

HEALTH AND SAFETY POLICY

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RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

Health and Safety Policy

Contents

1 Legislation and Regulatory Framework.....	3
2 Introduction	3
3 Aims and Objectives	4
4 Scope	4
5 Health and Safety Organisation	4
6 Risk Assessment and Risk Register	6
7 Communication Consultation and Training	6
8 General Site Safety	7
9 Security Access and Visitors	7
10 Contractors and Building Work.....	8
11 Pupil Supervision.....	8
12 Lone Working	9
13 Working at Height.....	10
14 Crisis and Emergency Management	10
15 Fire Safety and Evacuation	11
16 Accident Incident Hazard and Near Miss Reporting.....	12
17 Healthcare and First Aid	13
18 Management of Medication.....	14
19 Infection Prevention and Communicable Disease	14
20 Maintenance of Buildings Facilities and Equipment	15
21 Hazardous Substances and Chemical Safety.....	16
22 Cleaning Hygiene and Waste	17
23 Legionella Water Hygiene and Drinking Water	18
24 Subject and Activity Safety	18
25 Equipment and Workplace Safety	19
26 Food Allergies and Staffroom Kitchenette	21
27 School Transport and Educational Visits	22



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

28 Violence Aggression and Staff Wellbeing	23
29 Smoke and Vape Free Premises	23
30 Safeguarding and Digital Safety	24
31 Monitoring Audit and Review	24
Appendix 1 Emergency Response Summary	25
Appendix 2 Minimum Monitoring and Evidence Records	25
Concluding Statement	26



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

1 Legislation and Regulatory Framework

Richmond International School (RIS) is committed to complying with all health, safety, welfare, safeguarding and educational requirements applicable in the State of Qatar. The school will monitor official requirements and update its policies, procedures, training and risk assessments within an appropriate timeframe.

This policy is informed by requirements and guidance issued by:

- **Ministry of Education and Higher Education (MOEHE)** - private-school regulations, circulars and requirements for safe educational environments.
- **Ministry of Public Health (MoPH)** - healthcare, infection prevention, communicable-disease management, food and drinking-water requirements.
- **General Directorate of Civil Defence, Ministry of Interior** - fire prevention, alarm and firefighting systems, evacuation and emergency preparedness.
- **Ministry of Interior** - site security, access control, traffic and school-transport safety.
- **Ministry of Labour** - occupational health, safety and employee welfare.
- **Other applicable national instructions** - including requirements issued during public-health, environmental or security emergencies.

Where this policy conflicts with a current instruction from a competent Qatari authority, the current official instruction will take precedence and the policy will be reviewed.

2 Introduction

RIS believes that every pupil, employee, parent, visitor, contractor and other person entering the school has the right to a safe, secure, clean and appropriately supervised environment. Health and safety is a shared responsibility and is integral to safeguarding, wellbeing, teaching, learning and the effective operation of the school.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

3 Aims and Objectives

- Provide a safe, secure, healthy and well-maintained primary-school environment.
- Define clear responsibilities and reporting arrangements for health, safety and emergency management.
- Identify hazards, assess risks and implement proportionate control measures.
- Prevent injury, ill-health, unsafe practice and damage to property wherever reasonably practicable.
- Ensure effective arrangements for supervision, first aid, healthcare, fire safety, evacuation, site security, maintenance and cleaning.
- Provide appropriate information, instruction and training and give stakeholders opportunities to raise concerns.
- Monitor implementation and use evidence, incident trends and inspection findings to improve practice.

4 Scope

This policy applies to all RIS employees, pupils, Board members, volunteers, visitors, contractors and service providers. It applies during the school day, before- and after-school activities, educational visits, school transport and school-organised events on or off the premises. Separate procedures and policies provide additional detail where indicated.

5 Health and Safety Organisation

Board of Directors

- Approves this policy and maintains strategic oversight of significant health and safety risks.
- Ensures suitable resources are available for safety, healthcare, maintenance, security and training.
- Receives termly assurance information and ensures serious or repeated weaknesses are addressed.

