



مدرسة هامبتون هايتس انترناشيونال

**Hampton Heights
International School**

Health and Safety Policy

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Our school conducts all operations in a manner that ensures, as far as reasonably practicable, the health, safety, and welfare of all employees, students, and any others who may be impacted by the school's activities. This includes contractors, visitors, and members of the public who come into contact with the school environment. The school commits to providing adequate resources for maintaining a safe and healthy environment. This includes the procurement and upkeep of equipment, ensuring all necessary safety measures are in place. We actively seek and utilise guidance from trade associations, professional bodies, manufacturers, and other relevant organizations to ensure best practices in health and safety.

When necessary, the school will provide appropriate personal protective equipment (PPE) for both staff and students to ensure their safety during specific tasks or activities. This includes ensuring the correct usage and maintenance of such equipment in accordance with

relevant regulations. It is the responsibility of both the school and its staff to ensure that PPE is used correctly and consistently in situations that require its application.

Deliberate or consistent failure to adhere to the school's Health and Safety Policy will not be tolerated. Staff members who are found to be negligent in performing their health and safety duties will face disciplinary action, which could range from formal warnings to more serious measures, depending on the severity of the breach. We are committed to fostering a culture of safety, where every individual takes ownership of their role in ensuring a secure and healthy environment for all.

Chapter 2: Policy Statement & Purpose:

2.1 Statement:

At Hampton Heights International School, we are unwavering in our commitment to providing a safe, healthy, and nurturing environment for all members of our school community, including students, staff, visitors, and contractors. The health, safety, and welfare of everyone on our premises are our top priorities. We firmly believe that a proactive and preventative approach to health and safety not only protects our community but also fosters a more enriching educational experience and enhances overall well-being.

We recognize that the responsibility for maintaining high health and safety standards is shared among all members of the school community. Therefore, we are dedicated to the following core objectives:

- **Ensuring Risk Minimisation:** All school activities are conducted with careful planning to minimize risks to health and safety. Whether in the classroom, during extracurricular activities, or school events, every action is taken with the wellbeing of our community in mind.
- **Full Legal Compliance:** We adhere strictly to all relevant health and safety legislation, regulations, and standards. We remain vigilant in staying up to date with any changes in health and safety laws and adjust our practices accordingly to remain fully compliant.
- **Resource Allocation:** We allocate sufficient resources to manage health, safety, and welfare effectively. This includes maintaining school facilities and equipment, ensuring they are in good working condition and safe for use. Any equipment that requires safety checks or routine maintenance will be handled in accordance with industry best practices.
- **Regular Policy Reviews and Updates:** To ensure our Health and Safety Policy remains current and effective, we conduct routine reviews. This process involves incorporating the latest legal requirements, industry guidelines, and feedback from staff and students to continuously refine our approach.
- **Fostering a Safety-First Culture:** We are committed to embedding a culture of health and safety awareness across the school. This involves actively promoting responsibility and vigilance among staff, students, and visitors, ensuring they understand that safety is a shared priority.
- **Clear Communication of Safety Procedures:** All staff, students, visitors, and contractors are informed of relevant safety procedures, including emergency protocols such as fire evacuation plans, first aid processes, and lockdown drills. We ensure that signage around the school is clear and provides easy-to-follow instructions in case of emergency.

- **Continuous Training and Development:** We provide ongoing health and safety training for staff, ensuring they have the skills and knowledge necessary to carry out their duties safely. Students are also educated on their responsibilities in maintaining a safe environment, helping them develop a sense of personal accountability when it comes to safety.
- **Provision of Personal Protective Equipment (PPE):** Where applicable, we provide appropriate personal protective equipment (PPE) to staff and students. All PPE is maintained to a high standard, and staff are trained to use it properly, ensuring that it serves its intended purpose in safeguarding health.
- **Open Communication and Feedback:** We believe that a strong health and safety culture is built on open communication. Staff, students, and visitors are encouraged to raise any health and safety concerns they may have. Suggestions for improving safety standards are welcomed and considered as part of our commitment to continuous improvement.
- **Supporting Well-being:** Beyond physical safety, we are also committed to supporting the mental and emotional well-being of our school community. This includes implementing initiatives that promote positive mental health, providing access to support services, and fostering a culture of respect, inclusion, and care.

Every individual plays a crucial role in upholding the health and safety standards of the school. We expect all staff members to act responsibly, ensuring that their activities do not endanger themselves or others. Any negligence or failure to comply with our health and safety protocols will result in appropriate disciplinary action, as maintaining a safe environment is a collective responsibility. Together, we can create and sustain an environment where safety is paramount, learning is enriched, and every member of the Hampton Heights International School community feels secure, supported, and valued.

2.2 Purpose:

The purpose of our school health and safety policy is to ensure a safe, healthy, and supportive environment for all members of our school community, including students, staff, visitors, and contractors. The policy highlights our commitment to reducing risks, complying with legal requirements, and fostering a culture of safety and well-being including:

- **Protecting Health and Well-being:** Safeguard the physical, mental, and emotional health of everyone by identifying and managing potential hazards, ensuring psychological safety, and promoting a respectful, supportive environment.
- **Ensuring Legal Compliance:** Adhere to all relevant health and safety regulations to minimize risks and ensure legal accountability.
- **Promoting a Culture of Safety:** Encourage shared responsibility, vigilance, and adherence to safety protocols, with safety being integrated into everyday actions and decisions.
- **Providing Clear Procedures:** Offer well-defined and accessible guidelines for managing risks, including emergency procedures, fire safety, PPE use, and first aid, along with regular training.
- **Ongoing Training and Support:** Provide continuous health and safety training for staff and students, ensuring they can recognise and address risks.
- **Encouraging Continuous Improvement:** Regularly review and improve safety practices, fostering open communication and feedback to address emerging risks.
- **Ensuring Inclusivity and Accessibility:** Ensure that health and safety procedures accommodate all individuals, including those with disabilities or special needs, through accessible information and accommodations.

- Promoting Mental Health: Support the mental and emotional well-being of the community through resources, anti-bullying initiatives, and a culture of respect and inclusivity.

Promoting Mental Health and Well-being: In recognition of the critical link between mental health and overall safety, the policy emphasizes the importance of supporting the mental and emotional well-being of both staff and students. This includes providing access to mental health resources, implementing anti-bullying measures, and creating a supportive school culture that prioritises respect, inclusivity, and kindness. By addressing mental health as part of its safety strategy, the school creates an environment where students and staff can thrive both physically and emotionally.

Chapter 3: Aims:

At Hampton Heights International School, the health & safety policy is designed to promote a safe, secure, and healthy environment for all members of the school community. The key aims are as follows:

- Compliance with Regulations: Ensure that the school's Health & Safety policy fully complies with local and national Government Health & Safety regulations, maintaining the highest standards of legal accountability and safety practices.
- Effective Working Procedures: Establish and maintain comprehensive procedures that guarantee a safe, secure, and healthy environment throughout all areas of the school. These procedures are designed to minimize risks and protect students, staff, visitors, and contractors.
- Safe Handling of Substances: Ensure that all activities involving the use, handling, storage, and transport of potentially hazardous articles and substances are conducted in a manner that prioritizes safety and health, reducing any risks of accidents or health hazards.
- Education and Supervision: Provide all employees and students with adequate information, instruction, and supervision to recognize and avoid potential hazards. Foster a culture of mindfulness and responsibility, where everyone is consistently aware of their own safety and the safety of others.
- Maintenance of Safe Environments: Ensure that all facilities, equipment, and school areas are properly maintained and meet safety standards. This includes regular inspections to ensure that the environment remains free of risks to health and well-being.
- Accident and Incident Procedures: Develop and implement clear, effective procedures to be followed in the event of accidents or unfortunate incidents, ensuring swift and appropriate responses that minimize harm.
- Safety Education for Students: Incorporate health and safety awareness into students' daily responsibilities. Ensure that students are aware of safety procedures and understand their role in maintaining a safe environment through routine education and practice.
- Welfare Facilities: Provide and maintain adequate facilities for the welfare of both staff and students, ensuring that their well-being is supported in all aspects of their time at school.

