Health and Safety Policy 2026

Approved by:	Alison Colwell, Principal	**Last reviewed on:**	September 2026
Date:	September 2026	**Next review due by:**	September 2027

This policy applies to Baleares International College at both sites, Sa Porrassa and Sant Agustí.

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Purpose

Baleares International College is committed to providing and maintaining a safe, secure and healthy environment for all pupils, staff, visitors and contractors.

The School will ensure that the welfare, health and safety of pupils are actively promoted and safeguarded at all times, in line with the expectations of the British Schools Overseas (BSO) standards.

The School will:

- Provide and maintain safe premises, systems of work and equipment
- Establish and maintain safe working procedures for staff, pupils and visitors
- Ensure effective supervision of pupils appropriate to age, need and activity
- Implement robust emergency arrangements, including fire safety, medical response and critical incidents

Ensure all risks are identified, assessed and controlled proportionately

- Maintain effective arrangements for safeguarding, medical needs and pupil wellbeing where these intersect with health and safety
- Promote a positive safety culture where all stakeholders understand and discharge their responsibilities

Health and safety management will follow a proportionate, risk-based and actively monitored approach, with regular oversight by school leadership and governance.

Scope

This policy applies to:

- All staff (teaching, support and leadership)
- All pupils across all age phases
- Contractors, consultants, volunteers and visitors
- All school premises and facilities
- All school activities, including off-site visits and extended provision

This policy covers all aspects of:

- Premises and site safety
- Curriculum and activity safety (including practical subjects and sport)
- Supervision and pupil welfare, where linked to health and safety
- Educational visits and off-site provision
- Medical needs and first aid arrangements
- Safeguarding interfaces with health and safety

The policy applies at all times when the school is responsible for pupils, including during normal hours, extended school activities, educational visits, and third-party use of the site.

Legislation and Guidance

- Baleares International College is a British school in Mallorca, authorised as a foreign school (centro docente extranjero) under Real Decreto 806/1993, de 28 de mayo, and inspected against the Standards for British Schools Overseas (BSO). Spanish and Balearic law applies to the school in full. UK legislation and Department for Education guidance are used as a benchmark of good practice. Where they conflict, Spanish and Balearic law takes precedence. The school's health and safety arrangements are based on the following Spanish legislation:
- UK advice from the Department for Education and the Health and Safety Executive, listed at the end of this section, is used as a benchmark of good practice.https://www.gov.uk/government/publications/health-and-safety-advice-for-schoolshttps://www.hse.gov.uk/pubns/edis1.htm

Core health and safety law (Spain)

- Ley 31/1995, de 8 de noviembre, de Prevención de Riesgos Laborales (the Spanish equivalent of the Health and Safety at Work etc. Act 1974). In line with Articles 16, 18, 25, 26 and 33, the school has a plan de prevención de riesgos laborales (current version dated 31 August 2026) and job-role risk assessments, prepared with its external prevention service (Arxiduc), informs and consults staff, and assesses risks to especially sensitive, pregnant and breastfeeding workers.
- Real Decreto 39/1997, de 17 de enero, Reglamento de los Servicios de Prevención (risk assessment, preventive planning and the organisation of prevention).
- Real Decreto 486/1997, de 14 de abril, on minimum health and safety conditions in workplaces, including first-aid material (Annex VI).
- Ley 31/1995, Article 20 (emergency measures, first aid and evacuation).

Specific Regulations Relevant to Schools

- Real Decreto 1215/1997, de 18 de julio, on work equipment, as amended by Real Decreto 2177/2004 (temporary work at height).
- Real Decreto 487/1997, de 14 de abril, on the manual handling of loads.
- Real Decreto 773/1997, de 30 de mayo, on personal protective equipment.
- Real Decreto 393/2007, de 23 de marzo, Norma Básica de Autoprotección, where its thresholds apply, and the other self-protection rules applicable to each site (emergency and evacuation plans); Real Decreto 513/2017, de 22 de mayo, Reglamento de instalaciones de protección contra incendios; and the Código Técnico de la Edificación (Real Decreto 314/2006), Documento Básico DB-SI.
- Orden de 16 de diciembre de 1987 and Orden TAS/2926/2002 (notification of workplace accidents through the Delt@ system), and Real Decreto 1299/2006 (occupational diseases, notified through CEPROSS).
- Real Decreto 374/2001, de 6 de abril, on chemical agents at work.
- Real Decreto 396/2006, de 31 de marzo, on work with a risk of exposure to asbestos.
- Real Decreto 614/2001, de 8 de junio, on electrical risk, and Real Decreto 842/2002, de 2 de agosto, Reglamento electrotécnico para baja tensión.
- Real Decreto 88/2013 (lifts, ITC AEM 1), where applicable.
- Real Decreto 1627/1997, de 24 de octubre (construction work), and Real Decreto 171/2004, de 30 de enero (coordination of activities between the school and contractors).

