

Health & Safety Policy



Morna International College

Health & Safety Policy

Introduction

All associated with Morna International College attach great importance to the provision of a safe and healthy working environment for the teaching staff, the non-teaching staff, the pupils and all those who visit the College from time to time. It is essential that all members of staff display a positive attitude towards the provision of Health and Safety.

The general aims of this policy are designed, so far as is reasonably practical, to enable Morna International College to:

- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures amongst staff and pupils.
- Ensure the provision of sufficient information, instruction and supervision to enable that employees, pupils and visitors avoid hazards and are aware of their own Health and Safety.
- Ensure that training sessions are given to the staff in accordance with this policy and Spanish law.
- Ensure that all areas within the school are maintained in a condition that is safe and without risk to health.
- Formulate effective procedures for use in case of fire and evacuating the school premises.
- Lay down procedures to be followed in case of an accident (see First Aid policy).
- Uphold a contract with Health and Safety specialists, as required by Spanish Law.
- Teach Safety as part of every Pupil's duty.

Roles and Responsibilities

Legal Administrator – Graham Wilkinson

The Legal Administrator is ultimately responsible for all Health and Safety issues and would be legally held accountable for any incident which occurred on the school site.

SLT – Senior Leadership Team

The SLT are responsible for implementing this policy within the school, in particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practises described within it and shall revise and amend it, as necessary, on a regular basis.
2. Prepare an emergency evacuation procedure and arrange periodic evacuation drills, (one planned during the autumn term with prior warning to staff and a second during the last term with no prior warning to staff). The results of these must be recorded.
3. Ensure that arrangements are made for informing staff and pupils of relevant safety procedures. Other users of the school should be appropriately informed.
4. Ensure that safety inspections are undertaken by a qualified contracted company.

5. Maintain the log book for the recording and evaluation of fire practise and evacuation drills.

Health and Safety Officer of Administration – Estela Villatoro

The Health and Safety Officer is responsible for:

1. Assisting the Headteacher in the implementation, monitoring and development of the Health and Safety policy within the school.
2. Drawing up the agenda and chair the meetings of the Health and Safety committee.
3. Conducting regular reviews on the state of the campus buildings, infrastructure, equipment and the safety of all practises.
4. Ensuring that all necessary risk assessments are completed, filed appropriately and re-visited regularly.
5. Arranging for the withdrawal, repair or replacement of any items of furniture, fittings or equipment which have been identified as unsafe.
6. Keeping a log of works carried out by the maintenance team.
7. Coordinating training for new members of staff and making sure that all members of staff receive the adequate amount of training.
8. Reporting any Health and Safety concerns to line manager.

Finance Manager – Julie Harwood

The Finance Manager is responsible for the following aspects regarding Health and Safety:

1. Line Managing of Health and Safety Officer
2. Monitoring, within limits of her expertise, the activities of contractors, hirers and any other organisations present on site, as far as is reasonably practicable.
3. Liaising directly with the Health and Safety Officer regularly in regard to potential or real dangers.
4. Ensuring that the school meets all the relevant requirements for Spanish Health and Safety expectations.
5. Contracting of specialist Health and Safety Company according to Spanish Law.
6. Review and financial approvals with regard to repairs, new equipment etc.
7. Informing the Legal Administrator and the Headteacher of any immediate hazards.

Health and Safety Delegates (Staff Representatives) - Annamarie Fussa & Cornelia Rathgeb

1. Attending the Health and Safety meetings
2. Attending the evacuation practises
3. Attending the yearly inspection of the site, lead by the specialist contracted company "Unipresalud".

Responsibilities of the Science Department

1. The Head of Science or any Science Teacher should ensure that a visual check of all fume cupboards is made before use to ensure that there are no obvious faults. Formal checks are to be made weekly to ensure that the system is working. Any defects should be reported immediately to the Health and Safety Officer.
2. The department will ensure that pupils wear eye protection/goggles or lab coats as necessitated by the specific activity. The Science department should assess all experiment risk as part of their planning.

Responsibilities of the Maintenance and Cleaning staff

1. The maintenance staff are responsible for ensuring that the fire exits and means of escape are inspected at frequent intervals to ensure that they are correctly marked and that they provide free access at all times.
2. Maintenance and Cleaning staff are to ensure that they and all their staff have been instructed in the correct way to store and handle hazardous substances. All products must be clearly labeled with their "ficha tecnica" contents label with emergency instructions.
3. The maintenance team are to ensure that they are aware of the correct methods of using all grounds equipment. They are to ensure that all grounds equipment is secured at the end of each working day to prevent unauthorised access or use.
4. They are to ensure that protective eye wear and clothes are provided and worn on all occasions when hazardous work is being done.

