



Health & Safety Policy

All schools follow the guidelines as set forth by the ministry of MOE & HE and MOPH and this takes precedents over the school policy.

Doha Academy (DA) considers Health and Safety as a fundamental element in providing care to all stakeholders. DA is committed to creating a safe, nurturing, and well-organized environment that encourages students, staff, and visitors to participate while adhering to Health and Safety guidelines. DA recognizes that Health and Safety (H&S) encompasses various elements that are crucial for effective care, including medication administration, subject safety rules, and managing trips and transportation. All these elements align with DA's mission and vision and are vital for ensuring the well-being and safeguarding of all stakeholders.

Doha Academy acknowledges and embraces both its legal obligations and its role as an employer in overseeing, managing, and ensuring the safety, health, and well-being of every employee, student, and visitor.

Doha Academy firmly believes that each employee bears legal and ethical responsibilities to enhance and sustain safety, health, and welfare within the workplace. Additionally, they should conduct themselves in a manner that does not endanger their own safety, health, and welfare or that of their colleagues.

HEALTH AND SAFETY IS IMPORTANT BECAUSE:

- **Child Well-being:** It ensures the physical and emotional well-being of children, providing a safe environment for them to learn and play.
- **Accident Prevention:** It minimizes the risk of accidents, injuries, and illnesses among children, staff, and visitors.
- **Legal Compliance:** There are statutory rules and regulations provided by Civil Defence, MOE & HE and DA Senior Management that the kindergartens adheres to maintain safety standards and avoid legal issues.
- **Parental Trust:** It builds trust with parents who entrust their children to the kindergarten's care, knowing that safety is a top priority.
- **Staff Morale:** Maintaining a safe environment boosts staff morale, creating a positive and productive work atmosphere.
- **Learning Environment:** Safety fosters a conducive learning environment where children can focus on their development.

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- **Emergency Preparedness:** It ensures readiness for any emergencies, like fires, medical incidents, or natural disasters.
 - **Liability Mitigation:** Health and safety practices minimize the kindergarten's liability in case of accidents.
 - **Hygiene and Sanitation:** It maintains cleanliness and hygiene standards to prevent the spread of diseases.
 - **Reputation:** A commitment to health and safety enhances the kindergarten's reputation, attracting more students and staff.
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- There are statutory rules and regulations provided by Civil Defence, MOE & HE and DA Senior Management.
 - Clear rules and regulations provide a structured and prepared organization for a variety of differing needs.
 - All students and staff are provided with regular guidance and practice of regulations such as Fire Drills.
 - Students and staff are provided with clear and regular guidance to limit and try to decrease the risk factor associated with Health and Safety incidents.
 - Visitors and members of the public who are in contact with DA staff or students on or off site are provided with a positive experience.
 - Improves the understanding of non- DA stakeholders of DA's expectations and standards.

The Head Teacher, Deputy Head Teacher, and staff may occasionally engage with individuals or groups of students or staff to address Health and Safety matters or related concerns. This interaction could stem from legal updates by external bodies, data analysis, referrals from staff, students, or parents/guardians, and may lead to suggestions, meetings, corrective actions, information sharing, or policy adjustments. Any alterations to information or policy are contingent on approval by the Chairperson and will be effectively communicated to relevant stakeholders through suitable channels.

THE HEADS/DEPUTY HEADS OF THE SCHOOLS SHALL:

- Ensure that structures are in place which facilitate the effective coordination of monitoring of Health and Safety.
- Ensure that staff are provided with professional development to implement Health and Safety policy and procedures.
- Ensure that any relevant Health and Safety data is communicated with appropriate stakeholders.
- Monitor and update Health and Safety policy and procedures when required.
- Consistently apply Health and Safety sanctions when required.

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- Provide confidential references relevant to appropriate stakeholders for future educational establishments or employees relating to Health and Safety when required.
- Ensure that Health and Safety reviews are completed when required.
- The annual Health and Safety policy and procedure review reflects the schools Quality Assurance (QA) feedback when required.
- Ensure a reasonable balance between training needs and the day to day needs of running the school. (Monitor the impact of staff absences through training commitments).

ALL STAFF SHALL:

- Have the opportunity for reviews with the Head Teacher and/or Deputy Heads regarding Health and Safety policies and procedures when necessary.
- Be entitled to suitable in-service training to adequately prepare for their responsibilities.
- Have the chance to identify areas in need of development in Health and Safety.
- Contribute to Health and Safety reviews as required, aligning with QA recommendations.
- Provide concise records and evaluations of professional development activities through feedback, whether written or verbal.
- Ensure that any Health and Safety concerns are appropriately documented.
- Verify that tutors and teachers correctly use all codes within attendance registers (see below).
- Maintain accurate attendance and punctuality records for students.
- Ensure that all staff promptly report and address any Health and Safety incidents.

SAFETY ORGANISATION:

Safety is a line management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Representative shall monitor safety generally and the operation of safety procedures. The principal shall ensure that each employee shall obtain a copy of the Health & Safety Policy and shall be familiar with its contents. It shall also be made available to parents in a folder in the reception area of primary and secondary schools.

All records of accidents and ill-health will be monitored to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

DUTIES OF EMPLOYEES

IT IS THE DUTY OF EVERY EMPLOYEE WHILE AT WORK:

- Take reasonable precautions for their own safety, health, and well-being, as well as for the safety of anyone else who might be impacted by their actions or oversights while at work.
- Cooperate with their employer and any other individuals to the extent necessary to ensure compliance with relevant statutory regulations.

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- Use appropriate appliances, protective gear, facilities, equipment, or items provided for their safety, health, or well-being at work in a manner that achieves the intended protection, whether for their sole use or shared with others.
- Promptly report to the Head of section or Principal any discovered equipment defects, workplace issues, or work procedures that may pose safety, health, or welfare risks.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.

BEHAVIOUR AND ATTENDANCE:

All students and staff are expected to maintain a high quality of integrity, behaviour and attendance. Please refer to Behaviour, Attendance and Staff Job Descriptions.