- Real Decreto 919/2006 (gas installations) and Real Decreto 487/2022, de 21 de junio, as amended by Real Decreto 614/2024 (prevention and control of legionella).

School-specific requirements and UK benchmarks

- The Código Técnico de la Edificación, Documento Básico DB-SUA (safety of use and accessibility), and the premises conditions of the school's authorisation as a foreign school under Real Decreto 806/1993.
- Real Decreto Legislativo 1/2013 and Llei 8/2017 d'accessibilitat universal de les Illes Balears, insofar as they interact with health and safety decision-making.
- DfE guidance "Supporting pupils at school with medical conditions", used as a benchmark of good practice.
- Department for Education: Health and safety: Health and safety advice for schools;
- HSE guidance for schools and education
- Direcció General de Salut Pública (Conselleria de Salut) guidance on communicable diseases, with UKHSA "Health protection in education settings" as a benchmark.
- Working Together to Safeguard Children 2026 and Keeping Children Safe in Education 2026 (in force from 1 September 2026), as benchmarks of good practice.
- BSO Standards
- Early Years Foundation Stage (Sant Agustí): sections of this policy also draw on the statutory framework for the Early Years Foundation Stage.

Roles & Responsibilities

Ariston Education (proprietor)

Ensure that effective health and safety arrangements are in place which actively promote the welfare, health and safety of pupils.

Provide strategic oversight and assurance that:

- The policy is implemented effectively across the school
- Risks are identified, recorded and managed through a Master risk register
- Adequate resources, training and competent advice are in place
- Systems for reporting accidents, incidents and near misses are effective

Receive regular reports on:

- Significant incidents and trends
- High-risk areas and mitigation actions
- An annual Record and Compliance check
- Hold the Principal to account for implementation of this policy.

Principal

The Principal is responsible for the overall implementation, monitoring and effectiveness of this policy and for ensuring that the welfare, health and safety of pupils and staff are actively promoted.

The Principal will ensure that:

- Suitable and sufficient risk assessments are in place and reviewed

- Staff are appropriately trained, supervised and supported
- Systems for supervision of pupils are robust and proportionate to risk
- Incident, accident and near-miss reporting systems are effective and used consistently
- Significant risks and incidents are escalated to the Board and, where required, external authorities
- The premises and facilities are safe, secure and appropriately maintained

The Principal will also ensure that health and safety is integrated into safeguarding, behaviour and operational systems.

In the Principal's absence, Fernando Vasquez, Operations and Business Manager, assumes the above day-to-day health and safety responsibilities at both sites. The Principal of Sa Porrassa is deputised by the Heads of School (Adam Fairless and Phil Brown); the Principal of Sant Agustí is deputised by the Vice Principal.

Health and Safety Lead

The nominated health and safety lead for both sites is Fernando Vasquez, Operations and Business Manager. The school's external prevention service (servicio de prevención ajeno) is Arxiduc, which provides risk assessments, fire risk assessments and health and safety training, and staff health surveillance is arranged through the prevention service. The school's mutua for workplace accidents and occupational disease is Umivale Activa.

- Coordinating the implementation of health and safety arrangements
- Maintaining the central risk register, inspection schedule and action plan
- Monitoring compliance with statutory requirements and internal procedures
- Supporting investigation of incidents and near misses and ensuring actions are completed
- Advising leadership on risk, compliance and best practice
- Where specialist advice is required (e.g. fire safety, asbestos, water hygiene), the School will engage appropriately qualified external competent persons.
- Coordinate the school's work with the Comité de Seguridad y Salud (the joint health and safety committee with the staff Delegados de Prevención, required by Articles 35 to 38 of Ley 31/1995 for workplaces with 50 or more workers), which is chaired by the Operations and Business Manager and meets at least once a term (Article 38 of Ley 31/1995 requires quarterly meetings), with minutes taken and actions tracked

Designated Safeguarding Lead and Medical Needs Leads

- Follow policies, procedures and training ensuring health and safety arrangements align with safeguarding, attendance, behaviour and online safety systems.
- Ensure serious incidents, allegations or concerns with safeguarding dimensions are escalated through the safeguarding procedure.
- Coordinate Individual Healthcare Plans, allergy management plans and information-sharing on a need-to-know basis.
- The DSLs are Stuart Cadman (Secondary) and Fiona Von Waberer (Primary) at Sa Porrassa, and Mel Eccleshall at Sant Agustí. The SENDCo at Sa Porrassa and the SENDCo at Sant Agustí coordinate training, delivered by a suitably qualified provider, for staff who administer emergency medication (adrenaline auto-injectors and glucagon).

