



Health and Safety Policy/ Handbook 2026-2027

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JEDDAH PREP AND GRAMMAR SCHOOL

Health and Safety Policy

While this document remains the responsibility of the Health and Safety Officer (HSO) and all members of staff specifically mentioned, the ultimate responsibility for any major / legal matter arising from health and safety issues reside with the Board of Governors.

Health and Safety Committee:

The composition of the Health and Safety Committee shall be:

1. Headmaster – Mr Raza Ali
2. Designated Safeguarding Lead – Mr Munsoor Shahzad
3. Prep School Representatives – Ms Debbie Johnson
4. Grammar School Representative – Mrs Natasha Jabbar
5. Head of Science – Mrs Syrie Matthew
6. Director of Sport– Mr Ray Garnett
7. EYFS Representative – Mrs Nargas Gulzar
8. School Nurses – Mrs Mirasol Cepe
9. Maintenance Supervisor – Mr Mohammed Kutti
10. IT Admin Technical - Junaid Farouqi

General Guidelines:

It is the policy of Jeddah Prep and Grammar School, so far as is reasonably practical, to

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Ensure the safety in the use, handling, storage and transport of equipment, materials, and other substances;
4. Ensure that all employees and pupils have access to health and safety training as appropriate;

5. Maintain all areas under the control of the school (including entrance and exit) in a safe condition and without risk to health;
6. Formulate effective evacuation procedures for use in case of fire or outside disturbance;
7. Formulate procedures to be followed in case of accident;
8. Teach safety as part of pupils' duties where appropriate.

Responsibilities of Health and Safety Officer (HSO)

The Health and Safety Officer is responsible for implementing this policy within the school, in particular he/she will:

1. Monitor the effectiveness of the Health and Safety Policy and the safe working practices described within it and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place and record the results;
3. Draw the attention of all staff to the Health and Safety Policy guidelines and information;
4. Facilitate the implementation of the school's accident reporting procedure and inform staff as necessary;
5. Inform staff and pupils of relevant safety procedures;
6. Ensure that regular safety inspections are made;
7. Arrange for the repair or replacement of any item of unsafe equipment/furniture/fitting and monitor the buildings and grounds for unsafe areas;
8. Monitor the activities of contractors and other persons/groups using the facilities;
9. Identify staff members who have direct responsibility for particular safety matters.

Responsibilities of Administration

The Headmaster / Deputy Head / SLT / SMT / HSO will:

1. Assist the Health and Safety Committee in the implementation, monitoring and development of the Health and Safety Policy within the school;
2. Monitor general advice on safety matters and advise any applications in the school;

3. Coordinate the formulation and implementation of safe working practices within the school;
4. Investigate any specific health and safety problem in the school and take or recommend appropriate action;
5. Order the temporary cessation of any activity that poses a safety threat;
6. Assist in carrying out health and safety inspections and make recommendations for resolving any problems noted;
7. The HSO will provide information and instruction to employees, pupils and visitors on safety matters and make recommendations about safety training.

Responsibilities of Teaching Staff:

All Teaching Staff are responsible for the health and safety arrangements for all staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible;
2. Be aware of and implement safe working practices and set a good example personally;
3. Identify actual and potential hazards and institute procedures to minimize the possibility of mishap and inform the Safety Adviser / s of any such threats.
4. Ensure that any equipment or tools are appropriate for use and fulfill safety standards;
5. Provide written job instructions, warning notices, and signs as appropriate;
6. Provide appropriate protective clothing and safety equipment and ensure that they are used properly;
7. Provide the opportunity for discussion and evaluation of health and safety arrangements and, if necessary, take appropriate action on them;
8. Investigate any accident or potential harmful situation and take any appropriate corrective action;
9. Provide for adequate instruction, information and training in safe working methods and recommend suitable additional training.

Responsibilities of All Employees:

All employees have a responsibility to:

1. Take reasonable care of the health and safety of themselves and of any person who might be affected by their actions;
2. Cooperate with the Health and Safety Committee;
3. Make themselves aware of all pertinent safety rules applicable;
4. Ensure that tools and equipment are in good operating condition;
5. Use protective clothing and safety equipment as required and make sure that they are in good condition;
6. Ensure that offices, general accommodation and vehicles are kept in safe working order;
7. Ensure that any accidents or potential hazards are reported as per policy.

Responsibilities of Pupils:

All pupils are expected, within their ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils;
2. Observe standards of dress consistent with safety and/or hygiene;
3. Observe all safety rules of the School and, in particular, the instructions of teaching staff in the event of an emergency;
4. Use any safety equipment properly.

Visitors/Outside Groups Using School Facilities:

All visitors to the school are expected to observe the Health and Safety rules. School Management should ensure that:

1. Means of entrance and exit are safe for the use of visitors;
2. Fire escape routes and exits are clearly marked for the benefit of visitors;
3. Notices and information concerning emergency procedures are clearly displayed and explained to visitors;
4. Equipment used by any visitors is safe and information about the equipment is accessible;
5. Areas used by visitors are checked after use for security and condition; A list of names of visitors, who are expected to attend performances outside

of school hours, must be submitted 72 hours in advance to The Business and Operations Manager and Security.

General Health Guidelines

To achieve the implementation of the Jeddah Prep and Grammar School Health and Safety Policy, the following general guidelines and procedures have been formulated.

General Health Information

1. Each new pupil and/or student must submit a completed "Relevant Medical History" form BEFORE the first day of attendance for initial evaluation by the School Nurse.
2. Any specific medical problem(s) noted will be evaluated by the School Nurse to include contact with parents to determine prescriptive treatment required by any specific circumstances, i.e. allergic reactions, disability related activities, etc. This evaluation should also be completed for any student or staff member who develops a serious medical problem during attendance.
3. Any pupil / student with a life-threatening medical problem is identified and a description of the problem and picture of the student are published on the Medical Board in the Staff Room.
4. Pupils / students are evaluated on an ongoing basis periodically during their attendance.
5. Any member of staff that receives any information concerning the health of any individual pupil / student shall pass that information to the School Nurse.
6. Any medication required by any pupil / student at any time is to be dispensed by the School Nurse and will be left in her possession along with a written description of dosage, frequency and written permission from parents to administer the medication.
7. Pupils / students participating in inter-school athletic activities should have a medical information form on file with the School Nurse. Staff responsible should send a list of names, forms, and medical concerns to the School Nurse for cross checking and methods of treatment.

Illness/Minor Injuries at School

1. In the event of the onset of illness or a minor injury at school, the pupil/student/staff member should be referred immediately to the School

Nurse. A permission slip to attend the clinic must always accompany the patient.

2. The School Nurse will treat the immediate problem and then make the determination if the pupil/student/staff member can continue in attendance and, if necessary, notify the family to collect the pupil/student/staff member from school.
3. Neither pupil / student nor staff members should attend school with a highly communicable disease or a high temperature. The School Nurse is available for consultation by phone or in person regarding the fitness of anyone to attend school. Areas of specific concern are:
 - i. A high temperature within the last 24 hours
 - ii. Discharge or inflammation of the eyes
 - iii. Diarrhoea or vomiting
 - iv. Chicken pox, measles, etc.
4. In the event of the School Nurse sending a staff member home, the Headmaster's PA must be notified by the School Nurse. The staff member must notify his/her line manager to ensure that work and cover is arranged for their lessons and must sign out at Reception.
5. When a pupil / student or staff member is absent for medical reasons, their return to school must be accompanied by an explanatory note detailing the reason for absence. These notes will be forwarded to the SIMS office for further distribution. No medical absence will be recorded as such in the official register until a note is received. This note is filed in the student's permanent medical file if appropriate.
6. In the event a pupil / student is absent for 3 or more days for medical reasons, a note from a doctor will be required. Until a note from a doctor is submitted, official registers will not be marked as a medical absence.
7. Pupils / students with temporary disabilities (i.e. in plaster, ear infections, muscular or sports injuries) need written permission from parents/doctor before they can participate in either curricular or extra-curricular sports.
8. Staff members should report to the School Nurse before returning to duty after being absent for reason of serious/communicable illness.

