PPS HEALTH AND SAFETY POLICY

2026-2027

Phoenix Private School, Doha – For Students and Staff

Effective Date: August 2026

Approved By: Principal & Governing Body

Next Review Date: August 2027

1. Mission, Vision, and Values

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.
Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.
Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

HEALTH AND SAFETY POLICY

1. STATEMENT OF INTENT

1.1 The Management recognise that they have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time.

1.2 Management will take all such steps as are reasonably practicable:

1.2.1 to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;

1.2.2 to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;

1.2.3 to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;

1.2.4 to develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels;

1.2.5 to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;

1.2.6 to encourage full and effective two-way consultation on health and safety matters by utilizing the management structure of the School;

1.2.7 To constantly review the details of this Policy.

2. MANAGEMENT STRUCTURE

2.1 Principal

The Principal will be responsible for the safe functioning of all School activities. She will:

2.1.1 constantly monitor the effectiveness of the Policy as regards both

academic and non-academic work;

2.1.2 consult with the Facilities Coordinator as nominated Safety Officer;

2.1.3 recommend changes in the Safety Policy in the light of experience;

2.1.4 ensure the co-operation of all staff at all levels as regards working to this Policy;

2.1.5 be responsible for ensuring that all Heads of Department and Facilities Coordinator on the domestic side fully understand their responsibilities and are given both the time and the encouragement to pursue them;

2.1.6 share the chairmanship of the School Health and Safety Committee with the Facilities Coordinator as appropriate;

2.1.7 take steps to ensure that any changes in curriculum and also changes in systems of work on the domestic side are considered for their health and safety implications.

2.2 Facilities Coordinator

On a day-to-day basis the Principal's responsibility as regards the domestic and administrative side of the School will be devolved to the Facilities Coordinator who will:

2.2.1 monitor the effectiveness of this Policy and report back to the Principal as appropriate;

2.2.2 be appointed as the School's nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the School via the normal line management structure;

2.2.3 in a line management function, be responsible for the safe operation for all maintenance, janitorial and domestic staff;

2.2.4 be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School functions are fully used and kept up to date;

2.2.5 where individual employees in the various domestic functions listed above are given posts of intermediate responsibility, identify those posts in this Policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given;

2.2.6 establish a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations,

as well as being dealt with by the line management function, would then be discussed by the School's Health and Safety Committee;

2.2.7 Be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the School premises.

2.3 **Heads of Departments**

The Heads of Departments will be responsible to the Principal for the

Following:

2.3.1 for ensuring that his/her department is run according to the standards laid out in this policy, minimum legal standards and other appropriate standards and other appropriate standards that may be set out in the school;

2.3.2 they will be responsible for ensuring that teachers working under them understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility;

2.3.3 they should be responsible for ensuring that teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided and both the time and encouragement to pursue these matters;

2.3.4 notify the Principal within this field, which, they feel, is beyond their competence to deal with;

2.3.5 they should be responsible for reporting to the Facilities Coordinator any accidents, incidents, near misses or damage for appropriate investigation;

2.3.6 they will be responsible for ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips;

2.3.7 they will be responsible for ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in part 3 of this Policy.

2.4 Facilities Coordinator (with regard to domiciliary staff)

2.4.1 This section refers to the Facilities Coordinator who will head maintenance, ground staff, gardeners and janitorial services.

2.4.2 The Facilities Coordinator will be responsible for the safe running of their activities. He will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy.

2.4.3 He will be responsible for ensuring that staff have appropriate training according to the needs of their work.

2.4.4 He will be responsible for ensuring that all agreed systems of work are followed.

2.4.5 Where he comes across matters that he feels are not within his competence to deal with, he should refer the matter to the Principal.

2.4.6 He should be responsible for investigating any accident or incident of a type specified by the Principal and reporting accordingly.

2.5 Employees

2.5.1 The employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties in regard to health and safety at work.

2.5.2 They must wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and cooperate fully with the management when the latter are pursuing their responsibilities.

2.5.3 They will observe all Safety Rules and Regulations both statutory and school and conform to any safe systems of work that may be developed.

2.5.4 They must report all accidents, incidents and damage to their immediate superior.

3. SPECIFIC RISKS AND STANDARDS

3.1 Fire Evacuation Policy

Refer to the Fire Evacuation Policy.

Evacuation routes are posted throughout the school building.

3.2 First Aid

3.2.1 A list of first aiders will be made available at all times.

3.2.2 First Aid Boxes are maintained in various areas of the school and in each classroom.

3.3.3 The school nurse is responsible for ensuring that First Aid Boxes are correctly stocked.

3.3 Health and Safety Committee

Meetings

Health and Safety Committee should meet monthly, or as more often if circumstances dictate.

3.4 COSHH Regulations

3.4.1 The School will take all necessary steps to comply with the above regulations.

3.4.2 It is recognized that substances to which the regulations apply will be used in the teaching of science, teaching of Art, the offices, maintenance, domestic cleaning and by ground staff.

3.4.3 The school will establish and keep a folder in which will be listed the Data Sheets for each substance brought into the School, together with a written Assessment, where necessary, of the exposure of all persons who may use or be in contact to these substances.

3.4.4 The School will provide sufficient information to these persons so that they understand the principles of the regulations and the precautions that need to be taken.

3.4.5 The School will set up a system whereby the Safety Officer will be aware of any change in the purchase policy so that new substances may be effectively monitored.

3.5 Electricity at Work

3.5.1 The School recognise that they have to introduce a formalised system of maintenance for all electrical systems.

3.5.2 The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every two years.

3.5.3 The School will prepare an inventory off all electrical apparatus used In the School and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified.

