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The British School of Gran Canaria

Health and Safety

Policy Document



Contents

1.	Scope.....	4
2.	Definitions	4
3.	Rationale	6
4.	Responsibilities related to health and safety within the school	6
5.	Safety procedures and safe working practice.....	8
a)	Introduction.....	8
b)	Accidents	9
c)	Potential accidents and safety concerns	9
d)	Offsite visits and activities	9
e)	Visitors.....	10
f)	Defective tools and equipment	10
g)	Access equipment	10
h)	Electrical equipment	10
i)	Use of harmful substances	11
j)	Noise.....	11
k)	Good housekeeping.....	11
l)	Smoking.....	11
m)	Consumption of food.....	11
n)	Emergency services	11
o)	Fire prevention	11
p)	Contractors.....	12
q)	Legionellosis	12
6.	Health and safety in practice	12
a)	Maintenance and Inspection.....	12
b)	Raising awareness and developing understanding of health and safety	13
i.	Staff awareness in the workplace.....	13
ii.	Pupils' supervision and awareness	14
c)	Daily practice.....	14
i.	Safe working procedures.....	14
ii.	Daily Checks.....	14
d)	Access to school premises.....	14
	Pupil supervision	15
e)	Security.....	15

7. School health and safety systems and procedures	15
a) Alarms	15
b) First aid	15
c) Fire Safety.....	15
d) Emergency evacuation	16
i. Fire.....	16
ii. Gas.....	16
iii. Bomb threat	17
iv. Weather alert.....	17
v. Drill or False Alarm	17
vi. Evacuation	17
e) School closedown.....	17
Bibliography and supporting guidance.....	18
 Appendix A – Legal obligation, insurance and maintenance.....	19
Appendix B – Record log of regular inspections of school installations, equipment and systems.....	21
Appendix C – Staff Induction	22
Appendix D – School risk assessment sheet.....	23
Appendix E – Building risk assessment – annual review	24
Appendix F – Record of health and safety related training.....	27
Appendix G – Accident and Illness Log	28
Appendix H - Internal Accident Report	29
Appendix I – Legionnaire’s and water check record	30
Appendix J – Emergency evacuation and fire safety procedures.....	32
Appendix K– Daily security checklist	37
Appendix L– Close-down procedures.....	39
Appendix M – Contractors on-site	40
Appendix N – Assigned governor’s role	41
Appendix O – Standing items for health and safety committee meetings	42
Appendix P – Annual Infrastructure Review Form	41

THE BRITISH SCHOOL OF GRAN CANARIA

HEALTH AND SAFETY POLICY

1. Scope

This document details the intention of the British School of Gran Canaria to provide and maintain a safe, secure and healthy environment for all members of the school community. It is the school's commitment to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This intention is undertaken by:

- assessing and controlling risk as part of the day-to-day management of school activity;
- providing and maintaining safe, healthy and secure working conditions;
- training and instructing personnel so they are able to perform their tasks safely and efficiently;
- ensuring that a constant awareness of health and safety at work is maintained within the school and during out-of-school activities;
- reviewing the safety policy periodically as school activities, and the associated risks, change.

All personnel employed within the school have a legal obligation to co-operate in the implementation of this policy by not interfering with, or misusing, equipment that has been provided in the interests of health and safety.

All line managers have the responsibility to ensure compliance with safety arrangements within their areas of responsibility.

All processes and procedures relating to this Policy are to be conducted in accordance with Spanish local and national regulations and laws. Appendix A lists the current statutory obligations and relevant insurance policies. Guidance and information have also been taken from the relevant UK Government education authority documentation and from local Health and Safety consultants *Oceanocan Prevención*.

2. Definitions

Throughout this document the following words, terms and phrases have following meanings:

Area Coordinator – a member of staff with responsibility for an area or assigned personnel within the school.

BSGC – The British School of Gran Canaria.

Close-down – major periods of time when the school is not in use for any purpose and no one is on the premises e.g. Christmas and Easter vacations.

Governors – members of the school governing body.

Maintenance Staff – Staff members employed to maintain the structure and security of the buildings on a day-to-day basis.

Fire Points – the location within the school of fire hoses and fire extinguishers.

Head – the Head of the British School of Gran Canaria.

Head of Maintenance – responsible for the team of staff who monitor and maintain the infrastructure and equipment of the school, along with many of the Health and Safety process and systems. Often the direct contact with providers of safety and security services directly linked to Health and Safety.