Accident/Emergency Medical Procedure

Qualified first aider / senior member of staff at incident location will be in charge of the situation and should take on or delegate action as appropriate.

(See Addendum A)

1. The **School Nurse** should be immediately notified at extension 123, in person or by phone (**Mirasol**) 058 3486 591.
2. Notification should include seriousness of the situation, location and brief description of condition.
3. The School Nurse will then make the determination, if the pupil / student or staff member should be treated onsite or can be safely moved to the Clinic for treatment.
4. The School Nurse will inform the Head of Phase office.
5. Teacher needs to report immediately the Head of Phase office after caring for the pupil/student.
6. Only in cases of life sustaining action and only by qualified staff, should any treatment, other than stoppage of bleeding be given, before the arrival of the Nurse.
7. **In the event of an incident that results in an actual or suspected head, neck or spinal injury or loss of consciousness, the pupil / student or staff member should NOT be moved.**
8. In the event of a life-threatening situation, the following members of staff (See Addendum A) are First-Aid or CPR trained and may treat the pupil / student according to their training. The Nurse must be called immediately.
9. First-Aid kits are located at the Main Pool Office, Science Lab Prep. Room, Nursery (on wall in main room) and the Sports Hall office in addition to the Nurse's office, Head of Phase Office (Prep. And Grammar), Staff Room, Reception front desk.
10. A backboard and oxygen tank is in plain sight at the main pool. There are also supplies of ice and bags in the refrigerator in the clinic for immediate treatment of sports injuries that occur. Ice is also available in the cafeteria for clubs that extend beyond 3.15pm. The School Nurse will make any decision regarding treatment, and her decisions are to be adhered to.
11. Parent/Guardian/Spouse is to be contacted by the Nurse. If no contact with the family is possible, GNP or Saudi German Hospital will be consulted regarding the injured student or staff member.
12. After the immediate resolution of the incident, it will then be the School Nurse's responsibility to compile the incident report with input from staff members present - either supervisory staff or person responsible for lesson/playground duty/game supervisor. This report will be filed in the student's permanent file.

An electronic copy of the report shall be sent to the Head of Phase and Health and Safety Officer on the same day of the incident. The Incident report form can be found on the School Management System.

13. If the incident takes place after 3.15pm, the senior staff member present should record all the details so that a proper Incident report ([see Addendum B](#)) can be compiled with the help of the School Nurse for the records. The Senior Staff person should also contact the family at the time of the incident.
14. It is highly recommended for a qualified lifeguard to be present at any water-based activity at the swimming pool.

GENERAL SAFETY GUIDELINES

In order to achieve the implementation of the Jeddah Prep and Grammar School Health and Safety Policy, the following general guidelines and procedures have been formulated.

General Safety Information

1. Each pupil / student **MUST** have current contact information on file in the Administration office. This information is to be reviewed and updated at the beginning of each term. Information should include the name and general telephone number of housing compound if applicable plus the daytime contact number at the workplace, in addition, an emergency telephone number is required in case parents are absent from home or workplace. Note is to be taken of situations where English is not the language spoken in the home so that emergency contact/information can be passed to parents with as much accuracy as is possible.
2. Each staff member must have current contact information, both local and home country, on file in the Administration office. This information is to be updated at the beginning of each term.
3. All visitors, including maids in the housing compound, must sign in and out at the security office.
4. The school has INVENTORY (visitor information system) in Reception for all visitors. All visitors to the school must sign in and out.
5. All visitors (volunteer assistants) who are on the school grounds for any length of time must also sign in the visitor's book at Security. Detailed entry procedures can be found in Addendum C.

6. No member of staff should leave the school during the regular working day.
7. Under extenuating circumstances, permission to leave school during School hours must be obtained from the Head of the respective school and/or the headmaster at least 24 hours in advance.
8. Each class teacher/mentor is responsible for maintaining a current class list register. These must be completed by 8.00am every morning. In the event of a fire, the list is to be taken to the assembly point where the roll will be verified by class teacher.
9. The Receptionist is responsible for issuing Prep School Registers to class teachers. The second Receptionist is responsible for collection of Grammar School Registers and distribution to class teachers. The School Nurse will notify reception and mentors as soon as children are sent home.
10. Heads in each school are to collect registers once everyone has been accounted for.

EMERGENCY PLANS

Level One: A Level One emergency requires the immediate and rapid evacuation of the school buildings but not the school grounds e.g. Fire / Fire Drill. When the administration is notified of any situation that requires the buildings or any portion thereof to be evacuated, normal Fire Emergency procedures, as shown below, shall be utilised.

LEVEL ONE (FIRE) EMERGENCY PROCEDURE

1. Any person (pupil or staff) who suspects or detects a fire must sound the fire alarm by depressing the “Break Glass” firebox and immediately (if possible) report it to the qualified Fire Marshall in the department (**See Addendum A**). Staff may take the initiative to attempt to control or put out the fire with a fire extinguisher if they have been trained to do so. However, the fire should be reported to a senior staff member even if extinguished.
2. A fire alarm is signalled by the ringing of the fire siren (intermittent sound).
3. The Health and Safety Officer will then telephone the Fire Brigade after consulting the fire safety control panel.
4. Following is the information that is to be given to the Fire Brigade:

Official Street Address: Al Amal Street (Beside Al Amal Hospital) District
Name: Al Naeem

5. Below is the procedure to be followed in the event of a fire.

- a. All staff and pupils / students will **WALK** to their designated assembly points **(See Addendum D for the School Map)**. This includes staff and pupils / students using central area facilities. There is to be **NO RUNNING**. The first priority for **ALL** teachers is the safety of the students and themselves. Young pupils should be escorted as much as possible especially those using the central area facilities at the time of an alarm.
- b. Keep students **SILENT** so that any instructions issued can be heard and understood.
- c. Classes should move in **SINGLE FILE** as per the designated evacuation route to their assembly point.
- d. If feasible, room windows and doors should be closed.
DO NOT STOP TO SECURE ROOMS IF ANYONE IS IN IMMEDIATE DANGER.
DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
- e. Please be alert to the location of the nearest danger and adjust any instructions to account for the position of your group. Stay **CALM** and avoid shouting instructions to pupils / students who may be anxious. Your demeanour will help those young children who are scared.
- f. Any visitors/volunteers should be instructed to proceed to the Main Gate as quickly as possible.
- g. Security personnel at the Main Gate should bring the visitors book with them and stand by to assist staff, students and fire brigade. The Reception Fire Marshal is to check that all Administration personnel and visitors are accounted for at the gate.
- h. The reception personnel should bring the emergency call list with them to their assembly point.

ASSEMBLY POINTS: (ADDENDUM D)

Pre-Prep:	To designated area outside EYFS
Prep:	To designated area marked in School playground
Grammar:	Playing field outside the Senior School Building
Main Pool:	Playing field outside the Senior School Building (class teacher to proceed to their class if safe to do so)
Prep Pool:	To designated area marked in Prep School playground
Administration:	Inside Main Gate to the Right
Security:	Inside Main Gate to the Right
Maintenance:	Inside Main Gate to the Right
Gardeners:	Inside Main Gate to the Right
Cafeteria Staff:	Inside Main Gate to the Right
All Visitors:	Inside Main Gate to the Right

1. Upon arrival at the assembly point, all class teachers will take attendance. Confirmation of attendance will be passed to The Fire Marshal of Prep, and The Fire Marshal of Grammar, the HSO and then to the Headmaster.
2. Heads of Schools will be responsible for accounting for teaching staff in their area. Information to be passed to Fire Marshals.
3. Receptionist will be responsible for accounting for all other staff.
4. The name of anyone unaccounted for must be **PASSED TO THE FIRE MARSHAL IMMEDIATELY**. (A check for anyone missing will be made as soon as is possible by the Search and Rescue Team). If still missing after second check, senior personnel will undertake a **SAFE** check of the school grounds if possible. The Fire Brigade will be notified if anyone is missing and of the possible location, upon arrival.
 - a. **UNDER NO CIRCUMSTANCES SHOULD ANY STAFF MEMBER**
 - b. **ATTEMPT TO RE-ENTER A SMOKING OR BURNING BUILDING.**
5. Headmaster (or designate) decides when and who can return to classrooms and work areas after consultation with the HSO.

