



Beverly Hills International School

Health and Safety Policy





Table of Contents

1- Beverly Hills International School Mission and Vision:	3
2- Aims and Objectives:	4
3- Introduction	6
4- School Security	6
5- First Aid and Accidents	7
6- Outbreaks of Infection/ Communicable Disease/ Head Lice	8
7- Food Safety Procedures	9
8- School Trips and activities	10
9- Fire Safety and Emergency Evacuation Procedures	11
10- Bomb Threats	12
11- Housekeeping	13
12- Building and Site Maintenance	14
13- Environmental Statement	14
14- Workplace Safety	15
15- Occupational Health and Managing Work-Related Stress	15
16- Selecting and Managing Contractors	15
17- Health and Safety- First Aid Training	16
18- Risk Assessments	17
19- Record Keeping, Monitoring and Review	18



1- Beverly Hills International School Mission and Vision:

Mission:

Our school endeavors to offer students and the community a distinguished education and to promote their citizenship, ethical and social values.

Vision:

Our school endeavors to raise creative compassionate, open minded and educated generation who loves their homeland, cherishes their values in a motivating environment that helps nourish their critical thinking, creativity, empowerment and achieve personal and academic excellence beyond all expectations.



Beverly Hills International School

2- Aims and Objectives:

BHIS is dedicated to making sure that every element of school life are safe, healthy, and run well. In accordance with our risk assessment documentation and Qatari laws, we assume responsibility for the health and safety of our employees, volunteers, and any other guests in order to maintain the greatest standard of health and safety possible related to the school.

All members of the school community have a responsibility to ensure that the learning environment is safe, and we support this by building a culture that promotes health and safety. Being safe and healthy in schools constitutes an ethical requirement and a top priority. The school provides adequate resources to guarantee that the best equipment, risk assessment, training and advice are provided on the academy grounds and during off-campus activities and trips.

All members of the school staff will make sure that they are knowledgeable of the most recent version of the school's health and safety policy and guidelines that are relevant to the activities taking place in their respective classrooms.

Objectives:

1. To provide adequate control of the health and safety risks arising from the school's work activities.
2. To provide and maintain safe and healthy working conditions, equipment, and systems of work for all students and employees, and to communicate such information, hold training sessions, and provide supervision as is needed.



3. The objective of the policy is to avoid, prevent, and reduce risk and hazards on the school premises. This applies to all activities held at school.





3- Introduction

The health and safety of all BHIS community members, including Faculty and Staff and students are of high priority.

To deliver an effective curriculum and teaching-learning process, BHIS is totally committed to provide a safe learning environment.

Ensuring the health and safety of all school members at school is the responsibility of BHIS.

4- School Security

Role	Responsibility
Security staff	<ul style="list-style-type: none"> • Ensure that the school site is properly secure against intruders and strangers to ensure a safe environment for students and staff. • Ensure that all adults who are dropping off or collecting students, at the start and end of the day, remain in the designated or permitted areas only.
Principal & Security	<ul style="list-style-type: none"> • Update employees on security-related issues as needed. • Ensure there are waiting areas and meeting rooms to accommodate visitors. • Ensure that Meetings are held in a meeting room.
Teachers & Security staff	<ul style="list-style-type: none"> • Ban any adult from entering a classroom if their badge fails to identify them or if they are acting aggressively or rudely.
Reception & Administration	<ul style="list-style-type: none"> • Ensure that any adult visitor to the school signs in and out on the Visitors Book in the reception area. • Direct any visitor to a waiting area/room as advised by the School's Principal.



