



THE BRITISH SCHOOL OF CATALUNYA

St. George School

Health and Safety Policy



St George School

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Statement of Intent

1. One of the main aims of St. George School is to provide a safe and secure environment within which students and staff can work effectively. Fundamental to this aim is the definition and successful implementation of a health and safety policy. The present policy should be read in conjunction with the company's health and safety document, based on the requirements of Spanish law. Overall responsibility for the policy and practice lies with the school owners and headteacher but it is vital that all members of the school contribute to its formation and help to ensure it is followed effectively and responsibly.
2. The owners and headteacher will take all reasonable measures to ensure that:
 - the buildings, equipment and work systems are safe and without health risks;
 - machinery, articles, substances and appliances are kept, maintained and used safely;
 - buildings, exits, entrances, grounds and boundaries are properly maintained and in a safe condition;
 - the working environment is kept safe and healthy;
 - clear information, instructions and supervision are provided.

The risk assessment is carried out on an annual basis by the Premises Manager, in order to fulfil the requirements of Spanish law. The reports are made to the owners but staff have access to the copies in administration.

Organisation

1. The overall responsibility for health, safety and welfare rests with the school owners. The owners have responsibility for ensuring the School complies with Spanish health and safety legislation and publishes the necessary documentation. (See above.)
2. The day-to-day management of these issues will be carried out by the headteacher. She will be responsible for ensuring the policies effective implementation and periodic review.
3. The headteacher will ensure that new, amended or updated information communicated to staff and that teachers have opportunities for appropriate training;

4. The headteacher will organise the procedure for reporting defects, hazards, accidents and problems relating to health and safety.
5. The owners will make arrangements for improvement of or repair to plant, equipment and premises as required.
6. The headteacher is responsible for organising effective emergency procedures, routine practices and evacuation procedures.
7. The owners are responsible for all contractual and building work.
8. Heads of department are directly responsible to the headteacher for all health and safety matters relating to their subject or area.
9. The secondary headteacher must ensure that all staff under their control receive instructions regarding health and safety matters. They must effectively ensure, as far as possible, that accidents are prevented and ill health avoided. They should receive reports from staff of hazards within the area and take all reasonable steps to reduce or avoid them. Serious concerns should be reported to the headteacher.
10. Heads of department, where appropriate, must ensure that protective clothing and equipment are used. Procedures for the storage and use of dangerous substances must be published.
11. Students must be informed also of the rules for working safely and given instruction on the safe use of substances and equipment during practical activities.
12. Tutors and Primary class teachers are responsible for ensuring all notices, regulations and signs are properly displayed and students are informed of the relevant routines and practices and of their responsibilities.
13. Heads of department must report any problems, defects or hazards to the headteacher.
14. As appropriate, heads of department must carry out risk assessments and safety inspections. Any departmental procedures and practices must be clearly defined.
15. Teachers must be aware of the health and safety policy and carry out responsibilities appropriately.
16. Copies of the policy will be available in the headteacher's office and the staff room.

Arrangements

1. Accidents

In the case of an accident, students should be taken to the school nurses office immediately. In the case of minor injury, students can be treated by qualified first aiders or other staff members. All head injuries should always be seen by the school nurse and she will always let parents know.

If the injury is serious, immediate treatment will be provided by the school nurse or a qualified first aider and the parents will be contacted. In an emergency, students will be taken directly to "Cruz Blanca" Hospital which is directly opposite the school or an ambulance service can be called in certain circumstances. In all such incidents, the parents will be contacted immediately. Staff accompanying students must take the relevant information with them.

In the event of serious injury or emergency, the headteacher must be informed.

The accident book, which is kept with the nurse, should be completed for all significant injuries or incidents.

Staff should check with the nurse that children being treated do not have any specific medical needs. Information on children's allergies is on iSAMS. Any medication given to children should only ever be with parents' permission.

The schools Defibrillator is kept in a central location near the main school office and all school first aiders have been trained in using this. In addition, all epi-pens are kept in the nurse's office with one spare in the headteacher's office where they can be easily accessed if necessary.

2. First-Aid

Current First aiders in addition to the school nurse are as follows:

DB
SK
AL
BW
LM
HW
SP
SG
CC
SM
HP

The main first-aid box is located in the medical room which the school nurse should ensure is well stocked. Additional smaller first aid bags and first aid cupboards are central in every teaching area.

No medicines should be given without the prior knowledge and agreement of parents, confirmed in writing on the personal details forms. All students should hand in medication to the school nurse.

3. Fire and Evacuation Procedures

In the case of fire, staff and students should follow the agreed procedures published in the fire drill. A copy of the fire drill must be displayed in each classroom. Fire-fighting equipment is available in each area of the school, in accordance with Spanish regulations.

Regular evacuation practices will be organised and monitored by the headteacher.

In the event of fires, explosions or spillages, the headteacher and/or administrator must be informed immediately.

4. Maintenance

Staff should report maintenance requirements on the google form which is shared with the premises manager and headteacher, who will ensure the work is carried out as quickly as possible.

Potential hazards must be reported urgently to the headteacher. Where necessary, interim action should be taken to avoid or reduce immediate risk.

It is the responsibility of the owners to ensure the fulfilment of all service and maintenance contracts.

5. Smoking

The school wishes to promote a pollution-free and healthy working environment for everyone. No smoking is allowed on the school premises.

6. School Security

The school is only accessible through the front main gate which can only be opened by staff members with a digital fingerprint, or by the secretary through a video monitor. Additionally, the school buildings can only be accessed by staff using their digital fingerprint apart from reception which is monitored by the school secretary.

All staff members must sign in electronically every morning and wear a badge identifying them as a member of staff.

All visitors must report to the office to sign in and collect a visitors badge.

If you see anyone you think should not be on the premises, ask them in a polite and friendly way their reason for being there. If it is clear they are on legitimate business, escort them to the Office to collect a visitors badge.

If the person is unable to provide an adequate explanation, politely ask them to leave and escort them off the premises.

If they refuse to leave, do not attempt to use force or get drawn into an argument. Contact the Office or the headteacher immediately. Report any incident fully to the school secretary.

7. Working outside school hours

Staff should inform the non-teaching staff if they intend to arrive early or work in the school building after school hours. Teachers should check where they will be in case help is needed. Suitable precautions should be taken to ensure intruders cannot enter. Staff should report their departure to the cleaning staff.