6. All Fire Marshals, Heads of Schools and Headmaster must have their mobile phones on hand to confirm the above mentioned actions have been completed. HSO to contact all relevant people.

Level Two: A Level Two emergency requires the immediate and rapid evacuation of the total school site e.g. possible life threatening emergency.

LEVEL TWO EMERGENCY PROCEDURE

1. First, the Level One plan will be followed.
2. Pupils / Students and Teachers will proceed to their normal assembly points (if possible). Teachers will then take attendance and stay with pupils / students until they leave the school grounds or return to classrooms. Any student or staff member does not present at the assembly area will immediately be reported to the Headmaster. Teachers will only be released with the approval of the Headmaster in the following order:
 - (i) Staff who have children in the school.
 - (ii) Local hire staff and staff living outside the school compound and the Continental village.
 - (iii) School compound and Continental Village staff.
3. Headmaster / HSO will make the decision concerning whether actual evacuation will take place. If the decision is to evacuate, Grammar School pupils / students will move to the front parking area. Pupils assembled on the field will use the blue gate and Prep School Assembly point will use the red gate.
4. Once the decision to evacuate is made, IT support staff will send a text message (SMS) contacting major housing compounds and individual parents to collect their children from the designated location (safest place on the school grounds).
5. Notification to housing compounds and individual parents will be made using the following statement:

“Jeddah Prep and Grammar School is closing early today due to a situation requiring emergency evacuation. The pupils / students are at school awaiting transportation to their homes. They are under teacher supervision. Please collect your child immediately from the school – State collection point.”

(Permission has been obtained to use the Continental Village gate if the parking lot area is deemed unsafe).

6. Should the need arise, Classroom Teachers/Mentors will contact parents of their individual pupils.
7. It should be stressed to stick to the above statement and get off the phone. Keeping communication lines open will be the highest priority.
8. In the event of injury, the ACCIDENT/EMERGENCY MEDICAL PROCEDURE should be followed.

Level Three: A Level Three emergency such as an air raid, attack, disaster, storm, etc. requires that pupils, students, teachers and staff be safe inside the school buildings by staying indoors away from windows and outside doors i.e. **P**rocedure for **E**mergency **C**ircumstances (**PEC**) Drill

LEVEL THREE EMERGENCY PROCEDURE

In the event of an air raid siren or other official notification of a disaster, the following procedure is to be used by those inside buildings. A Level Three emergency will be signalled by an intermittent school bell.

Staff must take 5 seconds to look outside their classrooms for any visitors or wandering pupils. Anyone not inside should be called into the nearest lockable classroom. All staff must have their mobile phone switched on and in their possession to ensure they receive the all clear text message that will be sent via support.

All classroom doors should be locked from the inside as soon as the bell sound is identified after making sure that assistants and helpers are inside.

1. Staff and pupils / students should immediately seek protection by moving under the nearest desk or chair. Pupils should be instructed to assume a position that affords maximum protection to the head and neck. If no protection is available, pupils should assume the "duck and cover" position facing away from windows and outside doors. **THERE MUST BE ABSOLUTE SILENCE.**
2. Staff should ensure the basic safety of pupils under their supervision. Staff not supervising students should remain inside and take cover.
3. Everyone outside the buildings when the Level Three emergency is designated should report to the gym or Sports Hall or nearest lockable indoor safe place and await further instructions.

4. All other bell sounds should be ignored and pupils and staff should remain in a safe location until they receive a text message stating "You may resume lessons".
5. The Headmaster will decide on any further action, i.e. evacuation of buildings or grounds, contact of medical personnel, etc.
6. Level One and Two procedures will be followed depending on the decision of the Headmaster.
7. If necessary, school pupils and staff can be evacuated temporarily to the main building at Continental Village from where they can go home or return to the school grounds.

SAFETY POLICY FOR THE SCIENCE DEPARTMENT / USAGE OF SCIENCE LABS

The intention of this policy is to protect employees and all those persons who undertake work in the school laboratories. The Science department is required to provide safe working conditions, information and training for health and safety and a Safety Policy that is department specific. The department must ensure that all equipment and materials will not endanger the health and safety of the user and others that may be present by the cooperation of all staff in the department. Employees must remind themselves of the safety policy at the beginning of each school year and sign to show that they have read and understood the policy. Heads of the different sections in Science are to ensure that all new staff have been briefed on the department's safety policy.

Responsibility

A teacher should never leave a class of pupils, even if practical work is not being undertaken, this is especially important if labs are used for cover or examination purposes.

The technician is not responsible for the pupils.

The Head of Department is responsible for ensuring that all staff have read and understood the Safety Policy, and that the policy is being implemented. The Safety Advisor for the area is: Head of Department.

Risk Management

For each activity whether it be practical or other deemed to be hazardous there must be a risk assessment that is read and understood by the teacher.

For risk assessment of microorganisms and hazardous chemicals refer to the CLEAPSS Laboratory Handbook.

Special risk assessments can be provided by contacting CLEAPSS.

Pupils should be encouraged to carry out their own risk assessment of investigations - request HAZCARDS from technician.

Further information can be gained on p.211 of CLEAPSS Laboratory Handbook.

Training of Staff

Training should be provided for:

1. New staff
2. Staff whose role changes
3. Use of particularly hazardous equipment
4. Use of spill kits
5. New equipment
6. Emergency procedures, including familiarity of firefighting equipment
7. Basic first aid i.e. irrigation of eyes using a syringe filled with normal saline. Treat chemical burns, under running water, apply Clingfilm first then ice pack and send to clinic.
8. Procedure for reporting accidents

Rules for the Science Laboratory

1. No activity should be undertaken before the teacher has read and understood the Safety Policy and the risk assessment for that task.
2. The chemical store should be kept locked at all times when not in use and the guidelines for storage followed. Each container must be clearly labelled with date of production, chemical name and strength if necessary.
3. Each laboratory must have a spill kit (cat litter) to absorb large spills and put out alkali metal fires.
4. Equipment should be stored in labelled cupboards with easy access. Heavy equipment should not be stored above chest height or left unsecured on the floor – maximum weight 15 kg.
5. No unnecessary or dirty equipment should be left out.
6. The gas supply should be turned off when not in use.
7. Do not leave matches or lighters unsupervised.

8. Decontamination of equipment should be done according to the recommendation for that particular solution.
9. The recommended hand and face protection must be worn when handling concentrated acids and alkalis and other corrosive chemicals.
10. The halogens and concentrated chemicals that produce fumes and irritant/harmful/toxic gases should only be handled in a fume cupboard.
11. Have available Normal Saline Solution and Syringe – also available in the clinic.
12. Staff using the labs for non-science activities or non-science teaching staff covering lessons should be made aware of potential hazards and how to deal with them.
13. Laboratories must be locked when qualified staff are unavailable.

Safety for Pupils

1. No pupils should enter a laboratory without the presence of a teacher.
2. A teacher not specially trained to do so should not undertake any practical work.
3. At the beginning of Year 6, pupils will be given a safety lesson and given a list of safety rules.
4. Pupils should be reminded of the safety rules applicable to the task.
5. Safety goggles are to be worn during all practical and long hair tied back.
6. Ties should be tucked into shirt/blouse or pupils must wear a lab coat.
7. Pupils should not wear long loose sleeves or jewellery.
8. After practical pupils should wash their hands.
9. The teacher must know which pupils suffer from asthma or have any other medical condition that may be affected by substances present in a laboratory.
List available on School Disk, School General, Medical Alert List.
10. New pupils should be familiarised with the safety rules.
11. Pupils should never be given access to substances that may cause burns including concentrated acids and alkalis, the group one metals and calcium.

Checking of Equipment

The Laboratory Technician and Science Teachers should carry a safety audit out once a year to check the following.

1. Chipped or cracked glassware including mirrors should be thrown away in a sharp objects disposal box located in the department.

