



New English School
المدرسة الإنجليزية الحديثة

Towards Global Citizenship

Health & Safety Policy

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Reviewed by	R. Marchant	Date:01/02/19
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Reviewed by	R. Marchant	Date: 29/10/23
Approved by SMT		Date: 29/10/23
Adopted by school		Date:29/10/23
Date of next review		Date: June 2024

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The New English School is committed to safeguarding and promoting the welfare of our students and expects all staff and visitors to share this commitment.

1. Introduction

This policy provides an overview of the Primary and Secondary Departments security procedures as well as access to the appropriate school nurse.

2. Policy Aims

We aim to ensure a safe and sensible approach in order to:

- maximise opportunity
- minimise risk and
- continuously promote a culture of safeguarding amongst our workforce and school community

3. The school day - arriving and leaving the premises

3.1 Parental Appointment

- It is the teacher's responsibility to notify the respective office (Secondary or Primary) of known appointments in advance. The office will provide security with a list of expected visitors for the day.
- *Secondary Department:* Parents submit I.D. to the guard in return for a visitors badge. They are met by the teacher in the secondary office.
- *Primary Department:* Parents submit ID to the guard in return for a visitors badge. Parents to be met by the teacher in the Primary Office.

It is in all our interests to be able to identify visitors, such as parents, and to be able to notify the guards of potential visitors. Email for appointments:

Secondary School Staff Appointments: ndoleh@neskt.org

Primary School Staff Appointments: Parents email the individual teacher

3.2 Before School – 8.00am

- Students alone enter through their assigned gate with the exception of infant students who enter through Gate 3, and are escorted to their classrooms by ancillary staff (no KG parents will be allowed to enter with the child for the first 3 weeks).
- Bus children - All infant children are escorted to the gates by their bus driver. Each bus driver acknowledges arrival at the school and delivery of the Infant children to the gate by signing a register each day.

3.3 Visitors throughout the day

- Adults, parents or visitors who need to enter e.g. to attend a teacher appointment or to collect a student from the nurse should enter via the main gate (Gate 1) where they should show their ID in return for a visitor's badge. This badge **must** be worn by visitors at all times.
- Any individual on site without a badge - visitors or staff - **will** be challenged by any member of school staff as to their identity and purpose on site.
- Without prior arrangements – i.e. informing school no later than 8.20am on the day – we will **not** fetch children from classes except in direct emergencies or unavoidable medical appointments.

3.4 Students to be collected from the nurse

- Parents show ID to the guard in return for a visitor's badge, then proceed to the nurse's office.

3.5 End of day

- Students who have not been collected will be placed under the supervision of teaching staff in the seated area close to the main gate. However, Infant Students who have not been collected on time are taken to the Infant Head Teachers office, and collected from there.
- All students are expected to be collected as soon as possible at the end of the school day or when relevant, at the end of their CCA.

3.6 CCA Spectators

- Parents coming to watch sporting fixtures should enter by the visitor's entrance via the guard's room to collect a visitor's badge which must be worn at all times.

4. Primary Department school day specifics

- **8.00AM – 2.30PM**

With events such as assemblies/sports day, parents will be asked if they wish to attend and will in return receive an invitation allowing them to enter.

- **1.00PM**

- KG children are collected from their classrooms. There is a list of named adults/siblings who are authorised to collect each child available in each class.
- **2.00pm**
 - Reception children are collected from their classrooms. There is a list of named adults/siblings who are authorised to collect each child available in each class.
- **2.30 pm**
 - Year 1 and Year 2 children are collected from their classrooms. There is a list of named adults/siblings who are authorised to collect each child available in each class.

Collection lists for all infant classes are with the individual teachers, as well as copies to be held electronically for access by Primary Office personnel and the infant management team. Included on this information are Civil ID details for each named person. **No** child will be permitted to leave with an unlisted individual.

- **2.30pm**
 - Primary students (Years 3 – 6) will be taken down to the playground for collection. Staff will supervise the collection of students. In the case of any custody issues, designated persons are registered for collection.

5. Dealing with injured students and access to the school nurse

- See First Aid Policy

6. Chemistry Department - Safety Policy.

The department specifically considers these points to be of greatest importance:

- Students must be issued with a set of laboratory safety rules. Teachers should ensure that these rules are followed whenever practical work is undertaken. The safety rules should be reinforced on a regular basis throughout their schooling and the students should be reminded of them as frequently as possible.

