



British Academy
School Marrakech
— Belong Achieve Become —

Health & Safety
BASM 53

BASM 53 HEALTH & SAFETY POLICY

Aims

BASM recognises that under Moroccan legislation it has a legal duty to ensure, so far as is reasonably practicable, to protect the health, safety and welfare of their employees. They have duties towards pupils, the public, contractors and any other persons who use the school premises. The Advisory Board believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. The school will ensure that this policy is communicated to all staff.

The BSO Accreditation framework is used as a reference point for ensuring compliance.

1. STATEMENT OF INTENT

The aim of BASM is to provide a safe and healthy working and learning environment for staff, pupils and visitors. It is a responsibility of at least equal importance to that of any other function in the school.

Advisory Board members take all reasonable steps to reduce hazards to a minimum. Staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises or while taking part in school-sponsored activities. In particular the governors and leaders respectively undertake to provide:

1. A safe place for all stakeholders to work including safe means of entry and exit.
2. Plant, equipment and systems of work which are safe.
3. Safe arrangements for the handling, storage and transport of articles and substances.
4. Safe and healthy working conditions which take account of all appropriate, statutory requirements, guidance and codes of practice whether statutory or advisory.

So far as reasonably practicable advisory board members arrange for all staff (temporary, voluntary and helpers) supervision, to have health and safety training which is appropriate to their duties and responsibilities. Including understanding this policy, other relevant health and safety matters, including the use of protective equipment, clothing and welfare facilities, so they may carry out their duties safely without placing themselves or others at risk.

Suitably trained and competent staff will be retained by BASM to provide the necessary health and safety advice. Independent consultants will be used when necessary.

2. MANAGEMENT STRUCTURE

ADVISORY BOARD

Gives guidance to the proprietors who have ultimate responsibility for Health and Safety at BASM. They will ensure that the Head & SLT implement and monitor the effectiveness and implementation of the policy, review and amend it when necessary and ensure changes are communicated to the employees.

They will ensure compliance with relevant national and local legislation and best practice guidance even when the school might not be bound by such guidance or legislation.

THE BURSAR

The Bursar is responsible for adopting a proactive approach to Health & Safety, and reporting to the advisory board for such matters as they relate to employees, pupils and members of public in relation to the running of the school, the school premises and the activities carried out there. On a day-to-day various responsibilities are designated to specific members of staff.

The Bursar will:

1. Ensure a written Health and Safety Policy, is available in relevant languages and it is posted on the school website.
2. Take the lead at SLT meetings in matters relating to Health and Safety.
3. Ensure employees recognise health and safety as an integral element of their work and give it equal status alongside all other work functions.
4. Embed a risk assessment approach to allow for the prompt identification of potential hazards and carry out periodic reviews and safety audits on the findings of the risk assessment.
5. Monitor the standard of health and safety throughout the school, including all school-based activities.
6. Provide adequate insurance cover for both statutory and the school's needs.

STAFF: EMPLOYEES & VOLUNTEERS

Any employee must take reasonable care of themselves and others who may be affected by their acts or omissions. In addition the employee must use any equipment

that has been provided for the assistance of health and safety. The employee must not interfere, with or misuse this equipment.

As part of an induction, training, and continuous professional development process all staff are made familiar with the requirements of this policy which may be relevant to their work area.

All members of staff will:

1. Be proactive in promoting the health, safety, and welfare of all BASM stakeholders and reducing risk.
2. Take reasonable care of their own health, safety and welfare and any other persons who may be affected by their acts or omissions
3. Ensure health & safety routine, procedures are applied effectively by staff and pupils.
4. See that all machinery and equipment is safely and securely stored.
5. Ensure toxic, hazardous, highly flammable substances are correctly used, stored and labelled.
6. **Immediately report**, in the first instance to the relevant member of staff, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness. Any defect in machinery, facilities, or equipment hazard.
7. Attend Health & Safety training as directed and undertake their work activities in accordance with relevant training provided.

Failure on the part of any member of staff, irrespective of their position, to comply with this policy, may render that employee liable to disciplinary action.

Where employees are required to have specific knowledge of health and safety and risks associated with a particular task, the school will undertake to supply the appropriate health and safety training.

