BRIGHTON COLLEGE
DUBAI

Health and Safety Policy

Please see Brighton College Dubai Policies and Guidelines

1. Policy Statement

Brighton College Dubai is committed to positively influencing the wellbeing and safety of all who work for, are taught at and who visit its premises. The College will do this by seeking to embed a positive culture of sensible risk assessment, encouraging all to report incidents and near misses and seeking to establish standards that all stakeholders will aspire to.

The College will through positive leadership seek to ensure that those who work at the College adopt an attitude which aspires to continuing improvement with an open and honest feedback system where those on site can report any incident or near miss without any fear of reprisal. This is a policy statement by Brighton College Dubai about its intentions, organisation and arrangements for the health, safety and welfare for those who work at the College: its employees, pupils, visitors and contractors whilst on Brighton College Dubai premises and for activities organised by the College, which take place outside the College.

Brighton College Dubai is committed to the prevention of injury and ill health and to continual improvements in Health and Safety management. Accident prevention is an essential part of good management and workmanship; full co-operation and co-ordination between management, residential, teaching, support staff and pupils is essential in the promotion of health, safety and welfare at the College.

Brighton College Dubai seeks to ensure the health, safety and welfare of its staff and pupils while they are at the College and of others who may be affected by their undertakings. The College is committed to complying with all UAE National minimum standards including the KHDA and Dubai Municipality.

The College strictly prohibits smoking, vaping and the possession, use, distribution or sale of cigarettes, vapes and related products on school premises and during school-related activities. This applies to all pupils, staff, parents, visitors and contractors. This measure promotes a healthier and safer environment, protects the school community from exposure to second-hand smoke and harmful substances, and supports pupil wellbeing. Any violation will be reported to College management and addressed in accordance with the relevant disciplinary procedures.

Health and safety procedures are integral to our safeguarding responsibilities and pupil wellbeing provision, ensuring that pupils are safe, supported and able to thrive.

To achieve this, the effective co-operation and coordination of all is essential.

2. Objectives

Brighton College Dubai has set the following objectives:

- To ensure health and safety policies are implemented throughout the college and communicated at all levels.
- To set and maintain high standards for health, safety and welfare within its laboratories, classrooms, sports facilities, offices and other premises, as well as activities organised by the College that take place elsewhere.
- To ensure risk assessments are completed and documented for all high-risk areas of the college and to be readily available to all staff. Regular audits to be conducted to identify, reduce and manage risks.
- To communicate these standards to all employees, staff, visitors, contractors and pupils.
- To give all personnel the necessary information, training, instruction and supervision to enable them to work on site to conduct their day-to-day activities in a safe manner.
- To ensure dissemination and discussion of information on health, safety and welfare issues and lessons learned from recent events.
- To develop and encourage health, safety and welfare awareness of employees and visitors.
- To monitor the operation of health, safety and welfare in each house and department.

3. Responsibilities

To reduce the likelihood of ill-health, avoid accidents and promote health and safety across the college.

- The Health and Safety Officer (HSO) is the designated person responsible for managing health and safety within the school including the planning and execution of the health and safety audit schedule.

- Staff are responsible to report any hazards, follow safety protocols and participate in any training.
- All students are encouraged to follow safety rules, report hazards and to behave in a responsible manner.
- All visitors, third parties and contractors are required to comply with the health and safety policies on site

3.1 Board of Governors

The Board of Governors has established the overall culture towards Health and Safety and will nominate one of their members to monitor the implementation of the Health and Safety policy.

The Governors are responsible for:

- Reviewing the Health, Safety and Welfare Policy and ensuring its revision as necessary.
- Monitoring the policy's implementation and setting targets or objectives where appropriate.
- Addressing any faults or areas of weakness in the policy or its implementation.
- Ensuring that the relevant resources are made available to enable the policy to be implemented.

3.2 Environmental Health and Safety Officer

The designated Environmental Health and Safety Officer is responsible for advising management on all aspects of Health and Safety.

