



**AL Kamal American Private School–  
Al Ramtha  
American Curriculum**



**Health and Safety in Schools**

**School responsibilities under the Health and Safety at Work Act  
(2024/2025)**

Duty Holder	Definition	School Role	Responsibilities
<b>HSC (Health &amp; Safety in Charge)</b>	The HSC is usually a legal or corporate entity, including a self-employed person. He has the primary duty of care for the health and safety of workers and other	Board of Trustees (as an entity)	The HSC must ensure the health and safety at the workplace of: <ul style="list-style-type: none"> <li>• All workers</li> <li>• Other people, by ensuring they are not put at risk from work being carried out.</li> <li>• Provide a safe and healthy environment for workers, including access to facilities</li> <li>• Provide the right information and training to all workers</li> <li>• Provide and allow for worker participation in health and safety matters</li> <li>• Notify all serious illness, injury or near misses</li> <li>• Monitor workers' health and workplace conditions to prevent illness or injury</li> </ul>
<b>Officers</b>	Officers have significant influence over the management of the business or undertaking. They must exercise due diligence to ensure the HSC meets its health and safety obligations.	Principals, individual members of the Board of Trustees	Officers must take reasonable steps to: <ul style="list-style-type: none"> <li>• Know about current work health and safety matters</li> <li>• Understand the hazards/risks associated with the workplace operations</li> <li>• Make sure there are resources and processes for managing risks</li> <li>• Ensure there are processes for receiving and reviewing information on and responding to incidents, hazards and risks</li> <li>• Ensure workplace health and safety processes and resources are being used.</li> </ul>

Vision: “To build lifelong learners who can demonstrate 21st century skills for a productive global citizenship”.



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<b>Workers</b>	<p>Workers work for the business or undertaking and can include:</p> <ul style="list-style-type: none"> <li>• Employees</li> <li>• Contractors or subcontractors and their workers</li> <li>• Labour hire company employees</li> <li>• Apprentices or trainees</li> <li>• People on work experience or a work trial</li> <li>• Volunteer workers whose work is integral to the business' operations</li> </ul> <p>NOTE: Other volunteers, such as for fundraising, are not worker</p>	Principal, teachers, non- teaching staff, the, contractors, volunteer workers, etc	<p>Workers must:</p> <ul style="list-style-type: none"> <li>• Take reasonable care for their own health and safety</li> <li>• Take reasonable care that their behaviour does not adversely affect the health and safety of others</li> <li>• Comply with any reasonable instruction from the HSC to allow the HSC to comply with the Act</li> <li>• Cooperate with the HSC's health and safety policies or procedures</li> </ul> <p><b>Note:</b> It is recommended workers should report any incident, risk or hazard to an officer or HSR, and inform visitors of any known hazards or risks in the workplace. Also, a student becomes a worker while on work experience. So when they are on work experience, the HSC will have the most influence over their health and safety</p>
Health and safety representatives	<p>Health and safety representatives are workers who are elected to represent a defined workgroup.</p> <p>A workgroup is a defined group of workers who are represented by one or more health and safety representatives.</p> <p>The workgroup may be defined by physical location, a business group or a group of workers who have common risks.</p>	<b>Teachers</b>	<p>Health and safety representatives can:</p> <ul style="list-style-type: none"> <li>• Represent workers on health and safety matters</li> <li>• Investigate complaints from workers about health and safety issues</li> <li>• Monitor health and safety measures taken by the HSC</li> <li>• Provide feedback to the HSC about health and safety compliance</li> <li>• Issue provisional improvement notices and direct work group members to cease unsafe work if appropriate.</li> </ul>

***MS. JESSICA MARY GRIFFIN***  
***The School Principal***