

HEALTH AND SAFETY POLICY

2025-2026

1. PURPOSE

Concordia School Paris is committed to providing and maintaining an environment that ensures the **health, safety, and welfare** of all staff, pupils, parents, and authorised visitors. Health and Safety is at the heart of our daily practice, with the aim of preventing accidents, injuries, and illness across the school community.

2. SCOPE

This policy applies to:

- All staff (teaching and non-teaching)
- All pupils
- Parents and authorised visitors
- Contractors and third parties operating on the school premises

3. Principles

To maintain the highest standards of safety, Concordia will:

- Comply with all **relevant French legislation** and safety standards (ERP4 classification).
- Ensure the **school premises and equipment** are safe and maintained to prevent risks.
- Conduct regular **risk assessments** for classrooms, laboratories, playgrounds, and school trips.
- Provide **training, information, and supervision** so staff can carry out duties safely.
- Establish clear procedures for **fire, evacuation, and lockdown drills**.
- Ensure qualified **First Aiders** are present on site at all times.
- Record and report all **accidents, incidents, and near-misses** systematically.

4. ROLES AND RESPONSIBILITIES

- **President & Head of School:** Overall accountability for health and safety.
- **Senior Leadership Team (SLT):** Implementation of policy, monitoring, staff training.
- **All Staff:** Duty to follow procedures, report hazards, and model safe behaviour.
- **Pupils:** Expected to respect health and safety rules and follow staff instructions.
- **Parents & Visitors:** Must respect and comply with school safety procedures.

5. FIRST AID

- First Aid will only be administered by **qualified staff**, except in emergencies.
- All First Aid treatment is recorded in the **Incident Report Log**.
- Parents are notified at the earliest opportunity following any incident.
- Emergency services are contacted immediately when necessary.

6. FIRE AND EMERGENCY PROCEDURES

- **Fire exits and evacuation routes** are clearly marked and kept unobstructed.
- **Fire drills** are conducted at least once per term.
- **Emergency and evacuation procedures** are displayed in every classroom and common area.

7. RISK ASSESSMENTS

- All school trips, outings, and extracurricular activities must have a **written risk assessment**.
- High-risk activities (science experiments, sports events) require **enhanced supervision ratios**.
- Risk assessments are reviewed and updated regularly.

8. MONITORING AND REVIEW

- Health and safety procedures are reviewed **annually** by the SLT and Board.
- All incidents and near-misses are analysed to inform improvements.
- Staff, pupil, and parent feedback is welcomed to strengthen our health and safety culture.