3.5.4 The School recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instruction prepared to control the risks.

3.6 Manual Handling

3.6.1 In particular the School will:-

- avoid the need, so far as reasonably practicable, for employees to undertake any manual handling operation which involves risk of injury.
- where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out. The person(s) for carrying out these assessments are the Facilities Coordinator.
- take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and provide employees with general indications on the weights of loads.

3.7 Instructions for School Contractors

3.7.1 The Facilities Coordinator he must be contacted before any work is commenced.

3.7.2 Contractors will be expected to produce satisfactory evidence of insurance in respect of their legal liabilities to the school, third parties and their own employees.

3.7.3 Contractors are not permitted to engage the assistance of School personnel without specific authorisation from the Facilities Coordinator.

3.7.4 The Contractor shall inform the Facilities Coordinator of the health hazards of any substances he brings on to the site, the likely exposure risks to our employees or pupils, and any precautions that need to be followed.

3.7.5 Any queries or problems on site should be referred to the Principal/Facilities Coordinator. In their absence, their nominated deputy should be contacted who will be pleased to assist the Contractor in his endeavour to ensure safety on our premises.

3.8 Training

3.8.1 Before entrusting any task to an employee the School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

3.8.2 The School will provide employees with health and safety training:-

a) on recruitment. This induction training will give general health and safety training on the risks associated with the School's undertaking, including arrangements for first aid, fire and evacuation;

b) or their being exposed to new or increased risks to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;

c) periodically as refresher training, as appropriate.

3.9 Management of Health and Safety at Work

3.9.1 It is the policy of the School to comply with the Management of Health and Safety at Work.

3.9.3 The School will make a suitable and sufficient Assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions. The person responsible for carrying out the Assessment on the School's behalf is the Facilities Coordinator.

3.9.3 The results of the Assessment including identified risks and any necessary preventive and protective measures will be brought to the attention of relevant employees.

3.10 Site Security

3.10.1 The School operates a number of working systems to maintain security during the working day and at night.

3.10.2 All visitors are issued with a visitors badge and must sign in and out.

3.10.3 Staff are encouraged to challenge anyone not wearing a visitors badge.

3.10.4 At night a final check is made of all the School premises to make sure all school buildings are locked.

3.10.5 All contractors are made to sign in and out and issued with guidelines on their behaviour whilst they are working on the School premises.

3.11 Drugs and Alcohol

3.11.1 The School will not tolerate the consumption of alcohol or use of "recreational" drugs on any of the School premises and illegal activities involving drugs will be reported to the police;

3.11.2 In connection with these activities, the School expects all employees to present themselves for work, not under the influence of either drugs or alcohol;

3.11.3 It will be the line management responsibility to identify any associated behavioural changes which may result from drugs or alcohol.

3.11.4 Any employee found to be under the influence of drugs or alcohol will immediately be sent home and subject to the School's disciplinary procedure.

3.12 Smoking

3.12.1 The School operates a total No Smoking ban across the whole School site.

3.13 Physical Education

3.13.1 Ensure that all teaching staff, and if appropriate auxiliary staff, are competent and appropriately trained, experienced and qualified for the activities they teach and undertake and that the qualifications and training meet the appropriate standards.

3.13.2 Ensure that the size of teaching groups takes account of the nature of activity, the age, experience and development stage of the pupils and the requirements of the national Curriculum.

3.13.2 Ensure carefully constructed Schemes of Work, geared to local circumstances and needs, are documented and operated and which incorporate all necessary elements for safe practice in physical education.

3.13.3 Ensure all apparatus is stored, handled and used safely and is maintained in good condition.

3.13.4 Ensure arrangements are made for large portable and fixed equipment to be inspected at least once a year.

3.14 SLIPS AND TRIPS

3.14.1 Over one-third of all major injuries reported each year are caused as a result of a slip or trip at work. Therefore, the School intends to give this subject the attention that it obviously deserves.

Slips

3.14.2 Slips are caused by: inadequate footwear for the prevailing work conditions, liquids, sludges or fine powders on the floor surface etc.

Trips

3.14.3 These are caused by: abrupt changes in surface level, raised cracks, badly worn concrete, holes, cables etc.

Responsibilities

3.14.4 Monitoring for the causes of slips and trips will be part of the daily responsibility of the Facilities Coordinator and will be dealt with immediately.

3.15 VIOLENCE AT WORK

3.15.1 It is not thought that violence is a problem in the School, but it is aware that it is an issue of higher insurance, absenteeism, compensation and poor morale. The implications for the employees vary from stress through to physical injury.

What is Workplace Violence?

3.15.2 The definition of work-related violence is:

"Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work".

Responsibilities

3.15.3 The School will not tolerate any form of violence on any of the School premises and has a zero tolerance policy. Any staff member guilty of violence will be sent home immediately and appropriate disciplinary procedures will be implemented.

3.16 Use of School Facilities by Members of the Public

3.16.1 The School will ensure that all members of the public using the facilities of the School will have sufficient information in order to allow them to avoid any risks to their Health and Safety.

3.16.2 With regard to the use of the School Hall, this information will relate to a means of escape in the event of an emergency.

4. Off-Site Visits

Off-site visits need careful planning and preparation. This means consideration being given to all aspects of the trip and allowing sufficient time for this important stage. It is imperative that the whole procedure is adhered to.

Please refer to the School Trips Policy.

5. After School Clubs

This includes extra lessons: (sports etc) and usually take place after 1:30pm. Although this is still within school hours, there are implications for School such as first aid, management of hazardous substances and fire evacuation and it is therefore very important that these activities are well managed.

Please refer to the After School Clubs Policy.