- The school operates a no-nut policy: students, staff and visitors must not bring nuts or nut products (for example, chocolate hazelnut spread) onto site, because of severe allergies in the school community. The school cannot guarantee a completely nut-free environment.

Staff

- Take reasonable care of their own health and safety and that of others.
- Follow safeguarding, behaviour, medical, emergency procedures

and training.

- Use equipment correctly and report defects, hazards, accidents, near misses and concerns promptly.
- Staff must ensure that pupils are supervised in a manner appropriate to their age, needs and the nature of the activity
- Challenge unsafe practice and raise concerns without delay.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.

Students

- Follow safety instructions given by staff
- Behave in a manner that supports the safety and wellbeing of themselves and others
- Report hazards, unsafe behaviour or concerns to a member of staff
- Where appropriate, pupils will be supported to develop an understanding of risk and safe behaviour

Contractors

- Produce a RAMS statement and wait for approval before starting work.
- Provide the certificado negativo del Registro Central de Delincuentes Sexuales for anyone whose work involves habitual contact with children (Ley Orgánica 8/2021, Article 57), and coordinate their activity with the school in line with Real Decreto 171/2004.

General Visitors

- Take reasonable care of their own health and safety.
- Follow procedures as indicated during induction/welcome.

Site Security

The Operations and Business Manager (Fernando Vasquez), with the maintenance and site team, is responsible for the security of the school site in and out of school hours, including visual inspections of the site and the intruder and fire alarm systems.

Named key holders respond to out-of-hours emergencies.

Health and Safety Arrangements

The Operations and Business Manager maintains a central risk register which records significant risks, existing controls and required actions.

This register is:

- Reviewed regularly by senior leaders
- Used to inform decision-making and resource allocation

The appendices to this policy set out the standard operating procedures (SOPs) for the following areas:

- Risk Assessment and Dynamic Risk Management
- Fire Safety, Evacuation and Lockdown (see also the emergency and evacuation plan for each site, Plan de Autoprotección)
- First Aid and Medical Response (see also the Incident & Accident Reporting Policy)
- Accident, Incident, Near-Miss and Statutory Reporting (see also the Incident & Accident Reporting Policy)
- Infection Prevention and Control
- Daily, Weekly and Termly Premises Inspection
- Asbestos Management
- Water Hygiene and Legionella Control
- Electrical Safety and Testing
- Contractor Management and RAMS Approval
- Work at Height
- Hazardous Chemical Agents (Real Decreto 374/2001) Management
- Manual Handling
- Educational Visits and Off-Site Activities
- Lone Working
- Lettings and Third-Party Use
- Violence, Aggression and Challenging Behaviour
- Staff Wellbeing and Work-Related Stress (see also the Staff Wellbeing Policy)

Training

- Our staff are provided with health and safety training as part of their induction process and annual cycle of professional development. All staff complete the mandatory health and safety training set out each year in the Group Professional Development Handbook, including the occupational risk prevention (PRL) training delivered on the INSET day. Training records are kept of the health and safety training completed by each member of staff.
- In line with Article 19 of Ley 31/1995, new staff receive health and safety training from the school's external prevention service, refreshed at least every four years. Six members of staff hold paediatric first aid certificates, valid until September 2028; the Operations and Business Manager keeps the list of certificate holders and arranges renewal.
- Staff who work in high-risk environments, such as in science labs or work with students with special educational needs (SEN), are given additional health and safety training.

Monitoring

The School will maintain effective monitoring and review systems to ensure ongoing compliance and improvement.

This includes:

- A live health and safety risk register, reviewed regularly by the Principal and the Operations and Business Manager, with significant risks reported to the Regional Head of Schools on behalf of Ariston Education.
- Regular review of accident, incident and near-miss data to identify trends.
- Scheduled inspections and audits of premises and systems by the external prevention service and other external bodies as required, with outcomes reported to the Regional Head of Schools.
- Monitoring of compliance with statutory requirements.

