



The British International School of Sulaymaniyah
IQ010

Health and Safety Policy

July 2024

Purpose

The purpose of this Health and Safety Policy is to provide and maintain a safe and healthy working environment for all employees, contractors, visitors and students at the British International School of Sulaymaniyah. It outlines the school's commitment to managing health and safety risks and ensuring compliance with the Ministry of Education's "General Frameworks for the Establishment of Private Schools and Institutes", specifically the requirements outlined in Part Four regarding the premises of non-governmental educational institutions and their annexes, as well as other relevant international and local guidelines

Scope

This policy applies to all activities carried out by the British International School of Sulaymaniyah, including but not limited to:

- Classroom and campus activities
- School events and excursions
- Facilities management and maintenance
- Interactions between staff, students, parents and visitors
- The policy covers the health and safety responsibilities of the school management, employees, contractors and visitors.

Objectives

The key objectives of this Health and Safety Policy are to:

1. Identify and control health and safety risks arising from work activities
2. Provide and maintain safe plant, equipment and systems of work
3. Ensure safe handling, storage and transport of substances
4. Provide information, instruction and supervision for employees
5. Consult with employees on matters affecting their health and safety
6. Prevent accidents and cases of work-related ill health
7. Maintain safe and healthy working conditions
8. Regularly review and revise this policy as necessary

1 Introduction

- 1.1 At The British International School of Sulaymaniyah the health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. Management, along with the Health and Safety Committee, take responsibility for protecting the health and safety of all children and members of staff. This policy has been developed being mindful of our aim to provide an excellent education for students of all abilities and backgrounds.

2 The school Curriculum

- 2.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. We teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.
- 2.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in ILead lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 2.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. For example, in the geography curriculum, Key Stage 2, the unit entitled 'Rubbish and litter' deals with dangers of litter and encourages children to do their part on caring for the environment.
- 2.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

- 2.5 Our school promotes the spiritual welfare and growth of children through the Religious Education (RE) curriculum, by fostering an environment of tolerance and respect for diverse beliefs.
- 2.6 Each class has the opportunity to discuss problems or issues of concern with their class teachers (in primary), or class mentors (in secondary). Teachers use relevant time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

3 The classrooms

- 3.1 Teachers make sure that students exercise care when using sharp objects, such as scissors, in the classroom. Their work is always supervised and they are never left unattended.
- 3.2 Regular risk assessments are carried out to make sure that the internal flooring is in good condition, there is bright enough lighting to ensure safe access and exist. Robust procedures are in place for spillages, and to make sure that there are no trailing electrical cables/leads, and gangways between desks are kept clear.
- 3.3 The chairs and desks are in good functioning condition. Should any classroom furniture be damaged or rickety, the caretakers are contacted by the teachers or person supervising the classroom at that time.
- 3.4 Classroom rules such as 'keep your area clean and tidy' reinforcing health and safety are always on display in every classroom. Utmost care is exercised in the laboratories, and students are always reminded of the hazards.
- 3.5 During PE lessons, the following rules and procedures are strictly enforced:
- Students must wear appropriate PE attire and footwear.
 - No jewelry or watches are allowed during PE lessons.
 - Students must follow safety guidelines and rules for all activities.
 - Equipment must be used properly and with permission.
 - Students must respect each other and the equipment.
- 3.6 Swimming sessions are conducted with the following guidelines:
- Students must follow all pool rules and safety guidelines.
 - Teachers are always present during swimming lessons.
 - Students must wear proper swimming attire and follow pool etiquette.
 - Students are reminded of the importance of safety and respect in the pool.

