INTERNATIONAL
SCHOOL OF MOROCCO

Health and Safety Policy and Procedures

Ratified: April 2023

Reviewed: April 2024, April 2025, April 2026

Updated: October 2026

Due for Review: October 2027

PART 1: STATEMENT OF INTENT

The International School of Morocco will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under under Moroccan legislation. As a British school, it also follows UK good practice, based on the principles of the Health and Safety at Work etc. Act 1974. This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section. This policy will be brought to the attention of, and issued to, all members of staff and the Proprietors and a reference copy kept on the School's shared network drive in the 'Policies' folder.

This policy statement and the accompanying organisation and arrangements will be reviewed in line with our school's policy document review timetable.

The School, as a British school, comply with legal legislation in Morocco. If any of the articles herewith is in contradiction with the Moroccan legislation, Moroccan legislation will prevail.

PART 2: ORGANISATION

Responsibilities of the Proprietors

The Proprietors have ultimate responsibility for health and safety at the school. They ensure to provide the resources needed to keep the site safe. They are not involved in day-to-day management.

The Director is in charge of the management of health and safety. The Director reports major incidents and significant risks to Proprietors as they arise and as appropriate.

Where required Proprietors will seek specialist advice on health and safety which the establishment may not feel competent to deal with. Where required by Moroccan labour legislation, the school will also establish a health and safety committee.

Responsibilities of the Director

Responsibility for the day-to-day management of health and safety policy and procedures rests with the Director.

The Director has responsibility for:

- Co-operating with a designated Proprietor to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Proprietors any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, and training.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.
- Ensuring the annual health and safety inspection and ensuring that the actions it identifies are completed.

Responsibilities of other staff holding posts of special responsibility

The Office manager will:

- Ensure the day-to-day health and safety management.
- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff are aware of and follow relevant published health and safety guidance

- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff
- Take appropriate action on health, safety and welfare issues referred to them, informing the Director of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility, as set out in Appendix 3.
- Ensure the provision of sufficient information, instruction, training, and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.
- Ensure that the premises, and equipment are maintained in a safe and serviceable condition and report to the Director any unsafe or malfunctioning equipment.
- Maintain the maintenance and health and safety concerns log and the inspection records, and provide the information to the Director.

Responsibilities of employees

Under the Health and Safety at Work Act 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager, using the reporting procedure in Appendix 10.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3: ARRANGEMENTS

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Appendix 1	Risk Assessments
Appendix 2	Offsite visits
Appendix 3	Health and Safety Monitoring and Inspections
Appendix 4	Fire Evacuation and other Emergency Arrangements
Appendix 5	Inspections and maintenance of Emergency Equipment
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APPENDIX 1: RISK ASSESSMENTS

The school's arrangements for risk assessment are set out in full in the separate Risk Assessment Policy, including roles and the authority of the Risk Assessment Coordinator, the scope of risks assessed (including risks to pupils' mental health and wellbeing, supervision and site security), staff training, and review. The summary below should be read alongside that policy. In summary, significant risks are assessed and recorded, approved as set out in that policy, shared with the staff involved and reviewed when circumstances change.

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Office manager and are approved by the Director. These assessments will be reviewed when the work activity changes. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant line manager. Such risk assessments will be reviewed on a regular basis. It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the responsible class teacher using the relevant codes of practice. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into the relevant texts in daily use. All risk assessments must be approved by The Director.

APPENDIX 2: OFFSITE VISITS

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Office Manager, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Director.

APPENDIX 3: HEALTH AND SAFETY MONITORING AND INSPECTIONS

Internal inspections

Health and Safety inspections of the site will be conducted at least once a term by the Office manager, using a single inspection checklist, dividing the site between KS1, KS2 and outside areas. The same checklist covers hazardous areas, play equipment, fire exits and exit routes, fire-fighting equipment and

first aid boxes, so one termly walk-round replaces separate checks. Findings and actions are recorded and shared with the Director.

Annual inspection

A full health and safety inspection of the site will be carried out at least once a year by the Head of Teaching and Learning. The Annual Inspection Lead is not the person who carries out the termly site inspections, so that the annual inspection gives a fresh view. The Director is responsible for arranging this inspection and for ensuring that the actions identified are recorded, assigned and completed within agreed timescales. The inspection report is sent to the Director and the Proprietors. Specialist checks required by Moroccan law or by manufacturers, such as the servicing of fire-fighting equipment, are carried out by competent contractors.