Responsibilities of Staff towards Pupils and others in their care.

All staff are responsible for the Health and Safety arrangements in relation to staff, pupils and volunteers under their supervision. In particular they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those whom they are responsible for.
2. Be aware of and implement safe working practises and set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
4. Ensure that appropriate clothing and safety equipment is available as necessary and ensure that these are used as required. Staff are to set a good example to pupils.
5. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action (particularly on supervision duties at break and lunch times).
6. Undertake instruction, information and training in safe working methods as required.

When a member of staff considers that a corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to their line manager and ultimately to the Headteacher.

Responsibilities of all Employees

All employees of Morna International College have a responsibility to:

1. Take reasonable care for the Health and Safety of themselves and of any other person who might be affected by their acts or omissions at work.
2. Cooperate with the Headteacher and Health and Safety Officer in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare.
3. Make themselves aware of all safety rules, procedures and safe working practises applicable to their posts; where in doubt they must seek immediate clarification from their Line Manager, Health and Safety Officer or the Headteacher.
4. Ensure that tools and equipment are in good condition and report any defects to their Line Manager, Health and Safety Officer or the Headteacher.
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
6. Ensure that offices, classrooms, staff room and store rooms are kept tidy.
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported and documented to the Health and Safety Officer.

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements she/he must draw these to the attention of the Headteacher or Health and Safety Officer.

Deliberately breaking Health and Safety rules or any non-cooperation or non-compliance will be regarded as a disciplinary offence.

Please note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant Health and Safety matters are drawn to their attention during their induction process.
2. Whilst it is the management's responsibility to instruct all employees in a safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specified hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purpose.

The Headteacher and teaching staff will make pupils (and, where appropriate, parents) aware of these responsibilities through direct instruction and notices.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably practicable, to observe the safety rules of the school. All visitors should read the visitors guidelines and wear visitors badges supplied at the school main office.

All visitors will be asked to read the following documentation:

Welcome to Morna International College.

Morna International College is committed to ensuring the children and staff are safe and respected at all times. In order to achieve this the following safeguarding procedures are in place:

- *Anyone who is not a staff member or student of the school will be considered a visitor.*
- *All visitors to the school must report to the reception area of the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the reception and sign out before leaving the school.*
- *Any unauthorized person on school property will be reported to the Headteacher or his designee.*
- *Unauthorized persons will be asked to leave. The police may be called if the situation warrants.*
- *If visitors notice anything they are concerned about, please report this to the reception staff before leaving the school.*
- *Please respect the following rules... no smoking, no dogs, no photos or filming.*
- *Please use the adult designated bathrooms (ask a member of staff).*
- *If you hear fire-alarm, please make your way calmly to the white gate situated in front of the main reception area.*

Visitors attending school functions that are open to the public, such as parent-teacher meetings or public gatherings are not required to register.

All persons on school property must conduct themselves in a respectful and orderly manner. Foul and abusive language towards staff will not be tolerated and the police will be notified appropriately.

Thank you for your cooperation and I hope you enjoyed your visit to Morna International College.

Fire and Emergency Evacuation Procedures

In each classroom, office or work area the following evacuation information is displayed. It is vital that staff read through this information every half term to ensure that the knowledge is fresh in their minds. Any changes to this will be sent to them by the Health and Safety Officer.

Fire Protection Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system by specialist companies (Pitiusas de seguridad).

The maintenance staff are responsible for ensuring that the fire exits and means of escape are inspected at frequent intervals to ensure that they are correctly marked and that they provide free access at all times.

EVACUATION PROCEDURE – DISPLAYED IN CLASSROOMS etc..

Detection

If you detect fire or smoke inform the office immediately. Tel 971197672

Alarm

On hearing the fire warning (like a police siren) teachers should ensure that all pupils leave their work and line up immediately at their classroom door.