- **Regular Risk Assessments:** Conduct regular risk assessments to identify potential hazards and take proactive steps to address and mitigate these risks before they can result in harm.

In addition to these aims, the Health & Safety Policy must be read in conjunction with the following related policies:

- **Fire Safety & Evacuation Policy:** to ensure clear protocols for dealing with fire emergencies.
- **Behaviour Policy:** to address safety through behavior management and discipline.
- **Safeguarding Policy:** to protect the welfare and well-being of all students, particularly those who may be vulnerable.
- **Intimate Care Policy:** to ensure the dignity, safety, and well-being of students requiring personal care.

Through these aims and integrated policies, the school is committed to maintaining an environment where health, safety, and well-being are prioritized, creating a space where everyone can thrive without unnecessary risks.

Chapter 4: Roles and Responsibilities of the health & safety team:

No.	Designation	Responsibilities
4.1	Health & Safety Governor	a. Ensure school complies with and has procedures in place to meet health and safety legislation, including risk assessments. b. Ensure adequate health and safety resources are available to meet requirements. c. Ensure staff and pupils are not exposed to unacceptable risks and that significant risks are controlled. d. Ensure monitoring procedures are in place. e. Keep the governing body informed of health and safety issues.
4.2	Principal	a. Overall Accountability: Hold overall responsibility for ensuring the school adheres to the Health and Safety Policy, including compliance with all relevant regulations and guidelines. b. Policy Review and Communication: Ensure that the Health & Safety Policy is reviewed regularly to reflect current regulations and best practices. Communicate any updates to all members of the school community, ensuring full understanding and compliance. c. Duty of Care: Exercise a clear duty of care to all staff, students, and visitors by implementing and promoting measures that ensure a safe and healthy environment. This includes addressing any risks or concerns related to the physical or mental well-being of individuals on school premises. d. Safe Practices and Risk Control: Ensure that safe working practices and procedures are consistently implemented across all areas of the school. Identify, assess, and control any risks associated with school activities to maintain a secure environment for everyone. e. Risk Assessments: Ensure that regular risk assessments are carried out throughout the school. All potential hazards or concerns must be identified, documented, and promptly addressed or rectified to

		<p>minimize risks. This proactive approach to risk management ensures that the school remains a safe place for all.</p> <p>f. Compliance with DHA Matrix: Conduct risk assessments in alignment with the DHA matrix (Dubai Health Authority or other relevant governing body), ensuring that any concerns identified through these assessments are reported and addressed appropriately.</p> <p>g. First Aid Response: Identify the need for First Aid Responders within the school. Arrange for the necessary training and certification to ensure that there are qualified individuals available to provide immediate assistance in case of medical emergencies.</p>
4.3	Vice Principal	<p>a. Regular Safety Inspections: Ensure that regular safety inspections of school premises, furniture, and equipment are conducted by the facilities manager. All inspection reports should be submitted to the Health and Safety Team (HST) for review, advice, and follow-up actions to address any issues or concerns that may arise.</p> <p>b. Support Safe Practices: Assist the Principal in the implementation and enforcement of safe working practices and procedures across the school. This includes monitoring compliance, providing guidance, and ensuring that all health and safety protocols are consistently followed by staff and students.</p> <p>c. Act as Designated Contact: Serve as the designated point of contact for health and safety matters in the absence of the Principal. This responsibility includes overseeing the adherence to health and safety standards, managing any safety concerns, and ensuring swift responses to any incidents or risks.</p> <p>d. Training and Development Needs: Identify the specific health and safety training needs of staff and students, especially when it comes to the use of specialized equipment. Ensure that all individuals receive adequate training, instruction, and supervision to safely operate equipment and perform tasks without risk to themselves or others.</p>
4.4	Health & Safety Officer	<p>a. Identification and Reporting: Actively identify health and safety risks within the school environment and promptly report these concerns to the Principal or Vice Principal. This process includes conducting thorough assessments and recommending appropriate measures to mitigate identified risks.</p> <p>b. Safe Learning Environments: Ensure that all classrooms and learning spaces provide a safe and conducive environment for both staff and students. This involves regularly monitoring the conditions of these areas and implementing any necessary adjustments to enhance safety.</p> <p>c. Safety in Physical Activities: Ensure that safe practices are strictly adhered to during swimming lessons and sports classes. This includes conducting pre-activity risk assessments, monitoring student behavior, and providing proper supervision to prevent accidents and injuries.</p> <p>d. Review and Improvement of Practices: Regularly review the safe working practices implemented by teachers across various subjects and activities. Provide constructive feedback and suggestions for improvement, fostering a culture of continuous enhancement in health and safety measures.</p> <p>e. Awareness of Health & Safety Policy: Assist the Principal in raising awareness of the school's Health & Safety Policy within the Dubai Health Authority (DHA) community. This includes organizing</p>

		<p>information sessions, distributing materials, and ensuring that all stakeholders understand the policy's importance and implications.</p> <p>f. Regulatory Compliance: Ensure that the school's Health and Safety Policy remains compliant with all relevant Government regulations and requirements from other regulatory bodies. This involves staying updated on changes in legislation and guidelines, and making necessary adjustments to school policies and procedures accordingly.</p>
4.5	Operations Manager	<p>a. Implementation and Supervision: Oversee the implementation, supervision, and monitoring of safe operational practices within the school. Ensure that all staff adhere to established health and safety protocols to maintain a secure environment for everyone.</p> <p>b. Regular Checks and Risk Assessments: Conduct regular checks and comprehensive risk assessments concerning the safety of buildings and playgrounds. Any concerns or hazards identified during these assessments should be promptly reported to the Principal or Vice Principal for further action.</p> <p>c. Equipment Maintenance: Coordinate the repair or replacement of faulty equipment and furniture, both in classrooms and playgrounds. This responsibility includes assessing the condition of items regularly and ensuring timely action is taken to address any issues.</p> <p>d. Monitoring External Contractors: Monitor the activities of external contractors and service providers to ensure they comply with the school's Health & Safety Policy. This includes conducting site visits, reviewing practices, and ensuring that all operations align with safety standards.</p> <p>e. Incorporation of Safety Guidelines: Ensure that safety guidelines from relevant Government authorities and regulatory bodies are integrated into the school's operational practices. Stay informed about updates to regulations and communicate necessary changes to staff and stakeholders.</p> <p>f. Advisory Role for Senior Leadership Team: Provide advice to the Senior Leadership Team (SLT) and staff regarding any unsafe working practices observed. Promote measures to ensure that classrooms and playgrounds maintain a safe environment for both staff and students.</p> <p>g. Fire Exit Inspections: Conduct regular inspections of fire exits to ensure they remain clear and accessible at all times. This proactive approach is crucial for ensuring safety during emergencies.</p> <p>h. Maintenance Logs: Ensure that proper maintenance logs are maintained for all fire-fighting equipment, fire alarms, and other safety-related equipment used within the school. This includes keeping detailed records of inspections, repairs, and testing.</p> <p>i. Regular Testing of Fire Safety Systems: Ensure that all fire safety systems are tested regularly in compliance with the Department of Civil Defence requirements. Additionally, coordinate and conduct regular fire drills to prepare staff and students for emergency evacuation procedures.</p>
4.6	School Nurse	<p>a. Medical Care Provision: Ensure that students receive appropriate medical care in accordance with established regulations. This involves assessing individual health needs and providing timely interventions as necessary.</p> <p>b. Confidential Care for Medical Conditions: Offer specialized care and attention to students with medical conditions, ensuring that all cases are treated with the utmost confidentiality. Create a supportive</p>