4 The premises

- 4.1 The playground, corridors, staircases, and every corner of the school during lunchtime and break times are supervised by our teachers, teaching assistants (TAs) and duty staff. They :
- Make sure all children remain inside the premises;
 - Monitor potential hazards or risks;
 - Intervene promptly to address any incidents or conflicts;
 - Provide guidance and support to pupils as needed;
 - Encourage positive behaviour and social interactions;
 - Assist pupils who may need help or supervision;
 - Ensure pupils remain within designated areas;
 - Facilitate the smooth transition between activities and locations;
 - Communicate with other staff to coordinate supervision efforts;
 - Report any concerns or issues to the appropriate authorities.
- 4.2 The football pitch, basketball court, preschool playground, and the main playground in primary are regularly checked, any damage and fault that may be a safety concern is addressed promptly.

5 School Meals

- 5.1 At our school, we believe that a healthy body supports a healthy mind. That's why we take great pride in providing our students with a varied and nutritious menu during lunchtime. Our meals are prepared on-site by our catering team, using only the freshest, locally sourced ingredients.
- 5.2 Our 5-day rotating menu offers a wide range of delicious and balanced options, including:
- Hot main dishes featuring an array of proteins, vegetables, and grains
 - A salad bar with colourful produce
 - Tasty vegetarian and special dietary options to accommodate every student's needs
 - Fresh fruit for a sweet and satisfying treat
 - In addition to the main meals, we offer orange juice and yogurt drinks (available at an extra cost) to keep our students hydrated and energized throughout the day.
- 5.3 We know that some students prefer to bring their own packed lunch from home. If that's the case, we provide them with a cosy and supervised space to enjoy their meal in the company of their friends.
- 5.4 The school is committed to fostering the overall wellbeing of our students. To this end, we kindly request that fizzy drinks, energy drinks, and other unhealthy beverages be left at home. This ensures that our students have the energy and focus they need to thrive throughout the day.
- 5.5 Ordering food, except in special occasions and supervised by an adult, is strictly prohibited in our school.

6 School Uniform

- 6.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours.
- 6.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.
- 6.3 It is the responsibility of the Executive Headmaster and heads of stages to ensure that the school uniform policy is enforced.
- 6.4 We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform on.
- 6.5 We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious or cultural issues involved that we might be unaware of.
- 6.6 On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children to remove these during PE and games.

7 Child Safeguarding and Wellbeing

- 7.1 The named persons with responsibility for child safeguarding in our school are the Executive Headmaster, Mr Zana Abdulkareem and the Safeguarding committee members ????????. We follow the procedures for child safeguarding and wellbeing drawn up by regional and international regulations.
- 7.2 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the persons named in 5.1 about their concerns.
- 7.3 When investigating incidents or suspicions, the Safeguarding Committee convenes and handles all such cases with sensitivity, and attaches paramount importance to the interests of the child.

8 School Security

- 8.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 8.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 8.3 All visitors, including volunteers, are given and are required to read our Visitors Policy, which outlines expected respectful behaviour towards children and staff. The policy clearly states the prohibited activities, such as taking unauthorized photos/videos, smoking/vaping, consuming alcohol, and bringing weapons.
- 8.4 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 8.5 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform a receptionist or a head of stage immediately. The school will

warn any intruder that they must leave the school site straight away. If we have any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

9 Safety of Children

- 9.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, heads of stages and subject leaders will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher has any concerns about pupil safety, they should bring them to the attention of the Executive Headmaster, or any other available line manager before that particular activity next takes place. An incident book is held by the Safeguarding Committee and regularly revisited to see if we can learn from any incidents and use them positively to improve matters for the future. Risk assessments are carried out for all activities and reviewed on a frequent basis.
- 9.2 We do not take any child off the school site without the prior permission of the parent/carer.
- 9.3 If an accident occurs and results in an injury to a child, the teacher will take immediate action to assist the child and contact the school nurses promptly. In the event of a minor injury where the child can easily be transported, the teacher will escort the child to the nurse's room, which is located next to the lift on every floor. Most of the staff members have been trained in first aid:
- 9.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school's Communication Officer will telephone for emergency assistance.
- 9.5 We record in the school logbook all incidents involving injury, and in all cases we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.
- 9.6 There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

