



## Health & Safety Policy – Version 3.1

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| Policy Title:          | Health & Safety   |
| Effective Date:        | 01 April 2019   |
| Scheduled Review Date: | 01 April 2021   |
| Supersedes:            | version 2.1   |
| Approved By:           | Chairman of the board<br>Chief Executive Officer<br>VP Health, Safety & Environment |

### 1. Purpose

- 1.1 GEMS Education acknowledges and accepts that the health, safety and welfare of all students, staff, parents and service providers as being of paramount importance. In order to deliver best in class health and safety standards within all GEMS schools, the organisation has developed a robust and compliant health and safety management system.
- 1.2 The health and safety policy will be communicated to all GEMS employees and will be available for any other relevant stakeholders.
- 1.3 The following health and safety policy defines GEMS commitment to achieving health and safety excellence.

### 2. Scope

- 2.1 The scope of the policy covers all GEMS schools and their subsequent employees, students, parents and service providers

### 3. Policy objectives

- 3.1 To ensure the company's commitment to health and safety.
- 3.2 To ensure, so far as reasonably practicable, the health, safety and welfare of all employees, students, parents, contractors and persons visiting our premises.
- 3.3 To reduce the total number of accidents and ensure the prevention of injury and ill health to all employees, students, parents, contractors and persons visiting our premises.
- 3.4 To protect the company from any potential legal claims.

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### **3.5 Ensure compliance with both local laws and relevant legislation and industry best practice.**

#### **4. To meet the objectives management will**

- 4.1 Establish a robust health and safety culture that is prominent throughout GEMS Education.
- 4.2 Ensure the company's commitment to health and safety is driven by top level management.
- 4.3 Empower employees by providing suitable information, instruction and training to allow them to perform their roles safely.
- 4.4 Ensure that the health and safety management system is continually improved.
- 4.5 Ensure that health and safety performance is continually monitored and improved upon.
- 4.6 Implement and maintain a procedure for on-going hazard identification, risk assessment and the determination of necessary hierarchal controls.
- 4.7 Communicate and consult with employees and stakeholders on health and safety matters.
- 4.8 Ensure that measurable health & safety related KPI's are established and continuously monitored.

#### **5. Responsibilities**

- 5.1 Ultimate responsibility for health and safety rests with the GEMS Education board chairman.
- 5.2 The Chief Executive Officer has a responsibility for allocating adequate operational resources and finances to support the organisations commitment to continuous safety improvement.
- 5.3 Principals have a specific responsibility for ensuring the implementation of the health and safety policy into their respective schools.
- 5.4 Principals have a responsibility to ensure suitable emergency exercises are carried out at regular intervals throughout the year. The frequency of the exercises must comply with GEMS emergency procedures and local legislation.
- 5.5 The Vice President Health, Safety and Environment (HSE) is responsible for establishing and monitoring the health and safety strategy for GEMS Education.
- 5.6 The Vice President Health, Safety and Environment (HSE) is responsible for providing timely health and safety support and guidance to all relevant persons.

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- 5.7 The Manager of School Operations (MSO) has a responsibility for ensuring suitable workplace health, safety and fire inspections are conducted at regular intervals and that issues identified during such inspections are actioned in a timely manner.
- 5.8 The Manager of School Operations is responsible for ensuring the on-going maintenance and monitoring of fire and life safety systems is carried out in line with GEMS procedures.
- 5.9 All employees have the responsibility to protect their own health, safety and wellbeing and that of those who may be affected by their acts or omissions.
- 5.10 All contractors and service providers are responsible for ensuring that they comply with GEMS Education health and safety policies and procedures. Moreover, they are responsible for monitoring their own health and safety performance and that of their employees and sub-contractors.
- 5.11 Further specific responsibilities are defined within the health and safety responsibilities section of the health and safety manual.

**6. References**

- 6.1 GEMS Education health and safety management system IMS 2018
- 6.2 ISO 45001

Signed: Chairman of the board.......... Date: 3/4/2019

Signed: Chief Executive Officer.......... Date: .....

Signed: VP Health, Safety & Environment.......... Date: 4/4/2019

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