		<p>environment where students feel comfortable disclosing their health needs.</p> <ul style="list-style-type: none"> c. Promotion of Healthy Lifestyles: Actively promote and reinforce awareness of healthy lifestyle habits among students. This includes educating them on the importance of nutritious food choices, regular physical activity, and overall well-being, encouraging lifelong healthy practices. d. Health Workshops and Talks: Organize workshops and informational talks featuring healthcare professionals on relevant health topics. These sessions aim to engage students, staff, and parents in discussions about health issues and encourage proactive health management. e. Support Well-being Activities: Assist in coordinating and implementing well-being activities within the school. This includes planning events that focus on physical, mental, and emotional health, fostering a holistic approach to student well-being.
4.7	Head of Inclusion	<ul style="list-style-type: none"> a. Comprehensive Pastoral Care: Ensure that all students receive appropriate and compassionate pastoral care, with particular attention given to students of determination. This involves understanding their unique needs and providing tailored support to promote their emotional and social well-being. b. Accessibility of Facilities: Guarantee that all school facilities are fully accessible to students with inclusion needs. This includes regularly assessing physical spaces, resources, and services to identify and remove any barriers to access, thereby fostering an inclusive environment for all learners. c. Collaboration with School Counsellor: Collaborate closely with the school counsellor to design and implement a range of well-being activities that cater to both staff and students. These initiatives may include workshops, support groups, and mindfulness sessions aimed at enhancing mental health and fostering a sense of community. d. Promotion of Inclusivity in Activities: Ensure that all well-being activities are inclusive and considerate of the diverse needs of the student body. Encourage participation from all students, adapting programs as necessary to ensure everyone feels valued and supported.
4.8	DSL	<ul style="list-style-type: none"> a. Addressing Safeguarding Concerns: Take full responsibility for addressing all safeguarding concerns within the school. This includes receiving reports, assessing situations, and taking appropriate actions to ensure the safety and well-being of students. b. Identifying and Reporting Risks: Proactively identify safeguarding risks and communicate any concerns to the Principal or relevant authorities as needed. This involves staying vigilant and ensuring that potential hazards are addressed promptly to protect students. c. Organizing Safeguarding Training: Coordinate and facilitate comprehensive safeguarding training for all staff members. This training should cover essential topics such as recognizing signs of abuse, understanding legal responsibilities, and implementing best practices in safeguarding to create a safe environment for students. d. Developing a Safeguarding Culture: Foster a culture of safeguarding within the school by encouraging open communication about safety concerns. Provide staff with the necessary resources and support to feel confident in reporting issues and seeking assistance when needed.

		e. Regularly Reviewing Policies: Ensure that safeguarding policies are regularly reviewed and updated to reflect current laws and best practices. Keep staff informed of any changes and reinforce the importance of safeguarding in everyday school operations.
4.9	Security	<p>a. Identification of Parents, Visitors, and External Providers: Ensure that all parents, visitors, and external service providers are clearly identified with lanyards or visitor badges while on school premises. This measure helps maintain security and allows staff to easily recognize authorized individuals.</p> <p>b. Enforcement of No Smoking Policy: Actively enforce the school's strict 'No Smoking' policy throughout the campus. This includes monitoring designated areas and addressing any violations promptly to promote a healthy environment for students, staff, and visitors.</p> <p>c. Monitoring Access Points: Continuously monitor school gates and control access to the premises at all times. This includes greeting visitors, ensuring they check in at the main office, and keeping a record of who is on site for security purposes.</p> <p>d. Securing Outside Access Points: Ensure that all outside access doors and perimeter gates are kept securely closed during school hours. This precaution helps prevent unauthorized entry and mitigates flight risks, ensuring the safety of students and staff.</p> <p>e. Screening for Health Risks: Monitor and restrict the entry of visitors who may attempt to bring materials or equipment into the school that could pose a health risk to staff and students. This involves asking questions about the purpose of their visit and ensuring compliance with health and safety standards.</p> <p>f. Establishing Clear Guidelines for Outdoor Areas: Ensure that all outdoor areas of the school are well-monitored and that safety protocols are in place to protect students during outdoor activities. This includes supervising playgrounds, ensuring safe access to sports facilities, and addressing any potential hazards in these spaces.</p>
4.10	All staff members	<p>a. Adherence to Safe Working Practices: All staff members must consistently follow safe working practices and familiarize themselves with the school's Health & Safety policy. This includes understanding their individual roles and responsibilities in maintaining a secure environment for students and colleagues.</p> <p>b. Prohibition on Dangerous Materials: Staff must refrain from bringing any potentially hazardous materials or equipment into the school premises without obtaining prior approval from both the Principal and the facilities manager. This policy is in place to ensure the safety of the entire school community and to minimize any risks associated with unauthorized items.</p> <p>c. Reporting Hazards Promptly: It is imperative for staff to promptly report any potential hazards they encounter to the facilities manager and the Senior Leadership Team (SLT). Quick reporting allows for timely assessment and resolution of safety concerns, ensuring that risks are addressed as swiftly as possible.</p> <p>d. Encouraging a Culture of Safety: Staff are encouraged to engage in a proactive approach to health and safety by participating in training sessions, sharing best practices, and contributing ideas for improving safety protocols. By fostering a culture of safety, everyone plays a vital role in protecting the well-being of the school community.</p>

	e. Regular Review and Feedback: Staff should participate in regular reviews of health and safety practices and provide constructive feedback on existing policies. This collaboration helps keep the school's safety measures relevant and effective.
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Chapter 5: General Arrangements:

This section outlines the general health and safety arrangements relevant to the daily operations of Hampton Heights International School. Each area addresses specific health and safety considerations, with additional details available in the associated policies referenced under each topic.

1. Safeguarding and Child Protection: Measures are in place to ensure the safety and well-being of students, including policies and protocols for identifying and responding to safeguarding concerns.
2. Risk Assessment: Regular risk assessments are conducted to identify potential hazards and implement appropriate control measures to minimize risks.
3. Consultation with Employees: The school encourages open communication with employees regarding health and safety matters, ensuring that their feedback is valued and considered.
4. Monitoring and Inspection: Regular monitoring and inspections of school premises and activities are performed to ensure compliance with health and safety standards.
5. Information, Instruction, Training, and Supervision: Staff and students receive adequate information and training regarding health and safety practices, ensuring they understand their responsibilities and the necessary precautions.
6. Online Safety: Protocols are established to protect students from online risks, promoting safe internet usage and digital citizenship.
7. Young Workers: Special considerations are in place to ensure the safety and well-being of young workers, including tailored training and supervision.
8. New and Expectant Mothers: Specific arrangements are made to assess and address the health and safety needs of new and expectant mothers within the school environment.
9. Security & Access to School Premises: Security measures are implemented to control access to school premises, ensuring a safe environment for students, staff, and visitors.
10. Violence / Aggression: Policies are established to prevent and address incidents of violence or aggression within the school community, promoting a safe atmosphere.
11. Lone Working: Guidelines are provided for staff who work alone, ensuring their safety and well-being through appropriate measures and check-in procedures.
12. Accident Reporting, Ill Health, and First Aid: Clear procedures are in place for reporting accidents and incidents of ill health, along with provisions for first aid and medical assistance.
13. Workplace Facilities and Welfare: Adequate workplace facilities are provided to support the health and welfare of staff and students, including rest areas and sanitation facilities.
14. Play and Sports Equipment: Regular inspections and maintenance of play and sports equipment are conducted to ensure safety during use.