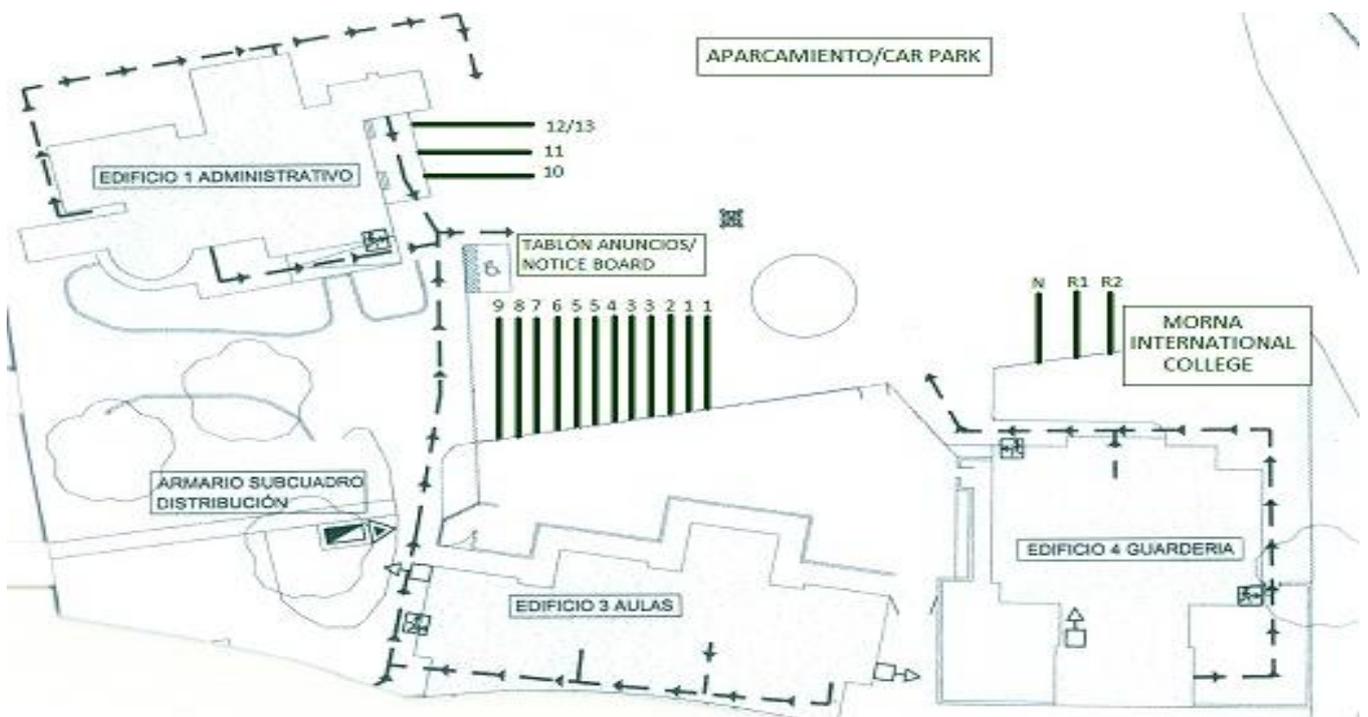
Leaving the buildings

Close all windows and doors. Children should be taken to the car park by the shortest route. Leave bags and belongings inside of the classrooms.

Movement of pupils

Teachers should ensure that pupils walk swiftly but do not run and remain quiet and calm so that they can hear instructions.

Assembly and checking



EVACUATION PROCEDURE 2nd Document– DISPLAYED IN CLASSROOMS etc..