Executive Principal

- Holds overall operational responsibility for implementing this policy.
- Ensures competent persons are appointed and responsibilities are understood.
- Ensures serious incidents and dangerous occurrences are investigated and reported to relevant authorities when required.
- May restrict access, suspend an activity or temporarily close part or all of the school where necessary.
- Reports significant risks, incidents and unresolved actions to the Board.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

Maintenance Manager

- Coordinate routine site inspections, the school risk register, planned maintenance, contractor controls and follow-up actions.
- Maintain records of inspections, defects, repairs, servicing, water hygiene and authority certificates.
- Check that alarm systems, emergency routes, fire equipment and safety signage remain accessible and serviceable.
- Escalate overdue, recurring or high-risk matters immediately to the Executive Principal.

Senior and Middle Leaders

- Monitor safe practice within their phases, subjects and areas of responsibility.
- Ensure activities are appropriately risk assessed and supervised.
- Review concerns and incidents, implement agreed actions and confirm completion.

School Nurse

- Provides healthcare within the nurse's licensed scope of practice and current MoPH requirements.
- Maintains confidential health records, care plans, medication records and healthcare-room equipment.
- Advises on infection prevention, chronic conditions, first aid, health education and emergency response.

Security Staff

- Control access, monitor gates and visitor procedures, and support arrival and dismissal arrangements.
- Report security concerns immediately and fulfil assigned emergency responsibilities.

All Employees

- Take reasonable care of their own safety and that of others affected by their actions or omissions.
- Follow school policies, risk assessments, instructions, training and safe systems of work.
- Provide appropriate pupil supervision and never leave pupils unsupervised contrary to school procedures.
- Report hazards, defects, accidents, incidents, near misses and safeguarding concerns promptly.
- Do not misuse, disable or interfere with safety equipment or protective measures.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

Pupils, Parents and Visitors

Pupils, parents and visitors must follow school safety instructions, behave responsibly and report concerns. Parents must provide accurate, current medical and emergency-contact information for their child.

6 Risk Assessment and Risk Register

RIS will maintain a documented school risk register and suitable risk assessments for premises, activities, equipment, educational visits, transport, medical needs, events and other foreseeable hazards. Assessments will identify the hazard, persons at risk, existing controls, likelihood and severity, further action, responsible person, completion date and residual risk.

- Risk assessments will be completed before new or significantly changed activities, equipment, facilities or working arrangements are introduced.
- Assessments will be reviewed at least annually and sooner following an incident, near miss, authority instruction, significant change or evidence that controls are ineffective.
- Staff will carry out dynamic assessment when unexpected conditions arise and stop an activity where safety cannot be maintained.
- High-risk or overdue actions will be escalated and monitored until formally closed.
- Relevant controls will be communicated to employees and, where appropriate, pupils, parents, contractors and visitors.

7 Communication Consultation and Training

- This policy will be available to employees and communicated through induction, meetings, training, email, digital platforms and printed materials as appropriate.
- Age-appropriate expectations will be explained to pupils through lessons, assemblies, drills and staff guidance.
- Relevant information will be made available to parents, visitors and contractors.
- New employees, temporary staff and relevant contractors will receive site-specific safety and emergency induction before undertaking duties.
- Training attendance and any required competency checks will be recorded.
- Employees may raise concerns without delay with their line manager, the Maintenance Manager or the Executive Principal.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

8 General Site Safety

- Entrances, exits, corridors, stairs, walkways and emergency routes must be kept clear, well lit and safe.
- Classrooms must be orderly, with secure cables and sockets, safe furniture arrangements and clear movement routes.
- Wet floors must be attended to promptly, warning signs displayed and cleaning arranged outside teaching time where reasonably practicable.
- Broken glass, sharp objects, spillages, damaged furniture and other immediate hazards must be isolated and reported for prompt removal or repair.
- Lighting, ventilation, air-conditioning, temperature and humidity will be monitored and defects reported.
- Restricted plant, electrical and service areas may be entered only by authorised competent persons.
- Running is not permitted in classrooms, corridors or unsuitable indoor areas. Bags and resources must not create trip hazards.

