

## Health and Safety Policy

### Aims

Virtus is committed to providing a safe and healthy environment for all students, staff, and visitors. This health and safety policy outlines the measures in place to prevent accidents and injuries, comply with relevant legislation, and create a culture of awareness and responsibility. This policy meets the requirements of Spanish law. This policy is a dual aspect design so it outlines the responsibility and processes for student and staff health and safety, as well as safety aspects of the premise, so it will cover actions in the event of incidents of injury and accidents plus distribution of medication.

Overall responsibility for the policy and practice lies with the school owners and Headteacher but it is vital that all members of the school contribute to its formation and help to ensure it is followed effectively and responsibly.

In addition to this the school recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting students at their school with medical conditions. This is done through the creation of individual healthcare plans by the Deputy DSL. These will be drawn up in consultation with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported and that no student, to the extent that it is possible, will be excluded from full access to education, including school trips and physical education on the grounds of their medical condition.

### Responsibility

The school's owners and leadership are responsible for implementing and maintaining health and safety standards. Furthermore, all staff members are accountable for adhering to the policy and reporting any hazards, incidents, or concerns promptly.

We will ensure that:

- the buildings, equipment and work systems are safe and without health risks;
- machinery, articles, substances and appliances are kept, maintained and used safely;
- buildings, exits, entrances, grounds and boundaries are properly maintained and in a safe condition;
- the working environment is kept safe and healthy;
- clear information, instructions and supervision are provided.

The risk assessment is carried out on an annual basis in order to fulfil the requirements of Spanish law. The reports are made to the owners but staff have access to the copies in administration.

## Staff Training

All staff members are required to complete health and safety training upon joining the school and participate in refresher courses annually. This course includes emergency procedures, hazard recognition, and the use of safety equipment. In addition all staff are trained in First Aid both on TES online and in person by an accredited Spanish risk prevention company during the staff induction period in August. A record of staff training is maintained to ensure compliance.

## Access to the Building

Access to Virtus is designed with safety and safeguarding as paramount. Access to the premises are monitored via CCTV, an external gate and a camera operated front door.

All staff wear Virtus staff lanyards with a photo, name and title. This lanyard also holds a card opening the main front door and a clicker for the front gate. Access to the premises are tightly controlled.

## Organisation and Responsibility

1. The overall responsibility for health, safety and welfare rests with the school owners. The owners have responsibility for ensuring the School complies with Spanish health and safety legislation and publishes the necessary documentation. (See above.)
2. The day-to-day management of these issues will be carried out by the Headteacher. S/he will be responsible for ensuring the policy's effective implementation and periodic review.
3. The headteacher will ensure that new, amended or updated information is communicated to staff and that teachers have opportunities for appropriate training;
4. The headteacher will organise the procedure for reporting defects, hazards, accidents and problems relating to health and safety.
5. The owners will make arrangements for improvement of or repair to plant, equipment and premises as required.
6. The Headteacher is responsible for organising effective emergency procedures, routine practices and evacuation procedures.
7. The owners are responsible for all contractual and building work.

## Staff

8. Staff are directly responsible to the headteacher for all health and safety matters relating to their subject or area. Science teachers are responsible for devising risk assessments of the laboratories and sharing these with the Headteacher; especially before any practical experiments
9. Staff must effectively ensure, as far as possible, that accidents are prevented and ill health avoided. They should take all reasonable steps to reduce or avoid them. Serious concerns should be reported to the Headteacher.
10. Subject teachers, where appropriate, must ensure that protective clothing and equipment are used. Procedures for the storage and use of dangerous substances must be published.
11. Students must be informed also of the rules for working safely and given instruction on the safe use of substances and equipment during practical activities.
12. Staff are responsible for ensuring all notices, regulations and signs are properly displayed and students are informed of the relevant routines and practices and of their responsibilities.
13. Staff must report any problems, defects or hazards to the headteacher.
14. As appropriate, staff must carry out risk assessments and safety inspections. Any departmental procedures and practices must be clearly defined.
15. Teachers must be aware of the health and safety policy and carry out responsibilities appropriately.
16. Copies of this policy will be available on the school's management system.