15. Smoking: A strict no-smoking policy is enforced throughout school premises to promote a healthy environment.
16. Alcohol and Illegal Drugs: Policies are in place to address the use of alcohol and illegal drugs, ensuring a safe and supportive school community.
17. Stress and Well-being: Support systems are established to address stress and promote overall well-being for students and staff alike.
18. Housekeeping: Regular housekeeping practices are enforced to maintain a clean and organized environment, reducing risks of accidents.
19. Display Screen Equipment: Guidelines are provided for the safe use of display screen equipment, including ergonomic assessments and breaks.
20. Manual Handling: Training and protocols are in place to ensure safe manual handling practices, minimizing the risk of injury.
21. Hazardous Substances: Safe handling and storage procedures are established for hazardous substances, ensuring compliance with regulations.
22. Legionella: Regular checks and maintenance are conducted to prevent Legionella bacteria in water systems, safeguarding health.
23. Personal Protective Equipment: The provision and use of personal protective equipment (PPE) are enforced to protect staff and students from potential hazards.
24. Electrical Safety: Electrical installations and equipment are regularly inspected and maintained to prevent electrical hazards.
25. Fire: Fire safety measures, including drills and equipment maintenance, are regularly implemented to ensure preparedness.
26. Asbestos: Asbestos management protocols are in place to safely manage any asbestos-containing materials within the school premises.
27. Working at Height: Safety measures are established for tasks requiring working at height, including training and equipment usage.
28. Slips, Trips, and Falls: Preventative measures are implemented to minimize the risk of slips, trips, and falls within the school environment.
29. Workplace Equipment: Regular maintenance and safety checks are conducted for workplace equipment to ensure proper functioning and safety.
30. Noise: Measures are in place to monitor and manage noise levels within the school to protect the hearing and comfort of staff and students.
31. Vibration: Procedures are established to assess and control vibration exposure, ensuring staff safety when using vibrating equipment.
32. On-site Vehicle Movements & Staff Use of Vehicles: Safety protocols are in place to manage on-site vehicle movements and ensure safe driving practices for staff.
33. Managing Contractors: Clear guidelines are established for the management of contractors on school premises, ensuring compliance with health and safety standards.
34. School Trips and Educational Visits: Risk assessments and safety measures are conducted for school trips and educational visits to ensure student safety.
35. Management of Public Health Outbreaks or Incidents: Procedures are established to manage public health outbreaks, ensuring the safety and well-being of the school community.
36. Emergency Planning: Comprehensive emergency plans are developed to ensure preparedness and effective response to emergencies.
37. Working at Home: Guidelines are provided for staff working from home to ensure their health and safety in a remote environment.
38. Working Abroad: Safety protocols are established for staff and students engaged in activities abroad, ensuring risk assessments and support are in place.

39. Boarding: Specific health and safety arrangements are made for boarding facilities, ensuring the well-being of resident students.

This framework of general arrangements aims to create a safe, supportive, and well-managed environment for all members of Hampton Heights International School. Each section is crucial to the holistic approach to health and safety within the school.

Chapter 6: Premises & Physical Environment:

6.1 Classroom Safety:

- Encouraging Responsibility: Students should be actively encouraged to take ownership of their own safety and that of their classmates, fostering a culture of shared responsibility.
- Safe Storage of Tools and Equipment: Teachers and teaching assistants (TAs) are responsible for ensuring that all tools and equipment used in the classroom are properly stored away after use, minimizing the risk of accidents.
- Age-Appropriate Equipment: It is essential for teachers to ensure that any equipment or tools used in the classroom are age-appropriate and comply with established safety standards, promoting a safe learning environment.
- Clothing and Safety Training: Where necessary, students must be provided with appropriate clothing and safety training to ensure they understand how to use equipment safely.
- Health and Safety Discussions: Teachers should incorporate discussions on health and safety into their lesson plans, ensuring that students are aware of potential health hazards and safe practices within the classroom.
- Supervision at All Times: Children must be supervised at all times, particularly during lunch breaks and transitions between classes, to ensure their safety and well-being.
- Careful Handling of Electrical Equipment: All electrical equipment within the classroom must be handled with care, following established protocols to prevent accidents or injuries.
- End-of-Day Cleaning and Sanitization: Classrooms must be thoroughly cleaned and sanitized at the end of each day to maintain a hygienic environment conducive to learning.
- Prompt Cleanup of Spills: Any spills in the classroom should be cleaned up immediately to prevent slip hazards, ensuring the safety of students and staff.

6.2 Science Labs:

- Supervision Requirement: Students are strictly prohibited from using the Science Lab without proper supervision to ensure their safety and adherence to safety protocols.
- Safe Storage of Chemicals: All chemicals must be securely stored in locked cabinets to prevent unauthorized access and minimize the risk of accidents.
- Availability of First Aid Kits: First aid kits should be readily accessible in the Science Lab, ensuring prompt response in case of any accidents or injuries.
- Protective Clothing: Appropriate clothing, including gloves and safety goggles, must be worn when handling chemicals to protect students from potential hazards.

6.3 Control of Substances Hazardous to Health Regulations (COSHH):

- **Storage of Dangerous Substances:** Any substance classified as dangerous must be stored in locked cupboards to prevent unauthorized access and ensure the safety of all individuals on school premises.
- **Training for Staff and Contractors:** All staff members and contractors handling chemicals and hazardous substances, such as cleaning materials, paints, and solvents, must receive comprehensive training to ensure they understand safe handling procedures and the associated risks.
- **Locking Cleaning Cupboards:** Cleaning cupboards should remain locked during school hours to prevent access by unauthorized individuals and ensure the safe handling of cleaning products.
- **COSHH Risk Assessment:** The facilities manager is responsible for conducting a COSHH risk assessment for any substances brought into the school by contractors (e.g., for fumigation and pest control). Measures should be adopted to minimize or eliminate risks as effectively as possible, ensuring a safe environment for all.

6.4 Equipment Safety:

- **Maintenance of Equipment:** All equipment, including outdoor play and sports equipment, must be maintained in good working condition. Proper inspections should be conducted regularly to ensure that all items are safe to use.
- **Safe Storage Practices:** Equipment must be stored away safely after use to prevent accidents and ensure that it is ready for future use.
- **Reporting Faulty Equipment:** Any faulty equipment should be reported immediately to the facilities manager, who will arrange for the necessary repairs or replacement of the item to maintain safety standards.

6.5 Building and Playground Safety:

- **Safety Glass Requirements:** All glass used in doors, windows, and side panels must be certified safety glass to minimize the risk of injury.
- **Regular Inspections:** Glass sliding doors must be regularly inspected to ensure that the safety sensors are functioning correctly, preventing accidental injuries.
- **Access Control:** Access doors to the school must be controlled by staff ID cards to restrict unauthorized entry and enhance security.
- **CCTV Monitoring:** CCTV cameras should be strategically placed to monitor both internal and external perimeters of the school, providing an added layer of security.
- **Wet Floor Signage:** "Wet floor" caution signs must be prominently displayed whenever floors are cleaned or are slippery to alert individuals of potential hazards.
- **Segregated Washrooms:** Washrooms should be separated for adults and children to minimize safeguarding risks and ensure appropriate facilities for all users.
- **Playground Equipment Maintenance:** Playground equipment must be regularly monitored for signs of wear and tear, with any worn-out equipment replaced promptly to ensure safety.
- **Waste Disposal Education:** Children should be actively encouraged to follow proper waste disposal procedures and refrain from littering in the playground to maintain a clean and safe environment.
- **Regular Pest Control:** Pest control measures must be implemented regularly to prevent infestations and maintain a healthy school environment.
- **Safe Storage of Tools:** Landscaping tools and other potentially hazardous materials must be stored safely to prevent accidents.
- **Tree Maintenance:** Branches of trees that may pose a risk should be properly supported to prevent them from breaking or falling.

- **No Smoking Policy:** The DHA has a strict 'No Smoking' policy; smoking is not permitted anywhere on school premises to ensure a safe and healthy environment for all.

6.6 Electrical Safety:

- **Regular Testing:** All electrical equipment must undergo regular testing to ensure it meets safety standards and functions properly.
- **Avoiding Tripping Hazards:** Special care should be taken with extension leads to avoid trailing wires. These should be covered by appropriate conduits to prevent tripping hazards.
- **Child Safety Precautions:** Electrical sockets must not be left exposed in areas frequented by young children to prevent accidental electric shock.
- **Equipment Introduction Policy:** No electrical equipment may be brought into the school from home without prior permission from the Principal to ensure all equipment meets safety standards.
- **Restrictions on Appliances:** The use of kettles and hot water dispensers is not permitted in classrooms to minimize fire risks and maintain a safe environment.

6.7 Animal Safety:

- **Domestic Animals in School:** Small domestic animals may be kept in the school to support educational activities; however, they must be confined to designated areas.
- **Supervised Interactions:** Children must be supervised at all times when interacting with animals to ensure their safety and well-being.
- **Veterinary Care:** Proper vaccinations and veterinary care must be provided for all animals as necessary to maintain health standards.
- **Maintenance of Animal Areas:** Areas housing animals must be kept clean and well-maintained to ensure hygiene and safety.

