EVEREST SCHOOL

EV-S.1624

Health and Safety Policy

December 2025

EVEREST
SCHOOL

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The Health and Safety Policy of Everest Schools (EV-S) aims to ensure a safe and healthy school environment for all members of the educational community, including students, staff, and visitors. It emphasizes both collective and individual responsibility in risk management, with regular assessments, ongoing training, and preventive measures.

The main objectives are to ensure the safety of buildings, equipment, and activities, to comply with safety laws, to share responsibility among all school stakeholders, and to maintain continuous monitoring of the policy.

The safety management is based on a well-defined structure: the Chair of the School Board approves the policy, and the Headteacher oversees its daily implementation with the help of committees. Staff members receive regular training to stay informed about risks.

The policy also includes risk assessments for all activities, specific measures for high-risk areas, and emergency procedures to handle various situations. The policy is regularly reviewed to ensure its effectiveness and adaptation to legal and practical developments.

In summary, EV-S's Health and Safety Policy is part of a shared safety approach, continuous evaluation, and training, aimed at providing a secure and healthy educational environment for all.

1. Objective

The health and safety of all students, staff members, and visitors at Everest Schools are of utmost importance. This policy aims to ensure a safe, healthy, and conducive learning environment that supports success while complying with both local and international safety standards.

Policy Objectives :

1. **Preventing Risks:** The priority is to prevent all accidents, injuries, and illnesses that may occur within the school community by taking a proactive approach to risk management.
2. **Identifying and Managing Risks:** Implementing strong practices to identify, assess, and reduce risks associated with school activities, ensuring the safety of all school members.
3. **Training and Awareness:** Providing continuous training to all staff members and raising awareness among students about good health and safety practices to maintain a high level of vigilance and preparedness.
4. **Legal Compliance:** Strictly adhering to Moroccan laws and British guidelines related to health and safety, ensuring the legality and relevance of the practices implemented.
5. **Achieving Strategic Goals Safely:** Ensuring that Everest Schools' (EV-S) strategic objectives are achieved securely while minimizing risks as much as possible.
6. **Activity Planning:** Each activity, whether daily or occasional, must be carefully planned, anticipating all potential risks and implementing measures to prevent or reduce them.
7. **Safe and Healthy Environment:** Ensuring the creation and maintenance of a secure and healthy environment, not only for students but also for parents, staff, volunteers, service providers, and the public in general.
8. **Maintenance of Equipment:** Providing facilities and equipment that are regularly maintained and inspected to ensure their safety at all times.

9. **Managing Hazardous Substances:** Implementing strict procedures for the safe use, storage, and handling of hazardous substances, ensuring that risks are minimized.
10. **Clear Communication and Supervision:** Providing accurate information and clear instructions to all staff and volunteers, and ensuring they are properly supervised to work safely.
11. **Competence and Training of Staff:** Ensuring that all employees and volunteers have the necessary skills to perform their tasks safely, and providing adequate training when needed.
12. **Ongoing Prevention:** Implementing continuous measures to prevent accidents and illnesses by regularly evaluating practices and work situations.
13. **Staff Consultation:** Involving employees in discussions about their safety and health to ensure all concerns are appropriately addressed.
14. **Regular Review of the Policy:** The health and safety policy will be regularly re-evaluated and updated to ensure its effectiveness and compliance with best practices and legal requirements.

2. Health and Safety Responsibilities

The management of health and safety within the school relies on the collaboration of all members of the school community, each with specific responsibilities.

Governing Body

The Governing Body has overall responsibility for ensuring that effective health and safety arrangements are in place at Everest International School. Governors work with senior leaders to establish, monitor and review health and safety policies, procedures and risk assessments, ensuring that statutory duties are met and that the school provides a safe and secure environment for pupils, staff and visitors. The Governing Body receives regular reports on health and safety matters and supports a culture of vigilance, accountability and continuous improvement across the school.

School Management:

The management is responsible for the development, implementation, and review of the health and safety policy. They oversee risk assessments, ensure the necessary corrective measures are implemented, and designate a health and safety coordinator to manage protocols and emergency situations.

Teachers and Staff:

Teachers and staff must ensure a safe working environment for students and colleagues. They are required to immediately report any incidents, hazards, or security issues to the health and safety coordinator and actively participate in mandatory health and safety training.

Students:

Students must follow safety instructions to ensure their own safety and that of others. They must also report any hazards or incidents to the responsible adults.

Parents: Parents support the school's policies by following health-related guidelines (such as those for contagious diseases, medical authorizations, etc.) and informing the school of their children's specific health needs.

Specific Responsibilities:

All staff members, whether teaching or non-teaching, are responsible for safety during school activities, both on-site and off-site. Each designated responsible person must carry out risk assessments for activities in their area, inform the management of any significant hazards, and report any violations of safety protocols. In case of extended absence, a replacement must be arranged. Furthermore, any serious danger, incident, or accident must be reported to the Head of School. It is also the responsibility of each member to ensure compliance with regulations, especially regarding hazardous substances and fire safety.

Safety Culture:

A positive safety culture is based on the cooperation of all. Everyone must take care of their own safety and that of others by reporting risks and following safety measures. Although some areas present higher risks, additional guidelines are provided to ensure an optimal level of safety.