9 Security Access and Visitors

- School gates and access points will be controlled by authorised staff. During arrival and collection, access will remain actively supervised and pupil-release procedures followed.
- Visitors must identify themselves, sign in and out, wear a visitor badge and remain in authorised areas. Visitors entering pupil areas must be accompanied unless specifically authorised.
- Unidentified or unauthorised persons will be challenged politely and referred to reception or security. Immediate risks will be escalated under emergency procedures.
- A pupil may leave during school hours only through the approved collection procedure following identity and authorisation checks.
- Keys, access credentials and sensitive security information will be controlled and issued only to authorised persons.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

10 Contractors and Building Work

- Contractors must obtain approval before work begins and comply with RIS safety and safeguarding requirements.
- Appropriate risk assessments, method statements, competence information, licences and insurance will be checked according to the work.
- Work areas must be secured, signed and separated from pupils. Contractors must not have unsupervised access to pupils unless formally authorised.
- Noise, dust, fumes, tools, electrical supplies, waste and other hazards must be controlled. Hazardous work will normally be scheduled outside pupil hours.
- Completion and safety checks will be recorded before an area or item is returned to use.

11 Pupil Supervision

RIS will maintain an organised supervision plan covering the full school day and all school-organised activities. Daily duty rotas will identify locations and individual responsibilities.

- Supervision will cover arrival, classrooms, transitions, corridors, breaks, playgrounds, designated PE areas, dismissal, buses and after-school activities.
- Pupils will be supervised during events and activities on and off site in accordance with risk assessment and staffing requirements.
- Absence from a duty must be reported immediately so alternative cover can be arranged.
- Leaders will monitor rota implementation and record or address missed duties, hazards and recurring concerns.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

12 Lone Working

Lone working includes any situation in which an employee works without immediate access to another responsible adult, including early mornings, evenings, weekends, remote work, single-occupancy offices, site inspections and cleaning or maintenance duties.

- Lone working will be avoided where a task presents a significant risk, including work at height, electrical work, entry to restricted plant areas, handling hazardous substances or any activity requiring emergency assistance.
- Where lone working is necessary, the line manager must approve the arrangement and the employee must tell a nominated colleague when and where they will work and when they expect to finish.
- A suitable communication method and check-in arrangement will be maintained. Failure to make an agreed check-in will be escalated promptly.
- The employee must have access to emergency contact information, secure entry and exit, adequate lighting and any required first-aid or safety equipment.
- Employees must not undertake lone work if they are medically unfit, feel unsafe or identify a risk that cannot be controlled. The task must be stopped or postponed until support is available.
- Lone-working arrangements will be included in relevant risk assessments and reviewed after any concern or incident.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

13 Working at Height

Work at height will be avoided wherever reasonably practicable. Where it is necessary, it must be planned, risk assessed, supervised as appropriate and carried out by a competent authorised person using suitable equipment.

- Pupils must never use ladders, stepladders or access equipment.
- Employees may use school-approved step equipment only for low-risk tasks for which they are competent. Chairs, desks, boxes and other improvised platforms must never be used.
- Ladders and stepladders will be recorded, stored securely and visually checked before each use. Defective equipment must be labelled, isolated and removed from use.
- The work area must be secured from pupils and other persons. Suitable footwear must be worn and three points of contact maintained where applicable.
- Roofs, external elevations, high-level electrical fittings and other higher-risk areas may be accessed only by trained maintenance personnel or approved contractors using appropriate controls.
- Contractors must provide their own suitable access equipment unless a different arrangement has been formally approved.
- Working at height must not be undertaken alone where a fall, injury or emergency could leave the person unable to summon assistance.

14 Crisis and Emergency Management

RIS will maintain a separate written Crisis and Emergency Management Plan based on an assessment of foreseeable risks. It will address preparedness, immediate response, communication, recovery and continuity of education.

- Scenarios will include fire, severe weather, structural or utility failure, earthquake, chemical release, infectious-disease outbreak, serious injury, intruder or assault, bomb threat or suspicious package, transport emergency and other relevant risks.
- An emergency team will be identified with primary and deputy roles for incident leadership, evacuation, first aid, security, communication, pupil accountability, liaison with emergency services and operational recovery.
- Current contact information will be maintained for employees, parents, emergency services, authorities and essential contractors.
- Procedures will include evacuation, lockdown and shelter-in-place as appropriate.
- Educational continuity will address temporary closure, alternative premises, distance or blended learning, attendance, engagement and support for pupils' wellbeing.
- The plan will be reviewed following drills, incidents, significant changes and official instructions.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

