



Health and Safety Policy

PREPARED BY: Elizabeth Compton

APPROVED BY: Principal: Elizabeth Compton

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Regional Head of Schools: Jonathan Dey

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This Policy is to be reviewed **annually** and updated as and when changes occur.

Date of next review: January 2025 Review



Principles

It is the policy of the Orbital Education group and Baleares International College to attach the greatest importance to the Health, Safety and Welfare at work of all stakeholders connected with the school.

The school will ensure commitment to developing and maintaining such a safe environment for all who use the school premises.

This policy should be read in conjunction with the:

- Evacuation Policy
- First Aid Policy
- Health and Safety Checklist
- Risk Assessment template
- Staff Behaviour Policy/ Code of Conduct
- Staff Handbook
- Trip policy

Health and Safety is a crucial strand of the range of strategies which contribute to the school's approach to full implementation of Safeguarding

The school regards good health, safety and a conducive environment as a basic condition for success, satisfactory learning and sound education. The school will liaise with any appropriate local agency in ensuring that the highest standards of safety are achieved.

The school leadership believe that the promotion of Health and Safety in school is a mutual objective for all connected with the school. Such responsibility cannot properly be discharged without the full and active cooperation of all members of the school community. Therefore, achieving and maintaining a high standard of safety in the school requires that staff, visitors, students and contractors are aware of their respective responsibilities and act accordingly.

Health and Safety is the responsibility of all staff, visitors and contractors. The school always requires stakeholders to conduct themselves in a way they pose no risk to their own, or others' Health and Safety. It is the responsibility of all individuals to maintain their practice and work area in such a way as to be safe and to assess the risks of each activity.

Students of the school are expected to behave in a way that ensures their own and other's Health and Safety; all staff members are expected to guide students in such safe behaviour.

Policy Statements

It is our policy that, with the resources available and so far, as is practical, the school will:

- educate students in safe working practices;
- encourage awareness of staff, visitors, contractors and students regarding Health & Safety issues;
- provide a safe and healthy working environment for teaching, learning and working;
- identify and prevent hazards, this being paramount to creating a safe environment;



- eliminate or isolate hazards that arise within the environment;
- the school will minimise the effects of hazards if they cannot be practicably eliminated or totally isolated;
- maintain the cleanliness and state of the building;
- provide safe systems of working to ensure the Health & Safety at Work of students and staff;
- provide necessary safe machinery and equipment;
- manage and maintain the use of personal protective equipment;
- provide advice and adequate information and training on Health & Safety at Work and fire prevention;
- ensure that all employees, students, contractors and visitors follow safety procedures and are aware of the evacuation arrangements;
- ensure that evacuation instructions and/or maps are available in all areas;
- provide safe storage for necessary dangerous materials and substances;
- provide adequate first-aid facilities;
- establish practice and maintain effective emergency evacuation procedures, including notification of exit routes and alternative exit routes in each area;
- maintain a record of received written Health & Safety issues, accident book and evacuation records;
- notify parents by telephone or letter in the event of a head injury or other accident of a more serious nature;
- monitor and review regularly the Health & Safety procedures;
- review this policy regularly.

Management

The principles and statements of this policy will be managed in the following ways:

- Risk Assessment is the responsibility of everyone;
- the teachers are responsible for maintaining Health & Safety in their area, with their equipment and through their procedures, e.g.
 - there should be no trailing cables
 - resources should be stored in a tidy and safe manner
 - attention should be paid to science areas where chemicals and other hazardous materials might be stored.

There should be separate Health & Safety guidance for use of specialist areas such as canteen and dining room or car parks, and for the arrival and departure of children at school entrances/exits;

- any Health & Safety issues identified should be passed in writing using the appropriate form to the Principal, who will then communicate with the Operations Manager to determine if the issue is maintenance or Health & Safety and how the issue will be addressed, either by the school maintenance staff or outside contractors. The Operations Manager is responsible for passing information between the maintenance staff members concerned;
- the Principal will ensure the Health & Safety Committee (HSC) includes representation from key stakeholders: leadership/ management, board, admin, staff and students. The Principal



may invite parent input and where appropriate, seek expert/ professional advice. The HSC should meet at least once per term and meetings should be minuted;

- the SLT/HSC will regularly carry out a Health & Safety inspection of the school and deal with any areas of concern;
- the Health & Safety Checklist should be reviewed each term; see ANNEX A
- Evacuation and Lockdown procedures (*which have separate and clearly distinct audible warnings*) will be carried out regularly, to simulate as closely as possible a real emergency;
- records of maintenance checks are subject to spot check during visits by Head Office personnel.

Other Points to Note

- All students should walk around the school corridors, etc.
- No student is allowed on the roof areas or outside the school grounds without adult supervision.
- Other than staff, all other personnel, on arrival at all campuses must obtain a Visitor's Pass and report to the office to declare themselves before engaging in any official business within the school.
- Staff must wear name badges at all times for identification.
- The school gates must be kept closed during the school day so that all visitors must ask for admittance.
- The students should not be loitering in the toilet areas.
- Staff on duty at all times of the day must be walking around the patrol area, keeping maximum vigilance.
- Alcohol, smoking and non-prescribed drugs are banned from the school premises.
- In P.E. and swimming lessons, additional rules apply as per the teacher's instructions to the students.
- On school trips there is a *minimum* ratio of 1 adult to every 10 children or part number of 10. There must be more adults for younger children; correct ratios will be adhered to at all times.

