



## 11. HEALTH AND SAFETY POLICY

1Statutory Policies	<b>11 Health and Safety</b>
ISI	Part 3 Welfare, Health and Safety
NMS (April 15)	6.1, 6.2
Author Led	Headteacher
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Comment	Annual Review
Website	Yes

***This Policy, which is applicable to all students in the school including those in the Early Years Foundation Stage, has been drawn up having regard to the following piece of DoFE Guidance:  
- Health & Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (5 April 2022)***

***This Policy, also references BSO Standards, Inspection of British Schools, Overseas November 2019 and further ISI/BSO updates.***

### **The Boards' Policy Statement**

The Chairman and all Members of School Board attach the utmost importance to the safety, health and welfare of its employees, students and visitors. They bear ultimate responsibility for Health and Safety at The British International School Casablanca, but on a day-to-day basis this is delegated at local level to the Headteacher.

The School Board will ensure that sufficient financial provision is made available to support this policy. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations.

The Headteacher and the Senior Leadership Team will take steps so far as is reasonably practical, to ensure that The British International School Casablanca is a safe and healthy environment where students can study, live and play; academic and support staff can work and volunteers, parents, visitors, contractors and lettings are welcomed safely.

The Headteacher along with the other members of the Senior Leadership Team consult on a regular basis with all staff with regards to health and safety issues through the Health and Safety Committee, which meets at least termly and includes representation from School Board.

A safe and healthy school can only be achieved with the full co-operation of all academic and support staff, volunteers, parents, visitors, contractors and lettings. Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care.

Breaches of Health and Safety procedures are likely to be treated as a disciplinary issue.

All employees must:

- Exercise their awareness, alertness, self-control and common sense at work.
- Obey all the safety procedures, including the wearing of protective clothing and the use of protective devices as specified by the school.
- Report promptly to their designated Line Manager all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

### **Arrangements for Health and Safety**

#### **Policy in Action:**

The British International School Casablanca has a duty of care to those engaged in its work (students, all members of staff, parents, visitors and volunteers) in respect of their health, safety and welfare. It is our aspiration to look after each other and those with whom we come into contact during our daily activities.

**Our objectives are to:**

- fulfil the strategic aims of The British International School Casablanca in a safe way, so far as is reasonably practicable.
- plan all activities (be they every day, or one-off events), pre-empt foreseeable risks and take steps to prevent or reduce any perceived risk.
- provide and maintain a safe and healthy environment for our students, parents, employees, volunteers, contractors, and members of the public.
- provide and maintain safe plant and equipment.
- ensure safe use, storage, and handling of hazardous substances.
- provide appropriate information, instruction, and supervision of employees and volunteers so that they may remain safe at all times.
- ensure that employees and volunteers are competent to do the tasks that they are appointed to do and are given adequate training where necessary.
- prevent accidents and cases of ill health.
- consult with employees on matters affecting their safety and health.
- review this policy and the arrangements for implementing it at regular intervals.

At a local level, all staff members of The British International School Casablanca, whether teaching or support staff, are responsible not only for the education and welfare of young people, but also for ensuring that all activities undertaken on site (or off-site for specific activities) are carried out in a safe manner. As a community our aim therefore is to always seek to carry out all our tasks in a safe way.

**Risk Assessment**

All employees at The British International School Casablanca ensure that when planning activities, any risks that are significant and foreseeable are eliminated or reduced to an acceptable level. All of this will be noted in a dated risk assessment and passed to senior managers for approval, prior to an activity taking place. Based on such risk assessments, management decisions will be made in consultation with the responsible staff as to the safety of each task.

Where there is insufficient competency in-house to ascertain whether the correct level of safety is in place, an external person or authority will be consulted. Specialist contractors or volunteers who have proven professional expertise in health and safety can provide a local resource to assist within their sphere of competence.

**Risk Management - Areas of Increased Risk**

In general, a school environment can be categorised as a low risk. However, some activities conducted by the school and some areas of the school site have been identified as areas of increased risk.

They are:

- Science Department
- Swimming Pool
- Sports Hall
- Sports pitches, basketball courts
- Play Areas
- Creative Arts Department
- Performing Arts areas
- Kitchen and Cleaning Departments
- Maintenance and Ground Department
- School Trips and Outings

Whilst these areas are of particular importance this list is not exhaustive and **all academic departments** should ensure that their Handbook includes a statement setting out how the department deals with Health and Safety issues.

