



HEALTH AND SAFETY POLICY

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GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

The aim of the Instituto Español Vicente Cañada Blanch is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The I.E.Vicente Cañada Blanch Community believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.

The Education Office of the Spanish Embassy, representative of the governor, and the Headteacher note the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The School accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

The arrangements outlined in this policy statement and the various other safety provisions made by the I.E.Vicente Cañada Blanch cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. I.E.Vicente Cañada Blanch will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

The Safeguarding Team will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils.

IEVC Blanch has standard procedures in case of an emergency in school, such as a fire, when the building is evacuated. Fire drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system. The I.E.Vicente Cañada Blanch has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, etc. Children are aware of the school rules which are constantly promoted in class and during assemblies.

All parents/carers are asked to provide the following information about their children and to notify of any changes that occur:

- Name and contact details of G.P.
- Information on the child's health
- Allergies and dietary requirements
- Emergency contacts and arrival and collection arrangement

Parents/Carers are asked to inform the school of any visible injury that children sustained at home (cuts, bumps, bruises etc.) so that we know to keep an especially careful eye on them

while they are at school and also to avoid confusion as to where and when such injuries have occurred.

If a child comes to school with injuries she/he sustained at home (cuts, bumps, bruises etc.) which have not been notified to the school, the tutor will look further into the subject and if there is a minimum preoccupation, then will notify the DSL via a concern form. The DSL will afterwards contact the parents/carers to discuss this, to confirm that the school is aware of it and will be monitoring the injury.

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff. Most of the staff are qualified First Aiders or Paediatric First Aiders and basic First Aid kits are kept in several areas within the school.

OBJECTIVES

- To promote the safety and welfare of all members of the school community.
- To promote good safety procedures, alertness and control and instill concern and consideration for the safety of others.
- To teach sensible safety habits within the whole curriculum: sometimes through topics, for example, safety rules during experiments covered in laboratories; or through topics, for instance on road safety, smoking or drugs. Outside agencies, such as the Police, Transport for London, etc, are invited to address the children.
- To encourage children to develop beneficial habits through good health and hygiene routines.

RESPONSIBILITIES OF THE HEADTEACHER

As well as having the general responsibilities of all members of staff, the Headteacher, as Key Manager, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. She will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

In particular, the Headteacher will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at

Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.

- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures identified in a suitable health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the Local Authority and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.
- Ensure, at all times, the health, safety and welfare of staff, pupils and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for pupils as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, pupils and others to promote and achieve high standards of health and

safety and suggest improvements and ways and means of reducing risks.

- Monitor the standard of health and safety throughout the school, including all school based activities by:
 - Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
 - Carrying out periodic audit and review of the safety management systems that are in place.
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RESPONSIBILITIES/DUTIES OF ALL STAFF

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required.
- Inform their Headteacher or Head of studies if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice.
- Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work.
- Cooperate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.

- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.
- Report all accidents immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report Form.
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Ensure that they know those pupils with particular medical conditions, how to deal with them and where the first-aid kits are located.

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SECURITY OF THE PREMISES

The Headteacher is responsible for ensuring that the building provides safe and healthy surroundings for the children and that basic repairs and maintenance are undertaken. A full risk assessment of the school premises is always in place. Recommendations on measures needed to prevent or control identified risks are discussed and the necessary action taken.

Main entrance doors for students will be all closed at all times. The I.E.Vicente Cañada Blanch's designated keyholders are the School Caretakers.

Children must enter the school site on time through their assigned gate. In case they are late, they will be able to enter through the School Main entrance on Portobello Road door and register as late. In such cases Primary pupils go to their rooms and Secondary pupils have detention for lateness.

The school cleaners maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

Hardboards must be used to protect surfaces when using tools. An adult must always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

Class Teacher

It is the responsibility of the class teacher to make sure his/her classroom is secure and tidy, equipment and lights switched off before they leave the premises.

Visitors on site

Any parent or visitor is welcome in school but must report to the School Main entrance on Portobello Road. They are asked by the school officer on duty to sign the visitors' book and are given a visitor's badge to wear during their visit. At the end of their visit they must again report to the school officer, return the badge and sign the visitors' book with the time of departure.

