

Health & Safety Policy for Almuñécar International School

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ALMUÑÉCAR INTERNATIONAL SCHOOL - Health & Safety Policy

1. Introduction

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 our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

Responsibilities

The governing body along side the school has the overall responsibility for health and safety. For its part the governing body and the school will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Head Teacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- 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

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- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be addressed.

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Health & Safety representative, the finance Manager, Maintenance or Headteacher will liaise with contractors as appropriate.

Staff should follow the guidance on using controlled or hazardous substances found in the following publications:

- Safety in Science;
- Safety in Art;
- Safety in PE

All staff are responsible for reporting any Health and Safety issues that they see.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

All staff will carry out monitoring on a day to day basis and add to the update list

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anything that needs repair or attention.

The Maintenance worker will also monitor school grounds and premises daily.

This policy will be reviewed annually.

2. Equipment

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Head Teacher.

Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

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

3. Curriculum - Use of Resources

Anyone who has a post of responsibility for a phase or subject etc is responsible for disseminating relevant information to the staff and pupils and ensuring that they are aware of relevant policies both in the UK and Spain.

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In addition the following have higher risk aspects:

- Science reference should be made to the 'Safety in Science' document - Appendix E
- Art reference should be made to the 'Safety in Art' document - Appendix F
- PE reference should be made to the 'Safety in Physical Education' document - Appendix H

PE

Clothing

All children will change into suitable clothing for the activity in which they will participate -details of clothing are listed in the school brochure and website.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of maneuverability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

If ears are pierced, studs only may be worn for P.E. A watch may be worn if it is named and not of any great value but must be removed for PE. A maximum of two bracelets may be worn and a necklace if it is on a chain that is easily breakable (fine) so that if caught eg at playtime, it will not choke. Any such items must be removed for PE.

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It is advisable to collect all such items prior to the lesson and store safely.

Lifting and Moving

Each child should be informed how to lift and move equipment when necessary.

Children should be stationed at the corners of each piece of equipment in primary and the necessary number of students required in secondary.

4. General Safety

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the main entrance if brought/ collected by parents otherwise they will arrive/ depart on the school bus. The bus gates are locked by Maintenance. All visitors should enter via the main entrance buzzer where they will be let in (intercom) by the school secretary. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

All staff should enter through the delivery gate where they have access via their personal card.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office, via an intercom.

Vehicles

Parents are requested not to bring their cars onto the school site unless invited to do so for a school event. Cars will need to be removed by 16:40 to let the school buses approach/ leave safely.

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Staff cars should be parked in the lane taking care to park carefully so as not to obstruct access of residents. Other areas should remain clear. Delivery vehicles are expected to use the delivery area as quickly as possible so that the lane is not blocked.

Wherever possible deliveries should be made once the children are safely in the building or before school. The delivery gate should be kept locked at all times, this is the responsibility of the school chef.

Other trade vehicles should park safely and not block doorways, restricted areas or delivery areas.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working should have a personal mobile phone.

Security lights are present along the lane.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

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Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 112 if concerned about their own or the school's well being.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at [Appendix A](#).

Evacuation Procedures

Evacuation procedures, detailed at [Appendix B.C & D](#) are practised and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on doorways of each classroom in the school and at central points in the admin block.

5. Supervision.of Children

School Hours: Early Years & Key Stage One & Two

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Morning Session 09:50 a.m. - 13.30 noon Morning Break 11.30 a.m. - 11.50 a.m.
Afternoon Session 14.20 p.m. - 16.45 p.m. Break: 15:55-16:15 (or where teacher deems appropriate)

Key Stage Three -Five

Morning Session 09.50 a.m. - 14.20 noon Morning Break 12.20 a.m. - 12.40 a.m.
Afternoon Session 15.10 p.m. - 16.50 p.m

Morning Session Children should not arrive at school before 9.45a.m. or after 10.00a.m.

Office Hours

The school office is open during school hours.

Duties

Bus monitors need to be around the playground area to supervise children arriving for school. Teachers will collect their classes from the main playground at 9.50am.

At 16.45 p.m. the class teachers supervise the children leaving school. Primary staff take their students down to the main playground and get them into their bus lines. Secondary students wait around the benches to be called for their bus after primary students have accessed the buses.