SAFETY REPRESENTATIVES:

The principal shall be responsible for overseeing the safety provisions on behalf of the school and each school building will have an elected Safety Representative. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. Their main duties and responsibilities are as follows:

- To guide and advise on all health, safety and welfare matters.
- To ensure that the appropriate safety education and training are co-ordinated and carried out using both in-house and external resources.
- To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date.
- To ensure that adequate fire protection and prevention measures are provided.
- Representatives and Principal shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notifications are properly completed.

PARTICULAR ATTENTION WILL ALSO BE PAID BY THE SAFETY REPRESENTATIVES TO THE FOLLOWING POTENTIAL HAZARDS:

- **Slip and Trip Hazards:** Wet floors, cluttered hallways, loose cables, and uneven surfaces can lead to slip and trip accidents.
- **Fire Hazards:** Malfunctioning electrical equipment, flammable materials, and blocked fire exits can increase the risk of fires.
- **Electrical Hazards:** Damaged wiring, overloaded circuits, and improper use of electrical equipment can lead to electrical shocks and fires.
- **Chemical Hazards:** Improper storage or handling of chemicals in science labs (if applicable) or janitorial areas can result in chemical spills or exposures.

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- **Biological Hazards:** Improper disposal of biological materials, lack of hygiene in restrooms, and poor handling of food can lead to the spread of diseases.
- **Physical Hazards:** Poorly maintained sports equipment, inadequate safety measures and dangerous play areas can lead to physical injuries.
- **Structural Hazards:** Damaged or deteriorating buildings, roofs, and walls can pose risks to students and staff.
- **Security Risks:** Inadequate security measures can result in unauthorized access, bullying, and violence.
- **Health Risks:** Poor indoor air quality, inadequate ventilation, and the spread of contagious diseases can affect the health of building occupants.
- **Asbestos and Lead:** Older school buildings may have asbestos-containing materials or lead-based paint, both of which can pose health risks if not managed properly.
- **Accessibility Issues:** Lack of accessibility features for students and staff with disabilities can lead to accidents and hinder learning.
- **Poor Lighting:** Insufficient or flickering lighting can create an unsafe environment, particularly in hallways and stairwells.
- **Noise Hazards:** Excessive noise levels from HVAC systems, school activities, or construction can impact hearing health.
- **Maintenance Neglect:** Failure to address routine maintenance, such as fixing leaks, replacing damaged flooring, or repairing playground equipment, can create safety risks.

To mitigate these potential hazards, all teachers and staff must proactively log the concerns in the Operations and Maintenance helpdesk system while regularly assess their facilities, carry out “Facilities Inspection” walk about, maintain safety protocols, conduct safety drills as scheduled, and provide safety training to staff and students.

- ~~Access / egress – floors, steps, and ladders~~
- ~~Lighting and ventilation~~
- ~~Heat and Humidity~~
- ~~Electrical – sockets, plugs and framed wiring.~~
- ~~Fire risk, emergency evacuation procedures and fire drills~~
- ~~Light machinery safety; photocopiers; fax machines; PC's; calculators; (staff should treat said equipment with care and report any faults to the relevant personnel who will arrange for the repair / replacement for the equipment)~~
- ~~Playground – surfaces, Gymnasium, Laboratories, etc.~~

REPORTING ACCIDENTS AND HAZARDS:

The logging and reporting of all accidents and hazards play a pivotal role in maintaining safety and a healthy environment within DA schools. An approved Accident and Incident reporting template is readily available for documenting incidents in comprehensive detail, having received endorsement from the Principal. This well-structured format for Accident and Incident reporting serves as a robust tool in the

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identification, assessment, and mitigation of risks, thus contributing significantly to accident and injury prevention. Here's how this systematic process is managed:

Establish a Reporting Procedure:

Develop clear and comprehensive reporting procedures that all staff, students, and visitors understand. Specify the channels for reporting, including contact persons, forms, or digital platforms.

Promote a Reporting Culture:

Encourage an open and non-punitive reporting culture where individuals feel safe reporting incidents and hazards without fear of repercussions.

Identify Responsible Parties:

Clearly define roles and responsibilities for managing accident and hazard reports. Assign designated personnel, such as safety officers or administrators, to oversee the process.

Standardize Reporting Forms:

Create standardized accident and hazard reporting forms that capture essential details, such as date, time, location, individuals involved, witnesses, and a description of the incident or hazard.

Establish Reporting Timelines:

Set specific timelines for reporting accidents and hazards, such as within 24 hours of the occurrence. Ensure swift reporting to address issues promptly.

Investigate Incidents:

Assign trained personnel to investigate reported accidents and hazards, determining their causes and contributing factors.

Classify and Prioritize:

Categorize reported incidents and hazards based on their severity. This helps in prioritizing actions and resources for the most critical issues.

Implement Corrective Actions:

Develop corrective actions and mitigation strategies for each reported hazard or incident. This may involve repairs, improved training, or policy changes.

Document Findings:

Maintain a comprehensive record of all incident and hazard reports, investigations, and actions taken for reference and auditing purposes.

Communication:

Communicate the investigation findings and actions to relevant stakeholders, including affected individuals, school staff, and parents.

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Monitoring and Review:

Continuously monitor the effectiveness of corrective actions and review the reporting process regularly to make necessary improvements.

Training and Education:

Provide training and education to all staff and students on the importance of reporting accidents and hazards. Teach them how to complete reporting forms accurately.

Data Analysis:

Analyse accident and hazard reports to identify patterns and trends. This information can guide preventive measures and safety improvements.

Feedback Mechanism:

Establish a feedback mechanism to inform individuals who reported accidents or hazards about the status of the investigation and the actions taken.

Incident/Hazard Response Team:

Designate a response team to address critical incidents or hazards promptly, especially if they pose an immediate threat to safety.

Continuous Improvement:

Foster a culture of continuous improvement by learning from past incidents and hazards and using this knowledge to enhance safety measures.

- Any area which may reasonably be considered a serious and immediate danger to health and safety.
- Any matter which may reasonably be considered a shortcoming in health and safety arrangements.