Hazardous areas and play equipment

The Play Equipment and Hazardous Areas Lead oversees the inspection of hazardous areas, including outdoor play equipment, the swimming pool area, plant and boiler rooms, roof access, chemical stores and storage areas.

- Outdoor play equipment is visually checked every day before use by Mr Rachid Ez-Zaggab; this daily check does not need to be written down. A more thorough check is carried out and signed off once a week. Only defects are recorded.
- Hazardous areas are inspected as part of the termly site inspection.
- Fixed play equipment is checked as part of the annual health and safety inspection.
- Any defective equipment is taken out of use immediately, made safe and reported to the Office Manager.

APPENDIX 4: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Director and Head of Teaching and Learning are responsible for ensuring the school's fire risk assessment is undertaken and implemented

Emergency Procedures

Fire and emergency evacuation procedures are detailed in Emergency Invacuation/Evacuation Plan and available in each classroom. These procedures will be reviewed annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills. Evacuation procedures are also made available to all contractors and visitors. Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Fire Drills

See separate Invacuation/Evacuation policy. To account for the turnover of pupils/students, there should be a fire drill at least once a year. Each drill is recorded, including the time taken to evacuate and any issues identified.

APPENDIX 5: INSPECTION AND MAINTENANCE OF EMERGENCY EQUIPMENT

The Office manager is responsible for ensuring that logs are kept up to date and that maintenance is undertaken and recorded.

FIRE FIGHTING EQUIPMENT

All firefighting equipment should be available for use and operational.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the Office manager.

MEANS OF ESCAPE

There will be regular checks for any obstructions on exit routes as part of the termly site inspection, and staff report any obstruction immediately.

APPENDIX 6: FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Outside classrooms on the ground floor and the first floor
- School Office
- School cafeteria

The Office manager is responsible for regularly checking (monthly and termly, as part of the termly site inspection) that the contents of first aid boxes, including mobile kits, are complete and replenished as necessary.

Transport to hospital

Parents or carers will be notified immediately of all major injuries to pupils and will be asked to come to pick up their child or to consent to ambulance transport. Where a first aider considers it necessary, the injured person will be sent directly to hospital by ambulance after notification to parents. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents or carers cannot be contacted in time.

Administration of medicines

All medication will be administered to pupils in accordance with local laws.

The School Nurse is the only staff permitted to administer medication (prescribed or non-prescribed) to any children, and must have written parental consent before doing so as well as a doctor's note. The Office manager can only accept medication after the School Nurse gave her approval, being responsible for checking that all relevant information has been provided by parents or carers prior to administering. Records of administration will be made by Mrs Nadia Aftat, the School Nurse, and will be kept by Mrs Fatima Bdaa, the Office manager.

All non-emergency medication kept in school is securely stored with access strictly controlled by the School Nurse. Under no circumstances will medication be stored in first aid boxes. Emergency medication and devices such as asthma inhalers are always readily available to children. These are kept in the school office and clearly labelled. In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent, emergency services would be contacted and advice sought.

Parents or carers will provide prescribed asthma inhalers, blood glucose testing meters and adrenaline pens.

Individual Health Care Plans (IHCP)

Parents and carers are responsible for providing the school with up-to-date information regarding their child's health care needs and providing appropriate medication. Staff are made aware of any relevant health care needs.

APPENDIX 7: ACCIDENT REPORTING PROCEDURES

Accidents (refer to First Aid Policy)

All pupils accidents and violent incidents, and any near miss that could have caused serious harm, must be reported to the School Nurse and Office Manager and an accident form shall be completed. Pupils accident / incident forms are to be retained for a minimum of 3 years. Parents / carers will be notified immediately of all major injuries.

Recording accidents and near misses

A full accident/incident form is completed for any injury needing more than basic first aid, any head injury, any accident to a member of staff, contractor or visitor, any violent incident, and any near miss that could

have caused serious harm. Forms are entered in the accident log, which is kept and stored securely by the Office Manager. Parents / carers will be notified immediately of all major injuries.

Major incidents and accident investigation

All major incidents will be reported to the Director who will inform the proprietors. Individual parents and carers will be notified immediately of all major injuries as and when required. The Director, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

APPENDIX 8: HEALTH AND SAFETY INFORMATION AND TRAINING

Consultation

Health and Safety issues are the ultimate responsibility of the Proprietors. Action points from meetings are brought forward for review by school management.