Staff identified as having authority for Health and Safety in their particular area of responsibility should undertake appropriate risk assessments to:

- Identify hazards
- Evaluate the risks associated with those hazards giving consideration as to who might be harmed and how
- Design and implement an action programme for removing or controlling the risk
- Record the significant findings of the risk assessment
- Monitor and review performance

Staff who wish further guidance are advised to read the pamphlet “Five Steps to Risk Assessment” which can be viewed at [www.hse.gov.uk/risk/practice.htm](http://www.hse.gov.uk/risk/practice.htm).

### **Personal Responsibility**

All school employees, students (as can reasonably be expected for their age) and all other persons entering onto the school’s premises or who are involved in School activities are responsible for exercising care in relation to themselves and others who may be affected by their actions.

Those in charge of visitors (including contractors) should ensure that the visitors adhere to the requirements of the school’s Health and Safety policy where appropriate. Specifically, you must:

- Make sure that all work is carried out in the approved way and in accordance with School policy.
- Protect yourself and others by wearing the personal protective equipment provided, and by using any guards or safety devices provided.
- Obey all instructions emanating from the Headteacher or Site Manager in respect of Health and Safety.
- Warn your immediate supervisor and ultimately the Health and Safety Coordinator or the Headteacher of any new hazards to be introduced or newly identified risks found in present procedures.
- When appropriate, give your visitors (including contractors) a named contact within the School with whom to liaise. All visitors to the School should report to Reception to sign in.
- Offer any advice and suggestions that you think may improve Health and Safety.
- Report all fires, incidents and accidents immediately to the Site Manager, who will alert the Headmistress.
- Familiarise yourself within the location of fire-fighting equipment, alarm points and escape routes, together with fire procedures.
- If you are in any doubt about any matter of Health and Safety, consult your Line Manager, the Site Manager, or the Headteacher.

### **Specific Responsibility for Health and Safety**

Every member of staff with a supervisory role is responsible for ensuring, in accordance with the law, the Health and Safety of employees, students and other persons in their area of responsibility and also anyone else who may be affected by their work activities. The Headteacher formally delegates to specific members of staff the responsibility for Health and Safety as follows:

Area/Activity	Responsible Person
General Public Areas	Site Manager
Secondary School	Head of Secondary
Science Rooms	Head of Science Faculty
Medical Centre	Senior Nurse
Music Department	Subject Lead – Music
Art Department	Subject Lead – Art
Swimming Pool	Head of Swimming
Sports Hall, Changing Rooms, Stores and Office	Subject Lead – PE and Site Manager
All-Weather Pitch, Basketball Courts	Subject Lead – PE and Site Manager
IT Network and Hardware	Mr Azmi
Computer Rooms	Subject Lead - IT
Library	Librarian
Classrooms / teaching rooms	Individual teachers
Primary School	Head of Primary School
Kitchens including preparation and storage areas	Catering Manager
Cleaning Cupboards	Domestic Supervisor
Marketing Office	Marketing and Admissions staff
Administration Building	Marketing and Admissions staff
Maintenance Department	Site Manager
Gardens and Grounds	Site Manager
School Trips and Outings	Educational Visits Co-ordinator
Contractors	Host (often likely to be the Site Manager)
Visitors	Host
Road Safety	Site Manager

It is the responsibility of the above nominated responsible person:

- To carry out and record risk assessments for their area of responsibility and activities that occur within their area of responsibility.
- Notify the Headteacher any planned, new or newly identified significant hazards in their areas and also of the control measures needed to avert any risks involved.
- To report to Headteacher any breach of the safety arrangements.
- When the responsible person is going to be absent for significant periods adequate substitution must be made in writing to the Headteacher. For short periods of absence the persons named above are required to nominate a deputy.
- To report all serious accidents, dangerous occurrences and near misses to the Headteacher.
- Ensuring COSHH and Working at Height regulations are adhered to within their area of responsibility.
- To minimise the risk of death or injury due to fire by ensuring:
  - Fire Notices are appropriately displayed
  - Fire extinguishers are in the correct location and tags still intact
  - Any missing fire signs are reported to the Site Manager

Whilst leadership will come from those named above, it is everybody's responsibility to take care of themselves and of others affected by their activities.

Employees and Volunteers, Students, Parents and Visitors should:

- co-operate with leaders and managers on health and safety matters.
- not interfere with anything provided to safeguard their health and safety.
- take reasonable care of their own health and safety.
- report all health and safety concerns to an appropriate person (as detailed in this policy).