The Principal will report regularly to Ariston Education on:

- Significant risks and incidents
- Trends and emerging issues
- Progress on actions and compliance

This policy will be reviewed annually and updated in response to:

- Changes in legislation or guidance
- Significant incidents or findings
- Inspection or audit outcomes

Links with other policies

This health and safety policy links to the following policies:

- Child Protection and Safeguarding Policy
- Emergency and evacuation plan for each site (Plan de Autoprotección)
- Incident & Accident Reporting Policy
- Risk Assessment Policy (including educational visits)
- Asbestos register, water hygiene logbook and fire risk assessments (held by the Operations and Business Manager)
- Behaviour Policy
- Privacy Policy
- Staff Wellbeing Policy and the Staff Handbook 2026-27 (absence procedures)
- Staff Code of Conduct

The School will ensure that relevant information relating to health, safety and welfare is **communicated clearly to parents and carers**, including where significant incidents or changes may affect pupils.

Appendixes

In these appendices, “Health & Safety Lead”, “Site Lead” and “Site / Facilities Lead” mean the Operations and Business Manager (Fernando Vasquez) and the maintenance team; “Medical / first-aid lead” means the lead first aider at each site; and “Responsible Person (Water)” is the Operations and Business Manager.

Appendix 1 – Risk Assessment and Dynamic Risk Management

Purpose

To ensure that foreseeable hazards are identified, risks are assessed, controls are implemented, and residual risks are reviewed proportionately.

Scope

Applies to premises, curriculum activities, events, educational visits, one-off activities, behavioural risk, medical needs, and dynamic decision-making during changing conditions.

Key responsibilities

- Principal approves the school risk assessment framework and ensures competent oversight.
- Health & Safety Lead maintains the central risk register and audit schedule.
- Heads of Department / line managers complete and review local risk assessments.
- All staff apply dynamic risk assessment where conditions change during an activity.

Procedure

Risk assessment process

- Define the activity, area, people at risk and the intended outcomes.
- Identify hazards, existing controls and realistic worst-case outcomes.
- Apply the hierarchy of controls: eliminate, substitute, engineer, administrate, PPE.
- Rate residual risk using the school's agreed scoring method and determine if escalation is required.

Approval and review

- High-risk assessments require sign-off by the Principal or delegated senior leader.
- Assessments are reviewed annually, after incidents, or when staffing, pupils, premises or processes materially change.
- Dynamic risk decisions taken during activities must be recorded if they materially alter the original plan.

Required records / evidence

- Central risk register
- Local departmental risk assessments
- Visit/event-specific assessments
- Review log and action tracker

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 2 – Fire Safety, Evacuation and Lockdown

Purpose

To establish clear controls for preventing fire, evacuating safely, and managing lockdown where external or internal threats require rapid site control.

Scope

Applies to all staff, pupils, contractors and visitors on site, including out-of-hours activities and lettings.

Key responsibilities

- Principal ensures a current fire risk assessment and emergency plans are in place.
- Site / Facilities Lead maintains testing, servicing and physical controls.
- Class teachers and line managers lead evacuation of their groups and check registers.
- Reception / visitor control staff support accountancy for visitors and contractors.

Procedure

Preventive controls

- Maintain clear escape routes, fire doors, signage, extinguishers and alarm interfaces.
- Test and maintain the fire alarm and fire protection systems in line with Real Decreto 513/2017: routine checks by the school and periodic maintenance and inspection by an authorised maintenance company.
- Control ignition sources, hot works, storage of combustibles and housekeeping standards.

Evacuation procedure

- Raise the alarm immediately on discovery of fire or smoke.
- Evacuate using nearest safe exit; do not stop to collect belongings.
- Take registers at the assembly point and inform incident lead of missing persons.
- No re-entry until authorised by the fire service or incident lead.
- Evacuation drills take place at each site at the frequency set in its emergency plan, and are recorded. The alarm is the repeated sounding of the school bells. At Sa Porrassa the assembly point is the far end of the running track.
- Emergency roles follow the Plan de Autoprotección: Jefe de Emergencia (Principal), Jefe de Intervención (Head of Maintenance), Equipos de Primera Intervención (maintenance team), Equipo de Alarma y Evacuación (at Sa Porrassa, the Heads of Primary, Secondary and Sixth Form) and reception. At Sant Agustí, emergency roles are as set out in that site's plan.

Lockdown procedure

- Initiate lockdown using agreed signal and communication method.
- Secure rooms and internal movement; maintain calm and account for pupils.
- Contact emergency services where required and maintain communication with command team.
- After stand-down, complete debrief and welfare actions.

Required records / evidence

- Fire risk assessment

- Plan de Autoprotección (emergency and evacuation plan) for each site
- Alarm test log
- Drill record
- Service certificates
- Personal Emergency Evacuation Plans (PEEPs) for individuals and Group Emergency Evacuation Plans (GEEPs), for example for EYFS
- Lockdown drill record

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 3 – First Aid and Medical Response

Purpose

To ensure timely first aid, clear escalation to emergency services, and safe management of medicines and known medical conditions.