At break times a member of staff is on duty in each area (2 in Early Years, 2 KS1, 2 KS2). Staff should return to their classrooms in time for lessons to resume. Primary staff need to collect their class from the main playground. Staff need to be on time to allow teachers on duty to go to their own classes.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching) should be in their classrooms to receive the

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children as they come in first thing in the morning (when raining), from morning break and after lunch in secondary.

The rota for duties is on the staff room notice board and engage.

Lunch-time Supervision

The teacher(s) is responsible for the organisation and management of lunch times.

The Headteacher and managers also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises. If students are in school during break times, then teachers should question them and send them back outside where they can be supervised. If they need to see a teacher they must go to them straight away and not be hanging around corridors or toilets.

The metal stairs below science is not an area that students can be during break times or along the huts or on the middle floor outside area. This is due to supervision being around the playground only.

Any children working in classrooms or activity areas must be supervised by a class teacher. No students may be in the computer room without a teacher present.

6. First Aid

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc, that children sustain until the child can, if necessary, receive professional medical treatment.

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The school has several trained first aiders. These are:

Secondary: Janine Buckley, Nick Lavin, Isaac Munoz

Primary: Dan Price, Amanda Bellamy, Marina Archilla Rincon, Maria Lea

Science: Nigel Buckley

Kitchen: Jesus Franco Martin

First aid and medical treatment is available in the medical room.

Disposable gloves should always be used when dealing with blood and then be placed in a disposable bag in the bin.

First aid boxes for school journeys are stored in Yolanda's office, if staff have to use any of the equipment can they report this to Yolanda so that the kit can be topped up.

Duty staff have the responsibility of dealing with minor accidents at break times, they may have to send the child with another to see a first aider or the office may be telephoned to send a first aider to the child if the staff member doesn't think the child should be moved. If a child receives a bump to the head which causes concern parents will be contacted and the best course of action will be discussed.

A note should be made on Engage, of all actions taken, whether it is a cut, headache or broken bone etc. Any child that goes home should be recorded and entered onto engage as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept on engage.

Medication Policy

Generally no medication may be administered at school.

Inhalers should be kept in the teacher's desk (primary) and on the child (secondary) It is the responsibility of the class teachers to ensure children have access to

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inhalers/medicines on any off-site visits.

Any habitual medicines are dealt with on an individual basis.

Allergies Information about children who suffer from an allergy will be published on Engage as with any medical issues concerning children.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

If in doubt we contact the centro de salud doctor.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred. Parents should notify the school if their child has headlice and keep the child off school until they are clear.

7. Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Head Teacher, senior staff or the school's health and safety representative as soon as possible. The Head Teacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

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Staff should not climb on chairs or tables. A stepladder is available for use and is stored in maintenance area.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

Violence

Staff should always take steps to minimise the possibility of violence in school.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

It is recommended that all meetings with parents have 2 staff present.

8. Off Site Activities

Any visit off site must be approved by the Head teacher. See Policy learning outside the classroom & educational visits.

For any visit to take place off the school site, a letter/form is sent home requesting permission. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency. These are kept on the Engage system.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office.

APPENDIX A

Fire Policy Statement

Almuñécar International School will provide a safe and healthy working environment

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with respect to fire safety in its establishments

The H&S representative/maintenance worker/ Head teacher, teachers will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electrical intake rooms).
- Waste containers stored externally in a secure compound.

Responsibilities:

Checking all areas: Headteacher - overall supervision.

Intervention, Eu/Jesus

Alarm location check- Almudena

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Upper floor - Fiona or any manager in the top floor offices/AmandaYolanda

Middle Floor- Aneeta/Maria

Lower Floor –Paul /Carl

Classrooms – class teachers

First Aid - Marina, Janine, Nick, Dan, Amanda, Maria, Nigel, Jesus, Ma Carmen, Nani, Mari

Fire Extinguishers - Toni, Amanda, Nigel, Maria,

Phoning fire service – This is automatic however Eu/JesusYolanda/ Helena

Unlocking gates to allow access – Fiona/ Eu

Registers and visitors book – Yolanda/ Helena

Copies of fire evacuation plans are posted in classrooms and corridors.