A positive safety culture is created by everybody playing their part and not by the efforts of one person alone. It is a self-conscious process that must be maintained and does not happen by chance. Life is a risk and no activity is always 100% safe but we will aim for continual improvement of our care.

Whilst we recognise that we all have a duty to manage risks to safety and health, so far as is reasonably practicable, we also acknowledge that certain areas offer greater risk and for these we offer additional guidance by way of additional policies or procedures. An outline is below:

### Whole School Guidance

1	<b>Accessibility Policy</b>	Guidance on a template plan to ensure the accessibility of education to students with special educational needs and/or disabilities
2	<b>Accident Reporting</b>	Requirements for recording accidents and reporting them to enforcing authorities
3	<b>Administering Medication</b>	Process and restrictions on administering medication to students.
4	<b>Anti-bullying Policy</b>	Guidance on how to prevent and tackle bullying in schools.
5	<b>Water Quality</b>	Requirements for managing water quality within buildings, arranging for works and maintaining records
6	<b>Child Protection and staff behaviour policy</b>	Guidance on a template policy including code of conduct for staff.
7	<b>Competent Advice</b>	Requirement for health and safety advice from competent persons (internal and external)
8	<b>Construction Work (CDM)</b>	Guidance on the role of the Client under the Construction (Design and Management) Regulations covering all construction work
9	<b>Contractor Management</b>	Guidance on the selection and appointment of any persons employed on contracting activities
10	<b>Control of Substances Harmful to Health (COSHH)</b>	Requirements for the usage, storage and generation of hazardous substances
11	<b>Display Screen Equipment</b>	Guidance on usage of computer equipment, associated furniture/workplace needs and provision of eye tests
12	<b>Educational visits (EYFS and non EYFS)</b>	Guidance for each area on the process for assessing, approving and undertaking of educational visits
13	<b>Electrical Safety</b>	Guidance on usage maintenance of electrical systems and portable appliance testing
14	<b>Emergency Situations</b>	Guidance on areas for consideration when planning for school contingency plans
15	<b>E-Safety</b>	Requirements for usage and monitoring of electronic based systems by students and staff
16	<b>First Aid</b>	Requirements for the provision and implementation of first aid for students and staff
17	<b>Fire safety, procedures and risk assessment</b>	Guidance on fire risk assessment requirements, the testing of fire protection systems and management of evacuations; also the keeping of records
18	<b>Gas Safety - including LPG</b>	Guidance on the storage, usage and maintenance of gas systems
19	<b>General Workplace Safety</b>	Guidance on general requirements including lighting, temperature control, maintenance of workplace conditions and welfare activities
20	<b>Hot Works</b>	Process for controlling all hot work activities such as welding, brazing, etc.
21	<b>Human Pandemic</b>	Guidance on contingency planning for a human flu pandemic
22	<b>Infection Control</b>	Guidance on notification and control of infection outbreaks

<b>23</b>	<b>Lightning Protection</b>	Requirements for testing, maintenance and usage of contractors on lightning protection equipment
<b>24</b>	<b>Manual Handling</b>	Guidance on safe techniques and areas for consideration when undertaking manual handling
<b>25</b>	<b>New and Expectant Mothers</b>	Requirements for the notification, assessment and monitoring of new and expectant mothers
<b>26</b>	<b>Noise</b>	Guidance on the assessment of noisy activities and the provision of noise control measures
<b>27</b>	<b>Occupational Health</b>	Guidance on the areas for consideration when assessing the needs of students and staff
<b>28</b>	<b>Risk Assessment</b>	Process for identification of hazards, assessment of risk and implementation of control measures
<b>29</b>	<b>Security, workplace safety and lone working</b>	Guidance on a template policy for schools to ensure the safety and security of their premises.
<b>30</b>	<b>Smoking</b>	Guidance on smoking within school premises and on school activities
<b>31</b>	<b>Special Education Needs (SEN) and Learning Difficulties</b>	Guidance on areas for consideration when providing educational needs to pupils
<b>32</b>	<b>Stress</b>	Guidance on the management of the workplace and activities to control stress
<b>33</b>	<b>Sun Protection</b>	Guidance on protection of students and staff to UV exposure when undertaking outside activities
<b>34</b>	<b>Swimming Pools</b>	Guidance on maintenance of pools and managing pool bases activities
<b>35</b>	<b>Working at Heights</b>	Requirements for deciding on the management of activities at height, including access arrangements

### Significant Teaching Risk Areas

All checklists are prompts for Subject Leads or equivalent on the areas for consideration when carrying out teaching area risk assessments. They are not risk assessments in themselves. The following areas are deemed to be high risk areas - PE, Science, The Creative Arts

## General Statement of Health and Safety Policy

### Part 1

As The Board of The British International School of Casablanca we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, students, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Board are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as The Board by appointing, the Chairman and/or his designate with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headteacher. However, as The Board, we have specified that that the school should adopt the following framework for managing health and safety:

- The person overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to students, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Estates Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full meeting of the Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Estates Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection. In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas together with regular external deep cleaning and pest control services, and that the Site manager reports on all these aspects to the Estates Committee.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Estates Committee.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.



