



HEALTH AND SAFETY POLICY- EVACUATION MAPS/PROCEDURES

2025 - 2027

REVIEW DATE	31/03/2025
NEXT REVIEW	30/03/2027

BCA HEALTH & SAFETY POLICY STATEMENT

This policy has been written by **BRITISH CAMPUS ALGERIA**, and we believe that the health and safety of people within our school is of great importance, and will always remain our top priority. A comprehensive Health and Safety policy is essential for ensuring a secure and supportive environment for our students first, hence; it reflects our principles, vision, and our obligations- ‘Safe & Sound, Healthy & Strongly; Then Let’s Learn’. Such a policy outlines our commitment to health and safety, defines responsibilities, lists involved members; as well as establishes procedures to manage risks effectively and efficiently. BCA policy outlines both preventive and corrective measures that it needs to continuously implement and monitor for one vital reason: Assure the safety of all, and make it a safer place in all situations. At BCA, we accept that health, safety and well-being include mental and emotional, besides physical health; and all our school’s activities must be an integral part of all. Also, our policy includes all stakeholders, and we expect from them full cooperation, collaboration, and compliance, practice reasonable care; as well as carry their duties and responsibilities to the highest standards. BCA also provides adequate resources to implement and monitor this policy, while engaging both internal and external agencies.

BCA- HEALTH & SAFETY PRINCIPLES

At BC Algeria, we are professionally and fully committed to prioritizing the health and safety of all individuals within our school. Recognizing the supreme importance of maintaining a safe and healthy environment, we strive to meet and exceed the highest standards of health and safety across all our daily activities within our premises. Therefore, health and safety are core values that underpin every decision and any action we take. We also assure that a healthy and safe workplace must be provided for all our employees including staff, parents, visitors, guests, contractors... While our staff health and safety is that of individuals’ vigilance and responsibilities; we continue and will:

- Eliminate both direct and indirect danger/hazards, risks, incidents, accidents...
- Plan both preventive and corrective measures, and worst-case scenarios all the times
- Put systems, guidelines, procedures, policies, training in place; and communicate to all stakeholders
- And more importantly, plan our off-guard total readiness to face any unforeseeable event/s, incident/s...

In addition, we provide all the needed information and details, request full compliance, and integrate both health and safety matters in our teaching and learning, awareness campaigns, and projects. BCA leaders always ensure that adequate resources are identified to manage health and safety within the school, while providing the necessary tools and the know-how. Also, they implement all guidelines and procedures, and keep monitoring, supporting, guiding, and training our staff to facilitate their duties and responsibilities.

OUR GUIDING PRINCIPLES LEAD TO KEY OBJECTIVES

We are, and we will always fully commit ourselves to:

- Providing a healthy and secure workplace
- Complying with all relevant laws nationally and internationally
- Abiding by all international health and safety standards
- Adopting and adapting the best practices
- Identifying and assessing potential risks/hazards, while concentrating on risk-assessment strategies
- Minimizing, if not completely eliminating incidents/accidents
- Promoting health and safety awareness campaigns within our premises
- Equipping our staff with the necessary set of skills to perform their tasks safely, while maintaining their health
- Developing and implementing rigid emergency plans to assure effective responses to any case/s
- Fostering a culture of health and safety, and aligned mindsets
- Communicating our health and safety targets and objectives, while task-delegating
- Encouraging and supporting staff to report in a very transparent way any risks, concerns, incidents, cases...
- Planning, communicating and executing both preventive and corrective measures
- Consulting all our employees, and monitoring their health and safety
- Inspiring all staff to fully participate in the identification and readiness to any scenario/s

BCA STAFF- ROLES/RESPONSIBILITIES & CONTRIBUTIONS

At BCA, everyone is involved in this policy, as it affects us somehow, someday, somewhere, and includes all stakeholders; whom must act in accordance to all health and safety regulations and guidelines.

Our staff and leaders must lead by example, therefore; we:

- All contribute differently and uniquely, and consider Health and Safety as a collective responsibility
- Set realistic goals, monitor and review for improvement
- Continuously make health and safety theme a visible one, by communicating, displaying, scheduling... all related activities
- Always hold ourselves responsible for health and safety of all
- Instill a healthy and safety culture at all levels, while engaging all stakeholders
- Recognize that the minimization of all work-related accidents, is a major contribution to the quality and efficiency of the school's performance
- Review all aspects of health, safety and wellbeing policy on an annual basis

It is vital not only to involve, but to engage all our stakeholders, when it comes to health and safety. We include school management (Headmaster and Board of Trustees), Health & Safety committee (staff members and school's doctor or nurse), both academic and non-academic staff, students, parents and legal guardians; as well as others (visitors, guests, contractors...)

