



Health and Safety Policy and Procedure

Policy:	Version 5 (V1 2017 / V2 2020/V323/V424)
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Reviewed by:	Whole Team
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1. POLICY STATEMENT

The British School of Costa Daurada (BSCD) recognises its overall responsibility for the health, safety, security and welfare of all employees, pupils, parents, visitors, contractors and others who may be affected by the use of the school's premises or by participating in school activities.

We believe that the promotion of health and safety is critical to the success of the school and supports our aim to provide a safe and healthy working and learning environment for pupils, staff and visitors.

BSCD is committed to:

- Preventing accidents and work-related ill health
- Managing health and safety risks in a sensible, proportionate way
- Providing clear information, training, instruction and supervision
- Engaging and consulting with staff and, where appropriate, parents and pupils on health and safety matters
- Ensuring that health and safety is integrated into everyday practice and decision-making

The school complies, as far as is reasonably practicable, with the requirements of:

Spanish & Catalan Regulations

- Llei 31/1995, Prevenció de Riscos Laborals
- RD 486/1997, disposiciones mínimas de seguridad y salud en los lugares de trabajo
- RD 374/2001, protection of workers from risks related to chemical agents
- RD 183/2000, coordinació de riscos als centres escolars
- RD 513/2017, reglamento de instalaciones de protección contra incendios RD 155/1993, programa de Salut Escolar
- Applicable regulations on legionella, food safety, fire safety, civil protection and emergency planning

UK Standards & Guidance

- Health and Safety: Advice for Schools (DfE, 2022)
- Keeping Children Safe in Education (KCSIE, 2024)
- Working Together to Safeguard Children (2023)
- Statutory Framework for the Early Years Foundation Stage (EYFS, 2024) – Section 3
- Supporting Pupils with Medical Conditions (DfE, 2015)
- Behaviour in Schools (DfE, 2022)
- Relevant HSE guidance on risk assessments, manual handling, educational visits, COSHH, etc.

British Overseas / International Standards

- NABSS (National Association of British Schools in Spain) standards
- BSO (British Schools Overseas) Standards, particularly Standard 4: Health, Safety & Premises

High standards can only be achieved with the full involvement of the whole school community. The CEO, Headteacher, Operations Manager, Senior Leadership Team, coordinators, teachers and support staff at every level must work together to maintain a strong culture of safety.

BSCD believes that integrating sensible health, safety and welfare practices into all work and learning activities forms part of a good education and contributes to the effective control and management of risk.

The school will review this Health & Safety Policy on a regular basis and bring any revisions to the attention of pupils, staff and, where appropriate, parents.

2. PURPOSE

This policy sets out:

- The responsibilities of all members of the school community regarding health and safety
- The arrangements and procedures for managing health and safety in all school activities
- The systems in place to prevent accidents and incidents, and to respond appropriately when they occur
- How BSCD ensures compliance with Spanish/Catalan, NABSS/BSO and UK requirements

3. PRINCIPLES

- Safety is a shared responsibility.
- Safeguarding and health & safety are interconnected.
- Risks must be identified, assessed, controlled and reviewed on an ongoing basis.
- Premises and equipment must be safe, secure and well maintained.
- Staff must be trained, informed and supported to work safely.
- Pupils must be appropriately supervised at all times.
- Incidents, near-misses and hazards must be reported and recorded so learning can take place.

4. ORGANISATION & RESPONSIBILITIES

4.1 CEO / Proprietor

The CEO/Proprietor:

- Ensures sufficient resources are allocated to meet health and safety obligations
- Monitors compliance with Spanish legislation and international standards (NABSS/BSO)
- Commissions external PRL (Prevención de Riscos Laborals) services and audits
- Supports the Headteacher and holds them accountable for health and safety performance

4.2 Headteacher

The Headteacher has day-to-day responsibility for health and safety performance and must take all reasonably practicable steps to secure the health, safety and welfare of the whole school community. The Headteacher will:

- Lead by example to promote a strong health and safety culture
- Implement and monitor this Health & Safety Policy
- Establish and maintain a robust management structure for health and safety and, together with the SLT, monitor its effectiveness
- Ensure safe working conditions for pupils, staff and others using the school premises and facilities
- Ensure safe working practices and procedures throughout the school, including the provision and use of machinery, tools and equipment
- Consult with staff on health and safety issues
- Identify the training needs of staff and pupils in relation to health and safety and ensure appropriate training is provided within available resources
- Monitor health and safety standards in all school activities and discipline those who consistently fail to meet basic expectations
- Coordinate and manage the risk assessment process for the school
- Coordinate general workplace monitoring inspections and performance monitoring
- Keep records of all health and safety related activities (fire drills, incidents, staff training, inspections, etc.)
- Ensure staff are adequately instructed in health, safety and welfare matters in connection with their roles
- Ensure that defects in premises, plant, equipment or facilities that affect health and safety are made safe without delay

- Collate accident and incident information and, when necessary, lead or commission investigations
- Ensure relevant online safety (filtering and monitoring), site security and supervision arrangements are in place as part of safeguarding duties under KCSIE

The Headteacher may delegate tasks but retains overall responsibility for the implementation and management of proper health and safety controls.

4.3 Operations Manager (OM)

The Operations Manager plays a key role in ensuring that the school operates safely and efficiently on a day-to-day basis. The Operations Manager:

- Coordinates daily site safety checks, carried out by maintenance, and ensures they are recorded
- Oversees weekly premises inspections (buildings, playgrounds, access routes, signage, etc.)
- Conducts or coordinates weekly fire alarm tests and records them
- Coordinates servicing and maintenance of fire safety equipment in line with RD 513/2017
- Oversees monthly water hygiene checks and flushing for legionella control, and coordinates annual external legionella assessments
- Supervises cleaning staff, ensuring daily classroom cleaning, twice-daily toilet cleaning, and appropriate deep cleaning (weekly/holiday periods)
- Coordinates contractors, ensuring they sign in, receive a safety/safeguarding brief, provide risk assessments and are appropriately supervised
- Maintains health and safety documentation (logs, inspection records, maintenance records, PRL reports)
- Oversees site security, access control and CCTV functioning
- Works with the Headteacher and DSL to ensure that operational arrangements support safeguarding

4.4 Designated Safeguarding Lead (DSL)

The DSL:

- Ensures that health and safety risks that affect pupil welfare are recognised and addressed as safeguarding issues
- Monitors filtering and monitoring reports for online safety, at least monthly, together with the OM/IT lead
- Ensures that visitor and contractor procedures support safeguarding (ID checks, supervision, restricted access, etc.)
- Reviews accident and incident data for potential safeguarding concerns
- Works closely with the Headteacher and OM during emergencies and critical incidents

4.5 Senior Leadership Team (SLT)

SLT members (including Phase Leaders, Coordinators, Heads of Department, etc.):

- Apply the school's Health & Safety Policy within their remit
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports as required
- Ensure staff under their management are familiar with relevant health and safety procedures
- Resolve health and safety issues raised by staff or liaise with the Headteacher / OM where needed
- Conduct regular inspections of their areas and record as required
- Ensure adequate information, instruction, training and supervision is provided to staff and pupils in their area

4.6 Class Teachers

Class teachers are expected to:

- Exercise effective supervision of pupils and know the procedures for fire, first aid and other emergencies
- Follow health and safety measures set out in policies, risk assessments and procedures
- Give clear oral and written instructions and warnings to pupils where necessary
- Follow safe working procedures personally
- Require the use of protective clothing and guards where necessary
- Make recommendations to the Headteacher/OM regarding safety improvements or equipment needs
- Integrate safety education into the curriculum where relevant
- Avoid bringing in personal electrical/mechanical items without authorisation
- Report all accidents, defects and dangerous occurrences promptly

4.7 All Members of Staff

All employees and official volunteers have a duty to:

