



British Academy
School Marrakech
— Belong Achieve Become —

Health & Safety
BASM 53

BASM 53 HEALTH & SAFETY POLICY

1. STATEMENT OF INTENT

- 1.1 The British Academy School Marrakech (BASM) recognises that, under Moroccan legislation, it has a legal duty, so far as is reasonably practicable, to protect the health and safety (H&S) of its employees, pupils, parents, contractors, and other persons who use the school premises.
- 1.2 The prevention of accidents, injury, or loss is essential to the effective operation of the school and forms part of the school's responsibility for the education and wellbeing of its pupils.
- 1.3 The BSO inspection framework is used as an additional reference point for ensuring compliance and good practice.
- 1.4 This policy should be read in conjunction with the First Aid, Risk Management, Fire and Evacuation, Staff Code of Conduct, Supervision, Educational Visits, Whistleblowing, Visitors policies.
- 1.5 For the purposes of this policy, "staff" includes all employees (full-time and part-time), Advisory Board Members, and volunteers. "Visitors" includes parents, contractors, members of the public, and third-party users of school facilities.

2. AIMS

- 2.1 To provide and maintain a safe and healthy working and learning environment for staff, pupils, visitors, and others affected by the school's activities.
- 2.2 To identify hazards, assess risks, and take all reasonably practicable steps to reduce risks to an acceptable level.
- 2.3 To ensure that staff, pupils, parents, and visitors understand their shared responsibility for health and safety, and that individual conduct contributes to the safety of all, while on school premises or participating in school-sponsored activities.
- 2.4 To comply with all applicable statutory requirements and relevant guidance and recognised codes of practice.

3. MANAGEMENT STRUCTURE

- 3.1 **The proprietor** is responsible for ensuring that appropriate oversight and resources are in place to enable the school to meet its health and safety obligations and that arrangements for monitoring compliance and managing risk are effective, ensuring compliance with all relevant national and local legislation, and where appropriate, adopting best practice guidance, even when the school might not be legally bound to do so.
- 3.2 **The Head of School** is responsible for ensuring that H&S arrangements are implemented effectively across the school; that staff are provided with relevant information and training, about their general

duties under H&S procedures, understand and comply with the relevant policies and procedures; that reporting lines are clearly understood; that H&S considerations are embedded in day-to-day leadership, decision-making, and school practice, The Head of School is also responsible for ensuring this policy is effectively communicated to all staff. To ensure;

3.2.1 The school has an UpToDate, written H&S Policy, which is implemented effectively, regularly reviewed and updated, and is available on the school website and from Reception.

3.2.2 The policy is available to the Proprietor, NE Chair and link Advisory Board member on request.

3.3 **The Bursar** has a delegated responsibility from the proprietor for;

3.3.1 All decisions in relation to major capital investment projects, refurbishment and alteration of school premises, including the appointment of contractors, liaison with relevant external authorities, appropriate insurances etc; the delegation of associated responsibilities.

3.3.2 Ensuring arrangements are in place for the inspection, certification, and safe maintenance of the school's fabric and utilities, including electricity, water supply, lighting, and fire-fighting equipment.

3.3.3 Strategic oversight of H&S relating to catering contracts, canteen premises and equipment, ensuring that appropriate systems, maintenance, compliance, and resources are in place.

3.3.4 Ensuring appropriate, clear, and accessible safety signage is displayed throughout the premises.

3.3.5 The line management of the Assistant Bursar and Operations Manager, in relation to the day-to-day implementation of the H&S policy.

3.4 **The Operations Manager** has a delegated responsibility for day-to-day activities in relation to H&S and risk management, throughout the school including;

3.4.1 Liaison with contractors as directed by the Bursar

3.4.2 Undertaking regular spot checks to identify wear and tear, damage, or emerging hazards, including the external areas, grounds, play equipment.

3.4.3 Responding promptly to H&S concerns raised by staff, pupils, or others.

3.4.4 Ensuring fixed installations and portable electrical appliances are maintained in a safe condition and tested by a competent person and appropriately recorded.

3.4.5 Operational monitoring of catering and canteen H&S arrangements, including routine checks, recording and reporting concerns, and escalating issues in line with school procedures.