Scope

Applies to on-site activities, educational visits, sports fixtures, EYFS at Sant Agustí, and school transport activities managed by the school.

Key responsibilities

- Principal ensures an appropriate first-aid needs assessment.
- Medical / first-aid lead maintains kits, training records and medicine controls.
- Responsible staff follow healthcare plans, medication instructions and emergency protocols.
- Trip leaders ensure first-aid provision and access to medical information off site.

Procedure

Routine first aid

- Provide treatment within competence and summon additional assistance where needed.
- At Sa Porrassa, first aid is given at the scene or in the SEND office, which is the designated first-aid room. The location of defibrillator(s), where installed, is shown on site plans and at reception.
- Inform parents/carers of any accident or injury and any first-aid treatment given, as soon as reasonably practicable and on the same day, in line with the Incident & Accident Reporting Policy (immediately for head injuries or where hospital treatment is needed).
- Record all treatment and outcomes on the standard medical/accident form.

Emergency response

- Call emergency services immediately where life-threatening symptoms, severe injury or loss of consciousness are present.
- The emergency number is 112. Except in a life-threatening emergency, the school's student accident insurer (Allianz) is contacted, where this will not delay necessary treatment, to authorise the hospital or clinic to which a student is taken; if in doubt, call 112 first; staff accidents are treated through the mutua (Umivale Activa), using the form held at reception.
- Send a known adult to meet emergency responders and direct them to the location.
- Secure the scene and preserve evidence where a serious incident has occurred.

Medicines management

- Store medicines in line with temperature, security and accessibility requirements.
- The school administers only emergency medication, with a doctor's letter and parental consent. Emergency medication is kept at Reception at each site, stored in line with the manufacturer's instructions (adrenaline auto-injectors at room temperature; medicines requiring refrigeration in the Reception fridge at Sa Porrassa).
- Administer only by trained / authorised staff and document dose, time and signature.

- Maintain healthcare plans and photo/alert lists for relevant staff.

Required records / evidence

- First-aid needs assessment
- First-aider list
- Medical incident records
- Medicine administration records
- Healthcare plans
- Trip medical packs checklist

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 4 – Accident, Incident and Statutory Reporting

Purpose

To ensure all events are recorded, investigated proportionately, and escalated where legally reportable.

Scope

Applies to employee accidents, pupil and visitor incidents, near misses, dangerous occurrences, violence incidents and property damage with health/safety implications.

Key responsibilities

- Managers ensure incidents are recorded the same day where practicable.
- Health & Safety Lead screens incidents for statutory notification and investigation level.
- Principal reviews serious incidents and signs off major corrective actions.

Procedure

Internal reporting

- Complete the standard form with factual details, witnesses, treatment and immediate actions.
- Differentiate between accident, incident, near miss and dangerous occurrence for analysis purposes.
- Notify parents/carers the same day in line with the Incident & Accident Reporting Policy, and senior leaders as required by seriousness.

Investigation

- Use proportionate investigation level: minor, manager review, or serious incident/root-cause analysis.
- Identify direct causes, underlying systems failures and additional controls.
- Track actions to completion with deadlines and named owners.

Statutory reporting (Spain)

- Workplace accidents to employees are notified through the mutua and the Delt@ system: a parte de accidente de trabajo within five working days of the accident or the start of sick leave; serious, very serious or fatal accidents, or those affecting more than four workers, notified to the Balearic labour authority (Direcció General de Treball i Salut Laboral, Conselleria d'Empresa, Ocupació i Energia) within 24 hours; and a monthly list of accidents without sick leave in the first five working days of the following month. Occupational diseases are notified through CEPROSS.
- Accidents to students and visitors are reported to the school's insurer and, where serious, to the Regional Head of Schools. Retain evidence of every submission.

Required records / evidence

- Accident/incident forms
- Investigation reports
- Delt@ notifications and insurer claims
- Action tracker
- Trend analysis by month / location / type

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 5 – Infection Prevention and Control

Purpose

To reduce transmission of infectious disease while maintaining access to education through practical, proportionate controls.

Scope

Applies to classrooms, toilets, medical rooms, catering areas, transport interfaces and all communal spaces.

Key responsibilities

- Medical lead / IPC lead monitors public health updates and outbreaks. Follows the guidance of the Direcció General de Salut Pública (Conselleria de Salut), with UKHSA guidance as a benchmark
- Site team ensures cleaning, waste and ventilation controls are functioning.
- Staff reinforce hygiene and isolation/escalation procedures with pupils.

Procedure

Routine prevention

- Promote regular hand hygiene, respiratory etiquette and effective cleaning of high-touch surfaces.
- Maintain suitable ventilation using natural or mechanical methods and monitor problem rooms.
- Implement exclusion/return guidance from the relevant public-health authority.