## Students

Students at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. Posters are distributed around the school: on bulletin boards in the library, classrooms and corridors. If they are unsure, they should ask a member of staff. Students can help the school ensure first aid provision is effectively put into practice by reporting any medical emergencies or incidents to a member of staff immediately;

1. reporting anything that they feel to be a hazard to health and safety on or near the school premises.
2. taking care of their own safety and the safety of others. Students that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour may be dealt with under the Student Code of Conduct.
3. make sure that staff members are aware of any of students' health conditions or ailments that may require first aid assistance (*for example diabetes, epilepsy*). This is

particularly important in circumstances where students will be travelling off the school premises, for example for a sports match or a school trip.

4. where a student has a health condition which requires an individual healthcare plan the student will be involved wherever practicable in discussions as to their medical support needs and will be required to act in a way which is compliant with the plan.
5. all students are expected to act in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow student is unwell.

## Parents

Parents can help the school maintain effective health and safety provision by:

1. alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school in writing of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision, the school must be notified in writing. This medicine will be kept in a separate medicine fridge unless there is a specific reason for the child to have it on them at all times. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff.
2. where their child requires an individual healthcare plan, the parent must approve it and will be involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, eg: provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times etc.
3. working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home.
4. making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises.
5. familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

## Information on students

Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before their child is admitted to the school.

The school takes student privacy and confidentiality very seriously. The school DSL and Deputy DSL will be responsible for sharing medical information to other staff on a need-to-know basis – for example, ensuring that information regarding student allergies is shared with staff taking a class on an off-site trip. Student medical records will be kept locked in the Head's office. There is a database in the form of Google sheet which provides an overview of students' conditions and medications.

All staff members will be made aware of which students have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the child is.

### **Visitors to the school**

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this Health and Safety Policy. Names of school first aiders are displayed *around the school/in each school department*.

### **Protocols**

- **Medical incidents and First Aid**

All staff are First Aid trained. The DSL and Deputy DSL are the main executors of First Aid and are also responsible for administering medication to students with a previously known medical condition, as per their individual healthcare plan. The school has three First Aid kits which can be used by First Aid trained staff with regards to any medical related incident or the administration of medicines.

- **Defibrillators**

The school has one defibrillator on Floor 2 on which two members of staff have been trained; the Head and the Deputy Head Pastoral / DSL. This equipment is regularly checked by external agencies to ensure compliance.

- **Fire Precautions and Evacuation protocols**

The school has established clear fire protocols, including regular fire drills and evacuation procedures. In the case of fire, staff and students should follow the agreed procedures published in the school's Emergency policy. A copy of the evacuation routes must be displayed in or adjacent to every room. Fire-fighting equipment is available in each area of the school, in accordance with Spanish regulations. Regular evacuation practices will be organised and monitored by the Headteacher, following the established Fire Protocol. For further information, our Evacuation Procedure can be found in the Emergency and Evacuation plan.

- **Maintenance**

Staff should report maintenance requirements through the relevant shared Google document. The Headteacher is to liaise with the appropriate support staff to ensure that maintenance items are fulfilled in a timely manner.

Potential hazards must be reported urgently to the Headteacher. Where necessary, interim action should be taken to avoid or reduce immediate risk.

It is the responsibility of the owners to ensure the fulfilment of all service and maintenance contracts.

- **Smoking**

The school wishes to promote a pollution-free and healthy working environment for everyone. No smoking is allowed on the school premises or within 100 metres.

- **Visitors**

Any visitors who are permitted must report to visitors reception, sign in and collect a visitors pass. All visitors should be collected from reception or the waiting lobby outside the Head's office by the member of staff who the meeting is with.

Parents are treated in the same way as other visitors to school. If there is an event in school which is supervised by school staff, the organising member of staff may make an arrangement for the attending parents/visitors to attend without signing in. This should only be the case when those visitors are under supervision of the organising staff member and should be organised on a case by case basis.

If staff notices anyone who is not wearing a visitors lanyard they are expected to ask them in a polite and friendly way their reason for being there and escort them back to reception to sign in and wait for their appointment there. Visitors with or without a pass who are behaving inappropriately should be challenged and/or reported to a senior member of staff immediately. No adult should be in the bathrooms allocated for student use. If you see an adult in a student bathroom, please challenge them and if their behaviour appears suspicious, please report immediately to a senior leader.

- **Signing in and out of school**

All staff are required to sign in and out using the Sign in app.

- **Working outside school hours**

Staff should inform a member of support staff if they intend to arrive early or work in the school building after school hours so that arrangements can be made for this.

### **Risk Assessments:**

Trips and Events:

- Before any off-site trips or events, a thorough risk assessment will be conducted to identify potential hazards and implement control measures.