2. Gas supplies and related equipment must be in good working order. The gas valves should be checked for stiffness, looseness, or gas leaks. Tubes for the Bunsen Burners must be checked for rubber fatigue at the start of every year.
3. All equipment must be removed from rubber bungs. If the rubber perishes, it sticks to the equipment making it dangerous to remove later.
4. Department to arrange an inspection on all electrical equipment to ensure that it is in good order and insulated where necessary.
5. Discard any rusty equipment e.g. scalpels, knives.
6. Discard any chemicals that have passed their expiry date. (Science department to have a method in place for the disposal of toxic waste / chemicals–guidelines to be posted in the Prep rooms)
7. Check the fire extinguishers, normal saline, syringe, contents of the first aid box regularly for expiry dates.

Safety Resources Located in Science Prep Room (Bookshelf)

1. Safeguard in the School Laboratory ASE 10th Edition 1996
2. Appendix H First Aid.
3. HAZ cards
4. CLEAPSS Laboratory Handbook

In Case of Fire

1. Fire on bench, for example ignited flammable liquids. Turn off gas supply at tap. Smother flames with spare heatproof mat, damp cloth, or fire blanket.
2. For small fires, for example burning paper in bin cover with heatproof mat, sand or if necessary fire blanket situated by one of the doors. Please check location of fire blanket.
3. For electrical fires **DO NOT USE WATER OR FOAM** extinguishers. Only **CARBON DIOXIDE** extinguishers are safe. Turn off electrical mains if safe to do so.

In Case of Injury

Pupils will be sent to the school nurse for treatment with details of the injury.

Staff should know the extension number of the school nurse 123 or mobile phone.

It is necessary for all staff to know where the shut off points for electrical power and gas supply. These should be clearly labelled. At present the gas switch is situated inside each lab. In case of fire, the Maintenance Supervisor / Safety Adviser/ IT Support Staff are responsible for turning it off.

Using Specialised Techniques.

1. Heating

- a. Pupils should be shown how to light and control the flame of a Bunsen burner.
- b. Pupils should know what other equipment is needed for heating and the risks involved in that practical.
- c. Check that the correct glassware is being used, discard if damaged.
- d. Show pupils how to prevent suck back.
- e. While heating Boiling Tubes, pupils should point the tube away from themselves and any other people present.
- f. When heating liquids the boiling tube should never be more than quarter filled and tilted at any angle of about 45°.
- g. Flammable liquids should not be heated directly but by using a water bath and pointed away from people see fig. 6.2 page 37 Safeguards in the School Laboratory.
- h. Pupils should never completely evaporate the entire liquid from an evaporating dish, as this causes spitting. This can be prevented by using a water bath.

2. Microbiology

Used agar plates must be clearly labelled with the date and source and sealed with 2 pieces of tape that go across the lid in an X without restricting the access of air.

Samples must not be grown from toilets, changing rooms, drains, intestinal contents or spots and pimples.

Plates should not be incubated at above 30°C.

Broth cultures must be kept in toughened glass tubes or bottles with screw caps.

Plates must be sterilised first before disposal.

Pupil's exposure to sporulating cultures should be avoided.

3. Handling Glassware

- a. Where possible pupils should be given a plastic alternative
- b. Pupils should not be allowed to operate delivery tubes or through bungs.
- c. Mercury thermometers should not be used and must be discarded.
- d. Thermometers should be fitted with an anti-roll device.
- e. Glassware that is being heated should not be tightly sealed to avoid explosion.
- f. Only boiling tubes should be used for strong heating.

4. Chemicals

- a. No concentrated acids or alkalis or other chemicals not in use should be out in the laboratory when pupils are present.
- b. The recommended safety precautions should be followed when handling concentrated acids and alkalis and when producing halogens.
- c. Chemicals should always be in a labelled container showing manufacturing date /expiry date, chemical name and strength if necessary, which has a lid that can be sealed.
- d. Never put out large amounts or volumes of chemicals. Where possible have the amounts ready prepared.
- e. Check risk assessment with HAZ CARDS.
- f. Chemicals should be stored according to the regulations and labelled with the appropriate safety sticker. See 16.3 pages 100 to 102 Safeguards in the School Laboratory and CLEAPSS Laboratory Handbook.

5. Experiments Using the Body

- a. Do not let any pupil who is medically excused from PE take part in investigations on breathing pulse rate, the operation of temperature regulating activities of the body.
- b. Do not let pupils hyperventilate.
- c. Any apparatus that goes into the pupil's mouth for example the lung capacity testing kit must be replaced i.e. disposable mouth pieces should be used. See page 78 Safeguards in the School Laboratory & CLEAPSS.
- d. Cotton buds used for check cell sampling must be from pack and disinfected before disposal. See page 79 Safeguards School Laboratory.
- e. Pupils should only handle their own saliva, including its rinsing of equipment after use. The equipment should be disinfected as in (c).
- f. No blood samples should be taken.

- g. Foods used for testing should be known to be harmless, and should be kept apart from other chemicals. Avoid foods such as chilli peppers, peanuts or other nuts. Staff MUST check the Medical Alert List for children with allergies prior to a child taking part in such experiment. Strict hygiene must be followed. A laminated list of current food allergies should be displayed in the practical preparatory room as well as methods to deal with any emergency until the nurse arrives.
- h. Pupils should never inhale deeply when smelling substances. The pupil should fill lungs with air then pointing the substance away from them waft the fumes towards the nose, sniffing gently.
- i. Pupils who have made cosmetics and who wish to try them out should be advised to test a small patch of skin on the hand first for an allergic reaction. This is only possible if the equipment used has been thoroughly cleaned before use.

6. Mechanical Hazards

- 1. When using heavy masses for example testing for tensile strength, a box, containing material that will absorb the impact, should be placed underneath in order to protect toes and feet from injury if the mass falls.
- 2. Use a G-clamp to secure base of retort stand when there is a risk of toppling over i.e. hanging heavy masses for pulleys or Hooks Law.
- 3. Staff and pupils should not attempt to lift any equipment they feel is too heavy – maximum carrying weight is 16kg.
- 4. Pupils should be shown how to use scalpels and sharp knives.
- 5. Pupils must wear goggles when wire or nylon filament is under stress as it may break and whip into the face.

7. Van Der Graaf

Do not let pupils with heart conditions be involved in experiments.

8. Stroboscopes

Do not use for long periods of time and avoid frequencies of 7-15Hz as this can induce epileptic fits

FOR NUMBER 7 AND 8 PARAGRAPHS PLEASE CHECK THE MEDICAL ALERT LIST ON THE SCHOOL DSK

GUIDELINES FOR SAFETY AND CONDUCT OF SCHOOL EXCURSIONS

Risk Assessments must be completed for all trips. (See Addendum E)

1. There should be a minimum of one member of staff or adult helper to four children (Foundation Phase). A minimum of one member of staff or adult helper to eight children (Prep School) and one member of staff or adult helper to every ten children (Grammar School) for any School visit. For large groups going overseas or overnight excursions in the kingdom, there should be at least two male and one female adult at least two of which should be teaching staff - one of which will usually be the group leader. One member of staff must be first aid qualified. It is preferable to have a member of staff who can speak and read Arabic.
2. All excursions overseas should be organised through a reputable travel agent. Excursions in the Kingdom should only be arranged if the adult supervisor has first-hand knowledge of the place to be visited, or if the venue is generally well known.
3. For excursions in the Kingdom, the group leader should ensure that all vehicles are in working order with enough petrol, water, spare tyre, first aid kit etc., to travel safely to and from the venue. When travelling in cars or buses, seat belts must be worn at all times. Children should not sit in front seats.
4. The group leader should always inform the school management of the destination of the visit and the route to be taken. A full itinerary should be prepared by the group leader well in advance of the visit and copies of this should be left with the Headmaster, Business and Operations Manager and Heads of Schools. Chain systems for each event are to be organised by the Group Leader.
5. A mobile telephone should be taken on all excursions in the Kingdom to ensure contact can be made in an emergency, along with the telephone numbers of the Headmaster, Heads of Schools, Administration and the various Consulates. If the excursion is overseas then contact numbers in that country should be obtained for use in case of an emergency, e.g. the Embassy/Consulate (for all pupils), local hospital, etc. These should be available from the Consulate Offices in Jeddah. A

mobile phone should also be taken on an overseas excursion for use in an emergency situation.