Their role includes the following:

- Keep up to date with changes to relevant Health and Safety Regulations, Guidance, Codes of practice and inform managers of those changes
- Create, implement and review in a timely manner relevant policies and procedures at both a strategic and operational level
- Carry out regular site inspections, safety audits, assist managers with the writing of method statements and risk assessments
- Propose and implement changes to working practices/policies to comply with legislation
- Provide Occupational Health and Safety advice in accordance with current legislation
- Ensure that risk assessments are completed by those with responsibility for areas and activities
- Ensure good practice is adhered to and shared between departments
- Provide management responsibility for all first aid functions

- Compile accident statistics, and report trends to the Health and Safety Committee
- Work with Managers on the recognition of any Health and Safety and to organize any training.
- Discuss with Managers the lessons learnt from any issue that have become apparent and give advice on any remedial action that should be put in place to avoid a recurrence.
- Advise and guide on preventive and protective measures relating to fire including organising fire drills, risk assessments, firefighting and evacuation.
- Assist with health and safety emergencies
- Assist with the Educational Trips Policy
- Advise on workplace safety and security including lockdown protocols
- Advise on issues relating to violence to staff
- Advise on manual handling issues
- Advise on slips and trips
- Advise on on-site vehicle movements
- Ensure that all building maintenance schedules are followed on time and all service reports are available with any recommendations implemented. Regular inspection of plant maintenance to ensure compliance.

3.3 Heads of Department and CLT

The Heads of Department and CLT are responsible for:

- Communicating College policy on all health, safety and welfare matters within the teaching environment and their respective work areas.
- The practical implementation of all Health and Safety directives.
- Ensuring that operations under their control are conducted without detriment to the health, safety and welfare of those in the College.
- Ensuring that sensible risk management is used in the process of risk assessments and that inspections regularly take place for the activities and sites for which they have responsibility, ensuring that records are kept.
- Ensuring that all accidents, incidents or near-misses (under their area of responsibility) are reported, and that a full investigation takes place with appropriate remedial action taken, where necessary. This should also involve sharing lessons learned.

3.4 Safety Representatives

The role of the Departmental Safety Representative is to:

- Communicate College policy on all Health and Safety matters within his/her work areas.
- Encourage all personnel to be involved in matters of health, safety and welfare.
- Assist with the writing of risk assessments or review.
- Carry out periodic inspections to identify unsafe equipment, working conditions and practices along with fire hazards. Reporting anything that has the potential to cause an accident (near-miss) on the accident form and submitting it to the Health and Safety

Officer for investigation and to have the issue rectified whilst maintaining their own records of any issues reported
- Assist with accident investigations.
- Consult with heads of departments on all issues of Health and Safety.
- Attend and report any matters to the Health and Safety Committee.

3.5 Individual Responsibilities

All employees are required to:

- Co-operate and co-ordinate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions.
- Refrain from doing anything which constitutes a danger to themselves or others.
- Immediately bring to the attention of their Head of Department/Line Manager or Departmental Safety Representative or the HSO of any situations or practices which may lead to injuries or ill health.
- Ensure that any equipment issued to them, or for which they are responsible, is correctly maintained, used and properly stored, completing regular visual checks on the equipment, taking any damaged equipment out of action and ensuring that the damaged equipment is maintained or destroyed ensuring that records are kept.
- Report all accidents, incidents, dangerous occurrences and near misses.
- Be responsible for good housekeeping in the area in which they are working; in school or at home.
- For severe incidents whereby CPR is required on a member of the Brighton College Community, an ambulance must be notified.
- If this occurs at the swimming pool or on College sports fields, staff teaching must call the ambulance, then notify the clinic whilst another colleague starts CPR.

3.6 Monitoring, Review and KPIs

The Health & Safety Policy will be formally reviewed annually by the Headmaster and endorsed by the Board of Governors.

- Interim monitoring will take place termly through the Health & Safety Committee, with findings and progress updates presented to the Board of Governors.
- Key Performance Indicators (KPIs) will include:
    - % of completed actions from audits/inspections within agreed timescales.
    - % of staff completing required training within validity period.
    - Number of incidents and near misses logged, investigated, and closed.
    - % of risk assessments reviewed on schedule.
    - The Environmental Health & Safety Officer will maintain a master tracker of actions, updated monthly, with progress reported to CLT and the Board.
    - Recommendations from external audits will be logged in the action tracker, with completion monitored monthly by the MSO and reported termly to the Committee.

3.7 Training Records and Validation

- A central training register will be maintained by the Health & Safety Officer, recording:
- Staff member name and role.
- Training completed (with date).
- Expiry/renewal dates.
- Line Managers are responsible for ensuring staff attend refresher courses before expiry.
- The HSO will report training compliance levels termly to the Health & Safety Committee.
- Certificates will be verified, and where external accreditation is required, validity will be cross-checked with the issuing body.

