

Health and Safety Policy

2025 - 2026



Riffa Views International School (RVIS) - Health and Safety Policy Use Policy

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Philosophy and Purpose

Riffa Views International School (RVIS) is committed to creating and maintaining a safe and healthy learning and working environment for all members of the school community, including students, staff, families, and visitors. This policy aligns with Bahrain's health and safety regulations and reflects best practices in international schools. The school promotes proactive risk management, readiness for emergencies, and the well-being of all stakeholders through clear protocols, assigned responsibilities, and ongoing training.

Key Components

Emergency Procedures

RVIS maintains detailed emergency response plans to prepare for fire, lockdowns, and other critical incidents:

- **Fire Evacuation:** Immediate evacuation is required upon hearing the continuous fire alarm. Staff must follow assigned evacuation routes and escort students to the Assembly Point located next to the Auxiliary Gym. Room markers (red cones) must be placed outside classroom doors when evacuated.
- **Lockdown:** In the event of a security threat, a verbal announcement over the PA system will initiate a lockdown. Staff are to lock doors, close blinds, turn off lights, and keep students out of sight. Silence is essential. The "All Clear" will be given via PA system with a designated code phrase.
- **Safe Haven / Shelter in Place:** If external threats or environmental hazards prevent evacuation, designated Safe Haven areas (Blue Gym for Elementary, Auxiliary Gym for Secondary) will be used.
- **Stay at Home / Stay at School Notifications:** In cases such as weather warnings or road closures, communication with parents and staff will occur via the school phone tree, SMS, and email.

Reference: [Emergency Handbook](#) pp. 6–16; *Emergency Presentation slides*; *Emergency Sweepers Duties Guide*

Health Protocols

- **Illness Reporting:** Students and staff experiencing symptoms of contagious illness are required to stay home. Parents must report illness to the school nurse, who tracks communicable cases and notifies the leadership team where required.
- **Medication Administration:** Medications must be submitted to and administered by the school nurse with proper documentation and parent authorization. No staff member may dispense medication without approval.
- **Medical Emergencies:** In case of an injury or medical emergency, the school nurse is to be contacted immediately (Ext. 5013 / Mobile: 3335 0963). First aid kits are maintained in strategic locations, and emergency responders (999) are contacted as needed.
- **COVID-19 / Communicable Disease Response:** RVIS follows MoE and MoH guidance regarding quarantine, isolation, and return-to-school protocols.

Reference: Emergency Handbook Contact List; Emergency & Accident Guidelines 2024–2025

Physical Safety Measures and Risk Assessments

- **Facility Safety:** RVIS conducts regular inspections of all facilities and equipment, and documents risk assessments. Hazardous areas are off-limits to students, and warning signage is posted as appropriate.
- **Evacuation Maps and Safety Tools:** Emergency escape routes (yellow/red maps) and guideline posters are visibly posted near exits. Each learning area includes a red cone, Emergency Handbook, and a phone with printed emergency procedures nearby.
- **Playground and Field Supervision:** Duty rosters ensure sufficient supervision at all times during recess and physical activities. Supervisors are trained in emergency response and have access to communication devices.
- **Contractor and Visitor Safety:** All external workers and visitors are briefed on emergency procedures and must report to Security at the gate. During emergencies, they report to designated Drill Captains at the Assembly Point.

Reference: *Emergency Procedures Presentation*; [Emergency Handbook](#) *Evacuation Plans and Roles*

Roles and Responsibilities

- Chief Fire Warden: Superintendent – leads emergency drills, monitors campus readiness, and makes evacuation decisions.
- Sweeper Team: Assigned staff check and clear specific zones during evacuation and report to the Sweeper Captain at the Assembly Point.
- Sweeper Captain: Coordinates sweeper duties, ensures full zone clearance is reported.
- School Nurse: Provides immediate first aid, manages medications, tracks health data, and assists students with physical needs during emergencies.
- Security Guards: Unlock gates, assist with crowd management, and communicate with emergency responders.
- Leadership and Admin Teams: Ensure all faculty, students, and visitors are accounted for, and coordinate follow-up communication and procedures.

Reference: [Emergency Handbook](#) pp. 9–13; [Sweepers Duties Document](#)

Training, Drills, and Continuous Improvement

- Emergency drills (fire, lockdown) are conducted regularly and documented for review.
- All staff receive annual health and safety training, including specific duties (e.g., Sweepers, Drill Captains).
- Emergency procedures are reviewed and updated yearly with staff input.
- Staff are expected to know evacuation routes, keep safety materials accessible, and maintain clear lines of communication during incidents.



Policy Review

This policy is reviewed annually by the Business & Operations Manager and Head of School, with input from the school nurse, facilities manager, security team, and faculty representatives.