DOHA ACADEMY WISHES TO ENSURE THAT AS FAR AS IS REASONABLY PRACTICAL:

- All areas within the school must be designed, equipped, and maintained to ensure safety and prevent health risks.
- There should be safe pathways for staff, students, and visitors to move to and from work areas.
- Machinery should be operated with safety in mind to the extent possible.
- Work processes should be organized and executed with safety and health considerations in mind.
- Staff should receive appropriate training and supervision to maintain a safe work environment for employees and students.
- When needed, protective clothing or its equivalent must be provided to ensure the safety and well-being of employees and students.
- Emergency plans must be adhered to and updated as necessary.

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UNFORESEEN EMERGENCY:

Handling unforeseen emergencies at a school involves careful planning, quick response, and ensuring the safety of students and staff. Following are the steps to handle an unforeseen emergency at a school:

Assess the Situation:

The first step is to assess the nature and scope of the emergency. Is it a fire, medical emergency, natural disaster, or other crisis? Understand the severity of the situation.

Alert Authorities:

If necessary, contact local emergency services such as the fire department, police, or medical professionals and respective services to request immediate assistance.

Activate Emergency Response Plan:

Schools should have established emergency response plans. Follow these plans to coordinate a response. The plan should include procedures for various types of emergencies, contact information for key personnel, and evacuation routes.

Notify School Community:

Use all available communication methods to alert students, staff, and parents of the emergency. This might include public address systems, text messages, emails, phone calls, and social media updates.

Evacuate or Shelter-In-Place:

Depending on the nature of the emergency, evacuate the building or instruct students and staff to shelter-in-place as per the emergency response plan. Ensure everyone is aware of evacuation routes and assembly points.

Account for Everyone:

Keep track of students and staff. Use attendance records or checklists to verify that everyone is safe and accounted for. Designate a meeting place for a headcount.

Provide First Aid:

If there are injuries, provide first aid as needed while awaiting professional medical assistance.

Cooperate with Authorities:

Work closely with responding emergency personnel. Follow their instructions and provide them with any necessary information about the situation.

Provide Emotional Support:

Emergencies can be traumatic for students and staff. Offer emotional support and counselling as needed to help people cope with the situation.

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Communication:

Keep the school community informed of developments, safety procedures, and when it is safe to return to normal activities.

Evaluate and Review:

After the emergency is resolved, conduct a debriefing session to assess the response and identify areas for improvement in the emergency response plan. Make any necessary revisions.

Support Recovery:

Assist students, staff, and parents in the recovery process. Address any damages to the school building and provide support for those affected by the emergency.

Regularly review and practice emergency response plans, conduct drills, and train staff to ensure a well-coordinated and effective response to unforeseen emergencies.

- Unforeseen emergencies such as poor weather conditions and structural or energy damage to be assessed by Principal and appropriate action taken.
- Consult with the owner of the school if school needs to be closed.
- Staff to be available for duty and to assist Principal/Head of Operations where and when necessary.
- Principal/Head of Operations to inform parents via (noticeboards, school website and sending SMS to parents in the case of school closing.)

PROCEDURES AND RESPONSIBILITIES:

- Class teachers should relay issues to the designated representative or coordinator.
- Safety officers should report issues to the Head of Operations on a term basis unless it's an emergency.
- Security guards and office staff should directly inform the Head of Operations.
- Parents are encouraged to report issues to the school office.
- The Head of Operations will then take the necessary steps in coordination with Principal and notify the school owner as needed.

MEP HAZARDS:

MEP (Mechanical, Electrical, and Plumbing) hazards in the school, along with typical electrical smart boards, kitchen appliances, can present various potential risks.

Only individuals who are qualified and authorized with a PERMIT TO WORK will be allowed to perform work on these systems.

- **Electrical Hazards:** These can stem from issues with electrical wiring, outlets, switches, and appliances, such as computers, projectors, and laboratory equipment. Hazards may include

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exposed wires, damaged cords, improperly grounded appliances, and overloaded electrical circuits.

- **Fire Hazards:** Faulty electrical systems, equipment, or appliances can lead to electrical fires. This is particularly concerning in crowded areas with limited evacuation routes.
- **Lighting Hazards:** Poorly maintained or malfunctioning lighting fixtures can create tripping hazards and reduce visibility, increasing the risk of accidents.
- **HVAC (Heating, Ventilation, and Air Conditioning) Systems:** Inadequate maintenance or malfunctioning HVAC systems can lead to poor indoor air quality, uncomfortable temperatures, and the spread of airborne contaminants.
- **Plumbing Hazards:** Leaky pipes, damaged fixtures, and poorly maintained plumbing systems can result in water damage, mold growth, and slippery floors.
- **Chemical and Lab Equipment:** Science labs may contain hazardous chemicals and equipment that pose safety risks if not properly stored and managed.
- **Heavy Machinery and Equipment:** Some educational facilities, such as vocational schools, may have workshops with heavy machinery and equipment that require proper safety protocols.
- **Inadequate Ventilation:** Poor ventilation systems can contribute to indoor air quality problems, particularly in areas where chemicals or gases are used.
- **Tripping Hazards:** Loose cords from computers, projectors, or other electrical devices can create tripping hazards in classrooms and common areas.
- **Inadequate Grounding and Electrical Codes:** Non-compliance with electrical codes and grounding standards can lead to electrical shocks and other dangers.

~~THE FOLLOWING HAZARDS (IN AS MUCH AS CAN BE IDENTIFIED) ARE CONSIDERED BY THE SCHOOL TO BE A SOURCE OF POTENTIAL DANGER AND ARE BROUGHT TO THE ATTENTION OF ALL CONCERNED:~~

~~**Main switch/fuse board**~~

~~No persons other than those qualified will be permitted to work on or repair the main electrical switch board or fuses. The area around the fuse boards will be kept clean and tidy at all times. Nothing should be left on top of the fuse boards. Suitable electrical warning signs will be placed near main electrical switch gear.~~

~~**Boiler / Pump House**~~

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~~Only authorised persons will be allowed into the Boiler House. All persons so authorised will be made aware of the special hazards i.e. high voltage electricity, extremely hot water and pipes and the danger of oil contamination. The boiler / pump house will be kept clean and tidy at all times. A safety sign outlining hazards will be kept in the boiler / pump house.~~

Classrooms

~~Classrooms should be kept tidy. Wires / sockets should be secure and objects should not be left in the walk ways. Students should not be left unattended.~~

School Main Gates and Secondary Gate Safety Policy

This policy is established to ensure the safety and security of students, staff, and visitors while entering and exiting the school premises through the main gates and secondary gates.