5- First Aid and Accidents

Role	Responsibility
School clinic & Supervisors	<ul style="list-style-type: none"> • Make sure that every staff member is informed about the health and safety policy as well as what to do in the event of a first aid emergency. • Assume responsibility when someone is ill and make sure that, if assistance is required, emergency services are contacted. • All accidents and incidents are recorded in the school clinic's office log. • In the event of a student or staff member becomes seriously ill or hurt, ensure that parents are contacted immediately. Parents may be requested to take their child home or to urgent care. • Following a serious incident, review risk assessments and investigation take place to ensure such an incident does not occur again.
Nurse & Health and safety Admin	<ul style="list-style-type: none"> • Perform suitable risk assessments for the administration of medication and make sure that no medication is administered at school unless there is a written parental consent or an E-School message stating the name of the student, the medication, the frequency, and the dosage to be administered. • A nurse can refuse administering medication unless she receives direct message from parents; teachers are not permitted to transmit verbal instructions from parents regarding medication. • Ensure that medical information relating to students is collected and kept up to date. • Circulates relevant medical information about students to staff at the start of each semester and when updates occur. • In the event of a major medical emergency, the nurse will contact the parent via phone or E-School and makes sure that the message is received.

Members of School Staff	<ul style="list-style-type: none"> • Read and adhere to the Health and Safety Polic. Report to the Principal anything that will affect the safety of the children.
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Health and Safety Policy – December, 2023

Date of Review – August, 2024



	<ul style="list-style-type: none"> ● Ensure that all school activities are safe. ● Ensure that they have medical information about any students under their care in classes (distributed by the nurse to the supervisors at the beginning of the school year) ● Calls the First Aider in the event of an incident. ● Immediately report any accident to the principal and fully cooperate with an investigation into the causes of the accident. <p>If any student feels unwell like headache, asthma, nosebleed, or vomiting, he/ she must be sent to the health clinic where a First Aider/ nurse will provide care. Provide assistance and notify parents if needed.</p>
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6- Outbreaks of Infection/ Communicable Disease/ Head Lice

Role	Responsibility
Health and safety Admin- Nurse & Principal	<ul style="list-style-type: none"> ● Get in touch with the Ministry of Public Health and ask for advice if there is a reported or suspected serious infection. ● In the event of a lice outbreak, ensure that the affected student does not stay in class to prevent the spreading of lice in the same classroom. ● The nurse is permitted to call the parents to arrange for the student who has head lice to be picked up and to place the student under isolation at the school (the student cannot be sent home by bus). ● The day following contamination, the isolated student must be away for at least one day. S/He can return to school with his parent only, and can enter class after the nurse checks him/her. ● Ensure that employees and students stay at home when extremely sick, in accordance with medical professionals' instructions, and resume school with a medical report submitted to the school Admin.



<p>Role of the staff member</p>	<ul style="list-style-type: none"> • Notifies the school nurse if a student is suspected of having lice, or if a parent reports that a child has lice. • Notify the school nurse if a student has an illness.
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7- Food Safety Procedures

Objective:

- create an enabling environment in schools: “healthy food choices: the only choice for all.”
- To incorporate nutrition into the curriculum for all levels.
- To ensure that food security is promoted and practiced at all school levels.
- To improve and maintain all aspects of food quality and safety.

School Canteen:

- To be directed towards obtaining and maintaining optimal food quality and safety.
- To offer all kinds of healthy food.

Students Lunchbox:

- Healthy lunchbox is required (details mentioned in the Safety memo 1-23 and 3-23)
- No junk food, no fizzy drinks, no candies.
- Nuts are prohibited.
- Staff and parents are not allowed to distribute candy between students unless they get permission from the Safety and Health Administration.

Birthdays:

- To be coordinated with the supervisors.
- To be arranged with the safety and health administration.
- Food is not allowed from outside the school.
- Mark the cake with ingredients from the bakery; the birthday cake should be a simple cake that takes into consideration the medical conditions of the students.
- Snacks are limited to fruit, juice, and water only.



- ❖ During the school events staff to coordinate with the Safety and Health Admin and the school nurse.

