



Baleares International College
Mallorca
an Orbital Education School



Health and Safety Policy

Baleares International College San Agustí and Sa Porrassa

Approved by:	Alison Colwell	Date: July 2025
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1. Aims

1. Statement of intent

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 designated Health and Safety Officer (FVA) 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.

The Operations Manager acts as the school's Health and Safety Officer. 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 documentation, procedures and signage are in place;
- maintaining Health and Safety 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.

2. Legislation

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 a complete set of courses to meet the training expectations of the organization which include specialist courses for staff in specialist roles such as sports, well being and recruitment. All staff are required to complete courses via the Educare or National College online platforms that include First Aid, Fire Safety and Health and Safety and Risk Assessments on a bi-annual basis. Completion is monitored by a member of the senior team.

3. Roles and responsibilities

3.1 The School Board

The School Board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Principal.

The School Board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The School Board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

On behalf of the School Board, the Regional Head of Schools (RHoS) will hold the Principal accountable for implementation of this policy.

3.2 Principal

The Principal is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff
- Reporting to the RHoS/ School Board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.



- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal's absence, Fernando Vasquez, Head of Operations, assumes the above day-to-day health and safety responsibilities.

3.3 Health and Safety Lead/ Officer

The nominated health and safety lead is Fernando Vasquez, Head of Operations.

3.4 Staff

School staff have a duty to take care of students in the same way that a prudent parent/carer would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on health and safety matters.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.

3.5 Students and parents/carers

Students and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with Fernando Vasquez, Head of Operations before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

Fernando Vasquez, Head of Operations is responsible for the security of the school site in and out of school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Site and Cleaning Staff are key holders and will respond to an emergency, supervised by the Operations Manager.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.



The fire alarm is a loud continuous bell.

Fire alarm testing will take place annually.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

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 silently 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.
- Close windows 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.

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 /HOSF): Heads of School are responsible for overseeing the evacuation, directing people towards the evacuation routes by ensuring efficient flowthrough the building and clearing stairwells.

HOSF: clears basement

HOP: clears ground floor

HOS: clears first floor

Recepcionista (Receptionist): The Receptionist must undertake the following tasks:

- Ensure a first aid trained member of staff can provide first aid to any injured parties.
- Distribute printed registers of the students to Heads of House and a list of visitors on site to the Principal.
- Hand a staff list to the Principal.



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 assembly point at the furthest end of the running track.
4. 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.
5. HOHs collect their pink clipboards (with secondary tutor group registers) from the Receptionist and distribute to their tutors. All Tutors should complete their register and then raise their arm when complete. Heads of House then collect registers and inform Receptionist of any students missing.
6. The Principal will ensure all staff are accounted for.
7. HOP collect the primary pink clipboards from the Receptionist and distribute to their teachers. All primary teachers should complete their register and then raise their arm when complete. HOP then collects registers and informs Receptionist of any students missing.
8. The Receptionist must inform the Principal of any missing children or adults.
9. Head of Maintenance will wait outside for the fire brigade to update them on the situation.
10. 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.



Compliance measures/ regulations

Fire evacuations are often monitored by Arxiduc, a local authorized Health and Safety advisory company

A fire safety checklist can be found in Appendix 1.

6. Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals.
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Head of Science Department as well as by the company Arxiduc and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous products will be stored securely in locked storage out of reach of students.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure they have adequate ventilation.

6.2 Legionella

- Water quality testing has been completed June 2025 by Quimio Test company. Fernando Vasquez, Head of Operations is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
- This water quality testing will be carried out quarterly to comply with Spanish legislation and in addition whenever significant changes have occurred to the water system and/or building footprint.



- The risks from legionella are mitigated by the following: [insert examples of controls or checks that are in place, e.g., temperature checks, heating of water, disinfection of showers, etc.]

6.3 Asbestos

- Site team and Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record would be kept of the location of discovery of asbestos found on the school site. See Appendix 2.

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Any student who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to Fernando Vasquez, Head of Operations or the Maintenance Manager immediately
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by an OCA registered electrical contractor.

7.2 PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to Fernando Vasquez, Head of Operations.

8. Lone working

Lone working may include:

- Late working
- Home or site visits



- Weekend Working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

9. Working at height

Training and guidance on Health and Safety in the workplace is provided to all new staff by Arxiduc and thereafter every four years.

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Team retains ladders for working at height.
- Students are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. Training and guidance on Health and Safety in the workplace is provided to all new staff by Arxiduc and thereafter every four years.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.



- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

11. Off-site visits

When taking students off the school premises, we will ensure that the school's Educational Trips Policy is adhered to (insert link) [Educational Visits Policy 2025 \(review Aug 2025\).pdf](#)

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents/carers' contact details.
- There will always be at least one first aider on school trips and visits.

Schools with Early Years Foundation Stage provision add:

- For trips and visits with students in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate.
- For other trips, there will always be at least one first aider on school trips and visits.

12. Lettings

This policy applies to lettings and contractors. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it. All contractors undertake their own Health and Safety training.

13. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal immediately. This applies to violence from students, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing



- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings.

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

15.4 Cleaning of the environment

- Clean the environment frequently and thoroughly.

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

15.6 Laundry

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

15.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:



Following good hygiene practices

- We will encourage all staff and students to regularly wash their hands with soap and water or a hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned at least twice a day.

Keeping rooms well ventilated

- In rooms or areas with poor ventilation and we will put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation/dehumidifiers.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by local/ national agencies and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from local/ national agencies about the appropriate course of action.

16. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads including a [Staff Well-being Policy \(2023\).pdf](#) and [COMMUNICATION TO WORKERS ON THE RIGHT TO DIGITAL DISCONNECTION IN THE WORKPLACE.pdf](#)

17. Accident reporting

The school group publishes an Accident Report and First Aid Policy and all incidents must be reported on the Accident and Incident reporting forms attached to aforementioned policy.

18. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training, through Educare and/or National College.

19. Monitoring

This policy will be reviewed by the Principal and Head of Operations, annually.

At every review, the policy will be approved by the Regional Head of Schools on behalf of the School Board.



20. Links with other policies

This health and safety policy links to the following policies:

- Accident Report and First Aid policy with reporting forms 2025
- Educational Visits Policy 2025



Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and students understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

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