6. A suitable First Aid Kit (available from the School Nurse) and a list of Pupils' Medical Alerts should be taken on all excursions, together with drinking water and appropriate food.
7. Each child participating should be aware to which teacher or adult group leader he/she is attached and remain with the supervised group at all times. Each child is expected to behave properly and listen carefully to instructions and this should be made clear from the outset of the visit.
8. Costs, if any, for the excursion should be ascertained as soon as possible to enable parents ample time to pay.
9. A check list of kit required should be prepared by the group leader and issued to all participants to ensure that suitable clothing is worn, both for the climate and the activity taking place.
10. In the unlikely event of an accident of which the supervisor is unaware, a child must report immediately to a teacher or adult supervisor and ***not*** attempt to deal with the situation him or herself.
11. A standard medical and information form should be on file for any staff and children participating prior to any excursion that exceeds 48 hours duration and any known medical condition should be carefully considered before taking a child on an excursion. List of participants should be given to the School Nurse prior to the excursion.
12. High-risk activities include swimming, skiing, tobogganing, mountain walking, etc. Such activities as skiing and mountain walking require specialist staffing and should not be undertaken without prior arrangements being made with a suitable tour operator. A one in eight ratio of adults to children is necessary for such activities.
13. If children are to go swimming in the sea or a lake, they should hold at least a 100m A.S.A. Certificate. Non-swimmers may paddle only. At all times there should be a school authorized adult out of the water to watch the children. Different water-based activities will require different ratio of adults to children and this will be at the discretion of the Headmaster. A ratio of at least one adult per eight children who are proficient swimmers is mandatory. Supervised activities at a swimming pool are excluded and come under normal P.E. rules of conduct.
14. It is the group leader's responsibility to ensure that all participants in overseas excursions have:

- a. A current passport (plus copy of information page).
 - b. A current exit/re-entry visa for Saudi Arabia (plus copy)
 - c. Necessary and current vaccinations both for the intended visit.
15. Adequate insurance should be taken out before any excursion, including accident and medical insurance if the excursion is overseas. Please check with the Administration Office prior to any excursion to check with the School's insurance policy. Most day trips are included in the School's present insurance policy. The group leader should take a copy of the Insurance Certificate with him/her on any visit lasting more than 48 hours.
16. In the event of illness or injury during overseas excursions, or a visit in the Kingdom lasting more than 48 hours, suitable medical facilities should be identified. It is important to locate such facilities prior to acceptance through the tour operator. In the event of serious illness or injury, one member of staff should remain with the child concerned and if medically suitable, the child should be evacuated to Jeddah immediately.
17. If transport is hired, such as a coach or mini-bus, it should be from a reputable company and evidence of suitability and insurance should be available to the excursion leader.
18. In the event of a serious accident or occurrence, the Headmaster, Heads of Schools should be notified immediately. The next of kin should then be notified by the person receiving the information.
19. Children should not purchase items overseas which might cause offence in Saudi Arabia, e.g. figurines, religious objects, or items which are e.g. knives, alcoholic beverages, magazines with nudity, etc.
20. The above guidelines apply to all School excursions including clubs that operate under the auspices of the School.
21. At all times, teaching staff and adult helpers are expected to show utmost vigilance. Detailed preparation prior to any risk involved. It is important to consider all the implication regarding suitability of venue and transport for the group concerned.
22. If there is any doubt as to the security of an overseas country to be visited, the organiser should check with the Consulate as to the status of that country.

The Trip Organiser and school administration to have the following telephone details:

- **School telephone**
- **Accommodation telephone**

- **Mobile telephone numbers**
- **Travel Agent telephone**
- **Plus, any others as appropriate**

Procedure for Field Trips (Local and International)

1. Arrange meeting with Head of School (Prep / Grammar) to discuss the proposal. Health and Safety Officer to attend at the discretion of the Head of Prep / Grammar.
2. Complete a risk assessment form for the activity by referring to the procedure below:

Procedure for Documentation

1. Visit the prospective place if possible. It is preferable to have first -hand knowledge.
2. Complete the "Proposal Form (school / residential / events, etc)" – school disk – school general – Health and Safety – Proposal folder – Proposal form.
3. Once the school Headmaster approves the "Proposal Form" the "Compulsory JPRAF" needs to be completed by the event organizer, approved and authorised by the School Headmaster. The form is on school Disk – Health and Safety - Risk Assessment Folder.
4. Use the generic templates found in the risk assessment folder and any other information provided from the company to complete the required document in its entirety.
5. Send the Risk assessment form to the Health and Safety Adviser for preliminary checking.
6. Once the risk assessment is approved, contact the relevant company for a detailed itinerary of the trip.
7. Accounts will contact the company to arrange payments and dates of expected payments. Liaise with the department to obtain this information.
8. Arrange an initial meeting with parents.
 - i. At this meeting please discuss the details of the trip, non-refundable deposits and requirements for the trip.
 - ii. Please also advise parents that pupils must maintain the expected standards of the School or risk losing their place on the trip as well as the deposit.
 - iii. Provide Parents with a letter outlining the meeting and a reply slip for them to complete should they wish to send their child.

9. Reply slips must contain the following information:
 - i. Pupil's name, age, Tutor Group / class.
 - ii. Nationality (copy of the passport)
 - iii. Medical concerns or dietary requirements.
10. Compile a list with all the above information and submit the travel itinerary as well as all necessary documents to Government Relations to obtain approval for the trip.
11. Ministry of Education requirements for trips are as follows:
 - i. International trips – 45 to 60 days for approval
 - ii. Local trips (outside the Makkah region) – 45 to 60 days for approval.
 - iii. Local trips during school hours and within the Makkah region – 30 days for approval.
12. Once the ministry approval is received arrange a second meeting with Parents. Please discuss the following
 - i. All necessary documentation required for your trip.
 - ii. Visas, exit and re –entry visas are the responsibility of the parent. The school will assist if possible but is not responsible for confirming the visas or the accuracy of information provided by parents.
 - iii. Payment deadlines.
 - iv. Risks as per your assessment of the trip.
13. Once the final group size is determined and pupils are confirmed on the trip please complete the pupils of concern section of the risk assessment. You are to complete this section based on the medical alert list sent by the nurse as well as the reply slip that parents have sent in.
14. Forward the list to the nurse for checking and further guidelines for treatment if necessary.
15. Once you receive the updated section from the Nurse, the risk assessments should be sent to the Health and Safety Officer for final approval.
16. Completed risk assessments must be submitted at least two weeks prior to the date of departure.
17. Make the necessary transport arrangements:
 - i. Book the school bus, to and from the relevant airport.
 - ii. Arrange for a travel first aid kit.
18. Final meeting with parents 4 days prior to departure:
 - i. Confirm the necessary documentation (visas, passports, pocket money etc.)

- ii. Discuss medical emergency procedures and provide a contact list for staff attending the trip. A local contact must also be in place – this is generally the Health and Safety Officer or the Head of each School.
- iii. Confirm meeting times (departure and arrival)
- iv. Outline behaviour expected on the trip and advise parents of procedures should their children not comply to the expectations of the school.
- v. Personal belongings are the responsibility of pupils. Parents must be informed as to what is essential for the trip, the amount of pocket money recommended by the school and the size and weight of the luggage accepted by the airline.

Safety Policy for the Physical Education Department

General Rules:

1. Suitable kit, footwear and safety clothes must be worn at all times, i.e. cricket batsmen and keeper should be wearing helmets.
2. No watches or jewellery are to be worn including anklets and all body piercings should be removed.
3. Long hair must be secured/tied back.
4. No pupil / student is to enter the gym or sports hall unless a member of staff is present.
5. Showering after the lesson is a requirement from Year 5.
6. Every effort will be made to limit sun exposure by the use of protective clothing and hats. It is highly recommended for pupils to use a high sun protective factor sunscreen. PE timetables will be set taking into account sun exposure and heat.

Swimming Pools:

1. No pupil / student may enter the swimming pool area unless a member of staff is present.
2. No running is allowed in the pool area.
3. No diving is allowed without permission of a staff member.
4. On hearing the sound of a whistle/siren, pupils must leave the pool.
5. No pupil may swim in the deep end without the permission of a staff member.