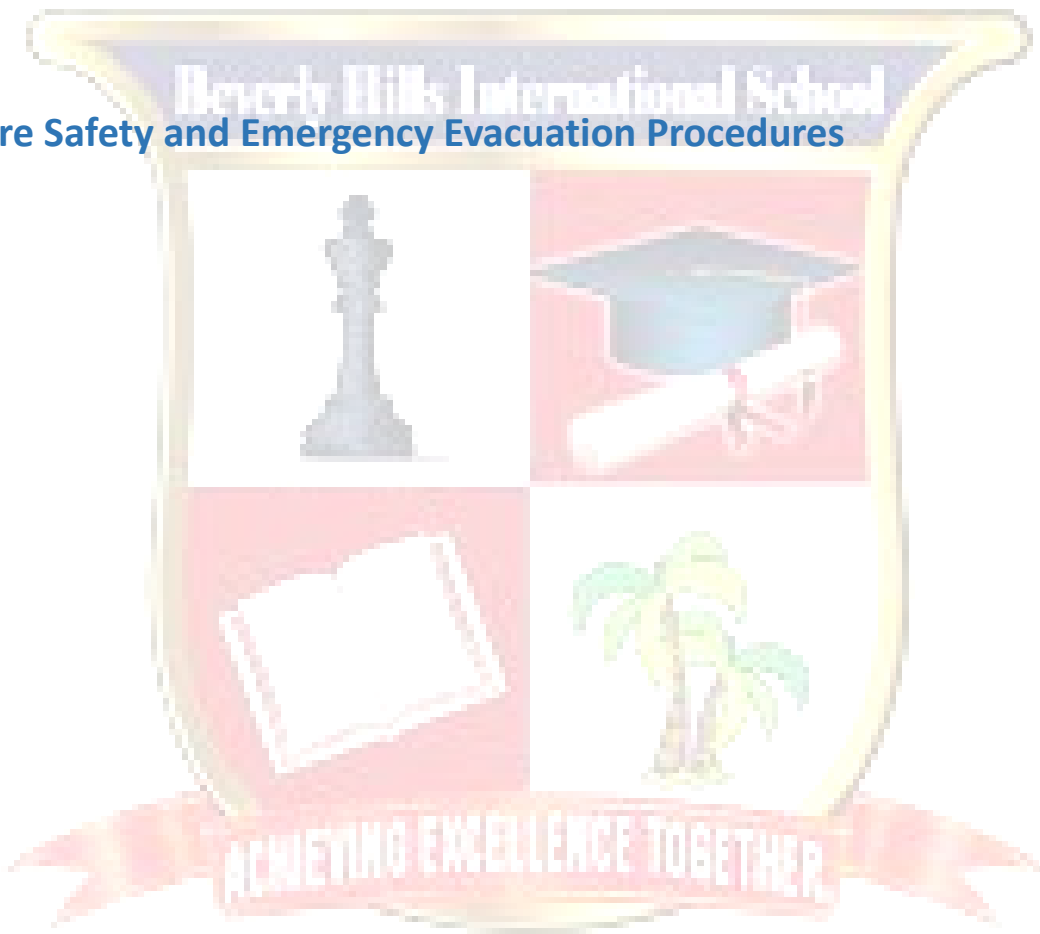
8- School Trips and activities

Role	Responsibility
Principal & Activity Coordinator	<ul style="list-style-type: none"> • Ensure that staff are provided with a copy of the activity and follow the Educational Visits Policy when conducting school visits/excursions. • Collaborate with Admins to ensure that there is a copy of the consent form from parents for school trips. • Parents must be informed of the child's location and any necessary safety precautions. • Activity coordinator will notify parents of all planned trips.
Nurse	<ul style="list-style-type: none"> • Maintains a list of students' medical conditions to ensure adequate support during educational visits and school trips (students medical file). • Nurses and safety Admin must be informed about all activities planned during the school year at least two days in advance.
Administration	<ul style="list-style-type: none"> • Ensures emergency contact details for student and staff are kept up to date, liaising with other departments when necessary.
Activity coordinator & Trip Leader	<ul style="list-style-type: none"> • Trip Leaders organize and conduct risk assessments for school trips to identify hazards and control potential incidents. • A First Aider is present during the trip in case a student with a serious medical condition needs assistance. • If an accident occurs during a school trip, the trip Leader and First Aider must be called to the scene. If necessary, the Trip Leader should contact emergency services and alert the school, who will inform parents.
First Aider & Nurse	<ul style="list-style-type: none"> • The nurse must accompany the school trips in case the location where the children are taken does not have an emergency or first aid clinic.