Authorized Access: Access through the school's main gates and secondary gate is restricted to authorized individuals only. These gates are to be used for school purposes exclusively.

Identification and Badges: All individuals must visibly wear their identification badges when on school grounds. Visitors must sign in at the gatehouse and obtain a visitor badge.

Gate Operation: School security staff will manage the operation of gates, including opening and closing times. Gates will be locked and secured after authorized hours of entry.

Traffic Safety: All individuals must adhere to traffic safety rules and guidelines when entering or exiting the school. Vehicle drivers must follow posted speed limits and traffic signs.

Emergency Access: In the event of an emergency or evacuation, gates may be used for quick egress. All school personnel must be aware of the emergency evacuation procedures for the gates.

Unauthorized Entry: Anyone attempting to gain unauthorized entry or tamper with gates will face disciplinary action. School security will report any such incidents to the appropriate authorities.

Instructions:

Identification Badges: All students, staff, and authorized personnel must wear their identification badges while on school premises.

Visitor Sign-In: Visitors must register at the gatehouse and obtain a visitor badge before entering the school.

Traffic Safety: Drivers must observe posted speed limits, stop at crosswalks, and follow all traffic signs while driving on school grounds.

Emergency Procedures: All school personnel must be familiar with the school's emergency evacuation procedures, especially those related to gate usage during emergencies.

Gate Access Hours: Be aware of the school's gate opening and closing times to ensure you can enter and exit the school premises as needed.

Unauthorized Entry: Never attempt to enter or exit the school through unauthorized means or tamper with gates. Unauthorized entry may result in serious consequences.

By adhering to this policy and following the provided instructions, we can maintain a safe and secure environment for everyone at our school. Your cooperation and vigilance are vital in upholding the safety of our school gates.

School Main Gates

The gates are manned by security guards and will be left open at collection times and drop off times. Outside these times the gates may be closed and will be manned by Security Guards.

Kitchen and Staffroom

Care must be taken at all times when using water boilers, kettles and other kitchen equipment. No one may leave the staffroom with hot liquids. All persons using the photocopier will be made aware of particular hazards with chemicals relating to this equipment. The areas should be kept tidy at all times.

Reprographics Room

Ventilation of the room in order to reduce the effect of hazardous fumes caused by photocopying equipment. Access to the reprographics room will be limited to authorized staff only.

Portable equipment

Portable equipment will be inspected on an annual basis. Faulty equipment should be isolated from the power supply and removed for repair. Persons should check plugs and flexes before using equipment. All faults should be reported.

Emergency Escape Routes

Escape doors must not be locked during occupation of the building. Staff and students will be made aware of the escape routes by regular fire drills. All escape routes will be kept clear at all times.

Fire Safety Policy:

Fire Prevention: All members of the school community have a responsibility to prevent fires. This includes not engaging in activities that pose fire risks and properly maintaining electrical and heating systems.

Fire Alarms and Equipment: Fire alarm systems and fire extinguishing equipment are maintained regularly. All staff and students must be familiar with the locations of alarms, fire extinguishers, and fire exits.

Fire Drills: Regular fire drills will be conducted to ensure all occupants know the evacuation procedures. Students and staff will participate in these drills, taking them seriously as preparation for real emergencies.

Evacuation Procedures: In the event of a fire, the safety of students and staff is our top priority. All occupants must leave the building calmly and quickly via designated exits. These routes will be clearly marked.

Assembly Areas: After evacuation, all students and staff will gather at designated assembly areas to ensure accountability and safety.

Emergency Services: Emergency services will be contacted immediately in the event of a fire. School personnel will cooperate fully with fire department and other emergency responders.

Fire Safety Education: Fire safety education is provided to all students and staff. This includes understanding fire risks, recognizing alarm signals, and knowing how to use fire extinguishing equipment.

Instructions:

Fire Prevention: Report any fire hazards or potential risks to the school administration. Do not engage in any activity that could pose a fire risk.

Alarms and Equipment: Know the locations of fire alarms, fire extinguishers, and fire exits in your area.

Fire Drills: Participate in fire drills without exception. Take them seriously to ensure you understand evacuation procedures.

Evacuation: In the event of a fire, evacuate calmly and quickly. Do not use elevators. Use the nearest marked exit.

Assembly Areas: After evacuation, gather at the designated assembly area and await further instructions.

Emergency Services: In the event of a fire, call emergency services (dial 911 or your local emergency number) immediately.

Fire Safety Education: Participate in fire safety education programs to understand and prevent fire risks.

A school evacuation procedure has been drawn up. A copy of this procedure will be made available to all employees including temporary and substitute teachers. A copy will also be displayed leading to each class room, staff rooms, gymnasiums, auditorium, canteen, prayer rooms and offices.

- Evacuation drills will take place at least three a year. Employees should familiarise themselves with the procedures so that a fast and effective evacuation of the school can be completed in the event of an emergency. When evacuating the building the children will not bring anything with them.
- Fire extinguishers are provided and will be maintained on a regular basis. Employees will be instructed in the safe use of this equipment.
- Emergency escape routes will be posted on the main corridors and throughout the building.
- Re-Entry to the school building is prohibited until the all clear sign has been given by the Fire Officer attending the fire drill, or until the Head of Operations has given the all clear.

EVACUATION:

DA employs NBK to provide Fire Evacuation procedures. They prepare the evacuation manual of procedures for Fire, Bomb or Chemical evacuation needs. SMT have the responsibility of disseminating information to the appropriate stakeholders through appropriate methods of communication. DA ensures that:

- All appropriate information is disseminated and available for all appropriate stakeholders.
- Professional development needs are identified and met.
- Regular practice of procedure is achieved.
- Regular assessment of policy and procedure are reviewed.
- New staff are provided with orientation of DA layout, staffing, policy and procedure. ● Staff are provided with roles and procedures to implement during an evacuation.

Clear policy ensures that in the event of incidents all stakeholders Health and Safety is recognised and prepared for. The use of well-defined procedures also minimises the risk to others during times of evacuation limiting subsequent or secondary hazard or injury such as tripping, pushing and panic attacks, other than the primary incident.