2. No pupil may throw the "dive brick" into the pool
3. Showering is required at the beginning and end of each lesson.
4. No watches or jewellery are to be worn in the swimming pool, anklets and body piercings should also be removed.
5. Swim caps must be worn at all times.
6. Appropriate kit is required for all swimming activities.
7. At the main pool a register is taken before each lesson and children may not enter the pool until instructed to do so.
8. An assistant or teacher is on duty at the side of the learning pool during every lesson.

The above rules and regulations must be announced at every swim event and a copy is to be placed in the change rooms as well as the main pool area.

Enrichment Guidelines

1. School enrichment takes place on Sunday, Monday, Wednesday and Thursday.
2. Enrichment Starts at 2.30 and ends at 3.30. There is a bell to signal the start and end of enrichment.
3. All pupils and staff should be at the enrichment venue by no later than 2.35.
4. Registers are taken and returned to reception by 2.40.
5. No clubs should let the pupils out before the bell.
6. Only team practices are allowed to take place after 3.30pm unless otherwise permitted by Headmaster.
7. Head of Enrichment to supply names of Clubs, teachers and pupils present on site after 3.30pm.
8. Pupils who are waiting for team practices to start at 3.30pm should do so in the School Library and not be found walking around the school. If library is unavailable, the teacher responsible for the session must inform pupils as to where they should wait. The pupils must be supervised by a teacher.
9. If pupil does not have club on any particular day they must be off school premises by 2.30pm.
10. If pupil does not have a club and is found on school premises after 2.30pm on more than one occasion they will be excluded from Enrichment for the remainder of the term. Repeat offenders will be excluded for the remainder of the year.

11. All pupils must be off school premises by no later than 3.30pm if they have a club.
12. Staff intending to cancel their club must give a valid reason. They **must** inform the pupils by way of a note in their diary at least 24 hours or via Firefly before the day of the club.
13. All Clubs that take place after 3.30pm must have a first aid kit, access to an ice pack and the person in charge must have basic first aid knowledge.

Extreme Weather Policy and Guidelines

Please refer to our Hot Weather Policy.

Sandstorms and Rain

- Depending on the severity of the situation, the headmaster will make the decision as to when the pupils leave the School premises.
- During sandstorms the indoor breaks roles and responsibilities will take effect.

Procedure for Break and Lunch times

Prep School Pupil Rules

1. No rugby balls or hard balls e.g. cricket and rounder balls.
2. Visit the bathroom well before the bell for the beginning of lessons.
3. If someone is assaulting, annoying or bullying a pupil, they should take their concern to the Duty Teacher; they should not take direct action against the alleged perpetrator.
4. Include others in your games and activities.
5. Stick, where possible, to the Year Group that you are a member of in terms of who you play with.
6. Do nothing that constitutes a danger to yourself or others.
7. NEVER leave the campus without the permission of the Duty Teacher.

Grammar School Rules

Field is split in two and shared: Sun

– Years 7 and 8

Mon – Years 9 and 10

Tues –Years 9 and 11

Wed – Years 7 and 8

Thurs – Years 10 and 11

- Touch rugby, football, cricket with soft ball - on astroturf; basketball only on basketball court; no ball games in other areas.
- Astroturf field - see above; basketball court - see above
- Areas out of bounds - area behind Grammar school; area behind the Sports' Hall (unless used as route to Prayer Room).

Guidelines for Cafeteria

1. All food should be clearly labelled.
2. Ingredients such as nuts and other food allergies pertinent to the school population should be visible.
3. No hot drinks are to be taken out of the cafeteria unless it is in a spill proof cup or thermal mug.
4. Ensure all fire-fighting equipment is easily accessible.

General Security Guidelines

General Statement:

All access to the school during normal school day is at the main gate.

All staff should maintain appropriate vigilance with regard to school/accommodation security.

General Security Procedure: (Detailed in Addendum C)

1. After 7.55am, all access gates are locked until 2.20pm (end of the school day). Special arrangements are in place for the Foundation Stage – refer to Addendum C.
2. All visitors to the school are to park in the car park and report to the security office at the main gate.

3. All visitors will sign in and receive a "visitor" badge. The badge is to be returned upon the conclusion of the visit.
4. Security personnel will escort all visitors to Reception. No one is to be allowed to "pass through" the school grounds in order to visit Continental Village.

Security - Staff Accommodation:

1. Visitors to staff accommodation will park in the car park and report to the security office.
2. Security personnel will contact staff member by telephone to ensure that the visitor is welcome.
3. Visitor will sign in and be issued a "visitor" badge that is to be returned at the conclusion of the visit.
4. Visitor will then directly proceed to the staff accommodation area.
5. See Staff Guidelines for Personal Use of School Facilities.

Security - Outside Groups/Activities:

While every effort is made to ensure the safety of every person on the campus during or after hours it is important to note and inform visitors of the following:

Neither the School nor the Staff are responsible for any visitor on the premises and will not be held liable for any costs or medical expenses in the event of injury, illness or death.

Use of School Facilities

Jeddah Prep and Grammar School is committed to offering its facilities for community use. The school feels that allowing community groups to use the school facilities provides many benefits to our pupils.

Please contact the headmaster and/or the Business and Operations Manager to arrange possible reciprocal activities that your organisation can contribute to the school.

All requests for rental of facilities should be put in writing to the headmaster. In addition, all arrangements for security should be coordinated with the Headmaster and the Health and Safety Officer.

Three reminders:

1. All participants' cars should be parked in the car park in front of the School.

2. The School campus is a "No Smoking" facility.
3. Any group using the school facilities should ensure that a fully equipped first-aid kit is part of the group's normal equipment for games, rehearsals or performances.

Security Procedure for Community and Outside Activities

For Rehearsals:

A list of participants must be given to Security before the rehearsals begin. All participants will be signed in and out of the facility by Security.

For Performances and Other Paid Events:

All participants should have tickets (in whatever form) that are sold in advance. No one will be admitted without a ticket. A list of the audience should be submitted to the School 72 hours before the performances commence. A member of the sponsoring organization is required to be at the main gate to assist scheduled performances. The School reserves the right to request the names of all people present and this list should be the same as the ticket list.

For Use of the Pool:

Swim meets - A list of swimmer's names will be submitted to security.

For Use of the Athletic Field:

A list of participants must be given to Security before use. All participants will be checked in and out of facility by Security.

Jeddah Prep And Grammar School Staff Guidelines For Personal Use Of School Facilities

Use of school facilities and its associated equipment is a benefit for staff at JPGS and authorised guests. The development of these guidelines is for two reasons:

1. User safety
2. The proper utilisation of the recreation and leisure facilities and equipment available at the school. Your cooperation is needed to ensure the above.

School facilities (pool, gym, sports hall, field, etc.) are intended for use by members of staff and their authorised guests only. Authorised guests must be always accompanied by a resident.

1. General Rules For Use Of School Facilities

1. All organised group activities within campus must be approved and scheduled in advance with the Administration office.
2. Children under 12 years of age must be accompanied by a parent / guardian when using school facilities or equipment and not participating in an organised activity.
3. Facilities and equipment are available first come basis.
4. No equipment or furniture may be removed from the school campus without the approval of the Administration office.
5. Correct footwear is mandatory in designated areas.
6. Only members of staff are allowed in the administration area and staff room.
7. No food or beverage is to be taken into the facilities except during organised social functions.
8. Smoking is not permitted on the school site.

2. Dependent Behaviour

Members of staff are totally responsible for the behaviour of their dependents and guests while using school facilities outside school hours.

3. Swimming Pool

1. The following are not permitted:
 - i. Running on the pool deck
 - ii. Reckless play
 - iii. Tag of any kind
 - iv. Glass in pool area
 - v. Pool furniture in the water
 - vi. Bikes, skates or skateboards in the pool area
 - vii. Unsupervised diving.
 - viii. Children under 12 swimming alone.
 - ix. Use of nappies in the pool without appropriate covering and/or bathing gear
 - x. Swimming in street clothes
 - xi. Any other action considered unsafe to pool users

2. The school reserves the right to close or lease facilities out of school hours.
3. Jeddah Prep and Grammar School does not assume liability for the safety of staff, their children and/or guests.
4. Residents and/or guests use the pool at their own risk.