- Work safely and responsibly, taking reasonable care of their own health and safety and that of others
- Take action to prevent work-related accidents and ill health
- Report unsafe processes, practices, equipment or conditions to manager
- Raise health and safety concerns promptly
- Report all health and safety incidents, however minor, in line with procedures
- Follow safety rules and safe systems of work, using protective equipment and devices as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or wellbeing
- Cooperate with managers in implementing necessary health and safety arrangements
- Set a good example at all times, avoiding reckless behaviour and helping maintain a safe and enjoyable environment

4.8 Pupils

Pupils, according to their age and development, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Follow rules and instructions in lessons, around school and during visits
- Behave in a way that does not create risk or hazard
- Use equipment correctly and not misuse or damage safety equipment
- Observe appropriate standards of dress and hygiene
- Report hazards or concerns to a member of staff

4.9 Parents & Carers

Parents and carers are expected to:

- Support the school's policies and procedures in relation to safety, behaviour, uniform and site access
- Follow drop-off and pick-up arrangements and car park rules
- Share relevant medical, welfare or safeguarding information with the school
- Comply with visitor sign-in procedures and staff instructions during emergencies

4.10 Visitors

All visitors must:

- Report to reception, sign in and wear a visitor pass
- Follow the instructions of school staff and remain in authorised areas only
- Be informed of fire procedures and assembly points
- Follow evacuation instructions in an emergency
- Inform their host of any concerns or additional support needs (e.g. disabilities affecting evacuation)

4.11 Contractors & Hirers

Contractors and hirers must:

- Sign in and out at reception
- Provide risk assessments and safe systems of work before starting work
- Comply with all school safety and safeguarding procedures
- Receive a fire safety and emergency brief prior to beginning work
- Work safely and tidily, segregating their work area from pupils where possible
- Immediately report any hazards or incidents

If a contractor creates hazardous conditions and refuses to resolve them, the school will take necessary action to prevent risk to pupils and staff, including suspending the work.

5. GENERAL ARRANGEMENTS & PROCEDURES

The school's general health and safety arrangements include:

- Providing and maintaining safe equipment and safe systems of work
- Ensuring safe use, handling, storage and transport of materials and substances
- Providing adequate information, instruction, training and supervision
- Providing safe places of work with safe access and exits
- Providing a healthy working environment with adequate welfare facilities
- Providing suitable personal protective equipment (PPE) where necessary

6. SPECIFIC AREAS

6.1 Risk Assessments

Risk assessment is the core process informing this policy. Assessments of significant risks are carried out by those responsible for the activity/area and recorded in writing. Risk assessments are required for:

- Classrooms and specialist rooms
- EYFS environments
- Playgrounds and outdoor areas
- Science, PE, STEAM and other practical subjects
- Educational visits and off-site activities
- Events and large gatherings
- Legionella and water systems
- Manual handling
- Lone working
- Pregnant staff and new mothers
- Contractors' activities and maintenance work

Risk assessments are reviewed termly or sooner following an incident, change in activity/equipment.

6.2 Supervision of Pupils

Staff must be familiar with relevant risk assessments, the school's Code of Conduct. Particular attention is paid to supervision at the start and end of the day, breaks, transitions, PE, off-site activities and areas where contractors are present.

6.3 Provision of First Aid & Supporting Medical Needs

The Headteacher and OM ensure that a first aid needs assessment is completed, sufficient First Aiders and Paediatric First Aiders are available, and effective systems exist for managing and administering medication. First aid boxes are located in every classroom, kitchen, reception and other key areas. Accidents are recorded, and parents are informed on the same day when appropriate.

6.4 Emergency Procedures (Illness, Accident, Fire & Evacuation)

For illness or accidents, staff must follow the Accident and Illness Policy. Fire and evacuation procedures are explained at induction and displayed in every room. Weekly fire alarm tests and termly fire drills (including one unannounced drill) are carried out and recorded. The fire risk assessment is reviewed at least annually.

6.5 Prevention of Violence & Aggressive Behaviour

BSCD does not accept violence towards staff or pupils in any form. Staff must remain calm, remove children from danger, seek assistance and report incidents immediately. All incidents are recorded and followed up, with disciplinary procedures applied where appropriate.

6.6 Visitors

Visitors must sign in at reception, wear a visitor badge and follow safety instructions. They are not permitted to enter unauthorised areas and must be informed of emergency procedures.