- Teachers leading trips are responsible for ensuring that students are briefed on safety protocols, emergency procedures, and behavioural expectations.
- Registers of students are taken before any transportation is boarded and before leaving the destination to return to school.
- Emergency contact details for all participants will be carried, and appropriate first aid provisions will be made.

#### **Laboratory Use:**

- The science department is responsible for conducting risk assessments for all laboratory activities and experiments. These assessments will be reviewed regularly and updated as necessary.
- The science staff are responsible for conducting risk assessments for the general laboratory guidelines such as the storing of chemicals.
- All staff and students using the laboratory must adhere to safety guidelines and protocols. Protective equipment must be worn as required.
- Chemicals and hazardous materials are stored in professional safety cupboards with ventilation systems and handled according to relevant regulations, and emergency procedures are prominently displayed.
- Portable bunsen and burners are securely stored.
- Secure Handling Instructions for all chemicals stored are kept in a folder in each laboratory.
- The school works with an accredited (under Spanish regulations) chemical waste disposal company that manages the withdrawal and disposal of all hazardous substances.
- All laboratories are equipped with first aid kits, electric circuit breakers, carbon monoxide detectors, fire blankets and eye washers.
- The Biology/Chemistry laboratory has a fume cupboard.
- Posters and signs identifying common hazards are displayed in the laboratory areas.

#### **Obligations of Contractors:**

- When the premises are used for purposes not under the direction of the Head Teacher, then, subject to the explicit agreement of the Governing Body, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head Teacher of any risks that may affect the school staff, students and visitors.
- All contractors must be aware of the School health and safety policy and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or their representative

will take such actions as are necessary to protect the safety of school staff, students and visitors.

- **Students, in accordance with their age and aptitude, are expected to:**
- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### Medical aspects

#### Policy for students with medical conditions that are known to the school

This covers students with medical conditions such as diabetes, epilepsy and asthma. When the school is notified by a parent or healthcare professional that a student has been diagnosed with a medical condition, or will be transferring to the school or returning after prolonged absence the headteacher will instruct the Deputy DSL to draw up an individual healthcare plan. This person is fully First Aid trained; both through a UK based TES course online and by an external accredited provider.

The school is conscious that it is vital to ensure that all staff are prepared at all times for a medical emergency as far as is practicably possible. The points below outline the provision in place for preparing for this type of emergency.

All staff are given up to date and regular training.

- A record of all students who have access to asthma inhalers, EpiPens, injections, or similar medical equipment is kept up to date and circulated to all members of staff; this type of medication will be kept in the staff room appropriately labelled and easily accessible in case of an emergency. Wherever practicable, students will be given the responsibility for carrying this medication on them at all times. Staff will be made aware of each individual's circumstances however, under no circumstances will a student be prevented from accessing their inhalers and medication and administering their medication when and where necessary.
- All staff will ensure that students will always be permitted to drink, eat or take toilet or other breaks whenever they require in order to manage their medical condition effectively. Where a student becomes ill and needs to visit the school office/medical room they will always be accompanied by a responsible escort.
- A database will be kept on the central school system that details students at risk of certain conditions, such as anaphylactic shock. The first aid coordinator /DSL is responsible for reviewing this on a regular basis and ensuring that it is up to date. It will be made clear to staff that they have a responsibility to regularly remind themselves which students are on this list, and what they should do in the case of an emergency.



- In the case of a medical emergency, as defined by the individual healthcare plan, the First Aider should be contacted whether the student carries their own medication or not. Emergency services should be contacted where they are needed, or thought to be needed.
- If a student becomes unwell (e.g. has an asthma attack, suffers a hypo etc) during the course of the school day the parents will be informed as soon as possible so that this may be monitored for any ongoing effects. A record should be made of all such incidents.
- If a student needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

### **Managing medicines on school premises**

The school is only responsible for administering medicines when not to do so would be detrimental to the student's health or school attendance. The school requires that parents should always notify the school of changes to their child's health, and especially any changes to any existing medical conditions. Parents must also inform the school of any side effects of any medication to be administered at school. The following key points guide the school's policy on managing medicines in accordance with the statutory guidelines for supporting students at school with medical conditions.