Heads of Sector (HOS) – line managers responsible for assigned sectors of the school i.e. Tafira Primary, South School and Secondary Senior Teachers.

i/c Maintenance in South – member of staff with specific responsibility for monitoring and maintaining infrastructure and day-to-day health and safety expectations in the South School. Responsible to the Head of Maintenance.

Kitchen Staff – Staff members working in the kitchen and preparing food in the dining areas.

Non-Teaching Staff – any member of staff employed by the school who is not a teacher or assistant teacher.

School Day – the time that the school is open during a normal pupil day are between 07:30 and 18:30 in Tafira, between 07:30 and 17:15 in the South.

Non-School Days – the normal hours on non-pupil days when the School is open are 08:00 to 15:30.

PSHCE – Personal Social Health and Citizenship Education.

School – includes both the **Tafira** and **South** sites:

Tafira is the school premises at;

Crta. Tafira a Marzagán s/n.

El Sabinal

35017 Las Palmas de Gran Canaria

South is the school premises at;

C\ Mar de Azor, 3

El Hornillo

35100 San Bartolomé de Tirajana

School Community – includes employees, pupils, parents, governors and visitors.

Security Company – the company employed to maintain and monitor the security of the school specifically out of normal school hours.

SMT – Senior Management Team

Staff – includes all employees of the school i.e. teacher, administrators, canteen workers and ancillary personnel.

3. Rationale

Through the provisions of this policy BSGC aims to ensure the health, safety and security of all members of the school community. It also aims to protect the school buildings and grounds, together with the school's equipment and the personal possessions of those on the school site.

4. Responsibilities related to health and safety within the school

Within BSGC these responsibilities fall into two categories that are explained below.

- a) Individual Roles
- b) Risk Assessments

a) Individual roles

All members of the BSGC community have responsibilities for Health and Safety within the school but certain individuals have specific responsibilities which are outlined below:

- **Governors.** The ultimate responsibility for all aspects of health and safety within BSGC rests with governors through the organisation and implementation of the Health and Safety Policy.
- **Assigned H&S Governor.** The assigned Health and Safety Governor will monitor the implementation of the school's policy and report directly to the Board of Governors on this implementation. All meetings of the Health and Safety Committee will be minuted and shared with the assigned Governor.
- **Head.** The Head is responsible for the effective implementation of the Health and Safety Policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Health and Safety Adviser (H&S Adviser).** The Health and Safety Adviser is a member of the school's support staff and advises the Head on health and safety issues within the school and monitors local and national requirements and updates. This role includes liaising with the local companies and agencies to ensure full compliance with Spanish requirements and contractual obligations, and advising all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Head of Maintenance.** The Head of the Maintenance Department plays a key role in monitoring and maintaining the infrastructure and school's Health and Safety systems on a day-to-day basis. Their role includes responsibility of liaising with external providers of key services, (e.g. security alarms, fire services, cleaning providers), repair and maintenance of the school's buildings and equipment, and liaising and informing BSGC personnel and the Head of specific requirements, issues and concerns. They are also an integral member of the Health and Safety Committee.
- **Line Managers.** All heads of sector or staff with positions of responsibility have a duty to ensure that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process, operation or substance is introduced into the area of their responsibility, they are to liaise with the safety adviser so that the associated risks are assessed and any precautions deemed necessary are implemented.

- **BSGC Staff.** The responsibility of applying safety procedures on a day-to-day basis rests with all staff. All incidents and accidents to be reported, in accordance with current procedures, so that the causes can be identified and remedial action taken as appropriate. They are to ensure that all pupils and new members of staff under their control are instructed about Health and Safety requirements in their specific area of responsibility and that they frequently make inspections of their area, taking prompt remedial action where necessary and reporting any action taken to H&S Adviser.
- **Pupils.** Pupils have a responsibility to ensure that they act with all reasonable care with regard to their own health and safety, that of other members of the school, contractors, and members of the public. They are required to cooperate with school staff and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.
- **Health and Safety Committee.** The Health and Safety Committee as a whole, or through individual members, monitors the school's health and safety performance and recommends action necessary should this performance appear or prove to be unsatisfactory.

The Health and Safety Committees comprise of;

Tafira – H&S Adviser, Head (Chair), two members of the SMT, Head of Maintenance.

South School – H&S Adviser, Head (Chair), Head of South School, Head of Maintenance and the i/c maintenance in the South.