4. Courts For Badminton, etc.

1. One hour time limit when others are waiting.
2. Doubles play has priority when others are waiting.
3. No glassware is allowed on any sports facility (sports hall, gym, field, etc.)
4. Residents and guests use the facilities at their own risk.

5. Centre Facilities (Including the Field)

1. The Administration office reserves the right to schedule the use of this facility.
2. Residents and guests use this facility at their own risk.

6. Weight/Exercise Room

1. Residents and guests use this facility at their own risk.

7. Staff Recreational Facility

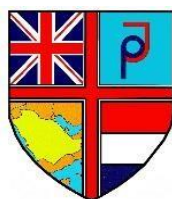
1. Out of consideration for other residents, please inform the Headmaster and other residents when hosting large gatherings.

8. Accommodation

- a. Report all problems to the Maintenance Supervisor and the Business and operations Manager.

THIS IS A WORKING DOCUMENT ALWAYS CONSISTENTLY UPDATED AND DEVELOPED AS CONDITIONS CHANGE. YOU WILL BE NOTIFIED OF ANY CHNAGES IN THE DOCUMENT ACCORDINGLY.

Date of Review: September 2026	Reviewed and approved by: Headmaster, BoG
Date of next review: August 2027	



ADDENDUM B – Accident Report Form

Jeddah Prep and Grammar School Accident Report Form

Name and Form of injured person

Site where incident/accident took place

Name of person in charge of session/competition

Date of incident/accident

Give details of how and precisely where the incident took place.

Describe what activity was taking place, for example training/game/getting changed.

Nature of incident/injury and extent of injury (Nurse to complete)

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s), nurse to include statement as well.

What happened to the injured person following the incident/accident? e.g., carried on with session, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

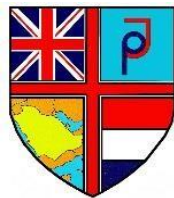
Name of Person reporting incident:

Signed:

Date:

Nurse Signature:

Name:



ADDENDUM C – School Entry Rules and Guidelines

Jeddah Prep and Grammar School
Entry Rules and Guidelines

These Health and Safety Guidelines are in place for the safety of your child – Please assist Jeddah Prep and Grammar School in accomplishing this objective.

The School gate will remain open until 7.50am.

Parents / Guardians of pupils in Year 2 and below are allowed access to the school premises via the Red Gate to escort pupils to class but must leave the School premises before 8.00am.

Any person (incl. maids and drivers) collecting pupils from Year 2 and below **must** present that child's ID card at Security and when asked to do so by staff. **Failure to do so will lead to refusal of entry to the School.**

Pupils in Years 3 through 6 can be collected in the designated area inside the Blue Gate. Any person (incl. maids and drivers) collecting pupils from Year 3 and above **must** present that child's ID card at Security and when asked to do so by staff. **Failure to do so will lead to refusal of entry to the School.**

Any pupil that arrives late to School must sign in at security.

No person is allowed to enter the School unless they have signed in at security after the above mentioned time.

Parents / Guardians are requested to adhere to the timings below:

Foundation

School ends 12.45pm.

Gates will open at 12.40pm.

All children and accompanying adults should leave the School before 1.15pm.

Year 1 – 13

School ends at 2.30pm.

Gate opens at 2.25pm.

All children and accompanying adults must leave the premises before 2.30pm

Sixth Form

Attend registration at 7.40am every morning.

No student will be allowed to leave the premises before 1.00pm.

After School Activities

Generally, take place between 2.30pm – 3.30pm.

Gates will open at 3.15pm.

All pupils and accompanying adults who are not part of specific clubs that extend beyond 3.15pm must leave the campus before 3:30pm. Access to the School will not be allowed after 3.30pm.

Special permission will be arranged by teachers for clubs that operate beyond 3.30pm.

The timings for these will be communicated accordingly and specifically to the people concerned

The above timings are subject to change in accordance with Special School Activities / Functions.

Visitors – At other times.

Visitors will only be permitted access to the campus at other times during the School day if they have a valid reason to be there i.e. collection of a sick child, booked appointment or payments of accounts for example.

All Visitors must provide ID

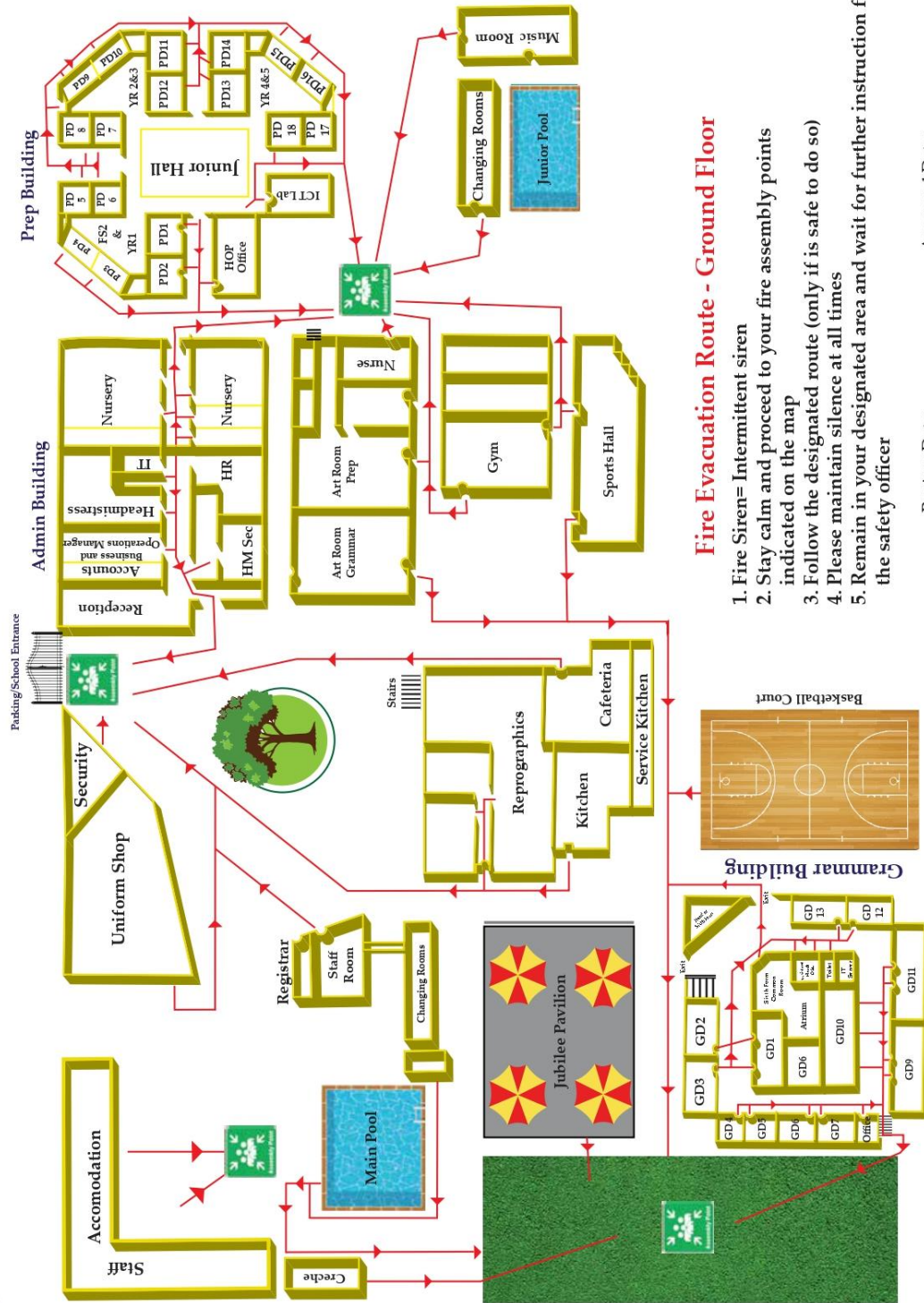
All visitors must always wear a visitors' badge where it can be clearly seen.

Visitors must go directly to the reception desk on arrival.