3.8 Risk Assessment Method and Frequency

- All risk assessments will follow a 5-step model: Identify hazards, evaluate risks, implement controls, record findings, review/update.
- Frequencies:
    - Monthly checks of hazardous areas (science labs, workshops, pools, kitchens)..
    - Termly audits: by the Health & Safety Officer with reports to CLT and the Committee.
    - Annual external audit: by an accredited body to benchmark compliance with UAE law, KHDA, BSO, and international standards.
    - Each risk assessment must be signed off by the HSO and reviewed annually, or sooner if there is a significant change.
    - Daily site walkabouts will be undertaken by the Facilities Manager with findings recorded and fed back to the MSO and HSO. Any urgent issues are escalated immediately.

3.9 COSHH and Hazardous Areas

- All hazardous substances will be managed in line with Control of Substances Hazardous to Health (COSHH) principles.
- Requirements include:
    - An up-to-date COSHH register maintained by the HSO.
    - Secure, ventilated chemical storage with restricted access.
    - Clear labelling and Safety Data Sheets (SDS) available in all relevant areas.
    - Monthly checks of chemical stores by lab technicians or Facilities.
    - Annual inspection by an external compliance provider.

3.10 Staff Reporting and Feedback

- All staff must report hazards, accidents, incidents, and near misses using the official Hazard/Incident Reporting Form, available on the staff portal and from the Facilities Office.
- Reports will be logged into a central hazard register maintained by the HSO.
- Each report will receive a documented acknowledgment and closure note, including actions taken.
- Lessons learned will be shared at weekly operations meeting and via email bulletins to ensure continuous improvement.

3.11 CCTV and Data Protection

- CCTV is installed across the College for the purposes of safeguarding, security, and incident investigation.
- Coverage: Entrances/exits, corridors, communal areas, sports facilities, and external perimeters. Classrooms are not covered.
- Data Controller: The Headmaster (delegated to the HSO and IT Manager).
- Retention: Footage will be kept for 30 days unless required for investigation.
- Access: Restricted to the Headmaster, HSO, MSO, CLT and Security supervisor, with records of all access requests.
- Privacy: Clear signage will be displayed in all areas covered by CCTV.
- Parents, staff, and visitors may request access in line with College data protection procedures.

4. Emergency Procedures and Preparedness

- **Emergency Evacuation Plan**: Provide a clear evacuation procedure for different types of emergencies fire, lockdown, accident/incident
- **First Aid**: List the number of trained first aiders, locations of first aid kits, and procedures for medical emergencies.
- **Emergency Contact Information**: Provide contact information for local emergency services (police, fire, ambulance).
- **Fire Safety**: Outline the fire safety measures in place, including termly fire drills, extinguishers, alarms, and exit routes.
- **Crisis Management**: Provide clear procedures for managing critical incidents (e.g., accidents, major incidents, security threats).

5. Environmental Health and Safety Committee

The Environmental Health and Safety Committee, chaired by the Head Master and attended by the nominated Health & Safety representatives, is responsible for:

- Identifying all areas of Health and Safety (including legislation) which have policy implications for all those carrying out activities organised by the College in the teaching and learning areas, offices, classrooms or on the estates of Brighton College Dubai and elsewhere.
- Evaluating the implications of health, safety and welfare issues for Brighton College Dubai and their prioritisation with regard to resources and implementation.
- Advising the organisation of all matters concerning health, safety, and welfare
- Feeding back to the Head and respective CLT to ensure awareness of key points

6. Approved by

Monitoring and review

Policy to be reviewed and checked annually by the headmaster.

Head Master on behalf of the College:



Simon Crane, Head Master

Chair on behalf of the Governors:



Craig Lamshed, Board Member

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	BCUK changed for BCD	DJO	Sept 2019
2.0	In light of Covid-19	DJO / Head Master	May 2020
3.0	Update	DJO / Head Master	May 2022
4.0	Governor Updated	Head Master	Jan 2023
5.0	Annual Check	JGO	Feb 2024
6. 0	Annual Check (Updated H&S officer responsibilities)	JGO	Sep 2024
6.1	Amendment to 3.5 Process added for CPR	SHA	OCT 2024
6.2	Added Emergency Procedures and Preparedness – NEW under section 4	SSH	Mar 2025
7.0	Add RA, KPIs and minor changes	AAM	Sept 2025
8.0	Annual review and College rules on smoking and vaping added	GGE/BSW	Nov 2026

Brighton College Dubai Policies and Guidelines

Policy Statement

Brighton College Dubai policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:

- KHDA Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College's Academic Plan written for KHDA approval
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance

Bloom Education and Bloom Holding policies where applicable

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

Policy Development

Policies will continue to be developed as strategic priorities are set.