Body-fluid spills

- Use spill kits and PPE; cordon the area where needed.
- Clean and disinfect using approved products and dispose of waste appropriately.

Outbreak response

- Escalate unusual clusters to SLT and liaise with public-health authorities where indicated.
- Implement targeted communication, attendance management and temporary controls based on risk.

Required records / evidence

- Cleaning schedule
- Ventilation/problem-area log
- Outbreak case log
- Parent/staff communications
- Spill response record

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 6 – Daily, Weekly and Termly Premises Inspection

Purpose

To maintain safe buildings and grounds through routine inspection, prompt defect reporting and escalation of high-risk issues.

Scope

Applies to classrooms, specialist rooms, circulation spaces, external areas, plant spaces and security interfaces.

Key responsibilities

- Site/Facilities Lead manages the inspection calendar and defect log.
- All staff report defects immediately using the agreed system.
- Principal reviews high-risk defects and funding priorities.

Procedure

Inspection frequencies

- Daily visual checks for obvious hazards, security and cleanliness issues by all staff
- Monthly checks of fire doors, alarm points, play areas and housekeeping, with any issue logged on the maintenance app for action.
- Termly wider compliance reviews including signage, fixed equipment, welfare facilities and accessibility.

Defect management

- Assign risk rating to defects as Red/Amber/Green.
- Implement immediate temporary controls for Red defects and restrict access where necessary.
- Track remedial works to closure and retain evidence of completion.

Required records / evidence

- Monthly check records and the maintenance app log
- Defect register
- Photographic evidence
- Closure confirmations
- Review of open items on the maintenance app

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 7 – Asbestos Management

Purpose

To prevent accidental disturbance of asbestos-containing materials and manage any asbestos-containing materials safely, in line with Real Decreto 396/2006. An asbestos survey of both sites was carried out in October 2025. Sa Porrassa is asbestos-free. At Sant Agustí, work is under way to remove the asbestos-containing materials identified.

Scope

Applies wherever asbestos is known or presumed in the school estate, including contractor works and intrusive maintenance.

Key responsibilities

- Duty holder / Principal ensures a current register and management plan exist.
- Site Lead checks the register before any works and briefs contractors.
- Staff report damage to surfaces/materials that may contain asbestos immediately.

Procedure

Core controls

- Maintain asbestos register and management plan.
- Any work on materials that may contain asbestos is carried out only by a contractor registered on the Registro de Empresas con Riesgo por Amianto (RERA), in line with Real Decreto 396/2006.
- Label or otherwise control awareness of relevant areas as appropriate to the management strategy.
- Prevent intrusive works until asbestos information is reviewed and, where necessary, surveys obtained.

Emergency response

- Stop work immediately if suspect material is disturbed.
- Evacuate and isolate the area; do not sweep or clean debris.
- Seek competent asbestos advice and only re-open when declared safe.

Required records / evidence

- Asbestos register
- Management plan
- Contractor acknowledgements
- Incident records
- Survey reports

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 8 – Water Hygiene and Legionella Control

Purpose

To control microbial risk from the water system through monitoring, flushing and remedial action.

Scope

Applies to all domestic water outlets, tanks, hot water tanks, showers, little-used outlets and holiday closure/reopening periods.

Key responsibilities

- The Operations and Business Manager oversees the Plan de Prevención y Control de Legionella (PPCL) and logbook required by Real Decreto 487/2022.
- Site team completes routine temperature checks, flushing and remedial actions.
- Principal ensures competent external review where required.

Procedure

Routine controls

- Complete outlet flushing, temperature checks and inspection tasks at the frequencies in the water logbook.
- Water quality testing is carried out by an external specialist company (contracted specialist company) at the frequencies required by Real Decreto 487/2022.
- Manage little-used outlets and seasonal closures/reopens with explicit procedures.
- Action failures promptly and escalate persistent temperature control issues.

Required records / evidence

- PPCL
- Water logbook
- Temperature records
- Flushing records
- Remedial action log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 9 – Electrical Safety and Testing

Purpose

To ensure fixed installations and portable equipment are safe, suitable and maintained through a risk-based inspection regime.

Scope

Applies to all fixed electrical systems, portable appliances, extension leads, music/ICT equipment and temporarily installed items.

Key responsibilities

- Site Lead arranges fixed-wire inspection and remedial works.
- Departments complete user checks and remove damaged items from service.
- Only competent persons undertake electrical repairs or modifications.

