



Health and Safety Policy

Document Reference	HS-POL-012
Version/Revision	v2.2
Effective Date	March 2025
Review Date	January 2028
Author(s)	ELT
Reviewer(s)	ELT
Applicable to	Whole School

Revision History

Version	Date	Reason for most Recent Revision
v1.0	March 2015	Reviewed and reissued as per guidelines in WS-PRO-001.
v2.0	January 2019	Reviewed with major changes
V2.1	January 2023	Reviewed with minor changes
v2.2	March 2025	Reviewed and updated with changes to 6.1 and addition of Section 6.3 Near Misses



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1 Purpose of this Policy

St Christopher's School is committed to:

- Providing and maintaining a safe, healthy and supportive working and learning environment for all members of the school community
- Preventing accidents and work related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Developing a culture of continuous improvement
- Encouraging staff to set high standards of health and safety
- Promoting mental wellbeing and ensuring a supportive workplace

Where practical, the School uses the UK Health and Safety (H&S) regulations and Bahrain law, whichever is held to the higher standard.

Health and safety is a whole school responsibility and it is the duty of all staff to ensure, so far as is reasonably practicable, the health, safety and welfare at the School of all staff and pupils.

This policy will be monitored by the Director of Finance and Operations and the Human Resources and Facilities Manager.

2 Statement of Intent for Health and Safety

St Christopher's School is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy to maintain the highest possible level of health and safety around the School. The School commits to regular review and updates to this policy, incorporating feedback, changes in law and emerging health issues.

Health and safety in school is a priority and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the School. The School commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with this policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

3 Glossary of Terms

Relevant Manager (RM) – the appropriate Head of School, Director of Finance and Operations (DF&O), Director of Learning, Human Resources and Facilities Manager (HRFM) or the Principal, whichever being the most appropriate in terms of normal line management.

Risk Assessment - a document used to identify potential hazards and analyse what could happen if a disaster or hazard occurs.

Control Measures - actions that can be taken to reduce the potential of exposure to hazards.



Incident - an unintended, or unplanned event that adversely affects the normal working day. Incidents can range in severity from near misses to fatal accidents.

4 Organisation

In order to comply with the School's Statement of Intent for Health and Safety, responsibilities are assigned to members of the School community, as below.

4.1 Employees

All employees have a responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Act in accordance with this policy at all times and stay updated on any changes
- Report to the Relevant Manager any hazardous situations and defects on equipment they encounter
- Exercise good standards of housekeeping and cleanliness
- Know School policies in the event of a health and safety incident. These include, for example: fire evacuation, critical incident and first aid procedures
- Complete all required forms such as incident reports accurately and in a timely manner
- Be aware of issues related to workplace safety and wellbeing, as referred to in Appendix A

4.2 Class Teachers

In addition to the general responsibilities applicable to all employees, Class Teachers have additional responsibilities to:

- Exercise effective supervision of pupils in their care to ensure that safe working procedures are followed and health and safety equipment is not misused
- Give clear oral instructions and warnings to pupils in their care in the event of a breach in health and safety
- Require the use of protective equipment and/or clothing where necessary and demonstrate proper use to students
- Be mindful of the principles of risk assessment in their routine interaction with pupils

4.3 Senior Leadership Team

In addition to the general responsibilities applicable to all employees, the DF&O and HRFM in conjunction with Heads of Schools and members of the Senior Leadership Team, have additional responsibilities:

- To be fully committed to the School's Statement of Intent for Health and Safety
- To ensure that the Health and Safety Policy is adequately communicated to School employees; this includes regular inspections of the facilities.
- To ensure that adequate health and safety procedures are in place including emergency procedures
- To provide sufficient training in health and safety issues
- To follow up on all accidents to ensure that they are properly investigated and any remedial actions required are taken

5 Procedures and Arrangements

The following procedures and arrangements have been adopted by the School to ensure compliance with the School's Statement of Intent for Health and Safety.



5.1 Policies and Procedures

All policies mentioned below may be found contained within the School Policies folders or on the school network.

- Fire Safety and Evacuation Policy
- First Aid Policy
- Critical Incident Policy
- Immunisation Policy
- Medication Policy
- Sun Smart and Extreme Heat Policy
- Trip Policy
- Anaphylaxis Policy
- Anti-Bullying Code
- Discipline & Good Behaviour Policies
- Healthy Eating

In addition to the policies mentioned above, the School has also implemented, and reviews regularly, the following policies and procedures:

5.1.1 Security Manual

The Security Manual contains the code of conduct and specific regulations in force at the School for the safety and security of the site and the persons within it as implemented by the Security Guards employed by the School.

This manual is monitored by the Human Resources and Facilities Manager.

5.1.2 School Facility Policy

This policy [[HRF-POL-019](#)] includes the means by which outside individuals and organisations may request the hire of school premises – such as halls and sporting facilities – for private events and the systems in place at the School to manage these.

This includes agreements for each organisation to sign to agree to conditions set down by the School and also guidance on insurance and liability issues.

5.1.3 Departmental Health and Safety – Curriculum Activities

The School acknowledges that there are areas in which health and safety risks are higher than others. These are the following academic departments:

- Science
- Design Technology (DT) and cooking
- Physical Education (PE)

In such areas where the School considers there to be a higher health and safety risk, the School and staff within these areas will act in accordance with best practice, as set down by management and departmental procedures and will maintain specific risk assessments centrally.