Personal Responsibility:

All employees, students, and visitors must exercise caution and adhere to the school's health and safety policy requirements. Visitors' hosts must ensure that they follow these rules. Additionally, each individual must immediately report any dangerous situation, familiarize themselves with safety equipment, and follow evacuation procedures. In case of doubt, anyone concerned should consult their key stage leader, the maintenance manager, or the Head of School for clarification.

3. Risk Assessment and Management

The risks associated with activities, facilities, equipment, and school outings are regularly assessed to identify and reduce hazards. Before any school activity, a pre-activity inspection of external locations is conducted to ensure their safety.

School facilities (classrooms, sports fields, common areas) are also subject to periodic inspections to ensure they comply with safety standards. When planning activities, all Everest Schools (EV-S) staff ensure that significant and foreseeable risks are eliminated or reduced to an acceptable level. These risk assessments are dated and submitted to the Headteacher for approval before the activity takes place.

Based on the assessments, management decisions are made in consultation with the responsible staff to ensure the safety of each task. If internal expertise is insufficient to ensure an adequate level of safety, an external authority or health and safety service provider may be consulted to provide professional expertise.

Health and Safety Checks

Health and safety checks at Everest International School are carried out on a regular and systematic basis to ensure a safe learning and working environment. Daily visual checks are undertaken by staff, with more formal weekly and termly inspections conducted by the Maintenance Manager and senior leadership team. Risk assessments and health and safety procedures are reviewed regularly, and any concerns identified are recorded, reported and addressed promptly. Governors receive updates on health and safety matters as part of their monitoring role.

Safe Storage of Cleaning Materials and Chemicals

All cleaning materials and chemicals at Everest International School are stored safely and securely to prevent unauthorised access. Hazardous substances are kept in clearly labelled, locked cupboards or

designated storage areas, away from pupils and food preparation areas. Staff responsible for cleaning and maintenance are trained in the safe handling, storage and use of chemicals, and appropriate safety data and procedures are followed at all times to minimise risk and ensure a safe school environment.

Oversight of CCTV

CCTV systems at Everest International School are used to support the safety and security of pupils, staff and visitors. The oversight and management of CCTV is the responsibility of governors and Headteacher, who ensure that systems are operated appropriately, footage is stored securely, and access is strictly controlled. CCTV is monitored and reviewed in line with data protection and safeguarding requirements, and footage is only accessed for legitimate purposes such as health and safety, security or safeguarding concerns.

4. First Aid and Medical Care

First aid is essential to ensure the safety of students, staff, and visitors. It allows for a quick response in case of an emergency and provides the necessary care before professional emergency services arrive.

- **Medical Room**: The school has a medical room equipped with a medical bed, a cabinet containing first aid supplies, a wheelchair, a sink.
- **Preparation and Training**: Five members of our staff have been trained in first aid by specialized agents from the Red Crescent. The administration keeps a medical file for students.
- **Accident and Emergency Management**: Common accidents include falls, cuts, burns, and allergic reactions. First aid includes cleaning wounds, applying dressings, and, in case of emergency, managing severe situations such as asthma attacks or poisoning.
- **Management of Medical Emergencies**: In the event of a severe emergency, we contact ambulance service or hospitals partnered with our insurance provider to arrange hospitalization for the affected individuals.
- **Prevention and Awareness**: Students must be made aware of safety, know the basic rules, and understand how to use safety equipment. The school must also have an evacuation plan in case of fire or other emergencies.
- **Specific Medical Needs**: Students with specific medical needs (such as allergies, diabetes, asthma, etc.) have a personalized management plan.

5. Hygiene and Health Prevention

- **Cleaning and Disinfection**: Classrooms, restrooms, and common areas are cleaned daily according to strict protocols.
- **Disease Control**: Any suspicion of a contagious illness is immediately addressed, including isolating the affected student or staff member and communicating with the parents.
- **Student Awareness**: Educational programs on personal hygiene and disease prevention are integrated into the curriculum.

6. Training and Awareness

- **Staff Training**: All staff members participate in regular training on health and safety protocols, including first aid, emergency management, and fire safety.
- **Student Education**: Students are trained on good practices for personal and collective safety, as well as how to respond in emergencies.

7. Incident Reporting and Tracking

- **All incidents** (accidents, injuries, medical issues, or security problems) must be reported to the administration.
- **An incident log** is maintained, and preventive measures are implemented to avoid recurrence.

8. Communication with the School Community

- **Regular updates on health and safety protocols**

  Kinderpedia platform for smooth dissemination

  - ✓ **Centralized access to information**: The Kinderpedia and website platform serves as a centralized access point for all school-related information, including health and safety details. Parents can easily check updates, verify emergency procedures, and access important documents, such as incident reports or risk assessments.
  - ✓ **Instant notifications**: Urgent or critical updates, such as health alerts (e.g., epidemics or security incidents), are sent directly to parents via notifications on the platform. This enables a quick response and more effective management of emergency situations.

- **Feedback to improve practices**

  Collection of feedback from parents

  - ✓ **Consultation meetings**: Regular meetings are held to discuss health and safety protocols, parents' concerns, and suggestions.
  - ✓ **Anonymous suggestion system**: An anonymous suggestion system is available for staff to share concerns or ideas without fear of retaliation.
  - ✓ **Analysis of feedback**: Feedback received from parents and staff is carefully analyzed by the administration in collaboration with domain experts. Based on this feedback, health and safety protocols may be adjusted to improve existing practices.

• Reviewed by Rachel Lloyd Headteacher	Date of Review 17/12/2025	Signature 
Reviewed by Governing Body	17/12/2025	