Visitors may not use the cafeteria or wander around the school unless accompanied by a member of Staff.

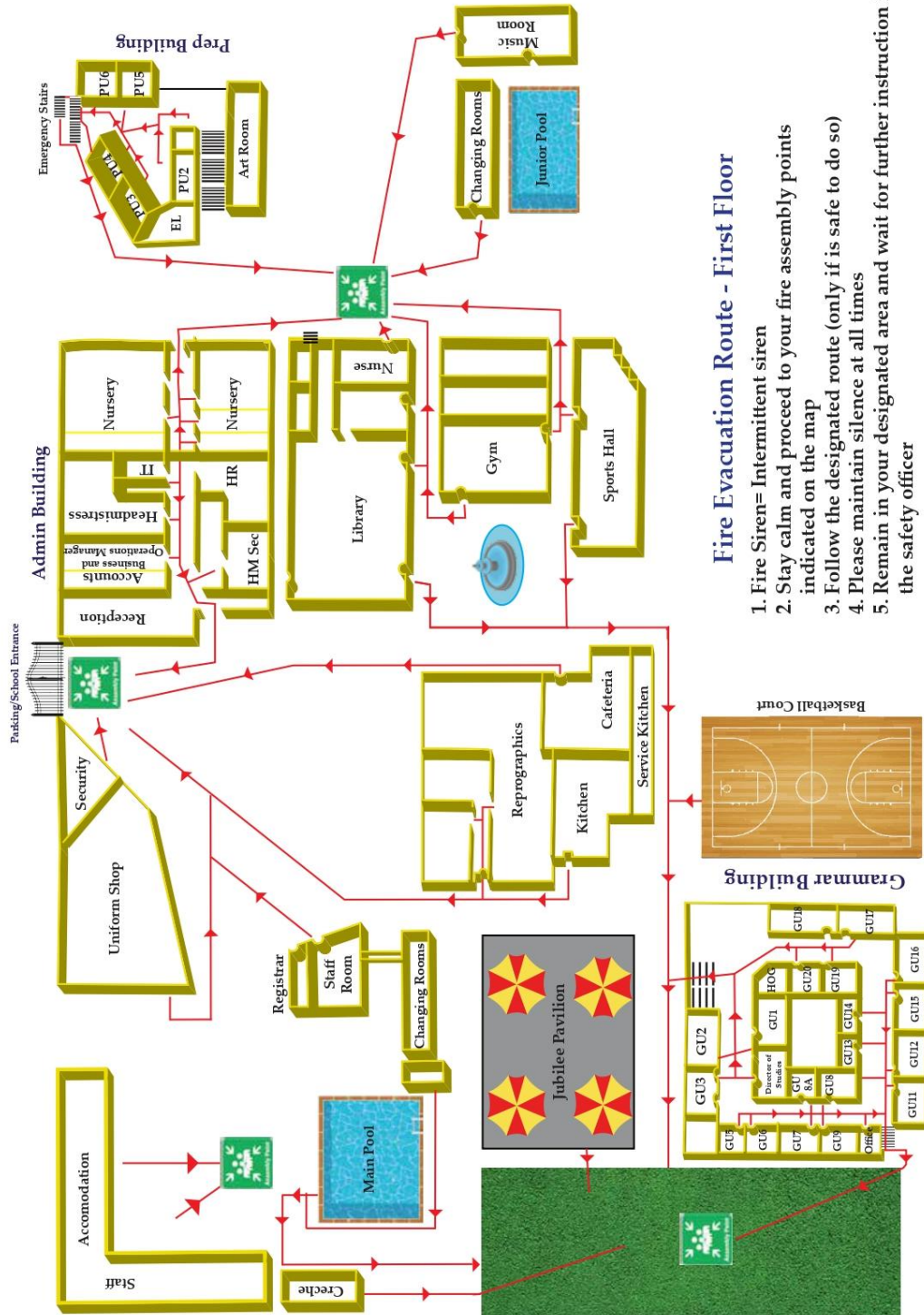
School Management

JPGS FIRE EVACUATION MAP



Review Date: Approval Date:

JPGS FIRE EVACUATION MAP



Review Date:

Approval Date:



ADDENDUM E – Risk Assessment Risk Assessment Template

Risk Assessment for:

Part A is to be completed and forwarded to the Health & Safety Officer at least 2 weeks before the date of the visit

Destination / Activity / Event	
Proposed Dates	
Visit Organiser	
Individual in Charge of Party (if different from Organiser)	
Aims and Objectives of Visit (Include curriculum area)	
Date of Provisional Visit Approval	

Number in Party	Male	Female
Staff – Number		
Staff – Names (Initials)		
Adult helpers - Number		
Adult helpers - Names		
Pupils – EYFS		
Years 1 and 2		
Years 3 to 6		
Years 7 to 9		
Years 10 to 11		
Years 12 to 13		

Supervision	
Supervision ratio required by School policy (tick appropriate ratio)	
_____ EYFS (all visits).....1:4 _____ Yrs 1 & 2 (all visits).....1:6 _____ Yrs 3 to 6 (all visits).....1:8 _____ Day visits KSA (non-adventurous)....1:15 _____ Day visits KSA (adventurous).....1:10 _____ Residential KSA1:10 _____ All visits abroad.....1:10	Supervision ratio for visit Deviation from policy (including male/female ratio) approved by Headmaster?
Details of Destination	
Address	
Telephone number	
Type of accommodation (if applicable)	
Are you familiar with location?	If No, have any staff visited location before?
	Have you seen their Post-Visit report?

Method of Travel				
School Minibus	Booked?		Date:	
Name of Driver				
Coach	Booked & confirmed?	Date:		
Name of Coach Company				
Tour Operator	Name of Company			
Booked & confirmed?		Date:		
Details of planned rest stops on journey (ESSENTIAL if self-drive and journey time in excess of 2 hours one way)				
Passports or visas required?				
Insurance				
Travel Insurance required?				
Other insurance required ?				
Details of visit				
Programme (including timings)				
Where elements of the visit may not be achievable due to circumstances on the day (e.g. weather conditions), provide details of planned alternative programme.				
List of activities involved during visit				

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Activity/ Process/ Operation	What are the hazards to health and safety	What risks do they pose and to whom?	What existing control measures are in place to reduce the risk?	Risk level achieved H/M/L*	Further action required Y/N?*

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Safety Aspects

Are there any hazards or risks that are not covered by the generic Risk Assessment (If in doubt, seek advice from the Health and Safety Officer)		
If Yes, list activities and identified risks		
Activity	Hazard	Risk (H/M/L)
Where the programme includes adventurous or expedition type activities (e.g. hill walking, canoeing, river-walking etc.), have you sought the advice of the Duke of Edinburgh Scheme Co-ordinator?		
Where the programme includes activities based on or near water confirm that you have written details of each pupil's swimming ability		
Confirm that provision has been made for supervision of non-swimmers, if applicable		
Details of First Aid qualified staff in party or at visit location		
Where visit includes overnight accommodation, have appropriate checks been completed for all non-staff adult helpers?		
If the visit includes overnight stay, are you satisfied that the accommodation is safe and secure?		
Detail actions taken to minimise any identified additional risks		

Hazard/Risk	Action Taken
If location is Outdoor Activity Centre, have you obtained details of the centre's safety standards, staff experience and qualifications?	
Confirmation of Visit	
I have consulted the current medical alert list and I am fully aware of the needs of all pupils that are expected to participate in the above mentioned activity. * If the risk level achieved is still High, the planned activity/ process/operation must not continue. The risk assessment action plan must be completed to identify what further action will be taken to reduce the risk to an acceptable lower level. * If the risk level achieved is Medium you must consider whether the existing control measures are sufficient or if any further action could be taken to reduce the risk to a low level. (The risk level may remain as Medium where the risk is inherent in a particular activity/process/operation). Reference should be made to the Risk Assessment folder for guidance on when and how the action plan should be used.	
Having assessed any identified hazards and measures taken to minimise risks, confirm that you believe the visit should still take place	Signed
	Date
Health and Safety Officer's Approval	Signed
	Date
Headmaster's Approval	Signed
	Date