- Parents give their consent in the TCs for the school to provide medical treatment
- A record of all medication administered will be kept with dosages and times logged in each instance. This will also show who administered the dose and to whom.
- Other than the exceptional circumstance where a medication has been prescribed to a child without the parent's knowledge, no student under the age of 16 will be given prescription or non-prescription medicines without their parent's written consent. In such an eventuality the school will encourage the young person to involve their parents, but will respect their right to confidentiality.
- No student under the age of 16 will be given medicine containing aspirin unless prescribed by a doctor, and consent from parents. Parents will be contacted before administration of medicine is given. Where such medication is administered, the time of previous dosage and the maximum dosage will be checked prior to administering the medication and parents will be informed that the medication has been administered.
- Wherever clinically possible, the school requests that medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist. They must include instructions for administration, dosage and storage. It is accepted that insulin will be provided in pen/pump form.
- Medicines will be stored safely at all times but students will have immediate access to their own medication at all times and will be given the name of the key holder so that these can be accessed swiftly. Items such as inhalers, blood glucose metres and adrenaline pens should be always readily available and will not be locked away.

- Where a child has been prescribed a controlled drug, this will be administered by a member of staff such as the DSL in accordance with the prescriber's instructions. Staff administering medicines should do so in accordance with the prescriber's instructions.
- Any medication which is no longer required will be returned to the parent to arrange for safe disposal.
- Sharps boxes will always be used for the disposal of needles and other sharps.
- The school recognises that any student who has been prescribed a controlled drug may legally have it in their possession if they are competent to administer it themselves, however it acknowledges that passing it to another child for use is an offence.
- The school will keep a record of any controlled drugs that have been prescribed for students and these will be stored in a locked, non-portable, container. This will be accessible only to nominated staff (give details of names) but will be easily accessible in an emergency. A record will be kept of all dosages administered and the amount held in school.
- The school is not responsible for the students who carry their own medicine.

### **Procedure in the event of an illness**

If a student falls ill while in a school lesson they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action.

If a child who is sent home early is still too unwell to attend school the next day, parents should follow the procedure outlined under the subheading below. The school aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is risk. Staff will work with students who have missed classes to ensure that they are able to catch up on all the classwork that has been done in their absence.

If a member of staff is unwell, they may visit the nurse throughout the school day but should ensure that their manager is aware of class cover that has been arranged or needs to be arranged either for a single lesson or for a prolonged period of time.

### **Reporting continued absence due to illness**

Most cases of absence due to illness are short term, but parents will need to make a phone call to alert the school on *the first day/each day* of absence, following the school's absence policy. Parents of students absent from school will be contacted by 10am every morning, unless the school is aware of a prolonged illness. When the child returns to school they should bring a note from their parent explaining the absence – this is for the school records.

For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card, or a prescription paper.

### **1. Procedure in the event of an accident or injury**

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called.

First aiders should be called. First aiders are not paramedics, and if the first aider feels they cannot adequately deal with the injury then they should arrange for access to appropriate medical care without delay.

See the Emergency policy for details of protocol.

## Allergens

### Legal Framework

The Real Decreto 126/2015 establishes the obligations and responsibilities regarding food safety, including the identification and control of allergens in food establishments. Virtus is committed to complying with these regulations to ensure the safety and well-being of students and staff. It is imperative that parents inform the school of any allergens their child has as soon as possible.

### Identification of Allergens

**a. List of Common Allergens:** A comprehensive list of students with identified common allergens, as specified in the Real Decreto 126/2015, is maintained by Virtus, and logged under each student on the school's MIS. This includes, but is not limited to, cereals containing gluten, crustaceans, eggs, fish, peanuts, soybeans, milk, nuts, celery, mustard, sesame, sulphur dioxide and sulphites, lupin, and mollusks.

**b. Menu and Ingredient Documentation:** The school's catering services shall provide clear and accurate information about the presence of allergens in all food items on the menu. This includes maintaining detailed records of ingredients used and their allergen content.

### Communication with Parents/Guardians

Virtus communicates with parents/guardians to collect information about students with known allergies. This information is used to tailor meals and ensure that allergen-free options are available when necessary.

**Incident Reporting:** All incidents related to allergen exposure are promptly reported and thoroughly investigated. Lessons learned are used to improve allergen management procedures.

### Reporting and Communication:

All accidents, incidents, or hazards must be reported immediately to the designated health and safety officer. The school will maintain a record of incidents and near misses to identify trends and improve safety measures.

**Review and Revision:**

This health and safety policy will be reviewed annually to ensure its effectiveness and compliance with current legislation. Any necessary updates will be communicated to all staff members.

**Links to other policies:**

- Safeguarding
- Emergency Policy

Reviewed January 2024

Next Review August 2024