PLAYTIME SUPERVISION

Morning breaks and lunch time breaks are held in the outdoor patio area. Members of staff are responsible for supervising the outdoor patio during the morning break. In order to minimise accidents there are separate schedules for primary and secondary students, and specific areas of supervision.

During lunch time midday supervisors are in charge of pupils supervision.

Pupils will be supervised by adults with the following minimum ratios

- Infantil (EYFS): 1 adult per 13 children or fraction.
- Primary: 1 adult per 30 children or fraction
- Secondary: 1 adult per 40 children or fraction

If it rains, they cannot go out to the playground, and the teacher who has class with them before the break will stay on duty. The rest of the teachers will help with the surveillance. If weather conditions prevent the use of outdoor space during lunchtime, reception students will remain in their classes supervised by the team of canteen caretakers. Primary students (1^o-3^o) pupils will remain in the assembly hall, keeping a safe distance between the groups. Primary students (4^o- 6^o) will be able to remain in the playground, under the covered canopy.

LUNCHES AND SNACKS

School meals are prepared according to good dietary principles, and considering the nutritional needs and any allergies and intolerances of each individual child. School has a Food policy and all parents/carers are asked to complete an Allergies and Special Dietary Requirements Form at the beginning of the school year.

Primary students may bring a snack for the morning break and water is always available to refill their reusable water bottles. Secondary students may bring a snack and can buy sandwiches or fruit during recess time. Healthy break-time snacks are encouraged. According to our food policy, crisps, chocolates and sweets are not allowed and no nuts of any kind are to be brought to school.

PHYSICAL EDUCATION AND SAFETY

There is a risk element to Physical Education of which the school is aware. General points to be considered when teaching PE:

- The correct footwear is essential to ensure quick and safe movement when necessary.

- The teacher must be aware of what the children are doing throughout the session and must not leave them on their own.
- On the day of PE lessons children must come to school into their sports kit and trainers for safety and hygiene reasons. They must wear trainers or other suitable footwear for outside activities.
- With the exception of a small pair of stud earrings, children are not permitted to wear any form of jewellery to ensure their safety at all times. If other items of jewellery are worn, they should be removed for PE lessons.
- If a child constantly forgets to wear his/her sports kit, a letter is sent to the parents, reminding them that PE is part of the school curriculum and it is therefore necessary that their child comes to school into his/her sport kit.
- The teacher must consider if the environment is safe and whether dangerous situations can arise.
- The children must participate in sufficient warm-up activities before the lesson begins, to avoid injury.
- The physical education teacher will remember the safety rules that must be followed in class in order to prevent accidents and ensure safety.

CHILDREN MOVING EQUIPMENT

In the normal day-to-day running of the school, there are times when older children might need to move equipment or items or furniture - perhaps chairs, sports equipment, or other small pieces of equipment.

Children must always be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

PE and Sports Equipment: When using large apparatus, children must be shown how to bend before lifting and moving apparatus. Gym mats will need at least two children per mat. Children are shown how to pick them up and put them down, so that they do not trap their fingers or feet. The supervising adult allocates the appropriate number of children to lift heavy items.

Furniture Chairs must be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. If a large number of chairs are needed, then the designated staff will supervise. Tables need one child at each end. No child should attempt to lift a table single handed.

Small items of equipment can be moved by the children under adult supervision. When an item of equipment or furniture is being moved from one room to another, the supervising adult must

nominate a child to open and close doors.

Items children must not move:

- computers (which are not laptop) - wires can get caught and monitors can easily fall off trolleys
- televisions and overhead projectors
- piano - although on castors, it can tip and trap feet or fingers
- cooker - too heavy and awkward
- paper cutters - dangerously sharp blade
- children must not stand on tables to remove displays

TRAVEL SAFETY

In accordance with safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible.

Risk assessments are prepared in advance and consent forms and details of the visit are sent to parents. Children must wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed. Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils. The class teacher always takes a first-aid kit, mobile phone and list of emergency telephone numbers.

All teachers know that the safety of children when travelling off site is of paramount importance and follow the procedures

SMOKING POLICY

IEVC Blanch is a non-smoking school. Smoking is not permitted in any area of the school.

