



Health and Safety Policy

Approved policy

Policy owner	SLT and Head of Operations and Logistics
Approval authority	Board of Governors
Status	Approved
Effective date	1 September 2026
Next review date	1 September 2027

1 Purpose and scope

English International School Baghdad (EISB) is committed to a safe and healthy environment for students, staff, visitors and contractors. This policy sets out who is responsible, how hazards are assessed and controlled, and how the school responds to accidents and emergencies. It applies on school premises and to school organised activities off site, including visits and transport under the school's control. EISB follows applicable Iraqi requirements and its related school procedures.

2 Responsibilities

2.1 Board of Governors

The Board approves this policy, checks that responsibilities and resources are clear, considers significant incidents and trends, and reviews the policy at least annually.

2.2 Senior Leadership Team

The Senior Leadership Team (SLT) oversees implementation, appropriate supervision and training, and the resources needed to manage risks. SLT ensures risk assessments and corrective actions are completed, responds to serious incidents, and escalates material risks to the Board.

2.3 Head of Operations and Logistics

The Head of Operations and Logistics conducts weekly premises inspections to identify maintenance and health and safety issues. They document findings on the Maintenance and Health and Safety Concern Form, arrange corrective work, and track each concern through to resolution. They coordinate maintenance, fire precautions, security and contractor controls; maintain records of hazards, incidents, risk assessments, drills and follow-up actions; and report concerns and trends to SLT.

2.4 Leaders, staff and other site users

Heads of School, department leaders and activity leaders assess and manage risks in their areas and ensure students are supervised. All staff follow training and procedures, use equipment safely, and report hazards using the Maintenance and Health and Safety Concern Form on the EISB Forms page. Any immediate danger must also be reported directly to the Head of Operations and Logistics or SLT at once; staff take immediate steps within their competence to protect people. Near misses and incidents are reported promptly under the incident procedure. Students follow



safety instructions and tell staff about hazards. Visitors and contractors follow site instructions, report hazards, and remain in areas authorised for their visit.

3 Risk assessment and safe practice

The responsible leader records significant hazards, who could be harmed, existing controls, further actions, the person responsible and the review date. Assessments are completed before new or higher risk activities, visits, changes to premises or equipment, and work by contractors. Routine areas and activities are reviewed regularly and after an incident, near miss or material change. Staff carrying out the activity are told the relevant controls. If controls cannot make an activity sufficiently safe, it does not proceed until the risk is addressed.

Specific assessments and procedures cover laboratories, practical lessons, physical education, play areas, maintenance, electrical work, cleaning chemicals, manual handling, heat and weather exposure, traffic and school transport where applicable. Students needing individual support, including those with mobility or medical needs, are included in planning without unnecessary exclusion from activities.

4 Premises, equipment and hygiene

The Head of Operations and Logistics arranges weekly inspection reports and maintenance of buildings, furniture, play and sports equipment, utilities, electrical systems, alarms and safety equipment. Unsafe areas or equipment are taken out of use, clearly marked where needed, and repaired or replaced before reuse. Only competent and authorised persons carry out specialist work. Contractors are briefed on school rules, supervised as appropriate and kept apart from students where work creates a risk.

The school provides clean drinking water, suitable toilets and washing facilities, cleaning, ventilation and safe waste disposal. Staff report hygiene concerns promptly. Infection control measures follow current local public health advice and the school's medical procedures. Hazardous substances are labelled, stored securely and used only by trained or instructed personnel.

5 Fire safety and evacuation

The Head of Operations and Logistics ensures a documented fire risk assessment is reviewed at least annually and when the site changes. Escape routes and exits are kept clear; alarms, extinguishers and emergency lighting are inspected and serviced to applicable requirements. Evacuation instructions and assembly points are displayed and explained to staff and students. Personal evacuation arrangements are made for anyone who needs assistance.

Fire drills take place at least once each term. Staff take attendance at the assembly point and report anyone missing immediately to the designated incident lead. Nobody re-enters until authorised. The Head of Operations and Logistics records drill dates, times, findings and corrective actions. In a real incident, staff raise the alarm, evacuate, contact emergency services and follow the school's emergency plan.

6 First aid, medical needs and accidents

The School Nurse is the first point of contact for first aid and medical concerns during the school day. Trained first aiders give immediate assistance when the nurse is unavailable or waiting would create risk. Emergency services are called without delay for a serious incident or one beyond the school's competence. The Head of Operations and Logistics ensures suitable first aid



provision, trained coverage and accessible kits; kits are checked weekly, replenished and signed off. Medication and individual healthcare arrangements follow the First Aid Policy and agreed care plans.

The School Nurse completes the accident form for every first aid treatment, injury or medical issue, recording the circumstances, assessment, care, outcome and follow-up. The Parent Engagement Team uses the nurse's information to notify parents or carers promptly and records the contact; urgent care and emergency notification take priority over completing the form. Staff report near misses and other safety incidents promptly. Serious incidents and reportable safety matters are escalated to SLT and the Head of Operations and Logistics; safeguarding concerns are referred to the Designated Safeguarding Lead. The responsible leader investigates causes, assigns corrective actions and checks completion. Records are kept securely in line with the Record Keeping Policy and applicable local reporting requirements.

7 Security, supervision and off site activities

Site access is controlled. Visitors sign in, wear identification and follow the school's escort or supervision arrangements. Staff maintain appropriate student supervision during lessons, breaks, arrival, dismissal and organised activities. Leaders follow the school's procedures for attendance, missing students, collection and transport.

The visit leader completes an activity-specific risk assessment and secures approval before an off site visit. Planning covers travel, venue and provider checks, staffing, student needs, consent, emergency contacts, first aid and communication. Staff know the escalation arrangements and account for students throughout the visit. Significant changes in conditions are reassessed; the activity is adapted or cancelled if it cannot proceed safely.

8 Emergency planning and communication

The school maintains written procedures for fire, medical emergencies, severe weather, security incidents, utilities failure and any other material local risk. The plan identifies who leads, how emergency services and families are contacted, how students are accounted for, and where the school can assemble or relocate. Staff are trained for their role and take part in drills. SLT coordinates significant incidents with the Head of Operations and Logistics and the Designated Safeguarding Lead where children's welfare is involved. The school records decisions and reviews each major incident or drill to improve its response.

9 Training, monitoring and review

Staff receive health and safety induction and role-specific training before undertaking higher risk work. Refresher training and briefings follow risk assessments, incidents and changes to procedures. The Head of Operations and Logistics checks implementation through inspections, records and action tracking, and reports unresolved risks to SLT. SLT reviews incident patterns and completion of actions with the Board. The Board reviews this policy each year or earlier after a serious incident or relevant change in requirements.

10 Related policies and records

Related documents include the Safeguarding, First Aid, Record Keeping, Educational Visits and Emergency Response policies and procedures. Records include risk assessments, maintenance and inspection logs, fire drills, training, incidents, near misses and corrective actions.