Procedure

Routine controls

- Complete user checks before use for damage, plugs, cables and signs of overheating.
- Undertake formal inspection/testing of portable items based on risk category and use environment.
- Maintain records of the periodic inspections of the low-voltage installation carried out by an Organismo de Control Autorizado (OCA) under Real Decreto 842/2002, and close out any defects promptly. Electrical work is carried out only by an authorised installer (empresa instaladora habilitada).

Required records / evidence

- OCA inspection certificates and remedial records
- Portable equipment check log (where formal testing is carried out)
- Defect quarantine records
- Equipment inventory

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 10 – Contractor Management and RAMS Approval

Purpose

To ensure contractors are competent, risks are assessed, safeguarding/site controls are understood, and works are monitored effectively.

Scope

Applies to minor works, maintenance, construction projects, deliveries involving high-risk activities and specialist servicing.

Key responsibilities

- Project lead / Site Lead vets contractors and reviews RAMS.
- Principal approves high-risk works and construction interfaces.
- Reception/security controls sign-in, ID and visitor briefing processes.

Procedure

Pre-start controls

- Verify insurance, competency, qualifications/licenses and references as appropriate.
- Exchange health and safety information with the contractor as required by Real Decreto 171/2004 (coordinación de actividades empresariales), and obtain the certificado negativo del Registro Central de Delincuentes Sexuales for any worker with habitual contact with children.
- Review RAMS for hazards including hot works, asbestos, work at height, electricity, gas, isolations and safeguarding interfaces.
- Provide induction covering emergency arrangements, restricted areas, welfare, parking and supervision expectations.

During works

- Monitor compliance to RAMS and stop unsafe work immediately.
- Operate permit-to-work arrangements for hot works, roof access, service isolations or other defined high-risk tasks.
- Manage segregation from pupils, noise, dust and access routes.

Required records / evidence

- Approved contractor list
- Insurance checks
- RAMS approvals
- Permit-to-work forms
- Monitoring / snagging log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 11 – Work at Height

Purpose

To prevent falls and ensure work at height is avoided where practicable and controlled where unavoidable.

Scope

Applies to ladders, stepladders, mobile towers, stage access and any activity where a fall liable to cause injury could occur.

Key responsibilities

- Site Lead controls access equipment and competency.
- Staff only use approved equipment for brief, low-risk tasks.
- Contractors provide suitable access equipment and trained personnel.

Procedure

Controls

- Avoid work at height where the task can be completed safely from ground level.
- Use the safest suitable equipment for the task and environment.
- Inspect ladders/stepladders before use and at routine intervals; remove defective items from service.
- Restrict roof access and high-risk access to authorised persons only.

Required records / evidence

- Ladder register
- Inspection log
- Training/authorisation list
- Permit/approval for roof access

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 12 – Hazardous Chemical Agents (Real Decreto 374/2001) Management

Purpose

To identify, assess and control hazardous substances used in cleaning, maintenance and the curriculum.

Scope

Applies to cleaning products, science chemicals, art materials, fuels, gases, glues, maintenance substances and generated substances such as dust or fumes.

Key responsibilities

- Department heads / line managers maintain local inventories of hazardous chemical agents.
- Site/cleaning leads ensure secure storage and stocks are minimised.
- Staff follow assessment controls, PPE and emergency arrangements.

Procedure

Controls

- Maintain inventory and safety data sheets.
- Complete Hazardous Chemical Agents (Real Decreto 374/2001) assessments with exposure routes, controls and spill/emergency actions.
- Store substances securely, correctly labelled and incompatible substances segregated.
- Dispose of waste in accordance with the product guidance and local arrangements.

Required records / evidence

- Hazardous Chemical Agents (Real Decreto 374/2001) inventory
- Safety data sheets
- Assessments
- Training records
- Spill response records

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 13 – Manual Handling

Purpose

To reduce the risk of musculoskeletal injury by avoiding hazardous manual handling and teaching safe techniques where tasks remain.

Scope

Applies to furniture moves, deliveries, PE equipment, archives/storage, catering, site and maintenance tasks.

Key responsibilities

- Managers assess significant handling tasks.
- Staff use available handling aids and ask for help where needed.
- Site lead maintains trolleys/handling equipment.

Procedure

Controls

- Avoid lifting where possible by redesigning the task or ordering smaller loads.
- Use trolleys, sack trucks or team lifts where required.
- Provide instruction/training for staff whose work includes regular handling tasks.
- Review tasks after any handling injury or concern.

Required records / evidence

- Manual handling assessments
- Training record
- Equipment checks
- Incident review log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 14 – Educational Visits and Off-Site Activities

Purpose

To ensure trips and off-site activities are planned, approved and delivered safely while enabling educational value.