10 Fire and other Emergency Procedures

- 10.1 Procedures for fire and other emergency evacuation are displayed prominently on every floor and on the lift door. **Fire drills are held twice each term.** Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.
- 10.2 In case of fire or other emergencies during class time, students are escorted out in a single file line by their teacher towards the nearest exit. The teachers ensure that no one is left behind. Once outside and safe, their names are read using a name sheet or the Edupage app to make sure everyone is present.
- 10.3 When outside of class, during lunch hour and breaks, Duty Staff, teachers and TAs on duty, must queue the students and escort them to the nearest exit.
- 10.4 We have a designated meeting point outside the building where all students and staff must gather in case of an emergency evacuation. This ensures that everyone can be accounted for and helps with reunification.
- 10.5 We have a register of all students and staff, which is updated regularly. This register is used to account for everyone during an emergency evacuation.
- 10.6 We have a plan in place for communicating with parents and the wider community in case of an emergency. This includes procedures for contacting parents, providing updates, and ensuring that the community is informed of any necessary actions.

11 Educational Visits

- 11.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. Heads of stages will be responsible for ensuring that school trips are planned, organised, undertaken, controlled, monitored and reviewed.
- 9.3 A planning checklist will be used to provide assurance that each visit is methodically and suitably planned.

12 Medicines

- 12.1 Many students may require medication at some point during their time at school. In some cases, the need for medication may be short-term, such as during a brief absence from school. Even if a child is well enough to return to school, they may still need to take prescribed medication during the school day for a short period. In these situations, parents are expected to administer the medication themselves, perhaps during the lunch break.
- 12.2 For children who have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.
- 12.3 Staff involved in administering the medication will receive training, usually from the school nurse. Epipen training is sought when a child presents an epipen.

13 ICT Use

- 13.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines.

- 13.2 We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.
- 13.3 Students are not allowed to have mobile phones during school hours. This policy is in place to minimise distractions and ensure that students are fully engaged in their learning activities. If a student needs to use a mobile phone for a specific school-related purpose, such as a presentation, approval must be obtained beforehand from the class teacher. The approved device should be handed to the class teacher upon arrival at school and will be kept secure until it is needed for the approved activity.
- 13.4 Students are expected to use school ICT resources responsibly and to follow the guidelines for acceptable use as outlined by the school. Any misuse of ICT resources, including inappropriate online behaviour or accessing restricted content, may result in disciplinary action.
- 13.5 We encourage students to develop good digital citizenship skills, including respecting the privacy of others, using technology ethically, and understanding the impact of their online actions.
- 13.6 Teachers are responsible for monitoring and guiding students in their use of ICT, and they are available to support students who have questions or need help navigating online resources.

14 Theft or other criminal acts

- 14.1 Class teachers or heads of stages will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, they will inform the police, and record the incident in the incident book.
- 14.2 Should any incident involve physical violence against a teacher it will be reported to the Executive Headmaster, who will support the teacher in question if he or she wishes the matter to be reported to the police.

15 Risk Assessments

- 15.1 The named Site Supervisor, Kak Jalal, is responsible for carrying out regular health and safety risk assessment. He is to make sure that:
 - The flooring in the building and the playgrounds are regularly inspected to identify any potential slip, trip or fall hazards
 - There is adequate lighting in all areas of the school to allow for safe access and exit
 - All lights are working properly and replace any burnt out bulbs promptly
 - Electrical points throughout the whole building are safe and no trailing wires are visible.
 - Fire exits are unobstructed, unlocked and easy to open
- 15.2 Science teachers and ICT teachers with labs are to assess and manage risks in their classrooms.
- 15.3 Science teachers using labs are required to:
 - Regularly check the lab for potential hazards. This includes looking out for chemical spills, broken glassware, and improperly stored materials.
 - Put in place appropriate safety measures such as using fume hoods for experiments involving volatile substances, ensuring all students wear safety goggles and lab coats, and maintaining proper ventilation.
 - Always use proper containers and labels for chemicals. Ensure that students understand the importance of handling chemicals with care.
 - Regularly inspect lab equipment for any faults or wear and tear. Ensure that all equipment is used as per the manufacturer's instructions.
 - Make sure that students are aware of the emergency procedures, including the location of the nearest eyewash stations, fire extinguishers, and exits.
- 15.4 ICT Teachers are required to:
 - Look out for potential hazards such as exposed wires, overloaded power sockets, and improper use of electrical equipment.
 - Assess the likelihood of these hazards causing harm and the potential severity.
 - Use cable management solutions to prevent trips and falls, and make sure that all equipment is used in accordance with safety guidelines.
 - Train and instruct students on the safe usage of electrical equipment.
 - Set up workstations to promote good posture and reduce strain. This includes adjusting chair height, monitor position, and keyboard placement.
 - Educate students about safe online practices and the importance of protecting personal information.

