



SWISS INTERNATIONAL SCHOOL
QATAR

HEALTH AND SAFETY POLICY

Staff Incharge	Facility Officer
Latest revision	August 2025
Approved by	Head of School
Next Revision	August 2026

Our Vision

SISQ aims to develop learners who are
FULFILLED INSPIRED PREPARED

رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين
يتصفون بأنهم

مُسْتَعِدُونَ مُلْهِمُونَ مُشَبَّعُونَ

Notre Vision

SISQ encourage les apprenants à devenir

ACCOMPLIS INSPIRÉS PRÊTS

Our Mission

Through learning that is fun, engaging, holistic, collaborative and caring, SISQ develops students who are:

- Intellectually fulfilled: they find joy in their own learning and the learning of others; they are curious, engaged and passionate about learning.
- Emotionally fulfilled: they are happy with themselves, healthy, balanced and confident.
- Socially fulfilled: they develop meaningful relationships; they are connected to others, the world around them and the environment.

Through learning that is inquiry-based, meaningful, challenging, authentic and innovative, SISQ develops students who are:

- Inspired to keep learning: they are inquisitive, questioning and willing to try new things; they take ownership of their learning and are self-motivated.
- Inspired to share and apply their learning: they can use their learning to improve their lives and the lives of others; they communicate their learning to inspire others.

Through learning that is focused on transferable skills, character, attitudes and dispositions, SISQ develops students who are:

- Prepared for the future: they embrace change and challenge; they adapt to new situations and think creatively to solve complex problems.
- Prepared to lead lives of integrity: they are principled and strong; they have a set of values that guide them when they make decisions.
- Prepared to be good global citizens: they are multilingual, open-minded and multicultural in their outlook; they are courageous, caring and prepared to take action to make their community and the world a better place.

رسالتنا

من خلال المتعة والمشاركة، والتعاون، والشمولية والاهتمام، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مشبعون فكرياً، يجدون الفرح في تعلمهم وتعلم الآخرين؛ إنهم فضوليون ومشاركون ومتحمسون للتعليم.
- مشبعون عاطفياً إنهم سعداء بأنفسهم، يتمتعون بصحة جيدة، ومتوازنون، وواقفون من أنفسهم.
- مشبعون اجتماعياً: يطورون علاقات ذات مغزى؛ إنهم مرتبطون بالآخرين وبالعالم من حولهم وبالبيئة.

من خلال التعلم الهادف والقائم على الاستقصاء، والتحدى والابتكار، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- ملهمون لمواصلة التعلم: فهم فضوليون ومتساؤلون ومستعدون لتجربة أشياء جديدة؛ يتعلمون بدوافع ذاتية.
- ملهمون لمشاركة ما تعلموه وتطبيقه، يمكنهم استخدام ما تعلموه لتحسين حياتهم وحيات الآخرين؛ ينقلون تعلمهم لإلهام الآخرين.

من خلال التعلم الذي يركز على المهارات القابلة للنقل والمهارات الشخصية والمواقف والتصرفات تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مستعدون للمستقبل يتبنون التغيير والتحدى؛ يتكيفون مع المواقف الجديدة ويفكرون بشكل خلاق لحل المشكلات المعقدة.
- مستعدون لعيش حياة تنسم بالنزاهة: أصحاب مبادئ، أقوياء؛ لديهم مجموعة من القيم التي توجههم عند اتخاذ القرارات.
- مستعدون ليكونوا مواطنين عالميين صالحين: فهم متعددو اللغات ومفتحون ومتعددة الثقافات في نظرتهم؛ إنهم شجعان ومهتمون ومستعدون لاتخاذ إجراءات لجمع مجتمعهم والعالم مكاناً أفضل.

Notre Mission

Au travers d'expériences d'apprentissage amusantes, intéressantes, holistiques, collaboratives, positives, SISQ encourage les apprenants à devenir:

- Intellectuellement accomplis: ils prennent plaisir à apprendre individuellement et collectivement. Ils sont curieux, intéressés et passionnés par leur apprentissage.
- Emotionnellement aptes: ils savent s'apprécier, ils sont positifs, équilibrés et sûrs d'eux-mêmes.
- Socialement compétents: ils développent des relations significatives avec les autres, ils vivent en harmonie avec les autres, le monde et l'environnement.

Au travers d'un apprentissage centré sur la recherche, significatif, comportant des défis, authentique et innovant, SISQ encourage les apprenants à devenir:

- Toujours prêts à apprendre: ils sont curieux, ils posent des questions et sont prêts à innover, ils sont responsables de leur apprentissage et intrinsèquement motivés.
- Toujours prêts à partager et à appliquer leurs connaissances: capables d'utiliser leurs compétences pour transformer positivement leur existence et celle des autres, ils transfèrent leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édification du caractère, créant des attitudes et une disposition psychologique bénéfiques, SISQ encourage les étudiants à devenir:

- Prêts pour l'avenir: ils acceptent le changement et les défis, s'adaptent à de nouvelles situations et résolvent des questions complexes grâce à leur créativité.
- Déterminés à vivre de manière éthique, ils suivent leurs principes et sont intègres. Leur valeurs les guident dans la prise de décisions.
- En tant que citoyens du monde: ils parlent plusieurs langues, pratiquent l'ouverture d'esprit en se confrontant à de multiples perspectives. Ils sont courageux, attentionnés et prêts à l'action pour transformer positivement leur communauté et le monde.