6.8 Extreme Weather Conditions & Sun Safety:

- **Weather Monitoring:** The school nurse will inform teachers about weather conditions for outdoor play activities, determining if temperatures are safe for children to be outdoors.
- **Sun Safety Measures:** Sunscreen and hats should be encouraged when playing in the sun, and children must be reminded to stay hydrated during outdoor activities.
- **Sensitive Skin Precautions:** Children with sensitive skin or seasonal allergies should be reminded to stay indoors when necessary to avoid adverse reactions.

6.9 Food Safety:

- **Nut-Free Environment:** DHA operates as a 'no nuts' school; foods containing nuts are strictly prohibited on school premises and in classrooms to ensure the safety of students with allergies.
- **Birthday Celebrations:** Only individually wrapped cakes or goodies are permitted for distribution in classrooms as part of birthday celebrations to ensure hygiene.
- **Compliance of Cafeteria Providers:** The school cafe provider must adhere to all government regulations regarding the safe storage, handling, and distribution of food to ensure student safety and well-being.

At Hampton Heights International School, we prioritise the health, well-being, and academic success of our students. A key component of this commitment is fostering healthy eating habits and ensuring a safe, nutritious environment for all. To uphold these values, we enforce a strict policy against the consumption of junk or fast food from external vendors

during school hours. This policy aligns with national health guidelines and our institutional wellness objectives. To maintain consistency and clarity, the following rules apply to all students, parents, and staff:

6.9.1 Prohibition of External Junk/Fast Food:

- Students are not permitted to bring, order, or consume meals from fast-food chains or unhealthy external vendors (e.g., burgers, fries, fried snacks, sugary beverages, etc.) while on school premises.
- Parents and guardians are strictly prohibited from delivering or arranging such meals for their children during school hours.

6.9.2 Approved Food Options:

- Students are encouraged to bring homemade, balanced meals that meet nutritional standards.
- School canteens and authorised catering services provide healthy, regulated meal options in compliance with Dubai Municipality and KHDA dietary guidelines.

6.9.3 Consequences for Non-Compliance:

- First Offense: Confiscation of the restricted food item(s), which will be securely stored in the school fridge. The student will be provided with an alternative healthy snack (if available). The parent/guardian will be notified via email or phone call.
- Repeated Violations: Further disciplinary action, including a meeting with school administration and potential restrictions on bringing external food to school.

6.9.4 Confiscation & Return Process:

- Confiscated meals will be labeled with the student's name and stored properly.
- At the end of the school day, the food will be returned to the student to take home.
- A formal notice will be sent to parents to reinforce awareness of the policy.

6.9.5 Rationale:

- Health & Nutrition: Excessive consumption of fast food is linked to obesity, poor concentration, and long-term health risks.
- Equity & Fairness: Preventing external food ensures all students adhere to the same nutritional standards.
- Safety & Hygiene: Unregulated meals may pose allergy risks or food safety concerns.

6.9.6 Parental Cooperation & Responsibilities:

We kindly request all parents to:

- Discuss this policy with their children to ensure understanding.
- Support the school's efforts by providing wholesome meals from home.
- Avoid sending food delivery services to the school during operational hours.

6.9.7 Exceptions & Special Cases:

- Medical or dietary requirements (e.g., allergies, diabetes) must be communicated in advance to the school nurse or administration with proper documentation.
- Celebratory occasions (e.g., birthdays) requiring special treats must be pre-approved by the school with healthy alternatives.

6.10 Swimming Pool Safety:

- Lifeguard Supervision: Swimming pool areas must be monitored at all times by a qualified lifeguard to ensure the safety of all swimmers.
- Regular Maintenance: The swimming pool must undergo regular maintenance to ensure good water quality and overall safety for users.
- Proper Swim Gear: Children must wear appropriate swimsuits, swim caps, and goggles while swimming and should always be supervised by their swim coach.
- Access Control to Pool Areas: Swimming pool perimeter doors must remain locked at all times to prevent unauthorized access and ensure the safety of all students.

6.11 Traffic Management:

- Designated Pathways: The school implements a structured access and onsite traffic flow system, clearly delineating separate pathways for pedestrians and vehicles to ensure safety and order.
- Supervised Pickup and Drop-off: During peak pickup and drop-off times, security personnel are stationed to manage the traffic flow at entry and exit gates. This ensures that pedestrians and students are effectively cordoned off from moving vehicles, minimizing the risk of accidents.
- Signage and Markings: Clear signage and road markings are established throughout the school premises to guide both drivers and pedestrians, reinforcing safe practices and ensuring everyone understands their designated paths.
- Traffic Safety Awareness: The school regularly conducts traffic safety awareness campaigns for students and parents to promote safe behaviors during arrivals and departures, ensuring everyone understands the importance of following traffic management rules.

6.12 School Buses:

- Safety Features: All school buses are equipped with three-point seatbelts for every passenger, ensuring maximum safety during transportation.
- CCTV Surveillance: Each bus is fitted with CCTV cameras to monitor activities and enhance the safety and security of students while they are being transported.
- First Aid Readiness: All buses are equipped with first aid boxes stocked with essential supplies, enabling quick response to any medical emergencies that may arise during transit.
- Live GPS Tracking: The school buses are fitted with live GPS tracking systems, allowing real-time monitoring of their location. This ensures efficient route management and enhances the safety of students by keeping parents informed about bus whereabouts.

6.13 External Providers/Contractors/Premise Lettings:

- Adherence to Health & Safety Policies: All external providers, contractors, and organizations renting school facilities are required to comply with the DHA Health & Safety Policy while operating on school grounds to maintain a safe environment for everyone.
- Company-Specific Policies: In addition to adhering to the DHA Health & Safety Policy, external providers and contractors must also follow their own company's Health & Safety Policy, which should incorporate safe working practices and risk assessment procedures.
- Induction and Training: External contractors are required to undergo an induction process where they are familiarized with the school's safety protocols and emergency procedures, ensuring they understand the expectations while working on-site.
- Regular Monitoring and Evaluation: The school will conduct regular evaluations of external providers' compliance with health and safety standards, ensuring that any potential risks are identified and addressed promptly.
- Emergency Procedures: External providers must be informed of the school's emergency procedures, ensuring they can respond appropriately in case of an incident or emergency situation while on the premises.

6.14 Additional Safety Measures:

- **Emergency Procedures:** Clear emergency procedures must be established in the Science Lab, including guidelines for responding to chemical spills, accidents, or injuries.
- **Safety Signage:** Appropriate safety signage should be displayed prominently in the Science Lab and storage areas to remind students and staff of safety protocols and emergency procedures.
- **Regular Equipment Inspections:** Schedule regular inspections of all lab equipment and supplies to ensure they are in safe working order and comply with health and safety regulations.
- **Student Training and Awareness:** Conduct regular safety training sessions for students to increase their awareness of laboratory safety practices, including the proper use of equipment and chemicals.

6.15 Smoking and Vaping:

- Smoking, including the use of e-cigarettes, is strictly prohibited on Hampton Heights International School property. This ban extends to all school vehicles as well.
- Students are not allowed to smoke or use e-cigarettes at any time on school grounds during the regular school day. This rule applies equally during after-school hours or while attending any school-related activities.
- The smoking ban also covers all school-sponsored events and activities, whether they occur on or off school premises. This includes field trips, holiday trips, and any other extracurricular activities organized by the school.

Chapter 7: Prohibition of Alcohol and Non-Medically Prescribed Drugs:

The consumption of alcohol or non-medically prescribed drugs is strictly prohibited on Hampton Heights International School premises. Additionally, employees must not be under the influence of such substances while on duty due to the potential adverse effects on behavior, decision-making, and the safe operation of equipment. This policy ensures a safe and productive work environment for all staff and students.



7.1 Strict Prohibition of Drug-Related Activity for Students:

Students are absolutely forbidden to engage in any drug-related activity while under the jurisdiction of the school. This includes the following:

- **Sharing or Attempting to Share:** Students may not share, attempt to share, or distribute any substance.
- **Ingesting or Using:** The use of any substance with the intent to bring about intoxication is strictly prohibited, especially when it poses a threat to the health and safety of the individual or others.
- **Disruption to School Operations:** Any substance use that disrupts the orderly operation of the school or its educational activities is considered a serious violation.