All employees will be provided with:

- A copy of and induction training in the requirements of this policy,
- update training in response to any significant change,
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) and refresher training where required.

Any new instructions or restrictions will be communicated to all staff and highlighted as part of the standard cycle of policy review. Training certificates from the EduCare platform or similar serve as the record of online training. Each member of staff is also responsible for drawing the Director's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9: PERSONAL SAFETY AND LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent or threatening behaviour to its staff. Staff will report any such incidents to the Director. The school will work in partnership with the relevant local authority where inappropriate behaviour or individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone. Staff working outside of normal school hours must inform an adult of their expected start and finish times and sign in and out of the school premises. Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible or inform an adult. They should not enter the premises unless they are sure it is safe to do so.

APPENDIX 10: PREMISES AND WORK EQUIPMENT

All staff are required to report to the Office manager any problems found with plant or equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal. The Office manager is responsible for ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment is restricted to those users who are authorised or have received specific training as detailed in the ladder register.

Reporting maintenance and health and safety concerns

Staff report maintenance and health and safety concerns by emailing the Office manager. Pupils, visitors and contractors may report concerns to any member of staff, who will email them in the same way.

- Urgent hazards must also be reported in person to the Office manager, Head of Teaching and Learning or the Director immediately, and the area made safe or cordoned off in the meantime.
- The Office manager logs every concern, assigns a priority and records the action taken and the date it was completed.
- The Director reviews the log at least termly.
- Staff who raise a concern will be told what action has been taken.

Planned maintenance and inspection

Regular inspection and testing of school plant and equipment is conducted and recorded.

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables, and electrical equipment prior to use. Defective equipment will be reported to the Office Manager. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorization.

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects as set out in Appendix 3.

APPENDIX 11: FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, hazardous substances (for example cleaning chemicals, art and science materials).

The Office Manager shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Office Manager is responsible for ensuring that risk assessments and safety data sheets for hazardous substances are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc).

APPENDIX 12: CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety guidance and good practice. All contractors must report to the School Office. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements. The Office manager is responsible for monitoring areas where the contractor's work.

School managed projects

The Moroccan Construction Regulations applies to all building, demolition, repair and maintenance or refurbishment work. Where the school undertakes projects directly, the Proprietors' representative is considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Director unless it is decided that external expertise is required on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site. Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

APPENDIX 13: WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height. Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc. Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders. Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals role.

The school nominated person responsible for work at height is Mr Rachid Ez-Zaggab, the Work at Height Lead.

The nominated person shall ensure:

- all work at height is properly planned and organised,
- the use of access equipment is restricted to authorised users,
- all those involved in work at height are trained and competent to do so,
- the risks from working at height are assessed and appropriate equipment selected,
- a register of access equipment is maintained and all equipment is regularly inspected and maintained and
- any risks from fragile surfaces is properly controlled.

APPENDIX 14: LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques. Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely. Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Office Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

APPENDIX 15: LETTINGS AND SHARED USE OF PREMISES

Lettings are managed by the Office manager.

APPENDIX 16: SCHOOL SWIMMING

Primary school swimming in public pools.

These will be planned as an offsite visit in line with the schools policy.

The school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil and swimming teacher ratios;
- Rescue and lifeguard provision provided;

The Head of Teaching and Learning will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

APPENDIX 17: CCTV

The school operates CCTV in entrance gates, playgrounds, cafeteria, administration offices and hallways for the safety and security of pupils, staff and visitors and the protection of school property. Cameras are not placed in toilets, changing areas or other places where privacy is expected.

- The CCTV System Lead, Mr Rachid Ez-Zaggab, oversees the system and is responsible for its maintenance, security and day-to-day operation.
- Access to live and recorded footage is restricted to the Director and the CCTV System Lead. Footage is only viewed for a legitimate safety, safeguarding or security reason. A log is kept only when recorded footage is reviewed for an incident or shared with someone.
- Recordings are kept securely for 2 days and then automatically overwritten, unless they are needed for an investigation.
- Signs are displayed wherever cameras are in operation.
- Requests to view or disclose footage are referred to the Director.
- The system is operated in line with Moroccan data protection law (Law 09-08), including any declaration or authorisation required by the CNDP.