



## **Health and Safety Policy**

### **1. Introduction**

Baleares International College is committed to a thorough and practical approach to Health and Safety and welfare related issues. All reasonable steps are taken to minimise avoidable risks, however, we cannot eliminate all hazards – and would not wish to as this would deprive the students of important lessons in personal risk evaluation.

The school's working practices generally exceed the known requirements of the Health and Safety At Work Act (Ley 31/1995) and all other relevant legislation. These include guidance to ensure:

- a safe and healthy teaching and learning environment;
- a safe place of work, including access to and from the premises with adequate facilities;
- the provision and maintenance of safe facilities and equipment;
- adequate information and training for all staff and contractors;
- the safe use, storage, handling and transport of articles and substances.

All staff are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and others.

All staff must therefore:

- take reasonable care for their and others' Health and Safety at work;
- co-operate with the school's Health and Safety requirements;
- know and follow the special safety measures and arrangements in their own working area (including the wearing of protective clothing and the use of protective devices if they are specified by risk assessments);
- not interfere with or misuse anything provided for Health and Safety or welfare purposes
- know and apply the emergency procedures in respect of fire and first-aid;
- exercise appropriate standards of housekeeping and cleanliness;
- report immediately, or as soon as practicable, to the Maintenance Manager and Health and Safety Officer any work situation representing a serious danger, or any other equipment that requires repair.

All staff must be aware that disciplinary procedures could be applied to anyone who is in breach of the school's Health and Safety policy.

### **2. Health and Safety Officer**

The Lead Administrator acts as the school's Health and Safety Officer. S/he advises the school's management on the Health and Safety policy, and assists with the monitoring of its implementation throughout the school.

The Health and Safety Officer's duties include:

- ensuring all staff members understand the requirements of the Health and Safety policy and safe working practices throughout the school;



- liaising with Health and Safety agencies, such as Arxiduc, to ensure regular inspections are carried out and the required and documentation, procedures and signage are in place;
- maintaining Health and Safety and First Aid data;
- integrating the relevant aspects of Health and Safety into all school processes and, if necessary, making arrangements to meet training needs for staff;
- ensuring that any defects in equipment or identified inadequacies in procedures are addressed immediately.

### 3. Training

In accordance with Spain's Health and Safety at Work Act (Ley 31/1995), all employees are provided with basic instructions about health and safety and risk awareness in the school and are required to undertake health and safety courses through Educare.

BIC staff are obliged (by Orbital) to do four Educare courses a year minimum – non teaching staff included. There are eight courses to be completed during a two year cycle. In the third year you 'refresh' the four courses you did in the first year. There are role specific courses for certain staff, for example, Sports Teachers. One of these courses is First Aid – this means all staff have basic First Aid training. An email will be sent to all staff in September letting them know the obligatory courses to complete.

### 4. Emergency Evacuation Procedure

If there is a fire or any other emergency which requires evacuation of the buildings, the signal will be a repeated sounding of the school bells (and shouts of "Fire!" when appropriate).

If you hear the fire alarm signal you must:

- Walk quietly to the nearest exit and leave the building. There is a map in each room on the door.
- Do not stop to collect personal belongings.
- Disconnect any machinery in use, if possible.
- Last person out of a room is to close the door, if possible.
- Report to your assembly point.

### Key Roles & Terms

**Jefe de Emergencia** (Principal): The Principal is the maximum authority in the school – s/he will control the communication centre and be responsible for comparing registers with absence lists to ensure all students, staff and visitors are accounted for.

**Jefe de Intervención** (Head of Maintenance): S/he will direct operations at the emergency point, where they will represent the maximum authority, implement orders received from the Jefe de Emergencia (Principal) and be responsible for notifying the fire brigade if the fire spreads and/or cannot be extinguished by calling 112.

**Equipos de Primera Intervención** (Maintenance Team): Two maintenance staff must go together to the origin of the fire with a fire extinguisher in order to assess the severity and either extinguish it or decide



to contact the fire brigade, in which case they will inform the Jefe de Intervención (Head of Maintenance).

**Equipo De Alarma Y Evacuación** (HOP / HOS): Head of Primary and Head of Secondary are responsible for overseeing the evacuation, directing people towards the evacuation routes by ensuring efficient flow through the building and clearing stairwells. Both will meet the students outside at the meeting point after checking the three floors of the building (ground, first floor and basement) are empty.

**Equipos de Primeros Auxilios** (Lead Administrator and Receptionist): The Lead Administrator and Receptionist must undertake the following tasks:

- A first aid trained member of staff is to provide first aid to any injured parties.
- The Receptionist is to take a print off register of the students and list of visitors on site to the meeting point.
- The Lead Administrator is to print out a staff list, which must be completed and handed to Jefe de Emergencia (Principal).
- All registers must be completed (children / staff / visitors) and given to the Principal, who must be notified if there are people missing.

**Meeting Point:** The furthest end of the running track.

Once the building has been evacuated; students, staff and visitors must congregate at the designated meeting point which is at the furthest end of the running track. Students will always be under the supervision of the responsible teacher in Year/Tutor groups at their allocated point. Students will stand in alphabetical order in front of the form number on the wall.