Monitoring and Review

This policy is to be reviewed annually, though any deficiencies or weaknesses in health and safety arrangements will be remedied without delay.

This policy will be reviewed by the Principal.

This policy will be approved by the Regional Head of Schools/Orbital Education.



ANNEX A

Health and Safety Issues -checklist



COUNCIL OF
 INTERNATIONAL
 SCHOOLS

Please note this is produced by the Council of International Schools. At Orbital Education we recognise that the size, location and other contextual circumstances of each individual school must be taken into account when considering health and safety issues.

The list below should be considered as guidance and is not intended to be definitive or exhaustive. It has been created by compiling the numerous health and safety issues which have been identified either in Self-Study Reports or in Team Evaluation Reports in the past.

The Exterior	What to look for	Yes/No	Comments
1.	fencing or walls are safe		
2.	electrical wiring is maintained in a safe manner		
3.	any builders' rubbish is out of student access		
4.	vegetation is well maintained with no elements which may fall or harm eyes or other parts of the body		
5.	large play equipment is well maintained with no damaged or splintered surfaces		
6.	cushioning under large play equipment is adequate		
7.	panes of glass in doors or windows are robust and reinforced/protected		
8.	stairs and balconies have sufficient barriers or hand-rails to prevent falls		
9.	surfaces on paths and play areas are even and non-slip, drain covers are at the level of paths		
10.	there is good exterior lighting (especially important in boarding school overnight)		
11.	loading/unloading of buses and cars is supervised and undertaken in a safe manner		
12.	circulation of vehicles on campus and/or at drop off points takes place in a safe manner		
13.	road access or crossings near school are safe		
14.	the edges of pavements, borders, are smooth and safe		
15.	large pieces of equipment (e.g. posts for basket-ball or volley ball, climbing apparatus) are		



	padded where necessary to avoid injury and are sufficiently stable		
16.	adequate fencing exists around dangerous areas such as pools and streams, generators, air conditioning units, electrical transformers, kilns, and there is no fencing that children can climb		
17.	adequate shade exists for children when outside in hot countries		
18.	there are no obstructions (e.g. poorly parked cars) which could prevent emergency vehicles properly accessing the site		
19.	students cannot access dangerous locations such as a swimming pool, stream, and electricity generator or transformer stations		
20.	swimming pools are adequately supervised including during casual use out of school time		
21.	access to school grounds and/or buildings is adequately controlled and visitors (including parents) are accounted for		

The Interior	What to look for	Yes/No	Comments
1.	safe, well maintained, and suitably protected electricity and gas installations		
2.	boilers well maintained		
3.	no extraneous combustible materials in boiler room		
4.	good ventilation, especially in places such as labs., storage rooms, kitchens, art and technology areas		
5.	acceptable levels of normal and emergency lighting in teaching areas and corridors/staircases		
6.	broad, unobstructed thoroughfares		
7.	emergency routes and exits all posted/marked, unblocked and unlocked with doors opening easily and outwards		
8.	alternative exits from upper floors		
9.	children (especially the younger ones) not using difficult staircase and not too far away from exits		
10.	firefighting equipment sufficient, of the right type, well placed, regularly maintained, and with adequate water supply in terms of quantity and proximity of source		
11.	regular evacuation and "invacuation" drills, supported by adequate records of drills undertaken (whether unplanned or scheduled)		



	including any problems and corrective measures logged in writing		
12.	staff trained in use of firefighting equipment		
13.	efficient egress (evacuation) or gathering in safe haven ("invacuation"), with good system for building check and roll call (students, academic staff and support staff, visitors) and well organised and safe assembly points		
14.	good communications system in event of emergencies e.g. telephones (especially in vital areas such as medical room, swimming pool), radios, loud-speakers		
15.	checks for asbestos etc. are in place		
16.	regular checks are made on the quality of drinking water		
17.	alternative exits from buildings and campuses if the main exit is blocked in an emergency		
18.	regular pest control (insects, rats, termites, mosquitoes, snakes etc.) where appropriate		
19.	regularly cleaned toilet area, with good hand-washing and drying facilities available		
20.	measures to prevent too much dust flying around during cleaning		
21.	no cleaning materials (abrasive, toxic powders/liquids and other materials) within reach of children		
22.	ceiling to floor glass panels and doors marked at adult or child height to mark their presence		
23.	no slippery floors, especially staircases, and wet floors clearly marked at all times		
24.	sharp and pointed tools and instruments and other potentially dangerous materials are in locked cupboards and drawers		
25.	electrical wires and cables are tidily stored and extension cables are not overloaded		
26.	during lockdowns, classroom doors or the doors of assembly points can be locked from the inside and emergency supplies are available		