15 Fire Safety and Evacuation

- Emergency plans showing routes, exits and assembly points will be clearly displayed throughout the school.
- Emergency exits and escape routes must remain unlocked while occupied, unobstructed, clearly marked and adequately lit.
- Assembly points will be safely located and organised for the number of pupils, employees and visitors.
- Alarm and early-warning systems, emergency lighting, fire extinguishers and firefighting systems will be inspected, tested and serviced by competent or approved providers at the required frequency.
- Current servicing records and Civil Defence approvals or certificates will be retained.
- Relevant staff will be trained in alarm response and extinguisher use. Personal safety and evacuation take priority over attempting to fight a fire.
- At least five planned evacuation drills will be conducted each academic year, or more frequently where required.
- Every drill or activation will be documented and evaluated. Timings, attendance checks, difficulties and corrective actions will be recorded and followed through to completion.
- Personal emergency evacuation arrangements will be prepared where an individual requires assistance.

Evacuation procedure

1. On hearing the evacuation alarm, leave immediately by the nearest safe route. Do not collect personal belongings.
2. Teachers lead pupils calmly to the assembly point and complete an immediate register check.
3. Reception provides visitor and attendance information. Fire wardens check assigned areas only when safe to do so.
4. Missing persons or concerns are reported immediately. No person may re-enter until authorised following emergency-service advice or, during a drill, by the Executive Principal or Incident Lead.
5. Emergency services are called on 999 when required and met by a designated responsible person.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

16 Accident Incident Hazard and Near Miss Reporting

- All accidents, injuries, incidents, hazards and near misses involving pupils, employees, visitors or contractors must be reported promptly through the approved reporting system.
- Immediate care and controls must be provided first. Unsafe equipment or areas must be isolated.
- Reports will record circumstances, persons involved, treatment, parent or emergency-service contact, contributing factors, corrective action, responsibility and closure date.
- The employee providing first aid or managing the incident will ensure that the approved report is completed as soon as reasonably practicable. The nurse, Maintenance Manager or relevant leader will check the record and escalate it where necessary.
- Parents will be informed on the same day of an accident, injury or first-aid treatment involving their child, or as soon as reasonably practicable in an emergency. Head injuries and significant concerns will be communicated promptly.
- Relevant information will be added to the pupil or employee record where required, with confidentiality and access controls maintained.
- Serious incidents and dangerous occurrences will be escalated immediately and reported to authorities where required.
- Records will be retained in accordance with current Qatar requirements and the school's approved records-retention schedule. No fixed retention period will override a longer legal, safeguarding, insurance or authority requirement.
- The Executive Principal will ensure that reportable events are referred to MOEHE, MoPH, the Ministry of Labour, Civil Defence, safeguarding authorities or other competent bodies within the required timeframe, with advice obtained where the reporting route is uncertain.
- Information will be reviewed termly for patterns and recurring causes. Findings will inform risk assessments, training and improvement actions.

The current Accident and Incident Report Form must be used and is maintained as a separate controlled document.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

17 Healthcare and First Aid

RIS will maintain an appropriately sized, clean and private healthcare room licensed as required. A suitably qualified and currently licensed school nurse will provide healthcare within the approved scope of practice and current MoPH requirements.

- The healthcare room will contain appropriate essential equipment and supplies. Stock, expiry dates and equipment condition will be checked and recorded.
- Privacy will be protected through suitable room organisation or screening appropriate to pupils' age, gender and needs.
- Current health and emergency-contact information will be maintained for each pupil, including conditions such as allergies, asthma and diabetes.
- Individual healthcare plans will identify symptoms, routine care, emergency actions, medication, trained persons and parent communication.
- Relevant information will be shared confidentially with employees who need it to keep the pupil safe.
- Healthcare contacts, treatment, monitoring, communication, referral and outcomes will be documented.
- Age-appropriate health-awareness and prevention activities will be provided to pupils.

First aid and emergency medical response

- First aid will be provided by the nurse or an appropriately trained and authorised person within their competence.
- Urgent medical care will not be withheld because of a person's behaviour. Where behaviour creates risk, assistance will be summoned while appropriate care is arranged.
- For a serious or life-threatening condition, employees must call 999 without delay, inform the nurse and Executive Principal, and contact the parent or next of kin as soon as reasonably possible.
- Emergency treatment and consent decisions remain with authorised healthcare professionals in accordance with Qatar requirements. Employees must not delay emergency assistance while attempting to contact a parent.
- Pupils requiring external medical attention will use approved emergency or referral arrangements and be accompanied by an authorised employee where appropriate.
- Head injuries will be assessed, recorded and communicated to parents. Emergency referral will be based on symptoms and clinical or emergency-service advice rather than automatic exclusion alone.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