The committee will meet as deemed necessary, but not fewer than four times annually.

Terms of reference of the Health and Safety Committee – as outlined under section 2(7) of the Health and Safety at Work Act (1974), the Health and Safety Committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and of the pupils at the school. Specific functions of the Health and Safety Committee and standing items for the meeting agenda are outlined in Appendix O.

b) Risk assessment

Risk assessments are a regular and constant feature in ensuring a healthy and safe environment and involve the process of considering the risks associated with any activity or physical location and the steps taken to counter these risks. BSGC requires all employees to assess the risks to health and safety arising from activities, equipment, setting and surrounding infrastructure and to consider the steps and actions that should be undertaken to minimise them.

BSGC takes a common-sense and proportionate approach, emphasising that risk assessment and risk management are tools to enable children to undertake activities safely, not prevent activities from taking place. Sensible risk assessment cannot remove risk altogether and BSGC acknowledges this, whilst seeking to implement effective and efficient processes and practice.

BSGC does not expect the production of a risk assessment for every activity that usually forms part of the school day or for offsite venues visited frequently, as these activities will have been considered for risk on instigation and initiation. However, some activities, especially those taking place off-site

can involve higher levels of risk and require prior and considered risk assessments. Therefore, school personnel must ensure that:

- activities in school that carry a higher element of risk than normal e.g. craft activities, gymnastics, science experiments, are subject to Risk Assessments. If these are annual or infrequent activities, a review of an existing assessment can be sufficient. If the activity is new, a specific assessment of significant risks must be carried out and a senior manager must ensure the person assigned the risk assessment understands the risks and is familiar with the activity planned. See Appendix D.
- an annual infrastructure evaluation is conducted. Risk assessments will be made of the school buildings by staff in an annual audit of school facilities and controlled by the locally contracted company - *Oceanocan Prevención*. These assessments will be coordinated by the school's H&S Adviser. See Appendix B.
- day visits and residential trips have the required Risk Assessments and follow procedures outlined in the BSGC's ***Visits and Trips Policy***.

Risk assessment awareness and training shall be provided for staff in consultation with the H&S Adviser. See Appendix F.

5. Safety procedures and safe working practice

a) Introduction

The safety arrangements set out below are for the guidance and compliance of all BSGC personnel.

In carrying out their normal functions, it is the duty of all Heads of Sector, area Coordinators and staff with areas of responsibility to do everything possible to ensure safety and prevent injury to individuals. This will be achieved so far as is reasonably practicable by implementing arrangements and procedures developed within risk assessments, to control identified risks. These arrangements and procedures can be summarised as:

- providing and maintaining safe equipment and safe systems of work;
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles;
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety;
- providing safe places of work with safe access to and exit from them;
- providing a safe and healthy working environment;
- providing a system for rapidly identifying and remedying hazards;
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

More specific arrangements are set out below and will be appended as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the Health and Safety Policy and have a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work, and must report discovered hazards to their line-manager or area coordinator.

No person shall intentionally or recklessly interfere with, or misuse, anything provided to ensure health and safety.

All staff are offered periodic health checks. See Appendix A.

b) Accidents

Accidents or injuries that occur within the school must be reported by the person or persons involved, their details recorded and, if appropriate, the cause investigated. Logs of this information are collated by the School Office on separate lists for students and staff. (See Appendix G) The Logs will be reviewed by the H&S Adviser, with trends and causes of concern being identified and acted upon. The Accident Logs and H&S Adviser's reviews will be presented to the H&S Committee at each meeting. The Accident Logs will be shared with the H&S Governors during their visits to school.

If the accident is more serious, the office will request a more extensive report to be submitted as supplementary information. (See Appendix H) Accidents of a serious nature, and dangerous occurrences must be informed to the relevant HOS, H&S Adviser and the Head as soon as possible. The H&S Adviser will ensure that the H&S Governor is informed and, where applicable, follow the requirements of current legislation. The H&S Adviser will coordinate the follow-up investigation and present a report to the Head and H&S Governor with suggested actions.

c) Potential accidents and safety concerns

These are any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or cause damage to equipment or property. Potential accidents and safety concerns must be reported to the relevant HOS, Area Coordinators or staff with responsibility in the area where the issue took place. These assigned staff should take immediate action if necessary and report the matter to the H&S Adviser.