7.2 Prohibited Activities Involving Illegal Substances:

Students are strictly forbidden from engaging in the following activities in relation to illegal drugs or any substances covered by this policy:

- **Purchasing or Attempting to Purchase.**

- Possessing or Supplying (or Intending to Supply).
- Being Involved in the Supply or Consumption of Drugs.

This ban applies whether or not the student intends to use the substance while under school jurisdiction. Possession of any illegal substance, even without immediate consumption, is considered a breach of school policy.

7.3 Consequences of Policy Violation:

- Fixed-Term Exclusion: A period of fixed-term exclusion from the school is generally recommended for any involvement in the purchase, possession, or consumption of illegal drugs or substances of abuse. This will allow time for investigation and further evaluation of the student's involvement.
- Permanent Exclusion: Permanent exclusion will be enforced for more serious violations, particularly in cases involving the purchase, possession, or consumption of substances categorized as illegal under UAE law.

7.4 Escalation to Legal Authorities:

- In cases involving illegal drugs or substances, the school is committed to escalating the matter to the legal authorities in the UAE. This ensures that appropriate legal action is taken and reinforces the school's commitment to a drug-free environment.
- This policy serves to protect the health, safety, and well-being of all members of the school community and aligns with local laws to ensure a secure and supportive educational environment.

Chapter 8: Stress and Wellbeing:

8.1 Definition of Stress:

- The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them." Hampton Heights International School recognizes that workplace stress can, at times, become a health and safety issue and is committed to addressing it.

8.2 Commitment to Reducing Workplace Stressors:

- The school acknowledges the importance of identifying and reducing stressors in the workplace. To meet this commitment, the school has conducted a comprehensive risk assessment and developed an action plan aimed at mitigating workplace stress. This process is actively being implemented, ensuring a proactive approach to staff well-being.

8.3 Legal Duty to Protect Staff from Stress:

- Hampton Heights International School is aware of its legal duty to protect employees from stress at work. In line with this responsibility, the school has taken concrete steps to ensure that workplace conditions are conducive to staff well-being and has systems in place to address stress-related concerns.

8.4 Training for Managers and Staff:

- The school ensures that all line managers and supervisory staff are trained in good management practices, which include recognizing and addressing signs of stress

among staff. Employees are also trained to effectively discharge their duties while maintaining a balanced approach to workload and time management.

8.5 Monitoring of Workloads and Hours:

- The school closely monitors staff workloads and working hours to ensure that no employee is overburdened. This proactive measure aims to prevent excessive pressure on staff and promotes a healthy work-life balance.

8.6 Employee Assistance Programme (EAP):

- Hampton Heights International School provides access to the Employee Assistance Programme (EAP), facilitated by the inclusion department. This confidential service offers support for staff experiencing stress, whether caused by work-related issues or external factors. Where necessary, the EAP provides counselling services, offering professional help to those in need.

8.7 Ongoing Support for Well-Being:

- The school emphasizes a culture of care and well-being, ensuring that mental health and emotional well-being are prioritized. In addition to formal structures like EAP, staff members are encouraged to seek support and resources available through various well-being initiatives led by the school.

By fostering a supportive environment and prioritizing well-being, Hampton Heights International School aims to reduce workplace stress and enhance the overall health and safety of its employees.

Chapter 9: Medical Emergencies, accidents & Incidents:

An accident is defined as an unforeseen and uncontrolled event that results in, or has the potential to result in, injury, damage, or loss. Most accidents can be prevented, and our primary goal is to minimize their occurrence as much as possible. For clarity, we distinguish between accidents—events we have directly witnessed—and incidents, which refer to occurrences that we did not observe.

The school has a fundamental responsibility to thoroughly investigate and document all accidents and incidents involving students, staff, and visitors. This includes not only physical injuries but also situations that could potentially lead to harm.

All accidents and incidents must be reported in a timely manner to facilitate monitoring and investigation. This reporting process is essential for identifying patterns or recurring issues that may compromise safety. By systematically documenting these occurrences, we can analyse the data to determine the underlying causes and implement necessary changes to our safety protocols.

In our commitment to safety, the school will:

- **Conduct Investigations:** Each reported accident and incident will be investigated to understand its causes and contributing factors. This includes collecting witness statements and reviewing relevant safety procedures.
- **Implement Corrective Actions:** Based on the findings of the investigations, corrective measures will be established to prevent similar incidents in the future. This may

involve updating safety protocols, enhancing training programs, or making physical changes to the environment.

- **Promote Safety Awareness:** We will engage the school community in safety awareness initiatives. Regular training sessions and workshops will be conducted to educate staff and students about safe practices and encourage proactive behavior in avoiding potential accidents.
- **Review and Revise Policies:** The school's health and safety policies will be regularly reviewed and revised based on insights gained from accident and incident reports. This ensures that our protocols remain relevant and effective in addressing emerging risks.

9.1 Reporting an accident or incident:

All major accidents involving students or staff must be promptly recorded on an official accident or incident form. These forms are readily available in the school clinic and should be completed as soon as possible after the event to ensure accurate documentation. Incidents related to behavior, including any physical interventions, are recorded in accordance with the school's Behaviour Policy. This ensures that all relevant details are logged and appropriate actions are taken. Maintaining accurate records of accidents and incidents is essential for ensuring the health and safety of students and staff. These records are reviewed regularly to help identify potential risks and prevent future occurrences.

After an accident or incident is reported, appropriate follow-up measures will be taken, including any necessary medical attention, counselling, or other support. The school administration will also review the incident to assess whether any additional safety measures or policy updates are required. The school values transparency in handling accidents and incidents, ensuring that parents or guardians are informed when their child is involved in an accident or significant behavioral incident. This helps maintain open communication and collaboration between the school and families.

These procedures ensure a thorough and responsible approach to managing and reporting accidents or incidents, supporting the safety and well-being of everyone in the school community.

9.2 Accidents to students:

If a student has a minor injury, i.e. minor cuts, grazes, bruises:

- Sent to the clinic along with another student/staff member to explain the problem.
- School Nurse or first aider may administer first aid.
- Details of the injury and treatment are recorded in the treatment log book.
- Student remains with the nurse in the clinic until deemed ready to return to class.
- Parents are informed by the nurse and supported by the class teacher with further details.
- Nurse returns the student to the class and informs the class teacher/form tutor.

If a student has a head injury:

- School nurse/first aider administers first aid in the classroom/playground.
- Details are recorded on the student accident form by the nurse/first aider.
- Parents are informed and a 'bumped head letter' is sent to parents.
- Any head injury must be observed for 24 hours.

- In case of a serious head injury, arrangements must be made for the student to be taken to hospital by ambulance (see below for additional reporting of serious injuries).
- Class teacher/form tutor is informed.

If the injury is more serious:

- Students must be sent to hospital immediately by ambulance in these cases:
 - Head injuries and wounds needing stitches.
 - All suspected fractures.
 - Seizure (first time or lasting longer than 5 minutes and unable to arouse between episodes).
 - Unconsciousness, even for a few seconds.
- The supervising teacher should send another staff member or student to notify the school nurse. The student should not be moved until the nurse assesses the injury.
- School nurse/first aider administers first aid in the classroom/playground
- Other available staff will ensure that students remain in their classroom or away from the proximity of the accident.
- The SLT are informed of the situation.
- An ambulance should be called by the school nurse or a member of the SLT.
- The student will be accompanied to hospital by a member of staff. The student's personal health file should be taken to the hospital.
- Parents must be contacted and arrangements made to meet them at the hospital.
- Class teacher/form tutor must be informed.
- Details should be recorded on the student accident form and a copy kept in the child's medical file at the clinic.
- Nurse must call the parent later in the day/evening to enquire about the child's well-being and report back to SLT.

If the student is ill and needs to go home:

- A parent must be contacted and asked to collect the student as soon as possible.
- The student must be signed out by the parent in the 'early sign out' log kept at reception.