- Any stakeholder who discovers smoke/fire/emergency situation must activate the nearest fire alarm.
- The continuous ringing of the alarm bell indicates that all stakeholders and visitors on the DA site should evacuate the building.
- Exit plans are provided to inform stakeholders and visitors as to the appropriate route for evacuation.
- All stakeholders including visitors will exit the building according to the exit plan.

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- All stakeholders are provided with designated areas to conduct a register of attendance. ● DA school secretaries are responsible for bringing class registers and visitors book if appropriate). If absent the Head Teacher/Deputy Head Teacher is responsible for completing this task.
- Fire Wardens are responsible for checking that every area is clear of students and staff.
- No stakeholder is allowed to re-enter the building until Head of Operations/Site Manager/Fire Officer announce it safe.

Running in School:

Running is strictly forbidden in corridors and classrooms. Strict discipline will be maintained. Children should walk in lines, bags and equipment should be placed neatly in an area so as not to cause a "tripping" hazard.

Teachers taking these classes should ensure that children wear suitable clothing and under no circumstances be allowed take part in classes in their socks or bare feet.

Wet corridors/ floors

Every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Staff and students shall be told to use handrails when going up or down steps. Step edges shall be fitted with clearly marked edges of a nonslip nature wherever practical.

Broken Glass

DA shall minimise the danger arising from broken glass. Staff is asked to report broken glass to the Head of Operations or Health and Safety Representative so that it may be immediately removed.

Infectious Diseases

All infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. DA will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

General

Any maintenance issues are dealt with by the Head of Operations once reported.

Supervisory Duties

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Adequate provision must be made to supervise students during break times (in the play areas and in the canteen), Early Duty (before school starts) and at the end of the school day. All in school events must be adequately supervised. The Head of Section is responsible for providing and updating the Duty Rota's.

OFFICE MACHINERY

Office machinery includes photocopying machines, printers, guillotines, laminating machines and binding machines. Students may not use any of the above machinery (printers can be used under strict supervision.) The photocopier operator is the only person authorised to operate and to do minor fault repairs to the photocopiers

Installation

Machines will be positioned in a well-ventilated area away from doorways.

The main on/off switch will be accessible at all times. The manufacturer's operating manual will be available at the location of each machine.

Repairs:

Minor repairs, such as rectifying paper jams in a photocopier, may be carried out by photocopier operator or personnel designated to do so where clear instructions exist and the action presents no hazard. Under no circumstances should staff use screwdrivers or any other article to tamper with the inside of machines.

Major faults

Major faults, including any electrical faults, frayed wiring, must be reported immediately and the machine must be switched off. A printed notice should be posted on the machine stating 'Out of Order' until a fully qualified technician repairs the machine.

Maintenance

Basic maintenance of machinery will be carried out regularly by competent technical contractors.

Light intensity

Photocopiers and laser printers are provided with strong light sources. Covers must be in place when copies are made.

FILING CABINETS

- Use drawer handles when opening/closing drawers to avoid injury to fingers.
- Always close drawers after use.

ELECTRICAL APPARATUS

The following precautions must be observed by all staff and employees to minimise the risks associated with electricity:

- Children may not use any machinery unless with the strict permission of the principal or class teacher and then only when supervised.
- Any broken, ineffective or damaged electrical equipment, such as loose connections and frayed cables, must be reported immediately. The electrical unit must be switched off immediately.
- Care should be observed and assume all electrical circuits are live unless there is absolute certainty that they are not.
- Ensure that the equipment is switched off before it is plugged in.

MANUAL HANDLING

- Always consider whether help is necessary to lift an awkward or heavy load.
- A trolley or some other mechanised system should be used wherever practicable.
- Do not allow the load to obstruct your view, particularly when using stairways.
- Ensure the area in front of you is clear from obstructions.
- If carrying a load, ensure that you do not proceed backwards.
- Students are not allowed to lift heavy items such as desks and boxes of books and paper. If capable of lifting the load, then:
 - Keep the back straight and knee(s) bent.
 - Get a firm grip on the load.
 - The load should be held close to the body.
 - The legs, not the back, should be used to straighten up.
- Do not 'jerk', shove or twist body.

WELFARE

To ensure the continued welfare of staff and employees toilet facilities are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas.

MEMBERS OF STAFF ARE REMINDED THAT:

Any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal & Head of Operations of any known side effects or temporary physical disabilities which could hinder their performance and which may be a danger to either themselves or their fellow workers or students. The Head of Operations will arrange or assign appropriate tasks for that person to carry out in the interim. • Any person found breaking this rule will be subject to disciplinary action.

PASTORAL CARE

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(Updated September 2023)

Please refer to DA's pastoral policies.

SOCIAL AND MORAL WELLBEING

Please refer DA's Global Citizenship Education PHSE, Pastoral and Behaviour policies.

SUBJECT SAFETY

DA recognises that staff and students who participate in different subjects and teaching environments are subject to different risk factors. To limit any form of hazard, all staff and students are expected to follow the policy and procedures set out in the Attendance and Behaviour policies and Job Descriptions. DA's goal is to ensure that every student has access to a broad and balanced curriculum but that also considers a student's individual needs.

The curriculum and lessons are tailored across a range of subjects to develop and encourage a positive ethos and education regarding physical, intellectual, spiritual, moral and healthy lifestyles. The syllabus provides opportunity to be aware of current issues, trends and development in the wider world. Furthermore, the opportunity to participate in a range of activities also develops fine motor skills, self-esteem, confidence, social and team building skills.

In addition to lessons students are given extra-curricular opportunities to participate, such as:

- Qatar National day
- School Sports Day
- Enrichment programmes (Islamic ethos day, International day)
- Extra-Curricular Activities
- School Olympic Activities
- School Diamond League activities
- Internal and external activities and competitions

Subjects such as Physical Education, Science provide rigorous guidelines which are displayed for students and staff to adhere to. Failure of students to adhere to these guidelines could be subject to disciplinary sanctions, temporary or permanent removal from an activity or subject and contact to parent/guardian in an appropriate timeframe and method. This is to ensure the well-being and safeguarding of all stakeholders during different activities.