PROFESSIONAL SUPPORT STAFF

All Professional Support Staff will make themselves familiar with the requirements of this policy and any other legislation which may be relevant to their work area of responsibility. In particular to ensure:

1. Health & Safety regulations, procedures, codes of practices are implemented effectively throughout their department
2. Staff, pupils and others in their jurisdiction are instructed in safe practices
3. New employees in their department receive safe working training

4. Regular safety inspections are made of their area as required by the relevant staff.
5. Corrective action is taken to ensure compliance by all staff, pupils et al.
6. All machinery and equipment where they work is used as authorised, is in good, safe working order and stored safely and securely at all times.
7. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available
8. All toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
9. Standards of Health & Safety throughout their area of responsibility, are monitored regularly, and staff, pupils and others are encouraged to achieve the highest possible standards.
10. All Health & Safety information is communicated to the relevant persons and they report, as appropriate, any Health & Safety concerns to the appropriate individual

PUPILS

Pupils are expected to:

1. Exercise personal responsibility for the health and safety of themselves and all others.
2. Observe standards of dress consistent with safety and/or hygiene
3. Taught to carry/move PE equipment in a safe manner and in accordance with agreed procedures.
4. Instructed to take extra care where specific equipment is used, in Science for example, and to check it before each lesson.
5. Observe all the health and safety rules of the school and in particular, the instructions given in an emergency; Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
6. Be proactive and alert the relevant teacher in the case of accident, incident or near misses.

VISITORS

All visitors to BASM must comply with the School Health and Safety Policy and procedures. More specifically:

1. Visitors are not admitted without first explaining the reasonable purpose of their visit, and providing an **identity document** which is recorded, and by signing in the visitors' book:
2. Reception staff are required to provide visitors with information explaining expectations i.e., to wear the visitor lanyard and badge at all times. Explain the

Fire and Evacuation procedures and the requirements to always remain within authorised areas, report accidents, incidents, near miss wear supplied protective clothing, when necessary, check out at Reception when leaving and return identification badge.

3. Where reasonably practicable, be accompanied at all times by an employee.
4. In case of emergency or the fire alarm being activated, the person who is accompanying the visitor will take him / her to the fire assembly point.
5. Should an incident / accident occur involving a visitor, this must be reported using the Accident / Incident Form, and an investigation be undertaken within 24 hours by the relevant person and be reported to Deputy Head (DSL). If the incident is of a serious nature, The Bursar, Deputy Head (DSL) is responsible for immediately alerting the relevant Advisory Board members.
6. Staff will immediately challenge any stranger on the premises who is not wearing an appropriate lanyard badge, return them to Reception.

USE OF SCHOOL FACILITIES BY MEMBERS OF THE PUBLIC

The school will ensure that all organisers of groups using the facilities of the school will be given sufficient information in order to allow them to avoid any risks to their health and safety including relevant information on fire escape and evacuation procedures.

3. SCHOOL TRIPS

School trips will be thoroughly researched and planned. Staff will ensure that they have visited the proposed venue prior to the planned trip and made all necessary arrangements for the children's health safety and welfare, or that other detailed risk assessments have been carried out on the school's behalf and verified.

A risk assessment must be carried out before the school trip. The detail of the risk assessment will depend on the nature of the trip. Factors that may affect risk levels on school visits include:

1. the safeguarding and child protection protocols
2. the pupils' age, maturity, competence and fitness
3. any pupils with special education needs
4. the location
5. the means of transportation.
6. the activities included in the visit.
7. the experience of supervisory staff
8. seasonal conditions and weather conditions
9. the adult: child ratio appropriate for the age of the children

Contingency planning in the event of an emergency, procedures regarding how information should be passed to all the relevant responsible people and to parents should be agreed.

Before the party leaves the school, all accompanying adults will be instructed and briefed about safeguarding, health and safety and control procedures. All children will be briefed and instructed on the same procedures; in particular the need to stay close to the supervising adult at all times.

The school will ensure that any safeguarding incident or accident that occurs whilst on a school visit is reported immediately to the relevant member of staff.

4. ACCIDENT REPORTING

The relevant member is responsible for ensuring that a record of all accidents is kept. He is also responsible for ensuring that all reportable accidents, ill health and dangerous occurrences, are notified as soon as possible.

5. FIRST AID

A list of first aiders and appointed persons will be displayed in the medical room and staff room at BASM. First aid boxes will be kept at the locations indicate on the building map. The contents of the boxes are replenished as necessary. This will be carried out by the School Nurse.

All first aiders/appointed persons will be trained. No member of staff or parent helper should administer first aid unless he or she has received proper training.

6. ADMINISTRATION OF MEDICINES

BASM staff will only administer medicines which have been prescribed by a child's medical doctor. Only the School Nurse or nominated BASM staff (Deputy Head, DSL) can administer medicine, which is both prescribed by the medical doctor and over the counter medicine, which is provided by the parent. In these circumstances:

1. The dosage must be clearly marked on the container with the date and the child's name.
2. Parents will provide written instructions concerning the administration of the medication.
3. The person administering the medication will complete the detail (name of medication, dose given, and time given) in the child's file.
4. All medication will be kept in an inaccessible cupboard (to the children).
5. At the end of the school day, the parent must collect the medication and countersign the medication record.

