

# HEALTH AND SAFETY POLICY

## **General Statement**

Students, Staff and all adults attached to the school are entitled to a safe and healthy environment in which to work and learn.

Visitors and parents must be provided with the same assurance.

Everyone who works or learns in the school, or visits a school site, must develop an awareness for safe and unsafe surroundings.

The School has an official Health and Safety committee which meets every two months to discuss actions taken by the School to prevent risks.

The committee is made up of:

## **Health and Safety Officers**

Pedro Perera, President of the committee and Health and Safety Officer for the Trinity site and Monica Socas, Secretary and Health and Safety Officer for the Yeoward (la Luz) site

Directors of the School, Samantha Horsley-Lloyd, Academic Director and Elizabeth Echandi Eastman, Financial Manager and Union representatives Anita Pestana and Vicky Farrington.

There are two outside agencies also involved in Health and Safety at the School, Previmac, a company that specialises in risk prevention and an outside Health and Safety Agency, GES-EMER (Gestion de Emergencia) who responsibility it is to draw up school evacuation plans.

**The School Financial Manager** must ensure that the following criteria are met:

1. Maintain a safe environment for students, staff and visitors;
2. Maintain the buildings, equipment and grounds to a satisfactory standard;
3. Ensure all kitchen and cleaning staff are adequately informed, instructed and trained prior to using any machinery, equipment or substances.

**The Academic Director** should ensure that the following criteria are met:

1. Establish and maintain safe working practices for staff and students;
2. Provide safety rules and procedures;
3. Record accidents and dangerous occurrences;

4.Ensure there are clear lines of communication within the school.

The Academic Director and/or Financial Manager may delegate some or any of their responsibilities to other school leaders.

The Academic Director and/or the Financial Manager may take action to resolve Health, Safety and Welfare issues without referral to the sub-committee when an immediate solution is required. They will inform the Health and Safety committee at a later date.

## **Safety Rules**

### **All Staff must:**

- Take reasonable care and be responsible for their own actions;
- Report any accidents, hazards, malfunctions or potential dangers;
- Understand and follow all safety instructions and school safety procedures;
- Stop any practice or use of any equipment which is unsafe;
- Be sensibly and safely dressed (see Staff Handbook);
- Avoid improvisation which could create unnecessary risks;
- When doing displays staff should not stand on tables or chairs, they should use the steps provided. (In Primary the steps are in Miss Noon's office, in Secondary they are in the cleaning cupboard). Please return the steps to their allocated place after using;
- Maintain tools and equipment in good condition;
- Attend relevant courses.

As the school is divided between 2 sites, which are very different in design and layout, each site has its own **Emergency Plan drawn up by GES-EMER (Gestion de Emergencia)**

- Each classroom should have the main point of the plan posted up on the room wall. The Health and Safety Officer on site is responsible for organising this.
- Each site must have proper safety equipment.
- Each site should have a member of staff trained in First Aid procedures.
- Each site must carry out an Evacuation Drill at least once a term.
- Staff should not be informed of the date of drills so that this is as realistic as possible.

- Each office should have a list of instructions posted for secretaries to act upon in case of an emergency.
- Protection Civil should be notified of dates of drills.

## **ILLNESS**

If a Primary student takes ill during the school day, the class teacher should report this to the Head of Primary who will decide if the student should be sent home or allowed some time out of class to see if they feel better. The Head of Primary will contact the school secretary to inform parents if the student is to be sent home. The student should wait in the sick room opposite the Head's office until collected by parents.

If a Key Stage 3 or 4 student takes ill, the subject teacher should send the student to Mr. Arthur who will decide if the student should be sent home or not. Mr. Arthur will contact the school secretary to inform parents if the student is to be sent home. The student should wait in the sick room, under supervision of the cover teacher, until collected by parents. Mr. Arthur will inform the student's tutor of his decision.

**Teachers should not administer medication unless parents have given their explicate consent in writing.**

## **ACCIDENTS**

Any minor accident which occurs during school hours should be reported immediately to the Head of the KEY STAGE concerned. The Head will decide if parents should be contacted to inform them or if they should be informed at the end of the school day.

The Head of Key Stage should write up a report with the teacher who observed the accident. Both members of staff must sign the report and a copy should be sent to the Head of the School. If the accident is as a result of faulty equipment or dangerous facilities, then a copy must also be sent to the Financial Manager and Health and Safety officer of the site.

The information about accidents should be discussed in H&S Committee meetings so any action required can be discussed.

**All head injuries should be reported to parents immediately.**

If a **serious accident** occurs on the **Trinity or Yeoward** site, the teacher or adult present must send 2 students to the school office immediately. The school secretary must phone for an ambulance. 2 students should also be sent to find the nearest adult. They should be told to deliver the message "FIRST AID HELP NEEDED IN....." The teacher who receives this message should send an adult to help with the incident and should then find the Designated First Aider and send them to help. If the Designated First Aider is in class or supervising students, then the first teacher must take over from him/her.

**Dr Marian Waugh** is the Trinity site's Designated First Aider and **Emma Simmonds** the Yeoward (La Luz) First Aider,

If a **serious accident** occurs at the Yeoward site (La Luz) then the teacher present will need to ring the school bell continuously until help arrives then follow the procedure above.

The Academic Director should be informed as soon as possible about the accident.

- The Head of the Key Stage must investigate the incident thoroughly and send a copy of the report to the Head of the School. If the accident is as a result of faulty equipment or dangerous facilities, then a copy must also be sent to the Financial Manager and Health and Safety Officer of the site.

## **BREAK AND LUNCH TIMES**

- No student must be left in a classroom unsupervised.
- Teachers should be on time for their duty.
- If a teacher is unable to do a duty, they must swap with another member of staff who should be given sufficient warning so that they can arrive on time for the duty.
- Teachers should walk around the playground observing students.
- Teachers should not eat their lunch while on duty.
- Teachers should not take hot drinks to the playground.
- Teachers should not use their mobile phones while on duty.
- Teachers should be vigilant at all times and not distracted by conversations with colleagues.
- Teachers should not allow dangerous behaviour.
- Teachers should ring the bell 2 minutes before the end of playtime.
- Students should be made to line up and leave the playground in an orderly manner.
- Teachers should not leave the playground until every student has left.

- Teachers should report any incident of misbehaviour to the Head of the Key Stage who will decide what action should be taken.
- Teachers must write up a report of any accidents which occur while they are on duty.
- Primary teachers not on duty should go directly to the playground when the bell rings and collect their class.

## **DURING CLASS TIME**

Two students should never be allowed out of the classroom at the same time.

- Teachers should never leave a class unattended.
- Teachers should never use their mobiles during class time.
- Teachers should ensure that the classroom environment is safe for students.
- Teachers should not take hot drinks into the classroom.
- Teachers must not ask students to stand on chairs or desks to alter wall displays, open windows, adjust window blinds or operate projectors.

The following staff are trained in the use of the **Defibrillators** located at each site:

### **Trinity site**

Marcos Gonzalez

Marian Waugh

Pedro Perera

### **Yeoward (La Luz) site**

Vicky Farrington

Jenni Garnett

Emma Simmonds

Leoni Simmonds

To be reviewed September 2023