ANIMALS IN I.E. VICENTE CAÑADA BLANCH

Dogs or other pets are not allowed on the school premises, except with permission from the Headteacher, when a small animal/pet might be brought to school as part of a demonstration or curriculum resource.

Should a dog chance to enter the premises and foul an area of the school grounds, the area

must be cleared up immediately. Parents with dogs must keep them outside the school premises, clear of the exit gate, so that children are not frightened.

CONTRACTORS ON SITE

Contractors must telephone the School Office and make appropriate arrangements before commencing work. Major works must be done during non school days when children are not in the premises.

When they arrive, all contractors must report to the school entrance desk officer at the main door on Portobello Road and the Office Assistant is notified of their arrival. They are requested to sign the visitors' book and be given a visitor's badge to wear during their visit. At the end of their visit they must again report to the entrance desk school officer, return the badge and sign the visitors' book with the time of departure.

Contractors work under close supervision, so that there is no danger to the health and safety of children or adults in school. When not in use, any equipment that contractors bring into school must be stored in a safe place.

No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas. No work must be in progress in the playgrounds during break times and lunchtime.

The guidance below is communicated to contractors.

Guidance for Contractors on site.

The I.E.Vicente Cañada Blanch complies with the recommendations of the Health and Safety Inspector (Kensington and Chelsea Local Authority) and requests you to refrain from the following practices:

- Smoking in the building or in the grounds
- Talking to the children
- Moving vehicles while children are at play.
- Working on or near the playgrounds while the children are at play.
- Leaving equipment lying around or unattended.
- Playing music during school hours.

RISK ASSESSMENT

As Key Manager, the Headteacher will ensure that regular written risk assessments of premises, methods of work and all school activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables.

In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.

Written risk assessments identify all defects and deficiencies together with the necessary remedial action or risk control measures. The results of all risk assessments are reported to the Education Office of the Spanish Embassy, representative of the proprietor, who will prioritise issues and assign resources to undertake remedial/control measures where required.

Schools must check that external activity providers have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the school must check they are an appropriate organisation to use.

When planning an activity involving caving, climbing, trekking, skiing or water sports (other than rowing), schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

EMERGENCY PLANS

The school has a Fire Policy which includes an evacuation plan prepared to cover all foreseeable major incidents that could put the occupants or users of a school at risk. The school plan indicates the actions to be taken in the event of fire or a major incident so that everything possible is done to:

- Save lives.
- Prevent injury.
- Minimise loss.

This sequence will determine the priority of local emergency plan responses. The school emergency plan includes arrangements for:

- Contacting emergency services.

- Informing parents/guardians and the Local Authority
- Dealing with the media.

FIRST AID

The arrangements for first-aid provision are adequate to cope with all foreseeable incidents. Designated staff are given such training in first-aid techniques as is required to give them an appropriate level of competence.

The Headteacher is responsible for ensuring that a sufficient back-up stock is held on site. Notices are displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency. First-aid kits must also be held at various locations throughout the school as determined by risk assessment (e.g. laboratories, gymnasiums, workshops, playgrounds, etc.).

There are First-aid kits in the following locations:

- P.E. storeroom and gym.
- Staff room
- Canteen
- Each of the Infantil (EYFS) classrooms.
- DT room.
- Science laboratory.
- Desdoble 4
- Counsellor Office

A written record is kept of all first aid administered either on the school premises or as part of a school related activity. Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the school for which it is responsible, and also all out of school activities.

RIDDOR

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

The Headteacher will follow the procedure set by RIDDOR whenever necessary. The procedure to report can be found on the RIDDOR [website](#).

Appendix A: Medicines

I.E. Vicente Cañada Blanch Medicine policy

Whilst we wish to ensure that pupils with medication needs receive appropriate care and support at school, we would like to remind families that:

- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- Only reasonable quantities of medication should be supplied to the school.
- The school will not give your child any medicine unless you complete and sign the *Parental agreement to administer medicine* form.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- Please be advised that if your child requires long term medication then you will need to inform the school as soon as possible and you will be required to provide a letter from your GP to confirm this. If your child requires medication two times daily this should be administered at home morning and night.
- Each item of medication must be delivered to the School Office, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
 - . Pupil's Name.
 - . Name of medication.
 - . Dosage.
 - . Frequency of administration.
 - . Date of dispensing.
 - . Storage requirements (if important).
 - . Expiry date.