3.4.6 Liaison with SLT in relation to arrangements for special school activities and events such as performances and concerts;

3.4.7 Monitoring alarm system and fire-fighting equipment to ensure they remains functional and available;

3.4.8 Overseeing site security arrangements, including perimeter fencing, lighting, access control, CCTV, liaison with security and reception staff in relation to the Visitor Policy.

3.4.9 Ensuring the safe selection, maintenance, and use of work equipment and any school vehicles, including servicing, licence checks, staff instruction, and additional controls where risks are identified.

3.4.10 Ensuring good cable management and the reduction of trip hazards.

3.4.11 Completing regular spot and safety audits, collating and reviewing risk assessments submitted by staff, and maintaining accurate records of accidents, near misses, and dangerous occurrences. Relevant matters to be escalated to the Bursar, Head of School, and Proprietor as appropriate.

3.4.12 Liaison with the School Nurse and Deputy Head (DSL) recognising the link between H&S, First Aid and safeguarding arrangements

3.4.13 Liaising with the Head of School and Bursar to ensure appropriate H&S induction, training and written guidance are in place including role-specific training where required

3.5 **The Assistant Bursar** maintains records of relevant H&S training and medical information (held separately from personnel files) and reports any emerging patterns or significant issues with the Head of School.

3.6 **All Staff must;**

3.6.1 Take reasonable care of their own H&S and that of others who may be affected by their acts or omissions. Where equipment or personal protective equipment (PPE) is provided, it must be used correctly, stored safely, and not misused or interfered with.

3.6.2 Actively promote the health, safety, and welfare of staff, pupils, and visitors, and take reasonable steps to reduce risk.

3.6.3 Be familiar with the requirements of this policy and any other guidance applicable to their role, including within specialist teaching or operational areas.

3.6.4 Ensure that any toxic, hazardous, or highly flammable substances are correctly labelled, used appropriately, and stored safely and securely.

3.6.5 Undertake appropriate H&S training where specific knowledge or competence is required for tasks or activities.

3.6.6 Be familiar with and act in accordance with related school policies and procedures, particularly those relating to the supervision of pupils, first aid arrangements, and the appropriate response to illness, injury, or emergency situations.

3.6.7 Avoid hazardous manual handling activities where possible and, where unavoidable, ensure a risk assessment is completed in advance. Staff must not lift or move heavy items without appropriate training or assistance from the maintenance team.

3.6.8 Carry out regular formal and informal risk assessments and safety checks of their working environment, and report any concerns, accidents, injuries, near misses, hazards, or defects in equipment or school facilities promptly to the Operations Manager. Significant incidents involving violence, aggression, or work-related illness must be reported to the Head of School or Bursar.

3.6.9 Use all work equipment safely and appropriately, in accordance with training and guidance provided.

3.6.10 Failure to comply with this policy constitutes a breach of the Staff Code of Conduct and may result in disciplinary action.

3.6. **Pupils are expected to:**

- 3.6.1. Take reasonable care for their own H&S and that of others, including following school guidance and instructions, health and safety guidance and instructions, particularly in emergencies.
- 3.6.2. Through the PSHE programme, pupils develop age-appropriate understanding of health, safety, and risk enabling them to make safe choices and know when and how to seek help.
- 3.6.3. Report accidents, incidents, near misses, or concerns to a member of staff so that risks can be addressed promptly.

3.7. GOOD HOUSEKEEPING

- 3.7.1. Staff and pupils are expected to maintain neat, orderly, and well-organised workspaces to support good H&S practice.
- 3.7.2. The school will ensure that premises are suitably lit, heated, ventilated, clean, and appropriately equipped, with adequate space, sanitary facilities, and a safe working environment.

3.8. CONTRACTORS

- 3.8.1. Arrangements for contractors are outlined in the Visitor Policy.

3.10 ADVISORY BOARD

- 3.10.1 The NE Chair, link board member and other Advisory Board members offer advice and monitor H&S arrangements as far as is reasonably practicable.

3.11 WHISTLEBLOWING

- 3.11.1 Any member of staff with unresolved H&S safety concerns may contact the NE Chair or proprietor with the whistleblowing policy.

3.12 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

3.12 REVIEW

This policy is subject to annual review. The next scheduled review is **January 2027**