STUDENTS MUST ENSURE THAT THEY FOLLOW ALL INSTRUCTIONS PROVIDED BY STAFF:

- Wear appropriate uniform and footwear for the lesson or activity.
- Report immediately any accident according to the Accidents policy and procedures.
- Use equipment only when instructed to.
- Use equipment in a safe and appropriate manner.
- Unauthorised equipment should not be used.
- Do not participate in an activity where medical guidance (notes or certificates) has stated.

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MEDICATION/ILLNESS/HEAD LICE

DA is committed to providing a safe environment but does recognise that there are occasions when medical attention will be required. DA employs trained nurses on site to care for staff, students and visitors (when required) and can be called directly to attend to cases, or patients can visit the nurse's room or the one of the sick bays.

DA ENSURES THAT:

- If a stakeholder requires medical attention it will be made available within an appropriate time period.
- Confidential records are kept of any stakeholder requiring medical attention.
- Referral in an appropriate timeframe will be made to an external agency if a DA employed nurses assess the need (emergency 999).
- Stakeholders medical needs are prioritised above daily routine or contacting parent/guardian/next of kin.
- If required, contact will be made within an appropriate timeframe to parent/guardian or next of kin.
- DA will follow all external agencies recommendations (Pandemic protocol),
- DA will contact parent/guardians of students to be sent home, who the nurse has assessed to be too unwell to stay on site.
- DA reserves the right not to treat any stakeholder (unless in life threatening situations) who acts in an inappropriate manner. Stakeholders who are subject to these sanctions will be requested to seek medical attention from external agencies, parent/guardian contact will be made in an appropriate timeframe.
- Stakeholders who act in an inappropriate manner will be subject to the DA's Behaviour, Discipline policies.
- DA students will be entitled to full access of the National Curriculum (in agreement between DA and parent/guardian).

DA staff and students are liable to illness/medical needs; a parent/guardian is fully responsible for informing the school of any absences or medical needs. According to DA's Attendance and Discipline policies any absences will be recorded as unauthorised and subject to possible sanctions unless an appointment letter/hospital (Hamad) documentation is provided.

Some diseases in Qatar are reportable to the Supreme Health Authority, such as HINI and Chickenpox. If a stakeholder is suspected of having such a disease or a temperature over 37.8 degrees Celsius (in the case of a student a parent/guardian is contacted) and immediately sent home. Following statutory guidelines, any stakeholder will be excluded from the DA site until their symptoms have cleared and in the case of Chickenpox all lesions are scabbed over. There may be times when DA has to inform all stakeholders that a case of a contagious or reportable disease has been on the site. If this is the case appropriate methods of communication are used and the stakeholder's personal details remain confidential to only appropriate members of staff.

DA recognises that head lice infestations can be a common occurrence in schools. However, it can be distressing and embarrassing for all stakeholders. If a stakeholder is observed to have head lice, they are asked to leave DA site immediately (in the case of a student parent/guardians are contacted to remove the student immediately from the school site) and encouraged to apply treatment. This is in order to limit the possibility of an outbreak across DA. If required, the school nurse can provide information and advice to support any stakeholder, through differing methods such as individual or whole school education.

ACCIDENT / INCIDENT REPORTING

All accidents, no matter how minor, and whether to employees, students or members of the public must be logged. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required.

IN THE EVENT OF AN ACCIDENT:

- Refer for assistance immediately.
- Ensure the safety and well-being of any other students.
- Do not move a stakeholder if further injury is possible.
- Provide support in a calm and professional manner.
- Treatment must only be provided by an employed DA nurse or trained appropriate staff member unless in an emergency situation.
- Contact a parent/guardian/next of kin if appropriate.
- Do not take a student to hospital/medical assistance in their own transport
- Do not contact private medical organisations, only Hamad (999) when required.
- If requested, accompany a stakeholder to Hamad and stay until the parent/guardian/next of kin arrives.
- Collect any medical information provided by the hospital and pass it immediately to the parent/guardian/next of kin upon their arrival.
- DA will contact any parent/guardian of a student who has suffered any form of head injury to be sent home immediately.

DA is responsible to ensure that parent/guardian/next of kin are informed in an appropriate timeframe. They must ensure that any stakeholder who is sent to medical assistance (nurse/Hamad) must not be delayed waiting for parent/guardian/next of kin to attend. If a student is sent to Hamad, a member of staff must be provided to accompany them until a parent/guardian/next of kin arrives, unless directed by Hamad staff not to do so. Staff should be directed not to provide consent for any medical treatment unless it is specifically requested by a doctor, who should be asked to assume the responsibility for this decision. In an emergency situation, however, consent should be given on the advice of a senior hospital doctor, provided that reasonable steps have been made to contact the parent or guardian, even if it is known that their consent might not have been given.

FIRST AID PROCEDURES

- The First Aid Box is located at the nurse' room, sick bays, PE departments and on the buses. ● Surgical gloves should always be used in treatment of these cuts/grazes. Surgical gloves are part of the First Aid Box equipment
- In the case of a more serious cut, the wound is to be cleaned by the school nurse or a member of staff (first Aider) and the Principal / Head of Operations needs to be informed. The parent is called in the event of a more serious cut and if unavailable the child is taken to a doctor or hospital. All injuries are to be reported to the Principal / Head of Operations and Parents. Covered ice is to be applied to bumps and the child is to be constantly observed until the parent arrives.
- Accidents are to be recorded on ISAMs and or in the Nurse's logbook.

The School Nurse in coordination with the Head of Operations is responsible for ensuring that the First Aid Box is regularly replenished.

THE MANAGEMENT OF MEDICATION IN SCHOOL

- Teachers are not obliged to administer/ supervise student's medication
- Emergency action may be needed, both in school and on school trips
- Prime responsibility lies with parent who is the main source of information
- Liaise with medical services in support of students with medical needs when necessary
- Maintain appropriate medical records.

The school nurse is expected to administer medication only with the written permission of parents and

- It is essential that it be taken in school hours
- The student is unable to manage his /her own medication
- The student's name, prescription and dosage should be printed on the outside
- The name of the pharmacist should be visible
- The medicine is in-date

DA will consider each request to administer medication for a student with special medical needs, liaising with the appropriate medical authorities, the School Nurse and parents.

