

HEALTH & SAFETY POLICY

Policy Owner	Head of School and Medical Team
Approved by	Ms Sapna Changrani (Head of School)
Review Date	July 2026
Next Review Due	July 2027
Circulation	All Staff, Students, Parents; School Website; KHDA Inspection File

1. RATIONALE AND PURPOSE

Creating a safe and healthy environment in which to work and learn is of the utmost importance. This policy sets out how the school ensures and protects the safety and wellbeing of students, staff, and visitors at all times, and is committed to maintaining high standards of health and safety through effective policies, procedures, risk management, and continuous monitoring.

2. AIMS AND OBJECTIVES

- Establish and maintain a safe and secure environment for all.
- Identify potential hazards and risks to minimise the likelihood of accidents and incidents.
- Establish procedures and protocols for responding to emergencies, including fire, medical incidents, and security threats.
- Communicate safety procedures and protocols to all stakeholders so everyone is aware of their role and responsibilities.
- Conduct regular risk assessments and implement appropriate control measures.

3. ROLES AND RESPONSIBILITIES

Governing Body / Board

Establishes health and safety policies, provides strategic direction, monitors performance, and allocates adequate resources.

Principal / Head of School

Implements and oversees health and safety procedures, ensures staff are informed of procedures, ensures regular safety inspections are carried out, and reports significant matters to the Governing Body.

Facilities Manager / Operations Manager

Assists in implementation and monitoring, arranges withdrawal/repair/replacement of unsafe items, monitors contractors, investigates concerns, carries out regular inspections, and prepares emergency evacuation and lockdown procedures with periodic drills.

All Staff

Take reasonable care for their own health and safety and that of others; cooperate with the Senior Leadership Team; make themselves aware of safety procedures; report defects, accidents, and hazards; exercise effective supervision of students, including making them aware of evacuation procedures and emergency exits.

Students

Exercise responsibility for their own safety and that of peers; adhere to all health and safety rules, particularly emergency instructions; follow the school's Behaviour (Restorative) Policy; not misuse or interfere with safety equipment or rules.

Parents

Support the school in all matters pertaining to health and safety; inform staff of any incidents or medical changes affecting their child; keep emergency contact details up to date; respond promptly to communication.

Visitors

Sign in at the security desk and wear the relevant visitor lanyard at all times on the premises; observe all health and safety procedures as far as reasonably possible.

4. HEALTH & SAFETY TEAM

The school's Health & Safety Team is drawn from the Head of School, Operations Manager, Pastoral leadership, Phase Heads, the School Doctor, school nurses, and the Transport Manager, and is named in the school's internal Health & Safety records.

5. HEALTH AND SAFETY ARRANGEMENTS

Accident and Incident Reporting

All accidents and incidents are reported immediately to the School Clinic and/or relevant school leadership, documented in the accident register, and investigated where serious to identify preventive measures.

Medical Emergencies

Students who report feeling unwell, or who have been injured, are sent to the school clinic for assessment. All incidents, ailments, and treatment are recorded. Parents are contacted where necessary; in a serious incident, an ambulance is called and a staff member accompanies the student to hospital.

Fire Safety and Emergency Procedures

The school maintains clear fire evacuation procedures and emergency response plans, including fire alarm zones, exits, and a Fire Warden list. Fire drills are conducted at least once per term. Lockdown procedures are set out in the school's dedicated Lockdown Policy, reviewed regularly and practised through periodic drills. Guidance on hot and adverse weather conditions is set out in the school's Hot/Adverse Weather Policy.

Risk Assessments

Risk assessments are conducted regularly for school activities, facilities, and educational visits, with control measures implemented and reviewed periodically.

6. ADMINISTRATION OF MEDICINE

Medicines are stored in a locked cupboard, with staff recording and signing the time each medication is given. Parents hold primary responsibility for providing the school with their child's medical information at admission. Further detail on medicine administration is set out in the school's Medication Management Policy.

7. EDUCATIONAL TRIPS

This is to ensure trip safety is addressed within this Health and Safety Policy rather than left to ad hoc practice:

- All staff organising trips must complete a Risk Assessment, approved by the designated SLT member for trips and by the Principal, before setting out.
- Pre-trip briefings must always cover correct clothing/footwear, equipment and competence in its use, first aid cover arrangements, and emergency procedures.
- The school reserves the right to send home any student who deliberately disobeys a safety instruction and jeopardises their own safety or that of others, at the parents' expense, with no refund given.

8. POLICY REVIEW

 **This policy will be reviewed annually, or sooner if required, to reflect operational needs, changes in legislation, or updated guidance from DHA**