All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headteacher and other members of the School Leadership Team in order to enable The Board to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.

All employees are briefed on where copies of this statement can be obtained on the school's website. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed:

Mr El Fehdi

Chairman, for and on behalf of the Board

Ratified

## Part 2: Organisation

This part of the School's Health and Safety Policy deals with the organisation, planning, implementation, and operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

### 1. School Board

The School Board has overall collective responsibility for health and safety within The British International School of Casablanca. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a competent person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the School Board in carrying out its duties.

### 2. Headteacher

The Headteacher will assist the School Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headteacher will also report to the School Board on health and safety performance and assist the School Board in implementing changes in the Policy which the School Board has approved.

### 3. Site Manager and Headteacher

The Site manager and Headteacher will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Emergencies
- Staff induction

The Site Manager and Headteacher also act as the School Safety Co-ordinators, whose duties include:

- advising on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the school and raising concerns with the Headteacher
- attending the School Health and Safety Committee

### 4. Heads of Faculty / Subject Leads

The Heads of Faculty/Subject Lead will ensure, as far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities – Subject Lead for PE
- Art (including harmful substances and flammable materials) – Subject Lead for Art
- Music – Subject Lead for Music
- Trips and visits – EVO, Head of Primary School and Headteacher

They will also be responsible for identifying, organising (and maintaining records) of training which are relevant to their area of control.

## 5. The Site Team

The Site Manager will assist the SLT with the implementation of the following:

- Building security
- Prevention of unsupervised access by students to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities
- The school's radiation protection supervisor (RPS), is responsible ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

## 7. School Health and Safety Committee

All employees and volunteers should be appropriately informed and consulted on issues that may affect their health and safety. To do this, we have a Health and Safety Committee which meets no less than once a term. The Designate who is responsible for overseeing health and safety attends and chairs these meetings. The minutes of the meetings will be widely circulated and posted on the Notice Boards. The other members of the Committee include:

- Headteacher
- Head of Secondary
- Head of Primary
- Designated Safeguarding Lead
- Site Manager
- Head of Primary School
- EYFS Coordinator
- Head of Science Faculty
- Subject Lead Art
- Subject Lead Sport & Swimming
- Subject Lead IT
- Representative from the Medical Centre
- Representative from the Maintenance Team

The role of the Committee is to:

- Discuss matters concerning health and safety, including any changes to regulations.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses, and discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review health and safety policy guidance and updating it.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the work place.
- Encourage suggestions and reporting of defects by all members of staff.

## 8. The School Nurse

The School Nurse will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health and Safety Executive
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting students to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

## 9. Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Line Manager of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

Staff are required to:-

- Follow the Policy.
- Take reasonable care for the health and safety of themselves and others who may be affected.
- Follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed.
- Carry out all reasonable instructions given by managers / senior staff.
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence.
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

Ratified

### **Diagram Showing the Organisation for Health and Safety**

#### **The Board**

Overall responsibility for Health and Safety at Board level through the Estates Committee and School Council

#### **Chairman or his Designate**

Responsibility for oversight of Health and Safety and in attendance at Health and Safety Committee meetings

#### **Headteacher**

Responsible for day to day operations and organisation of Health and Safety

#### **Site manager**

School Safety Co-Ordinator responsible for management of safety and security of site.  
Regulatory compliances

#### **External**

Professional Advisors

#### **Members of the Health and Safety Committee**

Chairman or his Designate  
Headteacher  
Head of Secondary  
Head of Primary  
Designated safeguarding Lead  
Site Manager  
Head of Primary School  
EYFS Coordinator  
Head of Science Faculty  
Subject Lead Creative Arts Faculty  
Subject Lead ICT  
Subject Lead Sport  
Subject Lead Swimming  
IT Department  
Representative from the Medical Centre  
Representative from the Maintenance Team