مدرسة الإبداع العلمي الدولية
INTERNATIONAL SCHOOL OF CREATIVE SCIENCE
BAHRAIN | البحرين



Health and Safety Policy

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Environment, Health & Safety
Roles and Responsibilities Policy

Document Information			
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Review Cycle:	Annually	Next Review:	**April 2026**
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1. Rationale

The implementation of this policy is essential to foster a culture of safety and well-being within BEAM schools. By establishing clear guidelines and delineating roles and responsibilities, we aim to promote the proactive engagement of all stakeholders in ensuring environmental, health, and safety (EHS) excellence.

- Establishing Effective Systems: This policy serves as a framework for establishing robust environment, health, and safety systems within BEAM schools. By providing structured guidance, we empower stakeholders to actively participate in the development and implementation of these systems, thereby enhancing overall organizational resilience.

- Enhancing Awareness and Understanding: Through this policy, we seek to ensure that all levels of management, students, staff, contractors, and visitors remain actively engaged and comprehensively understand their roles and responsibilities in maintaining a safe and healthy environment. By fostering awareness and understanding, we cultivate a shared commitment to upholding health and safety standards across the organization.

- Recognising and Developing Standards: Our policy underscores the importance of continuous improvement in health and safety standards. By encouraging stakeholders to recognise existing hazards, develop proactive measures, and implement best practices, we strive to elevate the overall safety performance of BEAM schools.

- Implementation and Improvement: Central to this policy is the commitment to ongoing implementation and improvement of health and safety standards. Through regular evaluation and feedback mechanisms, we seek to identify areas for enhancement and implement necessary measures to continually raise the bar for environmental, health, and safety excellence.

2. Policy Statement

The BEAM management is committed to ensuring the health, safety and welfare of its employees, students, visitors, and contractors. As such, the BEAM schools have EHS responsibilities, authority and accountabilities as outlined in policies, guidelines, procedures. By recognising, reporting, and addressing potential hazards in the workplace, the campus community can assist the BEAM in taking every reasonably practicable step to provide a safe environment.

3. Scope

Ensuring employees are actively involved on health and safety matters is an essential element in improving the health and safety culture across the schools. Effective and passionate leaders will also help to support and raise the standards in Safety excellence. In support of this, the schools will give appropriate priority and support to eliminate or reduce the risk of hazards that pose a threat to health and safety. In addition, the BEAM schools have both a moral and legal responsibility to provide a safe

and healthy environment for their employees, students, and visitors. All staff have a responsibility and the authority to ensure that a safe work environment exists within the school premises. The school will put in place accountability mechanisms to ensure that EHS responsibilities are performed effectively. Legislated and other accredited standards in health and safety are accepted by the BEAM schools as minimum standards.

4. Roles and Responsibilities

4.1 BEAM Management

- Implementation of due diligence requirements.
- Acquire and keep up-to-date knowledge of work health and safety matters.
- Gain an understanding of the operations of the business and the hazards and risks involved
- Ensure appropriate resources and processes are provided and used to enable hazards to be identified and risks to be eliminated or minimized.
- Ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way.
- Ensure all schools has, and implements, processes for complying with any legal duty or obligation - ensure processes are verified, monitored, and reviewed.
- Monitor the EHS policies and plans for implementation.

4.2 BEAM HSE Department

- Consult with management on the implementation of EHS requirements for the area of representation.
- BEAM HSE will develop, implement, evaluate, and improve health and safety policies, procedures, and programs according to legislative requirements, School specific and BEAM requirements. These policies and procedures are considered as binding upon all staff, students and visitors which include contractors.
- Develop and communicate EHS policies, procedures, and programs to the school community.
- Support the EHS responsibilities of all Units by assisting in the identification of hazards and the implementation of risk controls.
- Evaluate and report on the status of the implementation of EHS requirements via the completion of regular audits.
- Provision of technical EHS advice where appropriate, and recommendation of required remedial actions for compliance.
- Oversee activities of EHS committees or working parties reporting to it.
- Provide School EHS team with the necessary instruction, information, induction, training, and supervision to ensure that they undertake the required EHS Implementation plans.
- BEAM HSE management will monitor and assess any updates or changes to health and safety legislation, codes of practice or standards and will communicate any changes and will be communicated to all schools accordingly.
- All other responsibilities in each EHS polices.