6. Children who are not well should remain at home. However, if a child is feeling better, their temperature has been down for 24 hours and they are well enough to attend school, parents may visit school to administer an antibiotic at a mutually convenient time. In exceptional circumstances when an extended course of antibiotics is provided the Head should be contacted by parents to discuss a child's medication.
7. Inhalers for children who suffer with asthma will be kept in the Medical Room in named pigeon holes and if required for sport, an inhaler kept within the child's locker. The administration of the inhaler will be given under direct instruction from a trained member of staff, (School Nurse).

7. WORK EQUIPMENT

Each individual member of staff is responsible for ensuring the safe operation of machinery on the school site.

Work equipment means any machinery, vehicles, appliances, apparatus or tools that will be used for starting, stopping, programming, setting, transporting, repairing, modifying, repairing, servicing and cleaning. Examples of work equipment that can be found in the school, are computers, overhead projectors, photocopiers, ladders, lawnmowers, vehicles, floor cleaners etc

All vehicles and machinery are regularly serviced and maintained. The School is aware of, and ensures that the drivers have the necessary licence with which to drive. As part of the health & safety briefing of all grounds and maintenance staff, instruction is given in the operation of all machinery. Annual checks are carried out on drivers' licences to ensure they remain eligible to drive.

The main intent is to ensure that all work equipment will be suitable for the purpose and used only for that purpose, maintained adequately, and restricted only to persons given the task of using it.

The school will undertake to carry out an assessment of risks using the equipment and measures will be taken to protect against potential hazards. Ideally the school will endeavour to eliminate the hazard, but may as a last resort, include issuing personal protective equipment. Training will be provided for people using and maintaining the equipment.

The school will:

1. select equipment responsibility
2. ensure that any work equipment is only used for the purpose and under conditions for which it is suitable

3. ensure that it is properly maintained
4. take special precautions where the use of equipment involves a specific risk
5. provide employees/pupils with written health and safety information, instruction and training.

8. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment means all equipment intended to be worn or held by a person at work in order to protect him or her against one or more risks to his or her safety e.g. gloves, aprons, eye and ear protectors etc.

The school will ensure that personal protective equipment will be provided to employees/pupils who may be exposed to a risk. Where necessary personal protective equipment will be provided and arrangements will be made to ensure that it is used and maintained correctly. All persons required to use personal protective equipment will be fully trained in the use of such equipment.

9. MANUAL HANDLING

The relevant member of staff has responsibility for ensuring that all members of staff avoid manual handling operations where this is reasonably practicable.

If any hazardous lifting operations, which cannot be avoided, are undertaken, a risk assessment is first carried out. Staff required to carry out manual handling activities will be trained in manual handling operations in accordance with the above Regulations. In every case no member of staff should attempt to lift or move heavy items without the assistance of the school maintenance team member.

10. CONTRACTORS

The primary duty for establishing and monitoring safe work of contractual maintenance work on the school premises rests with the Bursar with delegate responsibility to a relevant member of staff.

The relevant member of staff will liaise on a day-to-day basis with contractors working on the site to ensure that the work carried out by the contractors will not present any health and safety hazards that may interfere with the safe functioning of the school.

The contractor will be given emergency and fire evacuation procedures prior to commencement of work.

The day-to-day inspection of all equipment to detect visible signs of damage or deterioration rests with the user, or in the case of equipment used by pupils, with the

class teacher. Any equipment found to be unserviceable will be taken out of service immediately, labelled and locked away until repaired or replaced.

1. All electrical equipment brought into the school from other sources will be checked for its suitability for the purpose it is to be used. The person who has arranged for this is responsible that the checks have been carried out.

11. THE ROLE OF THE SLT

The Senior Leadership team is chaired by the Head. The Bursar has lead responsibility in ensuring that Health & Safety matters are monitored and reviewed within this context. Health and Safety items are a regular item on the agenda. The scope includes the following areas, though this list is not all inclusive:

Premises / Site / Workplace / Classroom / Office etc.

1. Heating / air conditioning and lighting- (Security)
2. Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books, and files etc. (Facilities)
3. Room dimensions and space.
4. Sanitary provisions (male/female, children's, and disabled toilet facilities)
5. Temperature of workplace.
6. Conditions of premises including floors etc.
7. Workstations, desks and seating, use of computers etc.
8. Facilities and arrangements for:
9. Provision of a good supply of drinking water
10. Canteen

Risk management and Risk Assessment

1. Health and Safety Executive Guidance on Risk Assessment
2. Specific Guidance and Code of Practices
3. Health and Safety Information for activities e.g. off-site activities
4. Identification of significant hazards and risks within workplaces and completing the appropriate risk assessment forms.