The H&S Adviser will record the concern and carry out or initiate an immediate investigation into the incident in order to identify the cause and measures taken to prevent a reoccurrence. A report of this investigation will be presented to H&S Committee for review.

d) Offsite visits and activities

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the ***Visits and Trips Policy***.

e) Safe Working Practice

Once developed, safe working procedures must be promulgated to protect all personnel working within their area of responsibility from dangers to their health and safety. Staff with responsibility must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

f) Visitors

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area. On arrival and signing into reception, visitors will be provided with a brief explanation of emergency evacuation procedures.

g) Defective tools and equipment

All defects found in hand tools, power tools or any other equipment must be reported immediately to the Head of Sector or Area Coordinator, who in turn will inform the H&S Adviser of the details.

The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been carried out.

h) Access equipment

When using access equipment, such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant. In order to avoid risk of serious accidents, the correct routes of access must be used and short cuts must not be taken.

i) Electrical equipment

A regular review and checking schedule will be implemented and monitored by the H&S Adviser and, in addition, all staff must be vigilant in the following regard:

- only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment;
- where 13-amp sockets are in use, only one plug per socket is permitted;
- the protective outer sleeve of electrical cables is to be firmly secured within the electric plugs;
- if the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly;
- electrical equipment that is known or suspected to be faulty must not be used;
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been affected.

j) Use of harmful substances

When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

No new materials or chemical substances are to be brought into school for use unless an assessment fulfilling the requirements of the Ley 20/1986, de 14 de mayo, Básica de Residuos Tóxicos y Peligrosos has been carried out and clearance given for use by the H&S adviser.

k) Noise

Where noise cannot be controlled at source, all personnel must be protected from high noise levels.

l) Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.

Accidents can be prevented by following the guidelines listed below:

- keep corridors and passageways unobstructed.
- ensure shelves in storerooms are stacked neatly and not overloaded.
- keep floors clean.
- do not obstruct emergency exits.

m) Smoking

Smoking is not permitted in the school, nor in the vicinity.

n) Consumption of food

Food is only to be consumed in designated areas and dining rooms.

o) Emergency services

Fire, police or ambulance services can be contacted by dialling 112 and asking for the service required. There is a first aider on call within the school administration during working hours.

p) Fire prevention

Fire orders are available for all personnel to read in their sector or area. They cover all aspects of fire prevention.

A notice, '**Action to be taken in the event of a fire**' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.

Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.

The most important part of fire control is prevention. It is with this in mind, all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.

Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

q) Contractors

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the relevant Heads of Sector, coordinators, staff with areas of responsibility and/or H&S adviser.

r) Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows.

- All showers are to be turned on and left running for five minutes weekly.
- All showers are to be cleaned monthly, or after more than one week's non-use.
- The water temperature is to be below 20°C or above 55°C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out and held by the H&S Advisor. See Appendix H.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

See Appendix I.

6. Health and safety in practice

a) Maintenance and Inspection

In order to provide and maintain safe and secure school environment regular school inspections, reviews and maintenance work are scheduled by the school. These are coordinated and monitored by the H&S Adviser and Head of Maintenance to include:

- the external fabric of the school - on a daily basis, whilst opening the school at the start of the day, the school's caretakers will review and record the status of the school's infrastructure. This log is kept in the School Office and reviewed by the H&S Adviser. Any important issues or concerns are reported to the relevant HOS, the H&S coordinator and

Head. The log is reviewed by the H&S Committee at each meeting. (Checklist for Daily review and control of school infrastructure - Appendix K).

The school installations, equipment and systems are reviewed and controlled by contracted specialists with their work and frequency of visits being controlled by the H&S Adviser (see Appendix A and B):

- Alarms – twice per year
- Air-conditioning – twice per year
- Electrical items – every 3 years
- Electricity – OCA – every 5 years
- Grupo Electrónico – annually
- Gas – twice per year
- Water – annually
- Science equipment – the Science Department’s technician will coordinate the annual revision of fume cupboard and ensure all hazardous material is stored in full compliance of Spanish regulations and law.
- PE equipment – apparatus and equipment will be monitored on a daily basis by the PE staff and the school’s caretakers with concerns being reported immediately to H&S Adviser for action. Annual maintenance will be controlled by the H&S Adviser.
- ICT – The lead ICT technician is responsible for maintaining a safe ICT technical infrastructure at the school. These responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard against inappropriate usage, and ensuring the security of our electronic hardware as outlined in the E-safety Policy.
- All school computers, printers, copiers, scanners, projectors, screens and other electronic equipment are annually checked for safety and a register maintained of all equipment. The register is to be audited and updated annually with a copy kept by the ICT lead technician and H&S Adviser.

