

**SABA VERDA INTERNATIONAL
SCHOOL**

«Health and safety policy»

«First Aid policy»

**«Fire and emergency
procedures»**

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Aim

The purpose of this policy is to outline how we use risk assessments in order to

- promote the health and safety of pupils, staff, parents and visitors and
- safeguard the welfare of all pupils.

The school is under a duty to safeguard and promote the welfare and health and safety of all children and young people in the school. Its main obligations in this regard are set out in Part 3 of the Education (Independent School Standards) Regulations 2014 and in Keeping Children Safe in Education (September 2016, as amended) and associated Department for Education guidance. The school's duties include;

- supporting children's physical and mental health and emotional well-being
- protecting children from harm and neglect
- ensuring that all forms of corporal punishment are prohibited
- encouraging children to contribute positively to society
- providing a safe and healthy environment
- improving the provision for disabled children
- managing welfare concerns effectively

The school is also under a duty to look after the health and safety of its staff, parents and visitors. Its main obligations in this regard are set out in the Health and Safety at Work Act 1974 and associated statutory instruments, and Health and Safety Executive guidance.

Delegation of duties as allocated tasks

The school director is the overall responsible person for health and safety and the designated health and risk provider

Health and safety inspections – school director and headteacher.

General care and welfare of pupils – headteacher, teaching staff, non-teaching staff, administration staff, ancillary staff.

Medical issues – School director (medical doctor), administration staff, teaching and non-teaching staff, local doctor's clinic.

First aid – The school director provides courses for all staff and is the overall responsible.

Maintenance and safety of buildings and outside areas – cleaning staff, maintenance team.

First aid and medical incidents

Procedure to be followed at any time of accident:

1. Stop the accident and follow further first aid procedures if needed
2. In the event of very serious matters call 112
3. Assess the severity of the injury.
4. Ask the school director (Rie Jul) if she is not there ask the head teacher (Laura Sanchez)
5. When in doubt, call the local medical centre CAP Baix Ebre Telephone no. 977 50 26 38
6. Contact the parents

Our Address is:

Cami De Milanés 3
43517 Vinallop (Tortosa)
Tarragona

The school director directs first aid course for all staff.

Our First Aid Kit:

- is supplied by our health and risk provider and complies with the Spanish law.
- is regularly checked by a designated member of Staff and re-stocked as necessary.
- is easily accessible to adults.
- is kept out of the reach of children.

At the time of admission to the school parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

- Is kept safely and accessibly.
- Is completed by staff and volunteers who know where it is kept.
- Is reviewed at least every half term to identify any potential or actual hazards.

We meet our local legal requirements for the safety, we report to the local office of the Health and Safety here in Spain, located in Tortosa:

- Any accident to a member of staff requiring treatment by a General Practitioner or hospital.
- Any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. Parents give prior permission, together with the relevant General Practitioner's letter, for the administration of medication. If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff, by the school director. Training is specific to the individual child concerned.

Fire regulations and inspections

We comply with Spanish fire regulations and regular fire inspections are carried out as well as service and replacements of fire extinguishers. We have fire alarms in all rooms.

We keep fire Safety Records and Certificates

Fire and emergency evacuation procedure

Fire notices are displayed in each classroom and in the entrance foyer.

Escape routes are checked by the caretakers everyday when doors are locked/unlocked.

Alarms are tested every month.

Emergency evacuation procedure will be tested at least once every term.



EVACUATION ARRANGEMENTS

- Anyone discovering a fire or other emergency where the buildings should be evacuated: **ACTIVATE THE ALARM AND CALL THE FIRE DEPARTMENT** at 112.
- Do not use extinguishers unless trained to do so.
- The **EMERGENCY WARNING** is the **ALARM SIGNAL** sounding continuously.
- The Director, Head teacher or Caretaker will go to the zone where the alarm has been set off to investigate if there is a fire or false alarm.
- The Director, Head teacher or Caretaker is responsible for making sure 112 is called if a fire is detected.

- When hearing the alarm, everyone should leave the premises quietly and go to the assembly point through the nearest available safe marked escape route.
- Teachers are responsible for assisting their class and making sure everyone is out before closing the door.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.
- In the event of an emergency during, BREAK or the LUNCH, pupils must leave the building by the nearest marked escape route and go to the assembly point.
- Other pupils, visitors and contractors must leave the building by the nearest exit and report directly to the senior office staff at the assembly point.
- When pupils arrive at the assembly area, they must immediately stand in their class groups in silence while teachers check their registers.
- Registers, first aid boxes and visitors' book etc. will be taken out to the assembly point by the school administrator if the school administrator is not there it will be done by the head teacher.
- The result of this check must be reported to the Head Teacher as soon as it is completed.
- In the Head's absence, the School director head will take charge.
- When the senior member of staff is satisfied that it is a false alarm, he/she will direct staff, pupils and visitors to return to the building.
- If the building cannot be reoccupied following an evacuation, arrangements will be made to contact parents.