5.1.4 Departmental Health and Safety – Maintenance and Logistics Division and Caretaking Staff

The School understands the specific health and safety risks related to the work carried out by the Caretakers and Maintenance and Logistics staff.

These specifically relate to:

- The methods by which a staff member may report a maintenance issue
- The responsibilities of staff employed within the Maintenance and Logistics Division and Caretaking staff
- The risks involved in the cleaning of the School premises by an external company

5.1.5 Inspections

The School operates a prevention policy in that potential hazards are identified early to preempt future risks. To do this the DF&O and Head of Maintenance will carry out a weekly inspection of one quarter of the School each week. Any potential risk or maintenance requirements will be recorded on the Saar and Isa Town maintenance logs and reviewed weekly to ensure sufficient progress. All problems will be categorised A to D with A being an urgent health and safety risk requiring action immediately and D by the next holiday period (to allow access without children present). Unless there is an immediate risk to pupils, most work is carried out outside of school hours.

5.2 The School operates a No Smoking policy

Smoking is forbidden within all School buildings and premises. This includes the immediate grounds of the sites, including areas such as playgrounds and gardens. This applies to all staff at the School and also to all visitors.

Smoking is also forbidden in all School vehicles.

5.3 Animals

Dogs and other pets or animals are not allowed onto the school premises without the prior permission of the Head of School. This will be enforced by the Security Guards. Stray and feral animals should not be encouraged to come to or live at the School site.

Animals owned by the School are well cared for and undergo all routine inoculations and any additional health care that they need.

5.4 Lone working

There will be some situations where staff at the School will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the premises at the end of the day, or working in the evening or at a weekend. There is an increased risk to the health and safety of lone workers and the School has guidance to both identify and manage these risks.

To manage the risks of lone working:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.



Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site at weekends and during school holidays.
- Carry a charged mobile phone on their person at all times when working alone, and notify a designated colleague or relevant manager of your location and expected working duration.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

Staff must never take any unnecessary risk when working alone. This includes:

- Never working at height.
- Never handling heavy or bulky items.

6 Risk Assessment

As a school, we will be constantly alert to potential risks we encounter in our day-to-day interactions with our environment, colleagues, visitors and pupils. We will employ the principles of standard risk assessment techniques when planning our actions.

Risk assessment is a careful examination of a workplace, situation or activity in order to identify what could cause harm to the people who work there or visit, estimating the likelihood of the harm occurring and checking to ensure whether or not sufficient precautions are being taken to prevent it.

The three major terms in risk assessment are hazard, risk and control measure. They mean:

- Hazard - Something with the potential to harm. For example, hot surfaces, a hazardous substance, working at height or the behaviour of a child or young person
- Risk - The chances or likelihood of the harm occurring. For example, someone touching the hot surface or falling from a ladder
- Control measure - Action taken to prevent someone being harmed. For example, guarding the hot surface, labelling and storing the hazardous substance securely or training staff on dealing with challenging behaviour

The School's [Risk Assessment Policy \[HS-POL-013\]](#) provides greater detail on risk assessment. In accordance with this the Risk Assessment Policy, formal risk assessments are completed for all off-site visits and school trips and school events which are considered to be higher risk will be risk assessed.

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An accident is defined as any undesired circumstance which gives rise to **ill health or injury** or **damage to property** which occurs at a school site. The School will also report near misses in order to prevent potential accidents.



6.1 Ill Health or Injury

When an incident / accident resulting in a need for medical attention occurs, the School Nurse must be informed immediately.

The School Nurse will:

- Record any visit to the Health Unit
- Inform the pupil's / member of staff's Head of School, immediately in serious cases. If the Head of School is unavailable, their PA must be informed and the PA will inform the Head of School as soon as possible
- Notify relevant staff (e.g. Class Teacher, Relevant Manager, Head of Department) and contact the parent/guardian/next of kin as appropriate,
- Complete the Incident & Near Miss Form [HS-FOR-005](#) and ask any staff witness to complete the witness section of the report. The Incident & Near Miss Form is set up to alert the relevant Head or School / Head of Department, and where necessary Class Teacher / Form Tutor / SLT Link / HRFM or Department Head. In the event of an Accident / Incident occurring out of hours, any member of staff who is involved or witnessed the Incident/Accident must complete the Form and follow the same steps as stated above.

6.2 Damage to Property

- Any accident or incident which results in damage to property - be this personal property or the School site should be reported by the concerned member of staff to the Relevant Manager. The Relevant Manager will inform the Human Resources and Facilities Manager.
- Visitors to the site (this includes parents) who wish to lodge a complaint concerning damage or theft should be referred to the Human Resources and Facilities Manager.

6.3 Near Misses

- St Christopher's recognises the importance of reporting near misses as a key element of proactive health and safety management. A near miss is defined as an event or condition that could have resulted in injury, illness, or damage but was prevented, either by chance or timely intervention.
- All staff are encouraged to report near misses immediately using the [HRF-FOR-005](#) Incident & Near Miss Form to help identify and address potential hazards before they lead to accidents.



Appendix A: Workplace Safety and Wellbeing

The following websites contain guides for maintaining workplace safety and wellbeing:

www.hse.gov.uk