The reports produced by *Oceanocán Prevención*, which identifies any required actions necessary to ensure full compliance with local and national regulations and laws will be reviewed by the H&S Adviser and important aspects shared with the H&S Committee for action.

The kitchens and catering environments are inspected monthly by *Indavent*, including taking and testing food samples.

The School’s insurance arrangements are monitored by the H&S Adviser who will advise the H&S Committee of any new needs or changes to policies.

b) Raising awareness and developing understanding of health and safety

i. *Staff awareness in the workplace*

All staff are to receive regular briefing on security and workplace health and safety with issues and training monitored and directed by the H&S Committee. All new staff will receive important information during their induction process to raise awareness of the Health and Safety Policy and to ensure that safety, evacuation and supervision expectations are explicitly communicated to new personnel. See Appendix C.

Annually staff will review and report on their main working area, identifying areas of concerns and those requiring maintenance. This information is collated and passed on to the H&S Committee and the Head of Maintenance for prioritising and actioning. See Appendix P.

ii. Pupils' supervision and awareness

The PSHCE programme includes modules to promote awareness of safety amongst all age groups. This programme is linked to the relevant key school policies.

c) Daily practice

i. Safe working procedures

Heads of Sector, subject coordinators and teachers, and staff responsible for specific aspects of the school must ensure that safe working procedures are developed through:

- assessing tasks;
- identifying hazards;
- defining safe methods;
- implementing the system;
- monitoring the system.

Once developed, safe working procedures must be promoted and instilled into working practice so as to protect all personnel working within an area from dangers to their health and safety. All staff must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

ii. Daily Checks

An early morning revision of the school site and building is made whilst opening the school facilities at the start of the day. See Appendix K.

d) Access to school premises

The main entrances in Tafira and the South are operated electronically and access is controlled by the School Office/Reception. The main doors are normally closed but unlocked during the school day and are locked overnight.

All visitors and contractors are required to sign in at Reception, be issued with a visitor's badge which must be worn at all times whilst on school property. On leaving, visitors must sign out and return their badges. Visitors should normally wait in the school's Reception area, waiting to be collected and

escorted by the member of staff they have come to see. Whilst signing-in, visitors to be briefed on emergency evacuation procedures.

Pupil supervision – At least one member of staff is to be on site to provide an appropriate level of supervision whenever a pupil is on site outside normal school hours. Students should remain in the office area until additional staff are available.

Pupils do not have unsupervised access to potentially dangerous areas or classrooms with easily accessible equipment, such as the science laboratories, art room, music room, ICT suite, flammable materials storage and the Maintenance, Catering and Caretaking areas. These areas are kept locked at all times when not in use or not supervised by a member of staff.

Secondary pupils have access to a locker for the secure storage of their personal possessions. Pupils are advised not to bring large amounts of money or valuable items into school. The school office is the designated repository for all moneys brought into school by pupils.

The control and supervision of pupils arriving and leaving school is stated in the ***Arrivals and Departures Policy***.

e) Security

CCTV is used to protect the outside of our buildings.

7. School health and safety systems and procedures

a) Alarms

The School sites have fire alarm systems, the master panels are located: Tafira – in a small room at the end of the Infants corridor; South – in the small room near to the Head of Primary (South)'s office.

Emergency exit signs are clearly and prominently located at key points around both sites (Tafira and the South). The locations of fire extinguishers are also to be clearly displayed.

For actions to be taken on raising the alarm see the sections on **Fire Safety** and **Emergency Evacuation** below. Should an alarm be raised outside normal school hours the security company will contact personnel as detailed in Appendix J.

b) First aid

At all times, First Aid provision is to be maintained in accordance with the ***First Aid Policy***.

c) Fire Safety

School practice is guided by UK Government documentation and in consultation with the local Fire Service to ensure effective fire safety management that minimises the risk of fire, protects the means of escape and ensures the spread of any potential fire is limited. In this process the H&S Adviser is responsible for:

- managing the school to minimise the incidence of fire;
- producing and maintaining adequate evacuation notices - Appendix J;
- ensuring that adequate fire detection and protection systems are in place, are regularly maintained, tested and proper records kept - Appendix B;
- risk assessments are conducted - Appendix D;
- ensuring that fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- consulting with and implementing the recommendations of the local Fire Brigade;
- conducting emergency evacuation drills;
- organising fire safety training – Appendix J;
- ensuring any close-down procedures are followed - Appendix L;
- ensuring that building contractors work safely and with due regard to fire safety - Appendix M;
- maintaining an evacuation log – Appendix J.

d) Emergency evacuation

The procedures for evacuating the school are based on UK Government recommendations, with full consideration of Spanish laws and regulations. The possible reasons for an emergency evacuation include fire, gas leak, bomb threat/suspicious package, weather alert, evacuation drill. Indications for raising an alarm are detailed below.

