



# British College La Cañada

Whole School

HEALTH AND SAFETY POLICY

**Statement of Intent.**

Health and Safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

Health and safety are management responsibilities and it is the duty of management to see that everything reasonably practicable is done to prevent personal injury and injury to third parties.

**Responsibilities**

The Head of Primary / Secondary Coordinator will:

- Develop a health and safety culture throughout the school;
- Take day to day operational decisions;
- Ensure staff are aware of their responsibilities;
- Draw up health and safety procedures;
- Monitor effectiveness of procedures.

All staff will:

- Support the implementation of health and safety arrangements;
- Take reasonable care of themselves and others;
- Ensure, as far as is reasonably practicable that their classroom or work area is safe;
- Report shortcomings to the school office so that they can be recorded and dealt with as quickly as possible.

**General Health and Safety**

Smoking is not permitted anywhere on the school site.

All hot drinks should be covered at all times e.g. in a flask with a lid; this applies to both classroom and playground areas.

All visitors must be buzzed in through either main gate and should report to the office where they will be required to sign in the "Visitors Book" and take a badge. They must sign out at the end of the visit.

When contractors are on site they are expected to follow the school safety procedure. The Director will liaise with contractors as appropriate.

A yearly check will be carried out by the Director, and maintenance staff to monitor the up keep of the buildings and grounds.

Appropriate training for staff in relation to health and safety will be agreed by senior management.

All new staff and visiting staff will be advised on safety procedures and associated contingency plans.

### **Monitoring and Review of Health and Safety Arrangements**

The yearly check will be used to prioritize need and to inform planning.

All staff will carry out day to day monitoring.

This policy will be reviewed annually.

### **Equipment**

Any equipment in school should be used safely and for its intended purpose only. Equipment that is identified as defective should be taken out of use immediately and labeled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

Electrical equipment will be tested regularly and plugs and leads will be visually checked regularly.

Firefighting equipment and alarm systems are maintained via annual contract.

Hazardous substances, such as cleaning materials are kept away in appropriate storage areas.

### **Security and Building Access**

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work and learn here.

Access for the main entrance will be open from 8.50am until 9.05am to allow parents and buses to arrive, a member of staff will be at this main entrance to ensure any visitors are greeted and directed to the office. From 9.05am onwards the main gate will be closed and locked, which means that late entrants or visitors will need to enter via intercom. Security cameras will also be in operation on these gates.

All members of staff are required to wear photo identity tags. Extra -curricular monitors are also required to wear identity tags.

All visitors must report to the school office, their presence on site will be then be recorded, they will also be required to wear a visitor's badge, which they can collect upon signing in. They should notify the school office when leaving the school site and hand in their visitor badge.

Parents that are entering the school outside of the normal drop off and pick up hours must report to the secretary's office, where they will either be asked to wait for their child, or they will be directed to where they should go.

At the end of the day, any adult that is not authorized to pick up a child, must sign for them, they do that by passing by the office, signing a collection register, upon doing so they are then handed an authorization card that has to be handed to the member of staff before the child is handed over.

If any adult has suspicions that a person may be trespassing on the school site, they should inform administration immediately. Management will warn any intruder that they must leave the school site straight away. If management have any concerns that an intruder may cause harm to anyone on the school site they will contact the police.

Parents who are dropping their children off and picking them up in their cars need to make sure that they use the designated areas and that they keep the bus bays clear. School buses will use the designated areas and will be fitted with audible reversing alarms. Staff cars should be parked at the entrance in Calle 299.

### **Supervision and Safety of children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of management before the activity takes place.

At break times at least four members of staff are on duty. Staff on duty cover the playground area and should be vigilant at all times. Staff members are designated areas on duties and should control that area at all times. All members of staff are responsible for making sure that their classroom is clear of children at break times. Children will not be allowed to enter their classroom once break time has begun. Lunchtimes are supervised by members of staff on a rota basis and this can be seen on the staffroom notice board. All children working in classrooms or activity areas must be supervised by a member of staff.  
**No child should be left alone.**

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. First aid boxes are kept in the staffroom and main office and most teachers have been trained in first aid. They will then follow the First Aid Policy and Procedures. If necessary the school secretary will telephone for emergency assistance.

All incidents involving injury are noted in the accident book, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency number that we have on file.

### **Medications**

If a child requires prescribed medicines whilst in school the medicine must be sent to school with the child's name and surname(s) clearly marked on the container along with details of dosage and any other instructions there may be. All medicines must be accompanied by an authorization form and a prescription. Medicines must be handed directly to the Secretary or the Bus Monitor by the parents. Children should **NEVER** be allowed to bring their own medicine into school.

All medicine should be stored safely either in the fridge or in the medicine draw in the main office.

Information about children with allergies will be available for staff members. All staff will be informed of the individuals involved. Class teachers will be issued with lists informing them of any medical issues concerning children. Kitchen staff will be notified of children who require special diets.

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred, any child concerned will be asked to stay at home until they have been treated, if a member of staff suspects that a child has headlice then their parents will be contacted as soon as possible and asked to come and collect them.

### **Off Site Activities and Educational Visits**

We do not take any child off the school site without the prior permission of the parent.

Any off site visit must be approved by the Director. For any visit to take place off the school site, a letter home requesting permission is required. This will be sent home each time a school trip is organised and parents will be required to sign an authorisation slip.

A copy of the official list of the children and adults involved in the school trip must be kept in the school office. An adult that is on the trip should also have a copy. The pupil: adult ratio recommended for the activity must be met.

All coaches used by the school will have seat belts fitted and adults should ensure that they are used. Adults should base themselves in the different parts of the vehicle to minimise the risk of all adults being injured in an accident. Children should not sit in the front seats of the coach or in the centre at the back. Children are not allowed to eat or drink on coaches and should sit still not distracting the driver. Drivers should wait for all children to be seated, with their seat belts fastened before they pull away.

Children should not wear personalised name tags on trips, they wear their school uniform so that they can be clearly identifiable.

First Aid kits will be taken along with school contact numbers.

Please see the Safeguarding and Child Protection Policy for further details.

### **Fire and Emergency Procedures**

We will provide a safe and healthy working environment with respect to fire safety.

Fire action notices will be completed and displayed. Fire exit signs are displayed, visible and meet with legislation requirements, the fire policy outlines all the procedures followed by the school.

### **Contractors and construction**

As noted before all outside contractors must liaise with management.

The contractor is required to provide completed risk and other assessments including method statements before works are allowed to commence. Works need to be planned well in advance and health and safety issues have been addressed. Contractors are controlled and managed on site.

The contractor is required to address the following:

- Protection of children;
- Segregation of building works where possible;
- Safe use and storage of any machinery brought onto site;
- Guarding of site and machinery;
- Restricted access to unauthorised persons including children.

## **P.E**

All children come to school in suitable clothing for the activity in which they will participate, details of which can be found in the school prospectus. Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows greater degree of manoeuvrability for demonstrating skills or accessibility to a child should an accident occur.

The wearing of jewellery is not permitted. If ears are pierced it is requested that only studs are worn. If older children wear watches they should be removed and collected prior to the end of the lesson.

Each child should be taught how to lift and move equipment, and such techniques should be reviewed each year by teachers and their new class. Children should be stationed at the corners of each piece of equipment.

**This policy works in conjunction with the "Plan de Convivencia" which is in line with Spanish laws.**

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