

HEALTH AND SAFETY POLICY

Date of Review	17/03/2026	Approved by	Principal	CEHS/HSP 2026-2027
Academic year	2026-2027	Next review	16/03/2027	

Rationale

The health, safety, and well-being of all individuals on school premises—students, staff, visitors, and contractors—are of paramount importance. This policy is established to promote a safe, secure, and supportive environment that enables teaching and learning to thrive. It aligns with national health and safety regulations and reflects our commitment to proactive risk management, well-maintained facilities, emergency preparedness, and ongoing safety education. By fostering a safety-conscious culture, we aim to prevent accidents and ensure that everyone in the school community feels confident and protected.

Policy Statement

The Governing Body and School Leadership Team are dedicated to upholding the highest standards of health, safety, and welfare. Our key objectives are to:

- Take all reasonable steps to safeguard the health, safety, and well-being of everyone on the premises and during school-related activities.
- Establish and maintain safe working conditions and procedures for staff and students.
- Provide and maintain secure and hazard-free buildings, equipment, and resources.
- Raise safety awareness among all school users through appropriate training and support.
- Implement clear procedures for responding to fire and other emergencies.
- Investigate incidents thoroughly and take corrective action to prevent recurrence.

Roles and Responsibilities

The Governing Body has overall responsibility for health and safety in the school. It will:

- Set strategic direction and approve health and safety policy.
- Allocate sufficient resources to implement safety measures.
- Monitor and review health and safety performance.
- Ensure the school environment and systems of work are safe.
- Guarantee appropriate training, induction, and supervision are in place.
- Provide suitable welfare facilities for staff and students.

The Principal has day-to-day responsibility for implementing this policy. He/She will:

- Promote a positive safety culture.
- Report key safety issues to the Governing Body.
- Seek specialist advice when needed.

- Ensure staff compliance with safety procedures.
- Review risk assessments annually.
- Ensure staff access relevant training.
- Meet weekly with the Admin Manager to address facilities or maintenance concerns.

Health, Safety, and Child Protection Officers support the principal by:

- Ensuring accurate and timely risk assessments.
- Identifying and addressing safety hazards.
- Providing guidance and training to staff.
- Keeping up to date with health and safety legislation.
- Investigating incidents and maintaining records.
- Overseeing contractor safety compliance.

The Site Manager ensures that the physical environment is safe. Duties include:

- Prioritizing work with health and safety implications.
- Reporting unresolved hazards to senior leadership.
- Conducting daily safety checks.
- Ensuring cleaning staff follow safe practices.
- Conducting regular fire alarm tests.
- Supporting safe practices during building projects.

All staff have a duty of care to:

- Read and follow the Health and Safety Policy.
- Take reasonable care of their own and others' safety.
- Maintain safe and tidy workspaces.
- Follow equipment safety instructions.
- Supervise students appropriately.
- Report hazards to their line manager.
- Adhere to accident and incident reporting procedures.

Students are expected to:

- Follow safety and hygiene rules.
- Comply with safety instructions from staff, especially in emergencies.

Health and Safety Officers (External Support if required) External officers will:

- Provide specialist advice and training support.
- Help schools develop compliant policies and procedures.
- Visit the site when necessary to offer guidance.
- Attend relevant meetings and contribute to safety planning.

Key Arrangements and Procedures

Accident and Incident Reporting

- All incidents must be documented using the school's reporting system.
- Investigations will be conducted promptly to identify and address root causes.

Procedure for Student Injury Incidents

1. Any student involved in an incident resulting in a minor or major injury shall be referred to the school clinic for assessment and care.
2. Clinic staff shall inform the Supervisor or Head of Section (HOS) responsible for the student's section.
3. The relevant Supervisor or HOS shall enquire into the circumstances of the incident in coordination with the Child Protection Officer of that section.
4. The Supervisor or HOS shall contact the parent or guardian to inform them of the incident and the student's condition, based on the information provided by clinic staff.
5. The incident report shall be completed jointly by clinic staff, the relevant Supervisor or HOS, and the section's Child Protection Officer. Each shall record the information relevant to their role, including the clinic assessment and care provided, the findings of the enquiry, and the communication with the parent or guardian.

Administration of Medicines

- Medicines are administered only with parental consent and by licensed health staff.
- Prescription medicines are stored securely.
- Asthma medication may be kept in accessible, supervised locations following agreement with parents.

Medical Services and Vaccinations

- All health services follow DHA regulations.
- Records are maintained and kept up to date.

Site Security

- 24/7 security staff monitor premises, supported by CCTV and ID checks for visitors.
- Drop-off/pick-up procedures are supervised and regulated.

Hazardous Substances

- Use is minimized and always risk-assessed.
- Substances are securely stored, and appropriate control measures enforced.

Premises and Signage

- Signage supports safe navigation and access.
- Staff using portable devices are given relevant guidance.

Educational Visits

- All trips require thorough risk assessments.
- Safety procedures and supervision standards are strictly followed.

Electrical Safety

- Portable electrical equipment is tested regularly.

Fire Safety

- Exit signage and classroom evacuation maps are in place.
- Fire drills are conducted and recorded.
- Fire extinguishers are checked quarterly.
- First aid kits are maintained, and portable kits are provided on trips.

Manual Handling

- Staff are advised not to exceed safe lifting limits.
- Relevant training is provided.

Playground Supervision

- All equipment is supervised during use.
- Weather conditions are monitored, and unsafe equipment is restricted.

Internet and Cyber Safety

- Online safety measures align with the school's IT policy.
- Firewalls and monitoring systems are in place to prevent cyber threats.

Supervision and Student Behavior

- Classrooms are supervised at all times.
- Safe behavior is actively promoted.
- Restrooms are supervised at peak times.

Training and Awareness

- Staff and students receive ongoing training on safety practices on and off campus.

Working at Height

- Risk assessments have been conducted.
- Staff receive training and appropriate access equipment (e.g., ladders, stools) is provided.

Monitoring and Review

This policy will be reviewed annually, or earlier if significant legislative or operational changes occur. The school leadership team, in consultation with relevant stakeholders, will ensure it remains current, effective, and aligned with best practices.



Signed _____

Dr. Saleem Jamaludhin (Director)

Date: 17/03/2026



Signed _____

Dr. Sharafudeen Thanikatt (Principal)

Date: 17/03/2026