In addition to the actions set out below the school has specific Lockdown Procedures which should also be referred to.

i. Fire

If a fire is discovered the alarm is raised by pressing an alarm point, then reporting the reason and location of the problem to a member of the SMT.

On hearing the alarm students and staff proceed in a prompt and orderly way to the assembly points (Tafira – black Secondary playground, South – front playground).

Assigned roles for checking buildings, accounting for all students, staff and visitors and supervision are carried out by school staff.

ii. Gas

If a member of staff discovers a gas leak in one of the Tafira science laboratories the children should be given a verbal instruction to evacuate to the Agora. The laboratory must be ventilated and a quick search carried out to identify the source. If the smell is particularly strong, or there are reasonable grounds to suspect that there is risk of explosion, the alarm should be raised by pressing an alarm point.

If the gas leak is in the vicinity of the kitchen, a member of the kitchen staff should be informed immediately. If the kitchen is closed, the alarm should be raised by pressing an alarm point and a member of the SMT informed immediately.

If a pupil discovers a gas leak they should inform a member of staff immediately, or if no member of staff is present, raise the alarm by pressing an alarm point.

iii. Bomb threat

In the event of a bomb threat, a member of the SMT must be informed immediately, who will take the decision to raise the alarm. Recording information from this call is set out in Appendix J.

A bomb threat would normally result in an immediate evacuation unless specific details were given that would increase the threat to safety by evacuating as normal.

iv. Weather alert

Torrential rain, flooding and high winds can pose a threat to road travel. If the school is directed by the local authorities to close, teachers are to be notified directly by a member of the SMT. The present system of weather alerts attempts to anticipate problems so evacuation or closure of the school would normally take place before the problem became serious.

Parents and students will be informed via an email and on the school website.

If the school were instructed to close during the school day parents would be informed of the closure via an email and on the school website, and asked to collect their children as soon as possible. School buses would be organised to collect students with all parents being contacted by phone prior to departure of any bus.

Students will remain in their class or gather in a central collection point (normally the Agora or hall in Tafira or the Main Entrance Hall in South) where they will be supervised and dismissed appropriately.

v. Drill or False Alarm

Evacuation drills are to be carried out once per term. Members of the Health and Safety Committee act as observers and will feedback observations and comment on aspects where improvements can be made. The details of the evacuation drill entered into the logbook include: date, duration, Health and Safety committee members present, type of drill, the results and feedback. False Alarms are considered impromptu drills.

vi. Evacuation

The evacuation procedure is detailed at Appendix J. This procedure is subject to revision, as necessary, to take into consideration changes in the school topography, classroom use and any temporary external factors.

e) School closedown

At the end of each school day the school site must be left secure by one of the school's caretakers or member of cleaning staff. Expectations are set out in Appendix K.

School is open almost constantly during the school year apart from over the Christmas period. During this time buildings need to be secured and equipment stored correctly and safely following steps outlined in Appendix K.

Bibliography and supporting guidance

Health and Safety: advice on legal duties and powers. For local authorities, school leaders, school staff and governing bodies. February 2014 – UK Department of Education

Example health and safety policy – Health and Safety Executive 08/14

Managing Risks in School – Section 3: Health and Safety. National College for Teaching and Leadership

Managing Risks in Schools – Appendix 2: School health and safety policy. National College of Teaching and Leadership

School trips and outdoor learning activities – Tackling the Health and Safety Myths. Health and Safety Executive 06/11 www.hse.gov.uk/services/education/school-trips.pdf.

Appendix A – Legal obligation, insurance and maintenance

Legal obligations

BSGC is obliged by the law “Prevención de Riesgos Laborales 31/1995”, to contract a company to carry out health and safety audits and undertake periodic inspections, including medical health checks of employees. The company contracted is Oceanocan Prevención.