18 Management of Medication

- Parents retain primary responsibility for providing accurate information and medication required by their child.
- Medication will normally be administered by the school nurse. Another employee may assist only where authorised, appropriately trained and supported by a healthcare plan or emergency procedure.
- Written parental consent is required except where emergency action is directed by an authorised healthcare professional.
- Medication must be in its original labelled container showing the pupil's name, medicine, dosage, instructions and expiry date.
- Medication will be stored securely and at the required temperature. Emergency medication will remain promptly accessible to authorised trained persons in accordance with the care plan.
- Every administration, refusal, error, return or disposal will be recorded. Unused medication will normally be returned directly to the parent.
- A register of pupils with medical needs and individual healthcare plans will be maintained and reviewed.

19 Infection Prevention and Communicable Disease

- RIS will follow current MoPH, MOEHE and other competent-authority instructions for symptoms, exclusion, notification, testing, outbreak management and return to school.
- Decisions will not rely on outdated disease lists or fixed temperature thresholds where current official guidance or clinical assessment requires a different response.
- The nurse will assess pupils who become unwell and advise on parent collection, monitoring, referral or emergency action.
- Suspected outbreaks or reportable conditions will be escalated through the required channels. Personal information will remain confidential.
- Head lice and similar conditions will be managed sensitively. Parents will be informed and any exclusion will follow current health guidance rather than automatic removal in every case.
- Enhanced cleaning, disinfection, ventilation, communication and educational-continuity measures will be activated when required.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

20 Maintenance of Buildings Facilities and Equipment

RIS will maintain a planned preventive-maintenance schedule covering the building, electrical systems, alarm and fire systems, air-conditioning and ventilation, plumbing and water systems, playground and PE equipment, furniture, office machinery, teaching equipment and other relevant assets.

- Maintenance will be carried out by competent employees, technical teams or specialised contractors as appropriate.
- Records will identify the asset or location, defect or planned work, date, risk controls, completing person or company, completion date and follow-up observations.
- Unsafe equipment will be switched off or isolated, clearly labelled and removed from use until repaired or replaced.
- Damaged furniture will be repaired or replaced promptly. Employees must report defects and use property correctly.
- Portable and fixed electrical equipment will be checked and inspected or tested at a frequency proportionate to risk and authority requirements.
- Outstanding work will be monitored and delays affecting safety, access, hygiene or teaching escalated.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

21 Hazardous Substances and Chemical Safety

RIS will control hazardous substances used or brought onto the site, including cleaning and maintenance products, pest-control substances, aerosols, fuels, adhesives and any materials used in classroom science or other activities. UK-specific COSHH terminology will not replace applicable Qatar requirements; controls will be based on current authority requirements, manufacturers' instructions and safety data sheets.

- The Maintenance Manager or other appointed responsible person will maintain an inventory of hazardous substances and current safety data sheets.
- A suitable risk assessment will identify storage, access, ventilation, handling, dilution, personal protective equipment, first aid, spill response and disposal requirements.
- Hazardous products must remain in their original labelled containers. They must not be mixed or transferred to unlabelled food or drink containers.
- Products will be kept in locked, ventilated storage inaccessible to pupils, visitors and unauthorised employees. Keys will be controlled.
- Only trained and authorised persons may use hazardous products. Contractors must declare substances they bring to site and provide the relevant safety information before use.
- Spill-control materials and emergency instructions will be available where needed. Exposure, leakage or spillage will be reported, contained and recorded without delay.
- Hazardous and contaminated waste will be removed through approved arrangements and must not be placed in ordinary waste where this would create a risk.
- Classroom science will use age-appropriate, non-hazardous resources wherever possible. Any higher-risk material requires specific approval and risk assessment before use.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

22 Cleaning Hygiene and Waste

- A documented cleaning schedule and rota will cover classrooms, corridors, offices, the healthcare room, staffroom kitchenette, toilets, high-contact surfaces, playgrounds, grounds and all occupied areas.
- Cleaning tasks will be signed or recorded and monitored by the responsible manager. Missed work and concerns will be corrected promptly.
- Sufficient trained cleaning personnel, time, materials and equipment will be provided.
- Toilets, hand-contact surfaces and contaminated areas will receive increased attention. Blood and body-fluid spills will be managed immediately using the approved procedure and PPE.
- Colour-coded or dedicated equipment will prevent cross-contamination. Reusable items will be cleaned, disinfected, dried and stored appropriately.
- Waste will be contained and removed safely. Clinical or contaminated waste will follow applicable requirements.
- Enhanced cleaning and disinfection will be implemented during outbreaks and emergencies.
- Pest and rodent controls will be provided by an approved service, with visits and corrective actions recorded.