9.3 Accidents to adults (including visitors):

If an adult has a minor injury, i.e. minor cuts, grazes, bruises:

- First aid administered by the school nurse or a qualified first aider.
- Details recorded on the adult accident form.

If an adult has a more serious injury:

- First aid administered by the school nurse or a qualified first aider.
- An ambulance should be called by the school nurse or a member of the SLT. The adult will be accompanied to hospital by a member of staff.
- Contact the adult's next of kin or other appropriate person and arrange to meet them at the hospital.
- Record details on the adult accident form.
- A copy of this form should also be kept within the school records.

9.4 Behavioural incidents:

DHA has implemented a highly effective behaviour management policy designed to promote a positive and disciplined school environment. However, despite these efforts, behavioural

incidents may still occur and need to be managed appropriately. The behaviour management policy clearly outlines the practices and procedures to be followed when a behavioural incident arises. Staff members are expected to refer to this policy to ensure consistent and appropriate handling of incidents. This ensures that all responses are aligned with the school's approach to discipline and support.

All student behavioural incidents, regardless of their severity, must be logged and recorded in the school's online management system. This digital record-keeping allows for efficient tracking and monitoring of behaviour patterns, enabling staff to intervene when necessary and provide the appropriate support or consequences. Strict adherence to the behaviour management procedures is essential for maintaining a safe and supportive environment. Following the established process ensures fairness, consistency, and transparency in how behavioural issues are addressed across the school.

Behavioural incidents are regularly reviewed to assess patterns, underlying causes, and the effectiveness of interventions. This ongoing evaluation helps in improving both individual student behaviour and the overall school climate. The school emphasises the importance of communication between staff, students, and parents when dealing with behavioural incidents. Parents are kept informed of their child's behaviour and any steps taken by the school to address it, fostering a partnership approach to behaviour management.

9.5 Record management:

All incident and accident reports are treated as confidential documents, and access to these records is strictly limited to authorized personnel. This ensures that sensitive information is protected and only shared with those who have a legitimate need to review it.

Accident reports for staff members are retained for a period of five years from the date of the incident. These reports are securely stored in the individual staff member's personnel file to ensure accurate record-keeping and compliance with legal requirements.

For students, accident reports are kept for ten years from the student's date of birth. This extended retention period allows the school to maintain comprehensive records throughout the student's time in school and beyond. All relevant documentation, including accident forms, behaviour monitoring sheets, and physical intervention records, are stored in the student's file.

Maintaining accurate and secure records of incidents and accidents is essential for monitoring student and staff safety, as well as for compliance with regulatory standards. The proper management of these records ensures that the school is prepared to respond to any inquiries or legal matters that may arise in the future.

The school is committed to adhering to data protection regulations, ensuring that all incident and accident reports are stored securely and disposed of responsibly after the retention period has elapsed. Access is limited to protect the privacy of staff and students, in line with legal and ethical obligations.

Chapter 10: Hazardous Substances:










A hazardous substance is any material that has the potential to cause harm, either directly (e.g., through contact or inhalation) or indirectly (e.g., by causing environmental contamination or secondary exposure). Hazardous substances can be encountered in various settings, such as during sampling procedures or within the working environment where the sampling takes place. From a practical standpoint, whether a material is categorized as a hazardous substance or dangerous goods, the approach to handling them should be the same. Both require stringent safety precautions. If you are not trained or certified to handle these materials, you should not enter environments where they are present or attempt to manage them in any capacity, including sampling.

Certain hazardous materials, especially those being transported, can only be sampled by qualified personnel or contractors. For example, chemicals, biological materials, and radioactive substances often require specialized knowledge, tools, and equipment. Sampling these goods without proper training can lead to serious safety risks and legal violations.

Some goods are classified as extremely hazardous and should never be sampled under any circumstances due to the risks they pose. These materials might include highly toxic chemicals, explosive materials, or radioactive substances, and their handling is governed by strict legal regulations that require specialized teams to manage.

Regardless of whether you are dealing with hazardous substances in a workplace or dangerous goods in transit, safety should always be the top priority. Always ensure the use of appropriate personal protective equipment (PPE), adhere to guidelines outlined in Material Safety Data Sheets (MSDS), and comply with the regulations governing the material. When in doubt, avoid handling or sampling the substance and seek guidance from trained professionals. Dangerous goods must be clearly documented and labelled according to ADR and other relevant regulations. Labels should indicate the nature of the hazard, the required safety precautions, and emergency response procedures. These labels help prevent accidental exposure and ensure that those handling or encountering the goods are fully aware of the risks involved. Hazardous substances present on the Hampton Heights International School campus include, but are not limited to:

- Cleaning chemicals.
- Chemicals used in Science and Art departments.
- Fuels and paints.
- Clay dust.
- Any other substances that may pose a risk to individuals who come into contact with them.

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

10.1 Health Risk Assessment and Control Measures:

The school is committed to assessing and controlling health risks associated with exposure to hazardous substances. This is done in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. Regular risk assessments are conducted to identify potential hazards and implement safety measures to minimise risks.

10.2 Staff Training and Safety Procedures:

All staff who may be exposed to hazardous substances will receive comprehensive training on the proper handling, storage, and disposal of these materials. They will be instructed to follow safe usage guidelines, including the use of personal protective equipment (PPE) when necessary, to ensure their safety and the safety of others.

10.3 Safe Usage and Compliance:

Employees are advised to strictly adhere to all safety protocols and follow manufacturer instructions regarding the use of hazardous substances. The school also ensures that Material Safety Data Sheets (MSDS) are readily available for all hazardous materials used on campus.

10.4 Ongoing Monitoring and Review:

Hampton Heights International School regularly monitors the handling and use of hazardous substances, reviewing procedures and updating training as needed. This continuous evaluation ensures compliance with health and safety standards and helps prevent accidents or harmful exposures. By adhering to these protocols, the school ensures that hazardous substances are managed responsibly, safeguarding the health and safety of staff, students, and the wider school community.

Chapter 11: Work Equipment:

11.1 Training and Safe Equipment Operation:

All relevant employees and students who work with equipment, such as in technology or workshop rooms, will receive proper training on the safe operation of the machinery and tools. This training includes following manufacturer recommendations and adhering to safety protocols. Employees and students are required to use all equipment correctly, ensuring they follow the instructions they have been taught.

11.2 Supervision for Students:

Students are never permitted to operate equipment unsupervised. They must always be under the direct supervision of a trained staff member to ensure safety while using machinery or tools.

11.3 Risk Assessments for Machinery and Tools:

The use of machinery and powered tools is included in the school's risk assessment process. If a significant risk is identified through this assessment, a detailed safe system of work is developed for the specific piece of equipment or activity. This system outlines the necessary precautions and safe procedures to follow. All staff members involved in the use

of such equipment must read and acknowledge the SSW by signing off to confirm their understanding.

11.4 Safety Guidelines for Machinery and Equipment Use:

Employees and students must strictly adhere to the following safety rules:

- Never remove, disable, or reduce the effectiveness of any safety guards or devices on machinery.
- Do not attempt to operate machinery or equipment without the proper guards or safety devices in place.
- Never operate equipment that is malfunctioning or poses a safety hazard. In such cases, the equipment must be immediately repaired or removed from use.

11.5 Maintenance and Cleaning of Machinery:

Only authorized personnel are permitted to remove safety guards from machinery, and this is strictly limited to maintenance or cleaning operations. During these operations, all safety precautions must be followed, including de-energizing the equipment by disconnecting it from its power source to prevent accidental activation.

11.6 Restricted Access to Machinery in Classrooms:

Machinery and powered tools in classrooms are kept securely locked when not in use. Access to these rooms is controlled by a keypad, ensuring that only authorized staff can unlock the area. Students are not allowed in these rooms unless supervised by a trained adult to guarantee their safety and prevent unauthorized use of equipment.

11.7 Ongoing Monitoring and Safety Reviews:

The school regularly reviews the safety procedures and risk assessments for all machinery and equipment. Staff are continuously trained and updated on safety measures to ensure compliance with industry standards and best practices. This proactive approach ensures that the safety of students and staff remains a top priority in all practical workspaces.