The fire alarm is tested regularly. Hooters are also used (kept in office) which is kept in the school office.

A fire drill is completed yearly.

A fire safety risk assessment has been carried out by an outside contractor and a review was then presented to the governing body.

Systems and extinguishers are checked on a regular basis. The Fire Safety Policy will be reviewed annually.

APPENDIX B

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Evacuation Procedures

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point and alerting the office.

On hearing the alarm:

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

Children will line up.

Ensure that the classroom is empty before leaving, turn off lights and close the door.

Everyone on site, children and adults, must leave by the nearest exit.

Yolanda/ Helena will call the fire brigade if required.

The admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points. Fiona/Eu will also unlock the playground gate to allow access for the fire brigade.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and

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accurately and then returned to the school office. Please ensure that children arriving after registration has taken place report to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

APPENDIX C

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

Staff that are on the top level should help the teacher on duty to organise the students and get them down to the playground.

Children will line up in register order.

Everyone on site, children and adults, must leave by the nearest exit.

Admin. staff will call the fire brigade and check that the medical room is empty.

The admin staff will issue registers, check the signing in book and unlock the playground gate. Class tutors with the help of the Supervisory Assistants will carry out roll call at the assembly point wherever possible.

The Head Teacher or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

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If the danger is outside the building – Internal Evacuation

The notification to evacuate classrooms will be done by word of mouth.

It will be taken by senior staff to evacuate and they will pass this on to the various floors. This may be by mobile phones to classes in the huts.

Staff need to pass on the evacuation notice to all classes as they go to the dining room.

Children will walk quietly to the nearest exit to take them to the dining room.

Children will line up.

Everyone on the site, children and adults, must leave by the nearest exit.

Admin. staff will call the necessary services eg. Police, fire brigade etc. and check that the medical room is empty.

The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.

The Head Teacher or designated member of staff will check that all adults and children are accounted for.

APPENDIX E

SAFETY IN SCIENCE

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This should be read in conjunction with the overall Health and Safety policy. Teachers and technicians should read the document. A copy is kept on the school intranet.

The science department will cooperate with any health and safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

General aims

It is the duty of all members of Science staff:

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work.
- to be familiar with the health and safety policy by periodic reference to it.
- to be familiar with CLEAPSS guides and HAZCARDS.
- to look out for any revisions.
- to cooperate with other members of staff in promoting health and safety.
- staff practice must set a good example to pupils and be consistent with pupil laboratory rules eg. wearing eye protection.
- staff must be familiar with emergency evacuation routes and procedures. Location of fire fighting equipment (each room), the main gas cock (L1 & L2), the main electricity switch (each room) and the nearest spill kit (L3).
- laboratories must be left safe.
- eating and drinking cannot take place in laboratories, storage areas or preparation rooms, by staff or students (L1, L2 or L3).
- when staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks carefully before conducting any practical operation.
- in general, pupils should not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so.
- chemical stores must be lock by staff after use. Pupils must not be allowed into preparation rooms unless 100% supervision can be guaranteed.
- All rooms should be locked when nobody is in the room. (L1, L2 & L3).

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Teachers

- at the beginning of each school year, teachers must make sure that their classes are aware of the code of conduct which are displayed in each room. Appendix G.
- teachers must enforce the student laboratory rules.
- lesson preparation should be adequate and include checking on risk assessments and where necessary, the health and safety precautions required. Requisitions must be handed in Thursday or Friday am for the following week as technicians must be given adequate time to prepare work safely. Time should be allowed to try out experiments, particularly those involving significant hazards.
- teachers should explain precautions to students as part of their health and safety education.
- if, because of large class size or indiscipline, health and safety cannot be maintained during certain practical work the work should be demonstrated or abandoned.

Risk Assessments

Every employer is required under various regulations to supply employees with risk assessment before any hazardous activity takes place. It is impractical for the school to write risk assessments for each of the many activities in school science, the school follows the recommendation of the Health & Safety Commission to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances. The school uses the following publications as sources of model (general) risk assessments:

- CLEAPSS² publications generally
- CLEAPSS, Hazcards, current edition
- CLEAPSS, Laboratory handbook, current edition
- CLEAPSS, Recipe cards, current edition

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- CLEAPSS, L93, Managing ionising radiations and radioactive substances. jan 13

Whenever a new course is adopted or developed, all activities (including preparation and clearing up work) are checked against the model risk assessments.