Cleaning chemicals

- Products will be selected and used in accordance with Qatar requirements, manufacturers' instructions and safety data sheets.
- Chemicals must remain in original labelled containers and be stored in a locked, ventilated area inaccessible to pupils and visitors.
- Products must not be mixed or transferred into unlabelled containers. Dilution and contact-time instructions must be followed.
- Employees handling chemicals will receive instruction on safe use, ventilation, PPE, spill response and first-aid measures.
- Cleaning during occupied periods will be controlled to prevent pupil exposure, slips and fumes. Urgent cleaning may take place when the area can be isolated and made safe.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

23 Legionella Water Hygiene and Drinking Water

- A formal water-hygiene and Legionella risk assessment will cover relevant systems and be reviewed at least annually and following changes, closure, abnormal results or concerns.
- Controls may include temperature monitoring, maintaining circulation, flushing infrequently used outlets, tank inspection, approved cleaning and disinfection, and laboratory testing where required.
- Water-storage tanks will be inspected and cleaned at least twice yearly or more often where required by risk assessment or authority instruction.
- Additional flushing will follow periods of non-occupancy, building work or reopening.
- A water-hygiene logbook will include assessments, temperatures, flushing, tank cleaning, test results, concerns and corrective actions.
- The safety and quality of pupil drinking water will be monitored and supporting reports retained.

24 Subject and Activity Safety

Teachers and activity leaders must consider the risks of each subject, event and extracurricular activity. Planning will reflect age, ability, medical information, environment, equipment, supervision and emergency arrangements. Pupils must follow instructions, wear suitable clothing and footwear, and use equipment only as directed.

Primary science lessons

RIS is a primary school and does not have a science laboratory. Science investigations are conducted in ordinary classrooms or other approved teaching spaces using age-appropriate, non-hazardous resources. The absence of a laboratory does not remove the requirement for careful planning, suitable equipment and safe supervision.

- Teachers will consider risk during planning and record significant hazards and controls in the lesson plan or a separate activity risk assessment.
- Practical activities will be closely supervised and clear instructions given before work begins.
- Only approved materials suitable for primary-aged pupils may be used. Equipment will be checked and safely stored.
- Heat, liquids, electrical equipment and sharp items will be used only when age appropriate and sufficiently controlled.
- Suitable protective equipment, such as goggles or gloves, will be provided where identified by risk assessment.
- Science accidents, incidents and near misses will be reported and used to review future planning.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

Physical education playgrounds and events

- Facilities and equipment will be checked before use and pupils will wear suitable clothing and footwear.
- Activities will be adapted for age, ability, weather, heat, medical needs and available space.
- Damaged surfaces or equipment will be isolated and reported. Adequate supervision, hydration, shade and first-aid arrangements will be provided.
- Sports days, National Day activities, clubs and other events will have proportionate risk assessments and clear supervision arrangements.

25 Equipment and Workplace Safety

Office machinery electrical safety and manual handling

- Pupils may not use photocopiers, guillotines, binding machines or similar office equipment. Printers may be used only as authorised and supervised.
- Machinery will be positioned safely, operated with guards and covers in place and maintained by competent persons.
- Employees must not attempt electrical or internal repairs unless qualified and authorised. Faulty equipment must be isolated and labelled Out of Order.
- Before manual handling, employees will consider the load, route, environment and individual capability. Help or mechanical assistance must be used where needed.
- Pupils must not be asked to move heavy furniture, boxes or equipment.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

Display-screen and workstation safety

- Employees who regularly use computers or display screens for sustained periods will be provided with a suitable workstation and information on safe adjustment and use.
- Workstations will be assessed when first allocated, following a significant change or where an employee reports discomfort or a relevant medical need.
- Employees should adjust seating, screens, keyboards and work surfaces to support a comfortable posture and reduce glare. Regular changes of activity or short breaks from continuous screen work should be taken.
- Faulty equipment, trailing cables, overloaded sockets and electrical concerns must be reported immediately.
- Employees should report persistent discomfort, headaches, vision concerns or other symptoms to their line manager so that the workstation and working arrangements can be reviewed.
- Any occupational-health assessment, specialist equipment or eyesight support will be considered in accordance with applicable Qatar requirements and the employee's assessed needs.