Beverly Hills International School

9- Fire Safety and Emergency Evacuation Procedures





Role	Responsibility
Health and Safety	<ul style="list-style-type: none"> ● All School Staff must follow the guidelines for the evacuation plan. ● Ensure procedures are in place and are followed to ensure staff and students safety in the event of a fire or a need for evacuation.
Teachers & Safety Admin	<ul style="list-style-type: none"> ● Teachers are responsible for the safe and quick evacuation of their students. ● On hearing the alarm, leave the building by the nearest exits, guiding the students without running. ● In the event of an evacuation, exits the building by the correct route and do not stop to collect personal belongings, or stopping to talk to others. ● Guides students to the nearest exit and lines them up at the designated assembly point. ● Only returns to the building upon instruction from the Fire Marshall, or the safety admin after checking the campus. ● Security must guide the visitor to the nearest exit.
Health and safety Admin & Supervisors	<ul style="list-style-type: none"> ● Daily, inspect the emergency exits to ensure they are free of blockages. ● Check all fire extinguishers on a weekly basis to ensure they are correctly located and in good working condition. ● Carry out a fire drill with all staff and students once a term. ● Ensure that the emergency lighting, fire extinguishers, and fire alarm are tested and maintained annually by a competent person. Make sure that all weekly, monthly, termly, and annual checks are recorded onto a log and undertaken by a member of staff. ● Ensure that all staff are aware that the assembly point for everyone is outside the car park area in school. ● Ensure school signs and notices are displayed to aid in identifying emergency exits, firefighting equipment, and call points. ● Place application notices on fire extinguishers to instruct on their use, and fire emergency procedures.



10- Bomb Threats

Role	Responsibility
Safety Admin & Principal	<ul style="list-style-type: none"> • Ensure the staff are prepared for emergencies and understand their roles.
Member of staff receiving the call	<ul style="list-style-type: none"> • Records all relevant information when receiving a phone call. It is critical to allow the caller to finish their statement without interruption. • Maintains a cool manner while listening and taking notes on what is spoken; immediately notifies the principal, who will decide on the next steps.
Member of school staff	<ul style="list-style-type: none"> • A bomb can be hidden in many objects such as brief case or handbag or a rubbish bin. If an employee comes across a suspicious thing, they should not touch or move it. The principal should be informed immediately. • Looks for signs of suspicious containers, such as grease marks on the envelope, odors of marzipan or almonds, visible wiring or tin foil, heavy weight distribution, excessive wrapping, excessive stamps, postage from another country... • Ensures that in the event of an evacuation, all windows in the classroom are opened.
Health and safety team & supervisors	<ul style="list-style-type: none"> • In the event of a bomb threat, alert all employees to evacuate the students to the assembly point.



11- Housekeeping

Role	Responsibility
Management	<ul style="list-style-type: none"> • Maintain a clean and safe working environment at the school campus, ensuring staff comprehend and perform their obligations. • Ensure that the school environment is kept clean.
All Members of school	<ul style="list-style-type: none"> • All employees have a responsibility to ensure they interact and participate in building a healthy and safe working environment by ensuring that their classrooms and the surrounding spaces are maintained clean, orderly, and free of obstacles that may provide a risk or hazard to others. • Workers are responsible for ensuring that their own electrical equipment is switched off at the end of the working day. • Employees are responsible for ensuring they report any damaged equipment or potential hazard to the maintenance supervisor.
Responsible of cleaners	<ul style="list-style-type: none"> • Checks that all rooms are maintained to provide clear floor space and are free from unnecessary items or obstructions. • Ensures that items are not stored in the hallways, or stairs. • Ensures that all windows and doors are closed securely at the end of the day and all electrical equipment are switched off. • Ensures that all toilets, sanitary conveniences, and washroom areas are maintained in a clean and hygienic condition. • Ensures temperature in classrooms, swimming pool, corridors, and offices meets MOE guidelines. • Ensures doors to non-fire escape locations are always locked while not in use.



12- Building and Site Maintenance

The principal is responsible for ensuring that the school premises are properly maintained, align with health and safety regulations, and are easily accessible and safe for the entire school community.

The Division Heads of School will be responsible for reporting Health and Safety issues to the admin who will then be responsible for reporting any health and safety concerns relating to the school premises to the principal.