AUTORIZACIÓN PARENTAL PARA LA ADMINISTRACIÓN DE MEDICACIÓN

El personal del centro no administrará medicinas al alumnado sin la cumplimentación de este cuestionario y, en cualquier caso, se regirá por lo dispuesto en la School medicine policy, disponible en la página web.

Nombre del alumno/a: _____ Curso: _____	
Fecha de nacimiento: _____	
Condición médica	
Nombre y tipo de medicina (tal y como se describe en el prospecto)	
Fecha de expiración	
Dosis y forma de administración	
Frecuencia/posología	
Precauciones adicionales / especiales	
Efectos secundarios que el centro deba conocer	
Auto administración por parte del alumnado	NO SI
Proceso a seguir en caso de emergencia	
Fecha de entrega de la medicación en la secretaría del centro	... de de 20.....
<p>La información proporcionada es correcta en el momento de la firma y doy mi consentimiento al centro y su personal para administrar dicha medicación según lo dispuesto en su política de medicación. También me comprometo a modificar dicha información por escrito en el momento que hay algún cambio en la dosis, frecuencia o interrupción de la misma.</p> <p>Fdo.: En Londres a _____ de _____ de 20__</p>	

PROTOCOLO DE ACTUACIÓN EN CASO DE ACCIDENTE DEL ALUMNADO

SITUACIÓN	RESPONSABLE	ACTUACIÓN
<p>Accidente en que el alumno/a resulta con heridas o contusiones muy superficiales, LEVES</p>	<p>Profesorado encargado de la actividad o guardia de recreo + Tutores</p> <p>Recreo del comedor: monitoras del comedor + encargada</p> <p>Extraescolares: Monitoras escuelas tarde + director escuela</p>	<ul style="list-style-type: none"> • Asegurar que el resto de alumnado queda bajo supervisión (avisar compañero clase contigua o recreo). • Será acompañado/a en todo momento por el profesorado responsable • In situ o en la enfermería, se accederá al botiquín y se le ayudará en cuestiones de higiene básicas – limpieza con agua de la zona afectada – • Se registrará en el libro de accidentes. • Se comunicará al tutor/a correspondiente.
<p>Accidente en que el alumno/a resulta con heridas, contusiones de carácter MENOS GRAVE o difícil catalogación dentro de la gravedad</p>	<p>Profesorado encargado de la actividad o guardia de recreo + Tutores</p> <p>Recreo del mediodía: monitoras del comedor + encargada</p> <p>Extraescolares: Monitoras escuelas tarde + director escuela</p>	<ul style="list-style-type: none"> • Asegurar que el resto de alumnado queda bajo supervisión (avisar jefes de estudios para sustitución si procede). • Se trasladará al alumno/a a la enfermería para recibir atención. Nunca se le dejará solo/a • Se llamará a la familia para que lo recojan si no precisa atención médica inmediata. Si la familia no puede venir, se valorará acompañar al alumno al <u>servicio de urgencias de St. Charles</u>. En caso de duda, consultar con first aider (Ana Escamilla, equipo directivo, profesorado E.F). • Se registrará en el libro de accidentes. • Se comunicará al tutor/a y jefes de estudios.
<p>Accidente en que el alumno/a resulta con heridas o contusiones GRAVES O MUY GRAVES</p>	<p>Profesorado encargado de la actividad o guardia de recreo + Tutores</p> <p>Recreo del mediodía: monitoras del comedor + encargada</p> <p>Monitoras escuelas tarde + director escuela</p>	<ul style="list-style-type: none"> • No se movilizará al alumnado. Solicitar ayuda para mantener al resto del alumnado supervisado y alejado de la situación. • Solicitar ayuda para llamar a la ambulancia (999) y familia (conserjería y secretaría). • El adulto responsable acompañará al alumnado en la ambulancia y esperará allí a la familia. • Se comunicará al equipo directivo y al safeguarding team. • Se registrará en el libro de accidentes.

Appendix B: Emergency Protocol