PRACTICE

WHEN A PARENT REQUESTS THAT WE ADMINISTER MEDICATION:

- If agreed, a risk assessment will be conducted to determine the necessary arrangements
- Work with the parent to set up a Healthcare Plan for the student
- Ensure secure storage for medication in school, accessed only by designated staff and each time it is administered, a record is completed

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- At the end of term or end of treatment, any remaining medication is to be handed over to the parent by the designated person
- If the parent fails to collect the medication, it will be destroyed and the details of the action taken recorded
- When treatment is completed, this will be noted on the care plan, and the record retained as a point of reference.

NB: a register of students' medical needs is to be kept indicating whether a care plan is in place and the information is available to staff

DUTIES OF STAFF AND EMPLOYEES

The attention of staff and employees is drawn to the following duties of persons employed as follows:

IT SHALL BE THE DUTY OF EVERY EMPLOYEE WHILE AT WORK:

To take reasonable care for his/her own safety, health and welfare and that of any person (including children) who may be affected by his/her acts or omissions while at work ● To co-operate with his/her employer and any other person to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions. ● To use in such manner and so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for the use by him/her in common with others) for securing his/her safety, health or welfare of which he/she becomes aware.

No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities

GENERAL SAFETY

DA's aim is to provide a healthy and safe working environment for staff and students. This can be achieved with the help and assistance of all employees and students by:

- Observing the general rules of safety including yard rules — running, cycling, wheelies, etc. Using all plant, machinery and equipment in a safe and proper manner.
- Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.
- Keeping work areas clean and tidy at all times.
- Making sure all corridors and passages, particularly those leading to escape routes, are kept free of obstructions at all times.
- Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

SAFETY AUDITS

Safety audits are carried out by SNC on a regular basis.

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VDU POLICY

The school is fully aware of its obligations on use of VDUs.

LIGHTING

Correct lighting is essential if eye fatigue is to be prevented.

We have ensured that the general level of illumination within the school premises complies with relevant guidelines.

REFLECTION & GLARE

Reflection and glare can cause great discomfort for the operator.

Glare in an effort to reduce problems in this area an anti-glare filter screen is available.

WORKSTATION

The work surface at all workstations is a matt surface finish to prevent any glare that might normally be reflected off a highly glossed veneer finish.

Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt for administrative staff and other staff where appropriate.

VISITORS

Visitors are welcomed to DA during appropriate times to the academic and non-academic day. They are classified as any person who has a business purpose in DA with either staff or student (only parent/guardian) on site. Visitors can only gain entry by passing through pedestrian security controlled gates, only prearranged and/or authorised vehicles will be permitted onto the site. Security will assess each visitor's needs individually and direct them accordingly. During weekdays (Sunday — Thursday) visitors will be directed to an appropriate reception or waiting area in either the Primary, Secondary Girls' or Secondary Boys' school. Visitors are not permitted to enter any further areas of the school unless accompanied by DA staff. Visitors who are found in any unauthorised areas should be:

- Challenged immediately in a polite manner
- Escorted to reception
- Security called for support if required.

Any visitors who are on site to collect a student must have permission from the Head of Section (or Deputy in their absence) of the school to remove a student from the site during normal school hours. If the visitor is not a parent DA must have parental permission for any student to leave (phone call home) early. Any authorised student leaving will be provided with a permission slip (dated and signed by DA reception staff) to be presented to security, any student without a permission slip will not be allowed to leave the school premises. Any student who attempts to leave the DA site with no permission will be subject to sanctions according to the Behaviour policy.

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DA has a legal duty to ensure the health, safety and welfare of all parents/visitors. Therefore, any staff member or employee who receives a parent/visitor is responsible for the parent/visitors' health and safety until they leave the premises. Visitors must be logged in and out and visitor's badges should be worn if deemed necessary.

ACCESS TO SCHOOL

Any contractor must make direct contact with the Head of Operations before initiating any work on the premises.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

COLLECTING CHILDREN

Please refer to Road Safety Policy

BUSES

DA provides school transport for a limited number of students using DA school buses and employed drivers. Provision is granted based upon a number of factors such as application, payment, siblings, location and availability per academic year. DA recognises that during this period of time students are under their duty of care and provides bus supervisors. However, DA also recognises that there is great responsibility placed upon the students to consistently behave in an exemplary manner. There is a clear expectancy for students who travel with school transport to reflect the ethos and standards of DA. Students must:

- Wait at the bus stop in an orderly fashion following all safety practices, refrain from playing on the roadway, or approach the bus until it has stopped.
- Be at the pick-up location on time.
- Wear seat belts at all times
- Not to board or leave a bus while it is in motion.
- Board or leave the bus in a quiet and orderly fashion.
- Sit on assigned seating immediately and remain seated with safety belts on for the whole of the journey.
- To place feet on the floor at all times.
- Not have any part of a student's body protruding out of the bus or throw any object within or from a bus (including spitting).
- Not distract the driver or other road users.
- Converse in a normal tone of voice at all times and refrain from calling out to others on board the bus or to passing traffic.
- Can consume water only on the school buses and dispose of it responsibly.
- Not talk to the driver while the bus is in motion.
- To listen and follow all bus assistant's instructions.

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- Not to damage DA or stakeholder's property.
- During an emergency follow all instructions (staying on the bus if instructed to).

Failure to act in an appropriate and safe manner such as remaining seated, damage, wearing seat belts, being quiet, not distracting the driver or other road users and following orders immediately and in an appropriate manner are fundamental to theirs and others safety. Any students who fall short of the expected high standard of behaviour could result in the following:

- Contact home to parent/guardian informing them of any incident.
 - Referral to Behavioural or Pastoral line manager.
 - Subject to sanctions (refer to Behaviour policy)
- Suspension of seat reservation (time period dependent upon pastoral/behaviour manager's decision).
- Ban from seat reservation for the rest of the academic year.
- Non-reimbursement of any transport fees paid.
 - Ban for future seat applications.
- Parent/guardian billed for any damage repair or replacement.