16 The health and welfare of staff

- 16.1 The school takes the need to safeguard the health and welfare of all our staff very seriously. This includes their professional development, which we address in our Appraisal Policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform their line manager without delay.
- 16.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action outlined in our Staff Code of Conduct.

17 Contractors on Site

- 17.1 At the British International School of Sulaymaniyah, we are committed to ensuring that all contractors working on our premises adhere to the highest standards of health and safety. This is crucial not only for the safety of our students and staff but also for the contractors themselves. Below are the guidelines and procedures that all contractors must follow while on site:
- 17.2 On-Site Procedures
- All contractors must sign in at the reception area upon arrival and sign out when leaving.
 - Contractors will be issued a visitor's badge, which must be worn at all times while on the school premises.
 - Contractors are required to wear appropriate PPE as specified in their risk assessments. This may include hard hats, high-visibility clothing, safety boots, and gloves.
 - Contractors must restrict their activities to the designated work areas and avoid entering classrooms, playgrounds, or any other areas where students and staff are present.
 - Movement around the school should be planned to minimise disruption to the daily activities of the school.
 - Contractors must familiarise themselves with the school's emergency procedures, including the location of fire exits, assembly points, and first aid stations.
 - In case of an emergency, contractors must follow the instructions of school staff and evacuate the building promptly if required.
 - Contractors must conduct themselves in a professional manner at all times. This includes refraining from using inappropriate language, smoking, or engaging in any behaviour that could be deemed disruptive or unsafe.
 - Any incidents, accidents, or near misses must be reported immediately to the Site Supervisor or a member of the school's management team.
 - All tools and equipment brought on-site by contractors must be in good working condition and meet relevant safety standards.
 - Electrical equipment must be tested and comply with school policies regarding electrical safety.
 - Contractors must attain approval for any hazardous substances they intend to use on-site.

- Proper storage and handling procedures for hazardous materials must be followed to prevent accidents or exposure.
 - Contractors are responsible for the proper disposal of waste generated by their activities. This includes segregating hazardous waste and ensuring it is disposed of in accordance with local regulations.
 - Work areas must be kept clean and tidy, with all waste removed at the end of each workday.
- 17.3 The Site Supervisor will conduct regular inspections to ensure that contractors are complying with health and safety guidelines.
- 17.4 Any non-compliance will be addressed promptly, and contractors may be required to halt work until issues are resolved.
- 17.5 Upon completion of the work, a post-work review will be conducted to assess the safety and quality of the work performed.
- 17.6 Feedback from this review will be used to improve future contractor management and health and safety practices.

18 Monitoring and review

- 18.1 The Executive Headmaster is responsible for monitoring health and safety matters. It is the Executive Headmaster 's responsibility to keep the school staff and community updated regarding new regulations concerning health and safety, and to ensure, together with the heads of stages, that the school regularly reviews its procedures with regard to health and safety matters.
- 18.2 The Executive Headmaster will assign officers to carry out regular risk assessments, with the object of keeping the school environment safe.
- 18.3 The Executive Headmaster implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

This policy is subject to periodic review and may be amended as necessary. The next scheduled review and potential revision of this policy will take place in July, 2025.