LABS - science, technology or others	What to look for	Yes/No	Comments
1.	eye wash bottle or hose linked to a tap		
2.	shower (or hose with sufficient flow, linked to a tap)		
3.	good ventilation		
4.	fume cupboard		
5.	whole-lab. and individual bench taps/switches to rapidly shut off gas, water, electricity		
6.	alternative exits from the labs		
7.	locked and ventilated stores, with special facilities and procedures for dangerous chemicals and radio-active materials		
8.	chemicals stored in safe positions where they are unlikely to react dangerously with each other or the surrounding materials (e.g. acids and volatile organics stored appropriately)		
9.	chemical containers dated		
10.	gas cylinders in shaded, exterior, locked cages		
11.	potentially dangerous equipment is stored in a safe manner and equipment is used with appropriate safety guards or other protections.		
12.	the school has fixed its health and safety practices in its labs. with external standards		

Alarm System	What to look for	Yes/No	Comments
1.	many trigger places which are sensibly located (smoke/heat sensors, and/or manual triggers which once set off do not need someone to continue pressing the button)		
2.	an alarm system which can operate independently of the mains electricity supply		
3.	links to all buildings, with easy communication to any separate campuses in event of a non-specific threat (e.g. "there is a bomb in your school")		
4.	alarms audible everywhere		
5.	alarm distinguishes between different types of emergencies (e.g. fire, earthquake, intruder,		



	severe weather conditions) which then lead to different procedures – could be evacuation, physical shelter till clear, or “invacuation”/safe haven		
6.	good system to summon external help (police, ambulance, fire service)		
7.	good system to contact parents with emergency messages (text message or telephone cascade)		
8.	emergency contact numbers widely publicised (e.g. easily visible from all appropriate telephone points)		
9.	emergency procedures, including raising alarms, known by all staff- not just office staff		

Transport	What to look for	Yes/No	Comments
1.	tyres in good condition		
2.	seat belts		
3.	adult monitors on buses		
4.	regular servicing		
5.	driver health checks		
6.	on-board phone or radio		
7.	first-aid kits		
8.	licensed and insured vehicles and drivers		

Personnel	What to look for	Yes/No	Comments
1.	enough cover (numbers and time spent on campus) provided by health professionals and/or trained first-aiders		
2.	first-aid/CPR certification for, at a minimum, PE and swimming teachers and boarding staff		
3.	medical personnel and first-aiders names, and whereabouts throughout the day, listed, widely known and published, easy to contact		
4.	medical personnel appropriately involved in the school’s health education programme		
5.	good links with local health authorities and their initiatives (immunisation campaigns, AIDS awareness, measures during pandemics)		



Medical Services	What to look for	Yes/No	Comments
1.	private, quiet place for sick and injured people to lie down		
2.	close-by toilet, wash facilities, boiling water supply		
3.	lockable medicine cupboard with medicines which have not expired		
4.	safe system for distributing medicines to students needing them during school time (teachers and/or secretaries should not carry out this role unless specifically trained and organised)		
5.	appropriate access to student health records and details for emergency contacts with parents		
6.	system for initial collection and regular up-dating of medical and emergency contact information		
7.	appropriate circulation to staff of medical information on individual students on a need-to-know basis		
8.	appropriate and well-published procedures and mechanisms for transporting emergency cases to near-by hospital/clinic		
9.	access to telephone or other rapid method of summoning assistance		
10.	fridge, stretcher wheelchair, splints, bandages		
11.	well-maintained first-aid kits for specific areas of campus (e.g. gym, pool, labs, infant play areas) and for taking on school trips		

General	What to look for	Yes/No	Comments
1.	a health strand in the curriculum		
2.	the cleanliness of toilets and a regular schedule of checks		
3.	the number and adequacy of toilets		
4.	kitchens and dining room hygiene and equipment are regularly checked		
5.	kitchen staff are trained in hygiene matters/food handling, and receive regular medical checks		
6.	the cleanliness of teaching and general areas is acceptable		
7.	there a Health and Safety Standing Committee and/or Officer(s) which operates effectively-undertakes checks and follows through and reports on action plans		
8.	potentially dangerous materials (such as cleaning fluids, pesticides etc.) are stored and used safely		
9.	there is a ban on carrying very hot liquids (e.g. tea, coffee) in areas where children are passing by		



Administrati on	What to look for	Yes/No	Comments
1.	health, safety and security matters are given appropriate importance in terms of expenditure priorities		
2.	the school has contracted qualified firms to observe, advise and regularly inspect specialist systems such as fire extinguishers/sprinklers/foam/hoses, fume cupboards, alarms, heat/smoke detectors, boilers, ovens, kilns, heating/cooling/ventilation, etc.		
3.	the school has created a crisis manual to guide its response to eventualities such as fire, severe weather, earthquake, intruder on campus, medical emergencies, illegal attempts to gain custody of a student, death and teachers and administrators have sufficient knowledge of procedures		
4.	systems are in place to ensure the emotional well-being of students		