss:	Employee Public Contractor Visitors
6.	Name of person(s) involved in Near Miss:	
7.	Name, Address & Contact details of any witnesses to Near Miss:	
8.	Steps taken to prevent a reoccurrence of this type of Near Miss incident:	

9.	Signature of person completing report:	
10.	Date:	
11.	Print Name & Job Title:	

(Copies of the completed Near Miss Report Form are to be sent to the Health & Safety)



Accredited by



# 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