- All bottles of chemicals must carry safety hazard symbols so that students can be made aware of the hazards associated with the experiment.
- When teachers perform demonstrations it is essential that a safety screen is used to shield students from vigorous reactions.
- Students studying for AS and A2 level chemistry must wear a lab. coat and goggles at all times during practical exercises. If they do not bring a lab. coat to school then they will not be permitted to engage in practical activity.
- It is essential that students should not enter a laboratory without a teacher being present, nor should they be left unattended during break detentions.
- A set of Haz-cards is stored in the departmental prep room for teacher and technician reference.
- In each lab water and carbon dioxide fire extinguishers are stored near to the teacher's desk. There is also a fire bucket near the door.
- The gas and water stopcocks are positioned by the teacher's desk. These are clearly labelled for use.
- Hazardous waste bottles are provided, when required, in each laboratory. The technicians will advise teachers when this should be used, rather than the sinks/bins.
- Broken glass and sharp metal objects should be disposed of in the sharps bins present in each laboratory.
- The department has a large stone store cupboard with metal doors that should be used to store particularly flammable, or volatile reagents. These chemicals should be kept under lock and key at all times. Oxidising chemicals and reactive chemicals eg. Group I metals should not be stored in the same cupboard as flammable chemicals. A separate metal cabinet has been set aside for these chemicals.
- The school maids and ancillary staff have the responsibility of locking departmental doors after school hours. It is the responsibility of the teacher to inform if their working access is outside of school hours, and make appropriate arrangements for locking doors when finished.

7. Physics Department - safety policy

Students are made aware of the following:

- No food or drink to be consumed or brought into the labs.
- Hair to be tied back where appropriate.

- No running in labs.
- Bags to be placed in a safe place avoiding obstructing access points.
- No throwing objects.
- Do not interfere with gas taps or electricity points.
- Follow all teacher instructions carefully.
- Pay full attention to all safety instructions to do with practical activities.
- If any accident happens, alert the teacher immediately.

8. Biology Department - safety policy

- Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils.
- They have specific duties:
 - to be familiar with this health and safety policy, its updates, the texts to which it refers and any appendices.
 - They must cooperate with all instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them.
 - They must cooperate with colleagues in their specific health & safety duties.
 - They have a duty to report to local management any failure of equipment that has a health & safety function.
- Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, e.g, the wearing of eye protection.
- Staff must be familiar with emergency drills and with the location in each science room of:
 - the escape route
 - fire-fighting equipment
 - the eye wash station
 - the main gas cock
 - the main electricity switch
 - the nearest spill kit.

- Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out.
- In general, all gas taps should be completely turned off and all mains operated apparatus switched off. [At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch.]
- Eating, drinking and the application of cosmetics should not take place in laboratories, storage areas or preparation rooms unless an area in which it is safe to do so has been created. Pupils should not be allowed to drink from water bottles.
- Lone working: When staff are alone in the science department, no activities should be undertaken which could lead to an accident requiring remedial measures. A teacher or technician must assess risks carefully before conducting any practical operation in such circumstances.
- Pupils must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, including decisions as to whether temporary supervision is required by a neighbouring member of staff.
- Special arrangements may be needed for senior students doing project work, depending on the hazards involved, e.g, an experienced member of staff in an adjacent room.
- Science laboratories, preparation rooms and stores must be locked by staff when not in use. Pupils must never be allowed into preparation rooms [unless 100% supervision can be guaranteed].
- Technician are responsible for identifying areas of training and updating that they may need to fulfil their role in a safe and effective manner. Technicians are always fully aware of any hazard/CLEAPSS requirements for each and every practical. It is the responsibility of the Technician to make teachers aware of these before they perform the practical activity.

9. Physical Education Risk Assessments

- Detailed risk assessments categorised by type of sporting activity can be found at the link below.

[Secondary PE Risk Assessments](#)

[Primary PE Risk Assessments](#)

10. Fire evacuation procedures

- This is displayed in all classrooms.
- At least one fire drill is completed with students and staff per year on site, and one evacuation off site (if necessary).

[Secondary Evacuation Policy](#)

[KG and Music Evacuation Policy](#)

[Primary Department Block B Evacuation Policy](#)

11. Risk Assessments

All trips more than walking distance from the school are granted Ministry Permission before the trip is organised.

For any trip risks must be evaluated and contingencies prepared to mitigate those risks identified. Procedures for booking trips must be followed as per the staff handbook and the procedures listed below.

[Trips Policy September 2023](#)

12. Health & Safety Audits

A whole site H&S audit will be completed quarterly by the school H&S Officer in liaison with - and to be reviewed by - the school management team.

It is the responsibility of **all** school personnel to report any hazards or risks that require attention to their line manager or head throughout the school calendar year. School personnel are responsible for reporting any safety concerns that may cause harm to any student, member of staff or visitor to the school.

13. Site Security

In the event of a school lockdown or shutdown

- A unique alarm (5 short rings) will sound - distinct from the fire alarm.
- Teacher's will use the key located in their classroom lock box to secure their room until further instruction is given.

- The security team is responsible for locking (or unlocking if instructed) the main gates.

[Security on the School Compound Policy](#)