	FIRE- ACCIDENT DETECTION/ DETECCIÓN DE UN ACCIDENTE-INCENDIO		Rev. 2015
	REPORT TO A TEACHER/ INFORMAR A UN PROFESOR		
	REAL SITUATION/ SITUACIÓN REAL	FALSE ALARM/ FALSA ALARMA	
	REPORT TO RECEPTION/ INFORMAR A LA RECEPCIÓN TELEPHONE/ TELÉFONO: 971197672	CHECK/ COMPROBAR	
			FINISH/ FIN
	RECEPTION WILL CALL JOSE & ROBERTO. They will attempt to extinguish the fire. / La RECEPCIÓN LLAMARÁ A JOSE y ROBERTO. Ellos intentarán apagar el fuego.		
	Is the fire extinguished?/ ¿Se ha apagado el fuego?		
	YES/ SI	NO	
	Write Report/ Redactar informe	REPORT TO RECEPTION / INFORMAR DE LA SITUACIÓN A RECEPCIÓN- OPEN DOORS/ ABRIR PUERTAS	
	RECEPTION WILL REPORT TO HEADTEACHER (HE WILL ORDER THE EVACUATION IF NECESSARY)/ LA RECEPCIÓN INFORMARÁ AL DIRECTOR DE LA SITUACIÓN (ÉL/ ELLA ORDENARÁN LA EVACUACIÓN SI ES NECESARIO).		
EVACUATION BELL/ ALARMA DE EVACUACIÓN			
TEACHERS/ PROFESORES EVACUATE PUPILS/ EVACUAR A LOS ALUMNOS: * All pupils must leave their work and line up immediately at their classroom doors. Leave belongings inside. / Los alumnos deben dejar de trabajar e inmediatamente hacer una fila en la puerta de su clase. Dejar las pertenencias dentro. * Close classrooms windows and door. / Comprobar los aseos y cerrar las ventanas y la puerta de la clase. * Check Toilets/ comprobar baños: Fiona (prefab, B1 y B2), Matt (changing rooms/ vestuarios and B3), Sian (foundation). * Teachers should ensure that pupils walk swiftly but do not run and remain quite and calm so that they can hear instructions. / Asegurarse de que los alumnos caminan rápidamente pero sin correr, y que se mantienen tranquilos y en silencio para que puedan escuchar las instrucciones. * Take children to the car park/ llevar a los niños al parking. / 6th Form * Register that all your students are present. / Comprobar que están todos los alumnos. Rellenar check list. * Hold the register up, if everyone is there. / Levanta la lista para mostrar que están todos. * Heads of Departments to inform Headteacher that all their students have been evacuated or inform who is missing. / Los Jefes de departamento informarán al Director de las personas evacuadas y quien falta.	RECEPTION STAFF/ RECEPCIÓN PERSONAL * Keep contact with maintenance and management. Coordinate and communicate. Call 112 and organise firefighters and medical support. Transfer calls. / Estar en contacto con mantenimiento y dirección. Coordinar y comunicar. Llamar al 112 para organizar ayuda médica y bomberos. Desviar llamadas. HELENA: Send Emergency letter to all parents with instructions to pick the children up (Marcelo). Check Finca toilets. / Enviar carta de Emergencia a todos los padres con las instrucciones para recoger a sus hijos (Marcelo). Comprobar los servicios de la finca. JULIE/ ESTELA: Register all staff/ Comprobar que están todos los empleados.	MAINTENANCE STAFF/ MANTENIMIENTO JOSE/ ROBERTO: Disconnect electricity & gas. Support firefighters. Give them all information that they could require. / Desconectar electricidad y gas. Ayudar a los bomberos, proporcionándoles toda la información que puedan necesitar. ANDREW: Check that there are not any cars moving in the car park, except emergency vehicles. / Vigilar que ningún vehículo circule por el aparcamiento de la escuela durante la emergencia excepto los servicios de ayuda exterior.	FIRST AIDS/ PRIMEROS AUXILIOS LINDA: First aid. Help anybody who is injured. Keep contact with medical services (ambulance). Go to the meeting point or where required with a fully equipped first aid kit. Primeros auxilios. Ayudar a los heridos. Estar en contacto con los servicios sanitarios (ambulancia). Acudir al punto de encuentro o donde haya un herido con un botiquín perfectamente equipado.

EMERGENCY EVACUATION AND COLLECTION PROCEDURE

If it becomes necessary (a decision will be made by the SLT) that parents must come and collect children from the school site. There is a prepared E.mail message which can be sent from the Main office at the touch of a button, even in the event of a power shortage, one of the computers in the main office has 15-20 minutes of an extra battery power supply to enable the successful delivery of the emergency E.mail. The message reads as follows:

EMERGENCY- EVACUATION at Morna International College!
Please collect your children in front of Can Caus Restaurant.
Please park in Can Caus Restaurant or along the road side and walk into car park to collect your children.

¡EVACUACION DE EMERGENCIA en la escuela de Morna International College!
Rogamos venga a recoger a su hijo/a enfrente del Restaurante Can Caus.
Por favor, aparque su vehículo en el parking del restaurante Can Caus o en el lado de la carretera y suba caminando a recoger a sus hijos/as.

The Health and Safety Committee

The Health and Safety Officer, Staff representatives Delegates, representative for contracted Health and Safety specialist form the committee, they will meet termly. A record of the meetings will be maintained with notes of action required and remedial measures to be taken. Minutes of the meetings will be circulated to the SLT and all key personnel within seven days of the meeting. The committee will review all Health and Safety requirements and the need for staff training and will ensure that these are disseminated to the appropriate areas.