13- Environmental Statement

BHIS is aware of its obligation to teach students to take care of the environment and the world in which we live. The easiest way to accomplish this is to set a positive example for our students by practicing well. To do this, we want to:

- Reduce use of natural resources and contribute to saving the environment.
- Support the sustainable production of the resources we must use, by purchasing renewable, reusable, recyclable, and recycled materials.
- Reduce the number of harmful materials we use and make sure that what we must use adheres with all current local environmental laws.
- Encourage recycling in the school by using recycling containers all over the school campus and inside classrooms.



- Reduce the quantity of waste we produce and promote for methods to reuse and recycle waste that cannot be prevented.

14- Workplace Safety

- Ensure that the school environment and workplace is safe for students, staff, and visitors. This means keeping the school campus tidy, organized, and free of safety hazards such as loose wires. Appropriate clothing and excellent behavior will be expected at school, since both contribute to good health and safety practice.
- Science laboratories and computer labs pose greater health and safety dangers due to the equipment and substances used in these facilities. The Science Lab Safety Policy provides information about health and safety. Only teachers and students trained to utilize specialist equipment will be authorized to do so, with adequate risk assessments conducted prior to the start of activities.

15- Occupational Health and Managing Work-Related Stress

BHIS takes the health and well-being of all staff and students very seriously and acknowledges that, in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We strongly advise any member who is experiencing stress to talk to their manager, and the school will make every effort to provide them with assistance.

16- Selecting and Managing Contractors

Any business or individual brought into School under contract to work on building site maintenance or school maintenance must adhere to the strictest health and safety regulations and be familiar with our school policy and procedures.

Health and Safety Policy – December, 2023

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17- Health and Safety- First Aid Training

Role	Responsibility
Principal	<ul style="list-style-type: none"> Ensures that all employees get health and safety/ First aid training at the beginning and on a regular basis to maintain their skills in compliance with the Health and Safety at Work Regulations.
Members of school staff	<ul style="list-style-type: none"> Attend training as and when needed. Reports absence to managers and the Administration Officer (Division Head). Follows procedures as outlined during induction and follow up training.
Principal of School	<ul style="list-style-type: none"> Provides list of staff who should attend relevant training as and when requested.
Supervisors	<ul style="list-style-type: none"> Keeps a record of staff who attend training. Makes sure that First Aid office has the Health and Safety training records.



18- Risk Assessments

Role	Responsibility
Principal	<ul style="list-style-type: none"> Recognizes that health and safety in a school is about taking a sensible approach to ensure that the premises provide a healthy and safe place for the school employees, visitors, and students.
Activity Coordinator	<ul style="list-style-type: none"> Follows correct protocols in ensuring that a risk assessment is conducted before any activity/ educational visit, where such events have the potential to pose a risk. Carries out a risk assessment where individual students pose a risk due to their behavior.
Heads of Divisions and Supervisors	<ul style="list-style-type: none"> Ensure that staff carry out risk assessments as and when needed, including in-school activities, educational visits, with regards to student behavior and identified health and safety risks. Carry out required risk assessments, checks, and control measures to ensure staff and student safety.
Health and Safety admin & Principal	<ul style="list-style-type: none"> Ensure that Fire safety and procedures training is carried out by the appropriate responsible person. Check that risk assessments for educational visits and trips are carried out. Ensure that site usage e.g. the playground area and communal areas are safe, completing risk assessments where necessary. Liaise with Civil Defense and Fire Regulators over reports related to fire safety, gas safety, and electrical safety. Liaise with the Ministry of Health over annual inspections of health and safety. Ensure that records are kept when major structural work is planned or in the event of an accident. Ensure that correct training is provided to staff to minimize risk.



19- Record Keeping, Monitoring and Review

Role	Responsibility
Principal	<ul style="list-style-type: none">• Distributes the health and safety policy.• monitors the implementation of the policy and ensures that it is adhered to by all staff to maintain students and staff safety.• Reports to the Logistics manager on a regular basis on health and safety issues, as situations, roles, and responsibilities might demand.• Reviews policies and procedures on an intermittent basis.• Identifies needs for changes as and when they occur.