Most CLEAPSS publications for secondary schools are on the CLEAPSS website, www.cleapss.org.uk

Chemicals

The task of arranging safe storage of chemicals (and where necessary, disposal) including highly flammable liquids, in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) is given to the technician who will ensure chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable that a spill kit is available and properly replenished.

Waste Disposal

Waste chemicals and equipment are disposed of in an environmentally/responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS.

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Appendix F

Safety in Art

The aim is to make the art department a healthy, safe and secure learning environment in which students can work to achieve their full potential.

General Expectations

- Electrical equipment may only be used by students under close supervision by staff.
- Bags are stored under tables or outside the room, leaving walkways clear.
- Students are not allowed to run in the art studios.
- Trailing leads on electrical equipment should be avoided wherever possible.
- Clay debris on floors or tables should be wiped away with a damp cloth, not brushed as this may create dust.
- Any accidents or injuries are to be reported to Head of Key Stage and First Aider.
- No eating or drinking in the art studio.
- Hands should be washed after practical work.

Code of Conduct

- Listen carefully to your art teacher and follow instructions.
- Always aim to reach your potential and allow others to do the same.
- Arrive properly equipped for the lesson.
- Always bring your sketchbook to lessons.
- Show respect for materials and equipment. Use it in the correct manner, as you have been shown.

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- Leave bags under the table or outside the classroom, leaving aisles and workspace clear.
- All equipment must be put away after use and tables wiped down with a wet cloth.
- Wash your hands after practical work.
- No eating or drinking in the art studio.
- No running in the art studio.

Appendix G

Laboratory Rules

The biggest danger in the lab is YOU! You are at risk when you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is YOU! Report any accident or breakage to your teacher.

1. Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your work area and floor clear, with bags and coats well out of the way.
2. Follow instructions precisely, check bottle labels carefully and keep tops on bottles except when pouring liquids from them, only touch or use equipment and materials when told to do so by a teacher, never remove anything from the lab without permission.
3. Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.
4. When using naked flames (eg, Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing are tied back or tucked away.
5. Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.

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6. Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
7. Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
8. If you are burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.
9. Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
10. Wipe up all small spills and report bigger ones to your teacher.
11. Do not eat or drink in the lab

Appendix H

Physical Education Safety

Each member of staff has a duty of care to the pupils in their lessons practices and school teams.

Teachers will make every effort to ensure that the playing areas are safe for pupils before using them. Should any area be deemed unsafe by the teacher then they should contact Head Teacher and Maintenance and not use that area until fixed.

PE teacher is a First Aider. Injuries should be recorded on engage system. Students are moved to the Medical Room with any injury and ice can be found in the kitchens. In the case of injuries requiring further treatment the school will contact parents and they will come and collect their child. In the case of hospital treatment being required, parents will be contacted and they will meet their child at Almuñecar Emergencies. In the case of neck or back injuries, the injured person should not be moved until emergency services arrive. Keep the injured person warm and dry if possible.

Away fixtures require a risk assessment. All supporting staff will refer to PE staff

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regarding policies and practices.

Clothing

All children will change into suitable clothing for the activity in which they will participate -details of clothing are listed in the school brochure and website. After PE they will change back into school clothes.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of maneuverability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

If ears are pierced, studs only may be worn for P.E. A watch may be worn if it is named and not of any great value but must be removed for PE. A maximum of two bracelets may be worn and a necklace if it is on a chain that is easily breakable (fine) so that if caught eg at playtime, it will not choke. Any such items must be removed for PE.

It is advisable to collect all such items prior to the lesson and store safely.

Lifting and Moving

Each child should be informed how to lift and move equipment when necessary.

Children should be stationed at the corners of each piece of equipment in primary and the necessary number of students required in secondary.

With regard to the teaching of any sport, the teacher should be aware of the guidelines on the BAALPE website, taken from the book 'Safety in PE'.

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