Accident / Incident Reporting

1. The provision and location of accident records
2. Accident / incident report forms

First Aid

1. Designated First Aiders (nurse)
2. Identification location of First Aid Boxes
3. The contents of First Aid Boxes are complete and up to date
4. Training of First aiders or appointed persons and ensuring adequate numbers of first aiders.
5. Medical Room facilities.
6. Travelling First Aid Kits

Fire and Emergency Procedures

Please see separate School Fire and Evacuation policy, and Lock Down policy and relevant action plans.

1. Provide a list of hazardous substances including cleaning materials used.
2. List of activities where Risk might apply e.g. Science Lab, Basement Rooms, use of pesticides, cleaning products.
3. Completing of Risk Assessments
4. Personal protective Equipment (PPE) and clothing
5. Storage of hazardous substances and signage.

Security of Persons and Premises

1. Security of Premises
2. Perimeter Fencing / Exterior Lighting
3. Use of toughened glass and safety glassing
4. Identification of visitors
5. Signing In / Out procedures
6. Control of Access
7. Security Personnel on duty.
8. Reception waiting area
9. Security assessments of premises
10. Installation and use of CCTV

Safety in the Canteen

1. Safety of pupils / employees / catering staff
2. Food hygiene documentation from catering staff.
3. Responsibility for maintenance of premises and equipment
4. Restricted access
5. First aid arrangement, including accident / incident reporting
6. Removal of waste
7. Pest control
8. Condition of workplace, including floors

Contractors and the Construction Design and Management Regulations (CDM)

1. School guidelines for the management of contractors
2. Contractor is required to provide completed risk and other assessments including method statements before works are allowed to commence
3. Works are planned well in advance (where applicable) and health and safety issues have been addressed.
4. Contractors are controlled and managed on site
5. Contractors is required to address the following:
6. Protection of children
7. Segregation of building works where possible
8. Safe use and storage of any machinery brought onto site
9. Guarding of site and machinery
10. Restricted access to unauthorised persons including children
11. Requirement to use tools etc of a voltage no greater than 110v

The Safe Use of Pesticides

1. Limiting the use of pesticides and where appropriate using environmentally friendly and safer products
2. Safe systems of work are in place to protect employees, users, children public and others.

Electricity at Work

1. Ensure all fixed installations and portable electrical appliances are maintained in a safe condition and have been tested by a competent person.
2. Log any tests on portable appliances.
3. Implementing good cable management

Storage of Flammable Liquids

1. Containing and controlling the amount held in storage
2. Safety and security of storage of flammable liquids

PE & Sports facilities and Activities

1. Equipment and premises – safety of use, written guidance and
2. Supervision of activities
3. Rules for staff and other users of sports equipment and facilities
4. Training of employees

Safe use of Vehicles

The school does not currently own school vehicles. Where we use third party vehicles, refer to relevant field trip/outings risk assessment and documentation.

1. Clearly marked parking bays and areas
2. Ensure that drivers on school business have a valid driving licence for the categories of vehicles concerned.

Safety Signs

1. Displayed on each level of the premises, workplace
2. Are recognised and easy to understand
3. Quality and quantity of signage available

Good Housekeeping

1. Clean and tidy premises
2. Maintenance programmes and procedures in place to deal with repairs etc
3. Immediate clean-up of spills
4. Litter free zone
5. External areas, grounds, play areas and equipment and checked regularly and safe for use promoting and maintain a safe and healthy working environment.

Communication

1. Providing employees with information about their general duties under Health and Safety procedures
2. Discussing with contractors before they start work on site, how they plan to do their job, whether they need the school's equipment to help them, whether they can operate in segregated areas of when the school is closed and if not, what hazards do they create for employees and vice versa.

Training

1. Training employees to enable them to work safely and carry out their health and safety responsibilities.
2. Supervising employees as far as necessary for their safety.

Safety Audits and Inspections

1. Regular checks and inspection of the workplace, appliance, equipment and working methods etc to be carried out by the relevant competent staff.

Fire

The Deputy Head Pastoral has a delegated responsibility for ensuring that fire drills and lock down drills are carried out within the school.

12 WHISTLEBLOWING

If any member of staff has concerns around any aspect of Health & Safety and has tried to resolve the matter through the channels outlined in this policy, they are required to refer to the whistleblowing policy.

13. EMERGENCY NUMBERS

Numbers are detailed below for the emergency services in the area:

Police dial 19

Fire Station dial 15

Hospitals and Emergency dial 15

SIGNED BY: HEAD

Head's Signature *[Handwritten Signature]*

RATIFIED BY: ADVISORY BOARD OF GOVERNORS

Advisory Board Member's Signature *[Handwritten Signature]*

REVIEWED: AUTUMN 2021, AUGUST 2022 NEXT REVIEW DATE: 11 May 2023