4.3 Principal/Vice Principal

- Provide leadership and exercise due diligence in taking reasonable steps.
- To acquire and keep up-to-date knowledge of work health and safety matters.
- Gain an understanding of the operations of the business and the hazards and risks involved.
- Ensure appropriate resources and processes are provided and used to enable hazards to be identified and risks to be eliminated or minimized.

- Ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way.
- Ensure the school has, and implements, processes for complying with any legal duty or obligation, EHS polices and plans etc.
- Implements other responsibilities as identified in BEAM EHS polices.

4.4 Head of Phase

- Ensure activities of the school unit comply with EHS health & safety legislation and BEAM Safety management Polices/Plans.
- Implement inspections, report of incidents and any local specific measures required to eliminate or reduce risk in their area that are identified, documented, and implemented
- Provide safe equipment and processes for staff, students, and others
- Provide staff and students with the necessary instruction, information, induction, training, and supervision to enable work to be carried out safely.
- Implement corrective actions because of hazard/incident reports or incident investigations.
- Implements other responsibilities as identified in BEAM EHS polices.
- Assist with the investigation of incidents.

4.5 Designated HSE Officer (Frequently, this responsibility falls under the purview of the Operations Manager.)

- Ensure activities of all divisions to comply with HSE requirements, including implementation and monitoring to ensure legal compliance.
- Ensure HSE consultation arrangements are implemented.
- Allocate appropriate resources to fulfil HSE requirements.
- Conduct and Monitor HSE inspections of all divisions and direct reports to Principal and BEAM HSE department.
- Advice on necessary instruction, information, induction, training, and supervision required to enable work to be carried out safely.
- Ensure processes are verified, monitored, and reviewed.
- Ensure that work areas and equipment under their control is safe and without risk to health and safety.
- Ensure all hazards and incidents are identified, assessed, controlled, and reported.
- Implement and oversee School specific emergency response plans.
- Assist in HSE audits conducted by BEAM HSE department.
- Other responsibilities as outlined in BEAM HSE polices.

4.6 Designated Deputy HSE Officer

- Carry out all the tasks related to Designated HSE officer, in case of his/her absence.

4.7 Operations Manager

- Assist in EHS audits conducted by BEAM HSE department.
- Responsibilities as outlined in BEAM EHS polices.
- Advice on necessary instruction, information, induction, training, and supervision required to enable work to be carried out safely.

4.8 EHS Support Staff (Designated by school as Deputy Fire Wardens, EHS Committee Members etc.)

- Ensure that work areas and equipment under their control is safe and without risk to health and safety.

- Ensure all hazards and incidents are identified, assessed, controlled, and reported.
- Provide appropriate instruction, information, training and supervision to staff, students, and others to enable work to be carried out safely.
- Implement responsibilities as identified in School specific emergency response plans
- Other responsibilities as outlined in BEAM EHS polices.

4.9 All staff, students, and visitors.

- Take reasonable care for their own health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within their control to prevent any incidents.
- Comply with any instruction by the school Management.
- Cooperate with any reasonable policies and procedures of the school including reporting of hazards or incidents.
- Other responsibilities as outlined in BEAM EHS polices.

4.10 Building Facility Department

- Ensure that the school facilities and grounds are safe for use and that they comply with all relevant building regulations and codes and BEAM EHS polices.

5. References and Cross References

1. HSG 263 – involving your workforce in health and safety
2. INDG 232 – consulting employees on health and safety