Specialist medical and accessibility equipment

Where a pupil uses a wheelchair, oxygen, mobility aid or other specialist equipment, responsibilities for maintenance, safe storage, competent use and emergency arrangements will be agreed with the parents and relevant healthcare professionals through the pupil's individual plan.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

26 Food Allergies and Staffroom Kitchenette

RIS does not operate a canteen or school food service. Pupils bring food from home. Any externally supplied food for an approved event must come from an authorised provider and be managed under an event risk assessment and relevant health requirements.

- RIS maintains a no-nut rule: nuts and products intentionally containing nuts must not be brought onto the site. The school cannot guarantee a completely allergen-free environment.
- Parents must inform the school of food allergies and provide prescribed emergency medication. Individual healthcare plans will be shared with relevant employees.
- The staffroom kitchenette will be kept clean and orderly at all times.
- Hot drinks may only be consumed in the staffroom/pantry or designated staff offices.
- Hot drinks must not be carried around the school while pupils are on the school premises.
- Kettles and other hot appliances must be used safely and kept in staff-only areas, away from pupils.
- Allergy incidents and concerns will be referred immediately to the nurse and managed under the pupil's healthcare plan.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

27 School Transport and Educational Visits

Detailed requirements are contained in the RIS Bus and Transport Policy and Educational Visits Policy. These address vehicle and driver compliance, trained attendants, safety equipment, pupil registers, boarding and alighting, safe stopping points, communication, incident reporting, supervision, risk assessment and emergency procedures.

For every educational visit, the school will ensure that:

- The visit is approved and supported by a proportionate written risk assessment.
- Staffing, supervision and group arrangements reflect pupils' age, needs, behaviour, location and planned activities.
- Required parental consent, pupil registers, emergency contacts and relevant medical information are available.
- At least one suitable first aider and an appropriate first-aid kit are available. Paediatric first-aid requirements will be followed where relevant to the pupils attending.
- The visit leader carries an approved school communication device and knows the emergency, missing-pupil and escalation procedures.
- Transport providers, venues and activity providers are checked as appropriate to the level of risk.
- Attendance is checked before departure, during key transitions and before return or pupil release.

Transport or visit incidents, concerns and observations will be documented, investigated and followed through to corrective action. Pupils and parents will receive appropriate safety guidance.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

28 Violence Aggression and Staff Wellbeing

RIS will not tolerate violent, threatening, abusive or intimidating behaviour towards pupils, employees, parents, visitors or contractors. Concerns may involve physical behaviour, verbal abuse, harassment, threats, damage, online conduct or a near miss that could reasonably have resulted in harm.

- Immediate safety takes priority. Employees should seek assistance, move pupils away from danger and contact security, SLT or emergency services as appropriate.
- Incidents and near misses must be reported promptly to the line manager and Executive Principal and recorded through the appropriate incident or safeguarding system.
- Risk assessments and control measures will be reviewed following an incident, repeated concern or identified pattern.
- Affected employees will be offered appropriate support, debriefing and follow-up. Police, safeguarding or other authority referrals will be made when required.

RIS recognises that workload, role demands, organisational change and difficult incidents can affect occupational health and wellbeing.

- Leaders will monitor foreseeable workplace stressors, staffing pressures and repeated concerns and will take reasonable action where risks are identified.
- Employees are encouraged to raise concerns early with their line manager, HR or the Executive Principal without fear of disadvantage.
- Individual risk assessment, temporary adjustment, occupational-health advice or other support will be considered where appropriate.
- Confidentiality will be respected, subject to safeguarding, legal and safety responsibilities.

29 Smoke and Vape Free Premises

Smoking and vaping are prohibited in all RIS buildings, grounds, entrances, school vehicles and other areas under school control. This applies to employees, pupils, parents, visitors, contractors and members of the public attending school activities.