Chapter 12: On-site vehicle movements & staff use of vehicles including golf carts:

Hampton Heights International School has implemented a comprehensive traffic plan and risk assessment to ensure the safe movement of vehicles on campus throughout the day. This plan provides guidance to all individuals on campus regarding safe vehicle operations, including designated routes for access, egress, and movement.

12.1 Responsibility for Traffic Control:

The Security team is responsible for overseeing traffic access and movement on campus. Large deliveries, such as those to the kitchens, are scheduled outside of school hours whenever possible to minimize disruption and ensure safety during peak school activity times.

12.2 School Bussing Procedures:

The Transport Coordinator manages all school bus operations on campus. This includes ensuring that all students, parents, and staff are familiar with the drop-off and pick-up

procedures, as well as any related restrictions. During these times, the Transport Coordinator and the Security team maintain clear communication to ensure coordinated safety measures and a quick response to any potential incidents.

12.3 Staff Use of Vehicles:

Any staff member driving on school business, whether using a school vehicle or their own, must receive prior authorization from their line manager. The school's Vehicle Usage Policy outlines the documentation required for staff to be listed as an approved driver, including a valid driver's license, insurance, and any other necessary credentials.

12.4 Golf Carts and Small Utility Vehicles:

Staff members who are authorized to use golf carts or small utility vehicles on campus are required to follow specific operational guidelines to ensure the safe movement of these vehicles in pedestrian areas. All staff using such vehicles must undergo training and adhere to speed limits and designated pathways.

12.5 Driving for Work Risk Assessment:

A Driving for Work Risk Assessment has been developed to outline control measures for staff driving their private vehicles for work purposes. This assessment ensures that risks are minimized and that staff are adequately prepared to drive safely, whether on school business or within the campus grounds.

12.6 Ongoing Monitoring and Safety Protocols:

Regular reviews and updates of the traffic plan, vehicle usage policies, and risk assessments are conducted to ensure that all on-campus vehicle movements remain safe and compliant with current regulations. Staff are continuously briefed on updates to procedures, and any incidents involving vehicles are thoroughly investigated to prevent recurrence. By following these procedures, the school maintains a high level of safety for all vehicle operations on campus, ensuring the well-being of students, staff, and visitors at all times.

Chapter 13: School trips and Educational visits:

School trips, off-site visits, residential excursions, and school-led adventure activities are essential components of Hampton Heights International School's enriched curriculum. These experiences are designed to enhance students' learning and development by offering practical, real-world opportunities outside the classroom environment.

13.1 Parental Consent for School Trips:

No student is allowed to participate in any school trip without the prior completion of a Trip Consent Form by their parent or guardian. Parents/guardians are provided with detailed information about each trip and have the option to opt out if they do not wish their child to participate.

13.2 Effective Planning and Risk Minimisation:

The school ensures that all trips are meticulously planned and that risks are assessed and minimized to the greatest extent possible. Every trip follows a structured planning process to guarantee student safety, including comprehensive risk assessments.

13.3 Compliance with Regulations and School Policy:

Group leaders are responsible for ensuring that the trip complies with all relevant regulations, guidance, and the school's trip policy. This includes verifying that all necessary permissions, risk assessments, and forms are completed and submitted for approval.

13.4 Adventurous Activities:

For trips involving adventurous activities, the group leader must ensure that the activity provider holds the appropriate licenses and insurance. Additionally, all instructors responsible for guiding students in these activities must be certified as competent and qualified to ensure student safety.

13.5 Adequate Insurance Coverage:

The school ensures that sufficient insurance coverage is in place for all trips, safeguarding against any potential incidents or liabilities.

13.6 Post-Trip Review and Continuous Improvement:

After each school trip, a review is conducted to assess the success of the trip and to document any lessons learned. This process helps refine future trips by identifying areas for improvement, ensuring that every trip is safer and better organized than the last.

13.7 Documentation and Approvals:

Risk assessments and other required forms for each trip are uploaded to the **Safety Cloud** platform at least two weeks before the scheduled departure. This allows sufficient time for the trip to be reviewed and approved by both the Principal and the Head of Operations. No group is permitted to leave campus until the risk assessment has been thoroughly reviewed and formally approved.

Chapter 14: Emergency Planning:

Hampton Heights International School has developed a detailed Emergency Planning Document in addition to its critical incident management plan. This plan outlines how the school will respond effectively to various emergency situations while striving to continue face-to-face learning whenever possible.

14.1 Range of emergency scenarios covered:

The school's emergency plans are designed to address a wide range of potential incidents, including:

- Public health outbreaks (such as pandemics).
- Severe weather events that may disrupt school operations.

- Serious injuries to students, staff, or visitors on campus.
- Significant damage to school property.
- Criminal activities occurring on or near school grounds.
- Local disasters affecting the surrounding community.

14.2 Purpose of the Emergency Plans:

The primary goal of the emergency plans is to equip the school and its staff with the tools and procedures necessary to manage crises effectively. Whether the emergency occurs on campus or during an educational trip or outing, the plan provides clear guidance to ensure a swift and organized response.

14.3 Roles and Responsibilities:

The emergency plan defines the roles and responsibilities of key personnel during a crisis. It outlines who will be responsible for managing specific aspects of the response, ensuring that all tasks are assigned and carried out efficiently.

14.4 Seeking Expert Advice and Support:

The plan also includes protocols for when and how the school will seek external advice or support if needed, ensuring that decisions are informed and guided by experts during critical situations.

14.5 Steps for Handling Emergencies:

The document outlines the specific steps the school will take in the event of an emergency, from the initial response to ongoing management of the situation. These steps include evacuation procedures, lockdown protocols, and other necessary actions depending on the nature of the emergency. In the event of a prolonged emergency, the plan addresses how the school will ensure continuity of education, whether through remote learning options or alternative arrangements. The goal is to minimize disruption to students' learning experiences during crises.

14.6 Communication with the School Community:

Clear communication is critical during an emergency. The emergency plan details how the school will keep staff, students, parents, and the wider school community informed of any changes or developments. This includes timely updates and instructions through multiple channels such as emails, text messages, and announcements.

14.7 Regular Reviews and Updates:

The emergency plan is regularly reviewed and updated to ensure that it remains current with new regulations, best practices, and lessons learned from past incidents. Staff members are trained on these procedures, and regular drills are conducted to ensure preparedness. By having these comprehensive plans in place, Hampton Heights International School is well-prepared to manage a range of emergencies while maintaining its commitment to student safety and educational continuity.

Chapter 15: Policy review & amendment:

Annual review Date(s)	Amendment Date(s)	Review Committee	Signature(s)
December 05, 2024		<input type="checkbox"/> Principal: Ms. Lyudmyla Kylkova. <input type="checkbox"/> SLT Members. <input type="checkbox"/> Head of Inclusive Education: Mr. Moustafa Mahmoud. <input type="checkbox"/> School Counselor.	
June 05, 2025		<input type="checkbox"/> Principal: Ms. Lyudmyla Kylkova. <input type="checkbox"/> SLT Members. <input type="checkbox"/> Head of Inclusive Education: Mr. Moustafa Mahmoud. <input type="checkbox"/> School Counselor.	
December 05, 2025		<input type="checkbox"/> Principal: Ms. Lyudmyla Kylkova. <input type="checkbox"/> SLT Members. <input type="checkbox"/> Head of Inclusive Education: Mr. Moustafa Mahmoud. <input type="checkbox"/> School Counselor.	
March 10, 2026		<input type="checkbox"/> Principal: Ms. Lyudmyla Kylkova. <input type="checkbox"/> SLT Members. <input type="checkbox"/> Head of Inclusive Education: Mr. Moustafa Mahmoud. <input type="checkbox"/> School Counselor.	
December 10, 2026		<input type="checkbox"/> Principal: Ms. Lyudmyla Kylkova. <input type="checkbox"/> SLT Members. <input type="checkbox"/> Head of Inclusive Education: Mr. Moustafa Mahmoud. <input type="checkbox"/> School Counselor.	