Risk Assessment

At an operational level, the

The health and risk provider will:

- Ensure that all staff are aware of, and adhere to, the school's policies and procedures on pupil health, safety and welfare
- Ensure that key staff have clearly established roles and responsibilities;
- Ensure that staff are appropriately trained to effectively carry out risk assessments
- Ensure that where concerns about a pupil's welfare are identified, the risks are appropriately managed
- Ensure that staff, pupils, parents and others are consulted, where appropriate, to find practical solutions to welfare issues and health and safety
- Ensure that standards of pupil welfare and health and safety at the school are regularly monitored, both at an individual level and globally to identify trends and issues of concern and to improve systems to manage these.

We especially focus on risk assessment in these areas:

- Pupil welfare (medical needs, supervision, school visits)
- Health and safety (premises, equipment, public rights of way)
- Recruitment
- Safeguarding (Prevent, bullying) (see child protection policy)
- Lessons and educational (science, technology, recreation, sport, activities)
- Early years
- Breaks and supervision
- Educational visits

A risk assessment looks at both the likelihood of a risk occurring and the seriousness of the outcome should the risk occur.

Our risk assessment procedure is checking for hazards and risks in the physical environment, and in our activities and procedures. Our assessment covers adults and children.

When an area of attention is identified we develop an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of Health and Safety issues.

Children's Safety

- Children are supervised by adults at all times
- All grounds are fenced and locked during school hours.
- Playgrounds and outdoor areas comply with Spanish safety regulations.
- All forms of corporal punishment are strictly prohibited and it is also strictly prohibited to use any kind of verbal abuse towards or shouting at the pupils.
- All staff has been CRB checked and checked through references (see child protection policies).

- All warning signs are clear and in appropriate languages.

Outdoor area

Our outdoor area is securely fenced.

Our outdoor area is checked for safety and cleared of rubbish before it is used.

Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. -

Where water can form a pool on equipment, it will be emptied before children start playing outside.

Our outdoor sandpit is covered when not in use.

All outdoor activities are supervised at all times.

Hygiene

Our daily routines encourage the children to have good personal hygiene.

We have a daily cleaning routine for the school, which includes classes, kitchen and toilets.

We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.

Sick children

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents – or other authorised adults – if a child becomes ill at school.

Children are not allowed at school when they are sick.

To return to school they have to have

- been free from fever at least 24 hours
- not been vomiting for at least 24 hours
- not had active diarrhoea more than 24 hours (primary school) if they are well enough AND if the school is given notice so they can increase hand hygiene. In early years please talk to the teacher.
- given antibiotics for 24 hours if they have a bacterial infection.
- dry wounds and crusts in case of Impetigo.
- **be well enough to participate in a full day of activities!!**

Safety of Adults

All staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors.

All members of staff are responsible for reporting any facilities risks or defects to the School Director

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment, or to change light bulbs, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.

- Adults do not remain in the building on their own, or leave on their own after dark.

Kitchen

When children take part in cooking activities, they:

- a) are supervised at all times.
 - b) are kept away from hot surfaces and hot water.
 - c) do not have unsupervised access to electrical equipment.
- Children do not have unsupervised access to the work top/kitchen.
 - All surfaces are clean and non-porous.
 - There are separate facilities for hand-washing and for washing up.
 - Cleaning materials and other dangerous materials are stored out of children's reach.

Insurance Cover

We have Public Liability Insurance and Employers' Liability Insurance. The certificate is held in our office for inspection. In the entrance we have a copy of the policy with important telephone numbers.

We follow the Spanish regulations and have procedures for safety in the following areas:

Gas (Repsol)

We keep a record of Visitors

We keep an accident Record.

We do not allow smoking on school premises.

*sources consulted : [Outdoor Education Advisers' Panel](#) (OEAP) , Cognita "Educational Visits Handbook" and "Safeguarding Risk Assessment: Welfare, Health and Safety Policy " , Steve Jobs School Javea "SJSJ Health and Safety", British school of Lanzarote "Health and Safety Policy".