SISQ ensures the health and safety of staff, students, and visitors on our premises is the priority. Specific responsibilities and arrangements are detailed below.

Roles and Responsibilities

The Head of School (HoS) is ultimately responsible for the Health and Safety (H&S) of the school and will:

- Monitor and review all health and safety issues
- Ensure adequate resources are available to promote a H&S campus and culture
- Ensure adequate training, information, instruction, induction, and supervision is provided to enable everyone in the school to be safe
- Provide adequate welfare facilities for staff and students
- Report to the SISQ board on key H&S issues
- Provide a working environment that is safe and healthy
- Ensure that all staff follow the health and safety policy

The Leadership team within the school will support the HoS in his/her role by:

- Setting a good example, providing guidance, and providing support to staff on H&S issues

Facilities Team is responsible for the day-to-day maintenance of the premises and will:

- Ensure that H&S induction is conducted for all staff and recorded
- Diligently investigate any near miss or accident
- Prioritise any work that has H&S implications
- Report any major hazards to the Operations and Finance Manager (OFM)
- Carry out daily checks for repairs or hazards
- Ensure cleaning staff, maintenance, and security teams are aware of safe working practices, especially regarding reporting hazards and near misses.
- Ensure that a monthly fire prevention inspection is carried out
- Ensure that monthly firefighting system testing is conducted
- Ensure all contractors are approved, competent, and inducted on H&S matters

All School Staff will:

- Comply with the school's H&S policy
- Take reasonable care of their own and others' H&S
- Follow safety instructions when using equipment
- Supervise students and advise them on how to use equipment safely
- Report practices, equipment, or physical conditions that may be hazardous to the facilities
- Highlight any gaps in the school's H&S procedures

Students will:

- Follow safety instructions at all times.



Arrangements

Security /School Access

Keeping children safe is a priority for SISQ. For this reason, SISQ operates a closed campus with restricted access to authorised persons and registered guests only. Please refer to School access Policy

Fire Safety

Please see below the main aspects and refer to the SISQ evacuation policy for detailed information.

- Fire alarm and firefighting systems are inspected and maintained as per Qatar Civil Defense Department requirements
- Plans showing exit routes are displayed in all common areas
- A planned evacuation/fire drill is practised and documented at least once per term
- Issues arising during an evacuation drill are reported to the HoS
- Fire marshals are appointed and provided with the necessary training to effectively sweep during an evacuation
- Strictly no smoking on the school premises

First Aid Provision

Please see below the main aspects and refer to the Medical Policy for detailed information.

- There is a licensed and experienced school nurse on the premises during school hours
- The school has appointed first aiders and provided training to assist in cases of emergency
- Portable first aid kits and AED machines are present in both buildings (East and West)

Contractors

- Contractors are required to submit a copy of their safety documents (e.g. H&S Policy)
- Both internal and external contractors must adhere to SISQ child safeguarding policy
- Safety measures and expectations are communicated through induction training given by the school
- Providers must sign the contractor induction checklist before commencing work
- Appropriate personal protective equipment (PPE) must be worn/used at all times
- Tools and equipment must be in good condition, suitable for their use, and checked for any damage, wear, or faults
- Tools and equipment should not be left unattended at any time
- Individuals should not engage with students
- Contractors must immediately report any accident/ incident to the facilities department and follow up with documentation
- Contractors must comply with the SISQ Contractors Procedure

Electrical Testing

- Portable electrical equipments are inspected every six months



Manual Handling

- Manual handling training is provided to service contractors by the school
- To lift or move large and heavy items, all school staff are instructed to contact the facilities department for assistance.

Playground

- Playgrounds and learning spaces are restricted to school hours only and under SISQ staff supervision for children, visitors and staff

Slips, Trips, and Falls

- All employees and contractors must follow safe working practices to eliminate hazards associated with slips and trips.
- Facilities team to conduct regular inspections to spot slip, trip, and fall hazards

Working at Height

- Permit to work system is implemented
- Support staff, maintenance teams, and contractors that undertake work at heights must be trained and competent
- Equipment used must be suitable for the task and in good condition
- All tasks carried out must be supervised
- Appropriate PPE must be worn/used at all times

Environment safety

- Waste Management
 - SISQ has a contract with an approved waste collector company to collect the domestic waste daily and on a call basis to pick up recyclable waste; another approved company is contracted by SISQ to collect and dispose of medical waste and hazardous waste. SISQ encourages the use of recyclable materials.
- Pest Control
 - SISQ has a contract with an approved company to conduct monthly pest control on the school premises. Additional visits can be requested.

Conclusion

Swiss International School is committed to continuously improving and prioritising health and safety. We adhere to and implement the Ministry of Education's guidelines on security, health, and safety for private schools and kindergartens (Protecting and Caring for Students) – First Edition, 2024.