- Smoking or vaping must not take place during school-organised activities where it could expose pupils, create a fire risk or bring the school into disrepute.
- Tobacco, vaping devices, e-cigarettes and related materials must not be supplied to pupils or used or displayed in pupil areas.
- Breaches will be addressed through the relevant pupil, employee, visitor or contractor procedure.
- Any health or fire-safety concern involving smoking or vaping will be reported and managed promptly.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

30 Safeguarding and Digital Safety

- Physical, psychological and social protection is governed by the RIS Child Protection and Safeguarding Policy.
- Concerns about abuse, violence, bullying, neglect or unsafe adult conduct must be reported immediately through the school safeguarding procedure.
- Employees receive induction and refresher training and pupils receive age-appropriate guidance.
- Digital safety is governed by the RIS Digital Security and Data Protection Policy and Acceptable Use requirements.
- RIS will use appropriate network protection, malware controls, role-based access, secure credentials, data-handling procedures, incident response and awareness education.

31 Monitoring Audit and Review

- Opening, closing, security, cleaning and supervision checks will be completed at the frequency specified by the relevant procedure.
- The Maintenance Manager will coordinate documented site inspections and action follow-up throughout the year.
- A comprehensive premises, risk-register and implementation review will be completed at least termly and reported to SLT. Significant findings and unresolved high-risk actions will be reported to the Board.
- Accident, incident, near-miss, healthcare, maintenance, cleaning, drill and training information will be analysed to identify trends and evaluate controls.
- This policy will be formally reviewed annually and sooner following a serious incident, significant change, authority instruction or evidence that arrangements are ineffective.
- Amendments will be documented, approved and communicated to relevant stakeholders.



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

Appendix 1 Emergency Response Summary

This summary does not replace the detailed Crisis and Emergency Management Plan. Employees must follow the instructions of the Incident Lead and emergency services.

1. Raise the alarm and report the emergency immediately. Call 999 where required.
2. Follow the directed response: evacuate, lockdown or shelter in place.
3. Maintain calm, age-appropriate supervision and account for all pupils, employees and visitors.
4. Provide first aid only within training and competence, and keep access clear for emergency services.
5. Do not re-enter or resume normal operation until authorised.
6. Record the incident, communications, decisions and actions. Conduct a review and complete corrective actions.

Bomb threat or suspicious package

- Inform the Executive Principal, Site Manager and security immediately.
- Do not touch, move or investigate a suspicious package.
- Follow emergency instructions and contact 999 as directed or required.
- Keep pupils and employees supervised and away from the potential risk area.
- Use the detailed checklist and call record held in the Emergency File.

Appendix 2 Minimum Monitoring and Evidence Records

Record	Minimum review or monitoring	Responsible oversight
School risk register and action log	Termly and after significant change or incident	Executive Principal and Maintenance Manager
Site safety inspections	Routine checks plus documented termly inspection	Maintenance Manager
Evacuation drills and evaluation	Each drill and at least five drills annually	Executive Principal and Fire Wardens
Fire alarm extinguisher and system servicing	Required testing and servicing schedule	Maintenance Manager and approved contractor



RICHMOND INTERNATIONAL SCHOOL

مدرسة ريتشموند الدولية

Record	Minimum review or monitoring	Responsible oversight
Accident incident and near-miss analysis	Recorded promptly and reviewed termly	Executive Principal nurse and Maintenance Manager
Supervision and duty rotas	Daily implementation and leadership monitoring	Vice Principal and phase leaders
Healthcare medication and medical-condition records	Continuous and when information changes	Licensed school nurse
Maintenance log and contractor records	Continuous with completion follow-up	Maintenance Manager
Cleaning schedules and monitoring	Daily or weekly as scheduled with management checks	Maintenance Manager
Water hygiene tank cleaning and testing	As risk assessed with formal annual review	Maintenance Manager and approved contractor
Pest-control reports	Contract schedule and after concerns	Maintenance Manager
Safety induction and training	At appointment and scheduled refreshers	Maintenance Manager, Admin Coordinator and SLT
Policy approval and review record	Annual and after trigger events	Executive Principal and Board of Directors

Concluding Statement

This policy reflects the school's arrangements and operating context at the date of review. It will be implemented through associated procedures, risk assessments, schedules, records and staff training. The school will revise it when circumstances, official requirements or evidence from monitoring indicate that change is necessary.