6.7 Contractors

Contractors must sign in, receive a safety and fire brief, comply with school policies, provide risk assessments and work under appropriate supervision at all times.

6.8 Safe Working Procedures

All staff must ensure that safe working procedures are developed and followed based on task-specific risk assessments, with ongoing monitoring and review.

6.9 Work Equipment

The Headteacher, OM and supervisors ensure that equipment is suitable, maintained and used safely, with appropriate training and clear operating procedures. Defective equipment is removed from use immediately.

6.10 Slips, Trips & Good Housekeeping

The school controls slip and trip risks through appropriate flooring, prompt cleaning of spillages, good storage practices, and keeping corridors and exits clear. Related incidents are investigated and necessary improvements implemented.

6.11 Food Preparation Areas

Only authorised staff may access the main kitchen. Food safety procedures and cleaning schedules comply with Spanish food hygiene legislation and allergen regulations.

In class food preparation must follow all guidance and safety procedures, including a prior risk assessment.

6.12 Electrical Equipment

Electrical systems are inspected at least every 5 years, and portable appliances are tested at appropriate intervals. Staff perform visual checks before use and report defects immediately.

6.13 Gas Safety

Gas installations are installed, inspected and maintained by qualified engineers in line with statutory requirements. Annual gas safety checks are conducted and recorded.

6.14 Control & Use of Harmful Substances (COSHH)

Hazardous substances are stored securely, and only trained staff may use them. No new substances are introduced without risk assessment and PRL advice, in accordance with RD 374/2001.

6.15 Personal Protective Equipment (PPE)

PPE needs are identified through risk assessment. Suitable PPE is provided free of charge, maintained, stored correctly and staff are trained in its correct use.

6.16 Smoking

Smoking and vaping are not permitted on school premises. Anyone smoking off site must do so at a safe distance from the school boundary, considering local environmental risks.

6.17 On-Site Vehicle Movements

Vehicle movements (staff cars, buses, deliveries) are risk assessed and controlled. Arrangements segregate vehicles and pedestrians and ensure loading/unloading is carried out safely. Staff and contractors must follow car park rules and signage.

6.18 Educational Visits & Off-Site Activities

All visits follow the school's Educational Visits Policy. Visit leaders complete a risk assessment at least one week in advance. Ratios are appropriate to age and risk, and medical/SEND needs are planned for. A first aid kit is taken on all visits.

6.19 Online Safety, Filtering & Monitoring

Age-appropriate filtering and monitoring systems are in place. Monthly reports are reviewed by the DSL and OM/IT lead. Pupils use devices only under staff supervision, and personal phones are not used during the school day. Staff follow Acceptable Use Policies.

6.20 Water Hygiene & Legionella

Monthly temperature checks and flushing are carried out and recorded. Annual legionella risk assessments and testing are performed by accredited external providers, and actions are implemented promptly.

7. REPORTING, MONITORING & REVIEW

All incidents, accidents and near-misses are recorded, and hazards or defects are reported and tracked until resolved. The Headteacher and Operations Manager review health and safety reports weekly. Annual audits and PRL reviews inform improvements to practice.

8. TRAINING

The school ensures that staff receive appropriate training in safeguarding, health & safety, PRL, fire safety, first aid, manual handling, COSHH (where relevant), online safety and educational visits supervision. Training records are maintained and monitored.

9. EVALUATION & POLICY REVIEW

This policy is reviewed at least annually or sooner following significant incidents, legislative changes or site developments. Termly inspections, PRL reviews and audit findings inform the ongoing evaluation of health and safety performance.

10. LINKED POLICIES

This policy should be read in conjunction with:

- Safeguarding & Child Protection Policy
- Behaviour & Positive Reinforcement Policy
- Anti-Bullying Policy
- First Aid & Medical Needs Policy
- Educational Visits Policy
- EYFS Policy and Procedures
- SEND Policy
- Wellbeing Policy
- Accident and Illness Policy
- Emergency & Critical Incident Plan
- Online Safety / ICT Acceptable Use Policy