WE EMBRACE & IMPLEMENT THE PDCA MODEL

We at BCA, embrace the PDCA (Plan, Do, Check & Act) model for minimizing risks, maximizing health and safety performance; and set a clear vision to all. Whatever the circumstances, we consistently self-reflect and review; while we:

- Plan: Set the direction for effective health and safety management
- Do: introduce management systems and practices that ensure risks are dealt with immediately, and timely
- Check: Constantly monitor and report
- Act: Review of health and safety performance

BCA STAFF TRAINING, ENGAGEMENT & CONTRIBUTIONS

A training needs analysis will be undertaken by the HR department as well as the school's leadership team/committee to identify any compulsory health and safety training required for members of staff – this will be reviewed periodically and at the start of each academic year. All members of staff will receive a health and safety induction when they commence employment at the school, and will include all essential practices and procedures.

Health and Safety committee's leaders and members must:

- Inform staff of any changes in the policy
- In collaboration with the HR Manager, assess the training requirements of the staff and integrate those needs onto the school financial plan as necessary
- Evaluate the training needs of new members of staff
- Request all staff to provide 3 months' notice if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid...

WHAT WE DO AT BCA? - RISK ASSESSMENT & EMERGENCY PROCEDURES

At BCA, we classify emergency procedures in different categories, and it includes: fire safety, first aid, medical emergencies (allergies, asthma...), outbreaks & quarantines, natural disasters (earthquakes, floods...), basic health and routine hygiene, (water purity, cleaning, disinfecting...), safeguarding and child protection...By integrating and executing the following procedures, BCA creates a structured approach to health and safety management; and therefore, all will lead to our students' academic growth and success. Therefore, we constantly:

- Conduct needs-analysis regarding historical hazards or risks (Previously)
- Carry frequent audit, visual and physical risk assessment in most-used areas such as classrooms, playground, gates, ECAs, field trips' locations...
- Address and communicate potential risks to all involved parties
- Conduct regular fire drills and evacuation plans; while setting better records
- Provide first-aid training, procedures, and designated leaders
- Check routinely all fire extinguishers expiry dates, exits and facilities' conditions
- Plan for medical evacuations/emergencies in case of natural disasters, outbreaks, quarantines, floods...
- Monitor the entire school's cleanness and sanitation standards
- Display healthy living posters, basic hygiene activities...especially in the canteen, classrooms, corridors, and visible area
- Request and monitor visitors' log and identify 'No Go Zone/s'

- Fully implement and review our safeguarding and child protection policy for better impact
- Integrate healthy and safe living themes in the curriculum and teaching/learning (Health Education)
- Implement an easy and staff-friendly reporting system (accidents, near misses, health concerns...)
- Encourage swift reporting to address any concern or risk
- Encourage all students and staff healthy lifestyles by selecting the right menus in school's cafeterias, schedule more non-academic/physical activities; and expose school's facilities to students and staff to use freely after schools' days
- Monitor the usage of all digital equipment/tools; and limit the usage to the educational outcomes only
- Invite guest speakers specialized in the field, and involve the external agencies for support
- Take preventive measures in case of food poisoning by conducting bacteria culture and testing samples at the canteen, if necessary
- Check all labs' resources and includes chemicals and equipment
- Set clear cybersecurity measures in general for digital safety
- Build programs, lectures, seminars... and address all stakeholders mental well-being
- Integrate partially or fully a suitable SEL/Social and Emotional Learning in learning
- Maintain all risk-assessment detailed records, and review them quarterly
- Provide first aid kits in strategic locations throughout BCA, and replenish our stock; whenever needed
- Supply BCA with a clear signage

APPROVAL & REVIEW

BCA is professionally committed to continuously protect, plan and execute this policy, ensure compliance from all BCA parties, and make positive changes; whenever necessary, as well as involving and engaging all relevant laws, governmental regulations or legislation.

This policy will be reviewed and evaluated every two years, and within the frameworks of BCA. At BCA, we support the practice of conducting quarterly audits to evaluate the level of compliance, strengths, and identify areas for improvement. Once completed, then a feasible plan of action with fixed targets can be designed, implemented and monitored continuously.

This policy has been approved and endorsed by BCA leadership, and endorsed by BCA Board of Trustees. We highly expect all BCA stakeholders to adhere to its provisions, honor its terms, contribute to their utmost; work as a team; and make this policy a great success