Scope

Applies to local visits, residentials, fixtures, outdoor learning, transport arrangements and international visits where relevant.

Key responsibilities

- Visit leader prepares the plan and risk assessment.
- Educational Visits Coordinator (Laura Hodgson at Sa Porrassa; the Principal, Andrew Beavon, at Sant Agustí) reviews and advises. Visits are approved by the line manager and then the Head of Secondary or Head of Primary before the EVC's review.
- Principal approves higher-risk or overnight visits.

Procedure

Planning

- As part of the formal approval process, define educational purpose, supervision ratio, transport, medical, behaviour and communication arrangements.
- Check venue competence and provider assurances where relevant.
- Ensure consent/medical information, first aid and emergency response plans are in place.

During the visit

- Maintain headcounts and communication procedures.
- Apply dynamic risk assessment if conditions change.
- Log significant incidents and notify school/parents in line with severity.

Required records / evidence

- Visit approval form
- Risk assessment
- Staffing list
- Medical/consent records
- Incident log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 15 – Lone Working

Purpose

To make lone working a controlled exception rather than an unmanaged norm, with special focus on communication and emergency escalation.

Scope

Applies to late-working staff, opening/closing premises, isolated tasks, some visits, home working interfaces and security checks.

Key responsibilities

- Managers authorise lone working where suitable.
- Staff comply with sign-in/out and communication requirements.
- High-risk tasks are not undertaken alone unless a specific safe

system authorises this.

Procedure

Controls

- Assess the person, task, environment, communication method and foreseeable emergency response.
- Use check-in/check-out processes and escalation if a worker fails to report at the expected time.
- Prohibit or tightly control high-risk lone-working tasks.

Required records / evidence

- Lone-working assessments
- Sign-in/out records

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 16 – Lettings and Third-Party Use

Purpose

To ensure hirers understand site rules, supervision responsibilities and emergency procedures, and that school liabilities are controlled.

Scope

Applies to sports clubs, community groups, holiday providers, examinations, performances and meetings hosted by third parties.

Key responsibilities

- Business / operations lead manages hire agreements.
- Site staff brief hirers and maintain opening/closing controls.
- Safeguarding lead advises where children are involved in third-party provision.

Procedure

Controls

- Use a written agreement specifying access areas, emergency arrangements, first aid, safeguarding, insurance and cleaning responsibilities.
- Restrict access to approved areas only and control keys/alarm arrangements.
- Require risk assessments and event plans for higher-risk activities.

Required records / evidence

- Hire agreement
- Insurance evidence
- Induction record
- Risk assessments
- Post-event issue log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 17 – Violence, Aggression and Challenging Behaviour

Purpose

To protect staff and pupils from foreseeable aggression, abuse or violence and to support consistent reporting and response.

Scope

Applies to face-to-face interactions, reception, meetings, behaviour incidents, visits, online/telephone abuse affecting work and some parent interactions.

Key responsibilities

- Leaders assess environments and individuals presenting heightened risk.
- Staff follow de-escalation, calling-for-help and post-incident procedures.
- HR / SLT ensure staff support and follow-up where incidents occur.

Procedure

Controls

- Use safer meeting arrangements, room layout and staffing for known high-risk interactions.
- Train relevant staff in de-escalation and breakaway principles as appropriate.
- Report all incidents and near misses promptly; update plans and restrictions where needed.

Required records / evidence

- Behaviour/support plans
- Violence/aggression reports
- Debrief notes
- Communication restrictions log

Review trigger

Review annually and after any significant change, incident, or external recommendation.

Appendix 18 – Staff Wellbeing and Work-Related Stress

Purpose

To treat work-related stress as a health and safety issue and ensure concerns are identified and addressed systematically.

Scope

Applies to workload, role clarity, support, change management, difficult behaviours, traumatic incidents and workplace relationships.

Key responsibilities

- Senior leaders monitor organisational stressors and workload patterns.
- Line managers hold regular wellbeing check-ins and escalate concerns.
- School HR (Myriam Boussoumah) and the health surveillance service arranged through the external prevention service are used where individual support is needed.

Procedure

Controls

- Use supervision, workload review, change planning and supportive management conversations to identify pressure points early.
- Escalate serious concerns through School HR and the occupational health provider.
- Complete individual stress risk assessments where needed and review support plans after absence or significant incidents.
- Psychosocial risks are assessed periodically by the external prevention service (Arxiduc), as required by Ley 31/1995.

Required records / evidence

- Wellbeing action plan
- Stress risk assessments
- Supervision/meeting notes
- Occupational health referrals

Review trigger

Review annually and after any significant change, incident, or external recommendation.