There are occasions when changes to arrangements need to be made. If there are such incidents DA will contact and inform parent/guardians. It is also the parent/guardian's responsibility to inform the school of any changes such as; moving house (DA reserves the right not to accept new pick-up places) and special circumstances. Any requirements must be brought to the attention of DA's Head of Operations prior to 11am each day. DA also reserves the right not to drop off any student at empty houses, parent/guardian's must ensure an adult is available to be responsible for the student.

Please refer to the Transport Policy

TRIPS

The Head of Each Section is required:

- To maintain sufficient lead time before an educational visit takes place, in order to prepare and inform parents and other adults within the school.
- To ensure safety procedures are in place and upheld.
- To ensure all legal responsibilities and requirements are fulfilled.
- Check that teachers are trained and approved for all planned activities.
- Check that non-teacher supervisors are sufficient to accompany the teacher and students on school trips.
- Ensure availability of assisting staff
- Ensure site pre-visit is performed.
- Help teacher to produce Risk Assessments, Operating Procedures and Code of Behaviour.

TEACHERS

- Visit the venue and produce Risk Assessments, Operating Procedures and Code of Behaviour.
- Organise staff and volunteers to go on visits.

- Brief staff, volunteers and students on their roles and responsibilities.

PRINCIPAL

- Gain approval from government authorities, if appropriate.
- Ensure that correct procedures are followed by teachers and Head of Sections o Assess proposals for visits involving overnight stay or travel abroad.

RESPONSIBILITIES

HEAD OF OPERATIONS / FACILITIES MANAGER

- Ensure that teachers and Heads of Sections show how their plans comply with regulations and guide-lines.
- Ensure visits comply with regulations and guidelines.
- Ensure adequate student protection measures are in place.
- Ensure there is adequate and relevant insurance cover.
- Ensure agreed contact and emergency procedures are in place.

HEAD OF SECTIONS

- Ensure correct procedures are followed.
- Organise training and induction.
- Ensure parents are informed and give consent (for all activities).
- Organise emergency and first aid arrangements.
- Keep records of visits, accident/incident reports. ● Review systems and monitor practice.

TEACHER IN CHARGE

- Has overall responsibility for the supervision and conduct of the visit, including the health, safety and welfare of all involved.
- Ensure the student to adult ratio is appropriate to the group's needs.
- Must define the roles and responsibilities of other adults and students and ensure effective supervision of what they do. ● Be aware of student protection issues.
- Ensure first aid provision is available.
- Ensure special educational or medical needs of students are known and met.
 - Ensure medicines are kept with the student's group.
- Ensure group supervisors have details of the school contact.
- Ensure that group supervisors and school contact have a copy of the emergency procedures. ● Observe responsibilities of teachers and other adults set out below.

TEACHERS

- Do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.
- Follow instructions of the Teacher in Charge and help with control and discipline.

- Consider stopping the visit or activity if they think there is an unacceptable risk to the health and safety of students in their charge.
- Be aware of emergency procedures and contacts.
- Be responsible for medicines for members of the group.

ADULT VOLUNTEERS

- Be clear about their roles and responsibilities.
- Do their best to ensure the health and safety of everyone in the group.
- Not to be left in solely in charge unless previously agreed in risk assessment.
- Follow instructions of Teacher in Charge and teachers and help with control and discipline.
- Inform Teacher in Charge or teachers of any health and safety concern during the visit.

STUDENTS

- Not take unnecessary risks.
- Follow instructions.
- Follow the dress code, adhere to the schools' mission, behave sensibly, responsibly and wear school uniform if requested. ● Look out for anything that might hurt or threaten anyone in the group and tell the Teacher in Charge or other supervisors.

PARENTS

- To make an informed decision on whether their child should go on the visit. e Prepare their child for the visit by reinforcing the visit's Code of Conduct. e Agree to arrangements for sending the student home early.

NURSE

- First aid equipment.
- Update records on ISAMS, do stock-take, follow procedures and practice excellent overall hygiene.

NUTRITION

DA actively encourages good nutrition/health eating for all stakeholders during their time in the schools. This can be observed through differing aspects of the Curriculum, extra-curricular provision or facilities such as:

- Canteen provision
- Banned items list
- ECAs
- Field trips
- Enrichment days
- Guest speakers
- Subject based content

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Within all the differing elements DA encourages a healthy approach to all stakeholder's lifestyle choices through information, experience and activities. Providing a range of resources promotes a positive whole school approach, with the aim in developing educated staff, students and subsequent stakeholders.

DA on site nutritional provision is made through an external contractor (Lina's) who provide all food and drink through a canteen outlet. They provide a range of packed meals that cater for both vegetarian and non-vegetarians. All stakeholders are also permitted to bring packed lunches. However, certain items fall under the 'banned' category: fizzy drinks, energy drinks, caffeine based products/drinks, nuts, chewing gum, seeds, glass bottles and crisps/chips.

Whilst the canteen provides drinks including bottled water, DA provides free water during all of the day from water fountains. Students are allowed to drink during all appropriate times of the day including lessons, with the exclusion of timetabled Science experiments or any other time where Health and Safety concerns prohibit consumption of food or drink.

FOOD AND CANTEEN

- Doha Academy encourages healthy eating options
- The school canteen must comply with governmental and school policy with regard to food served.
- Students are free to bring their own snacks which should be healthy (refer to banned items above)
- Students must wash hands before eating.
- Duty staff must ensure that students should queue quietly and in an orderly fashion when waiting to buy food.
- Duty staff must ensure that students sit properly and quietly in the canteen while eating.
- Duty Staff must ensure that students do not throw food and packaging on the floor.
- After finishing food, students must throw their rubbish in bins provided and wash their hands. ● Sales' staff must ensure that food is properly packed and stored. (Food clearly labelled and date of production clearly visible. No equipment with hot surfaces.)
- Any cooked meats, sandwiches and salads must be discarded at the end of the day.
- None of the aforementioned foods can be carried over to the next day and sold.
- The canteen must be kept clean at all times.
- Sales staff must wear hair nets and disposable gloves during duty hours.

CLEANING

All cleaning is carried out by the site management company SNC. Please refer to their manual. The

Head of Operations is a direct link with the company via the site Manager.

CONCLUDING COMMENT

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This Health and Safety Policy have been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions.



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