### Team Evacuation Procedure

1. If the fire is discovered by a person: they will set off the fire alarm and notify the office as to the location and severity of the fire. The office will communicate to the Head of Maintenance.
2. If the fire is discovered automatically by the fire alarm system, reception will be notified by the fire station. Reception will then contact the Head of Maintenance.
3. All students and staff except those specifically designated will evacuate the building to the agreed meeting point at the furthest end of the running track.
4. Teachers should complete registration and pupils will lift their hand when they hear their name. When they have all been counted and confirmed the list must be given to the Principal.
5. Head of Maintenance will wait outside for the fire brigade to update them on the situation.
6. If the fire is extinguished or it is a false alarm, this is the end of the emergency. All students and staff must return to classrooms once they have been accounted for and the site team / fire brigade have assessed it is safe to return to the building. Classes will be dispersed in an orderly manner.

It is important to ensure the children know what each member of staff is responsible for and what they should do in the event of a fire. Children must be well practiced in the evacuation procedure knowing where to go and what to do - they should also be aware of what they should do in the event a teacher does not arrive.

The process of evacuation will be determined individually for each situation to ensure the safety of the children. Windows, doors to terraces, lifts etc. must not be used.



## **Post Evacuation Evaluation**

After the evacuation and re-entry to the building is completed, the coordinating team will evaluate the drill to detect areas for improvement. It is advisable to hold a meeting with all teachers to assess the efficiency of the process and for a report to be written on the process.

### **5. First Aid**

At BIC, we endeavour to promote health and safety awareness in students and adults, in order to prevent First Aid becoming necessary.

All staff are expected to use their best efforts at all times to secure the welfare of the students. However, the staff at BIC are not trained medical professionals and so are not expected to provide medical treatment. They are expected to provide an appropriate initial response after any medical incident.

All staff should be able to act safely, promptly and effectively when an emergency occurs. They should also:

- have completed EduCare First Aid Essentials online course within the past two years;
- be aware of specific medical needs of the students in their care;
- record any incident where First Aid is administered in the Accident Book available at Reception.

Specifically:

**Trip Leaders:** The staff member organising and leading an off-site trip or activity is responsible for taking and returning the required First Aid kit(s). The First Aid kit should be replenished on return to school if any items are used during the trip. A member of the staff on the trip should be designated to oversee any First Aid incidents as part of the trip planning process.

**Parents** are responsible for ensuring the school has accurate and up-to-date medical information about their son/daughter and about arrangements for managing emergencies. The school will accommodate students with medical needs (such as asthma, allergies, regular medication etc.) wherever practicable. Parents should inform the Admissions department of any medical needs as part of the enrolment process.

**Response to injury or illness:** In all cases where an accident involves a **serious injury** (e.g. broken bone) or where there is any doubt about the injury, the injured person is not to be moved, unless in danger. In the event of a **head injury**, the person will not be left alone or unsupervised. In all cases the parents/guardians will be advised of the incident. If further treatment at a hospital or other medical facility may be necessary, the school will advise this.

In the event the injured person **requires hospital or professional medical attention** it is necessary for our insurance company, Allianz, to be called to authorise which hospital or medical location the person can be taken to. [Allianz: 913 343 293 / Policy number: 046350300. However, in risk of life, call 112 and attend the nearest hospital. It is sufficient to call Allianz afterwards.]



#### 6. Administering Medicines

Medicines should only be brought to school when absolutely necessary i.e. when it would be detrimental to the child's health if the medicine were not administered during the school day. A letter must be provided by the prescribing doctor confirming the dosage and treatment schedule.

#### 7. Accident / Incident Reporting

All medical incidents to students, staff or visitors are to be recorded by the member of staff who witnessed it in the Accident Book at Reception.

#### 8. Risk Assessment

The process of the school's management of hazards is ongoing and follows a common sense approach. All risk assessments should use the template below. It does not need to be complex but it should be comprehensive. Once completed, give a copy to the Lead Administrator.

All activities which take place off-site require an assessment of their potential risks and planning for these to be reduced to a safe level or eliminated. The level of risk should be predicted to a high, medium or low level and should enable an informed decision in relation to planning.

Careful consideration should be given to potential hazards involved in or as a result of:

- the number, age and experience of the students involved;
- the venue, facilities and resources, and the activity to be undertaken;
- the means of transport and route to be followed to and from an off-site destination (including traffic, physical environment, and other hazards en route);
- external factors such as the time of day, weather or other conditions;
- security including personal safety and accommodation on residential trips.

#### 9. Hazardous Substances:

Hazardous substances are those identified as corrosive, irritant, toxic, harmful and may be found particularly in the science laboratories or in cleaning products. If any staff members have any questions about hazardous substances, they should initially speak to the Health and Safety Officer.

The Principal and Orbital Education will monitor the operation and effectiveness of this policy. This policy will be reviewed every three years by the Principal.

Date when the policy was last reviewed and approved: September 2021

Date when the next review is due: September 2024



**Baleares International College**  
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an Orbital Education School