Oceanocan Prevención undertakes Employee Health checks as follows:

- Kitchen and general services staff – annually;
- Teaching and administration staff – every two years;
- New staff are medically checked in their first year.

The Department of Industry and Energy of the Canary Island Government undertake a five-yearly inspection of the School’s electrical installations.

The Department of Health and Hygiene of the Canary Island Government undertake regular inspections of the kitchens. To comply with sanitary regulations, samples of food and water in Tafira and South are tested monthly by INDAVET INTEGRA, S.L.U.

Insurance

The School is insured with Zurich (Rafael Enriquez y Asociados) and has the following policies:

12957494 Pupil accidents

12957452 Staff accidents

12429858 Civil responsibility

8540791 Buildings and contents

Maintenance

The School has maintenance contracts with the following companies:

- Delsan Negocios SL – maintenance of fire protection systems in Tafira and South, annually.
- Ascensores Eguren SA – maintenance of lift in Tafira.
- Ferdelfec SL – maintenance of lift in South.
- Indar Canrarias SA – maintenance of generator in Tafira and South, annually.
- Insiste 21 – maintenance air-conditioning in Tafira.
- Systems Niscayah SA – maintenance of security alarms in Tafira and South.
- Quimica Tecnica SLU (Kimi-red) – maintenance of water tanks and water analysis in Tafira and South.
- Faycanes SL – pest control in Tafira and South.
- Disa Gas SAU (López) – maintenance of gas supply in Tafira.
- Taller eléctrico Viera (Antonio Suárez Duque) - electrical equipment.

Fire Safety

BSGC has a contract with Delsan Negocios SL for the maintenance of fire protection systems. As part of this contract, they undertake annual checks of the fire extinguishers and certify that they are filled and functional.

The following fire detection and protection systems are found in school:

- Extinguishers – powder;
- Extinguisher - carbon dioxide;
Alarm sirens;
- Alert points;
- Water
hoses;
- Sand
buckets;
Fire lankets;
Fire
sprinklers;
- Heat/smoke
detectors;
Emergency lighting.

Appendix B – Record log of regular inspections of school installations, equipment and systems

- Alarms – twice per year
- Air-conditioning – twice per year
- Electrical items – every 2 years
- Electricity – OCA – every 5 years
- Grupo Electronico – annually
- Gas – twice per year
- Water – annually
- Science equipment – the Science Department’s technician will coordinate the annual revision of fume cupboard and ensuring all hazardous material is stored in full compliance of Spanish regulations and law.
- PE equipment – apparatus and equipment will be monitored on a daily basis by the PE staff and the school’s caretakers with concerns being reported immediately to H&S Adviser for action. Annual maintenance will be controlled by H&S Adviser.
- ICT – The lead ICT technician is responsible for maintaining a safe ICT technical infrastructure at the school. These responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard against inappropriate usage, and ensuring the security of our electronic hardware.
- All school computers, printers, copiers, scanners, projectors, screens and other electronic equipment are to be marked with the security labels, and an asset register maintained of all equipment. The register is to be audited and updated annually with a copy kept by the ICT lead technician and H&S Adviser.
- The kitchens and catering environments are inspected monthly by two inspectors from Indavent.
- Classrooms – annual teacher review and risk assessment of fixtures and furnishings.

Appendix C – Staff Induction

New staff induction to include information on:

- Registration and arrangements and responsibilities for supervising pupils;
- Safeguarding their personal possessions;
- Safeguarding the School's property;
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised;
- Keeping the school entrance doors shut;
- Arrangements for late working;
- The location of the school's CCTV cameras in the high-risk areas of the school, together with the school's monitoring procedures;
- The procedure for booking in visitors and escorting them;
- The value of being curious about strangers, and of reporting concerns;
- The regime of login and password protection for electronic equipment;
- The Child Protection Policy;
- Daily clock-in and registration procedures for personnel.

Appendix D – School risk assessment sheet



Form 4

Person Completing Form	Date
Activity being assessed	

Areas of Risk	Persons at Risk	Control Measures	Actions	Risk Rating
Approval of Risk assessment			Date	

Appendix E – Building risk assessment – annual review

The school buildings will be evaluated for potential risk at the start of each academic year. Staff will be responsible for their assigned work spaces and the Coordinator of Maintenance will assume responsibility for common and shared spaces.

The Coordinator of Maintenance will collate all Risk Assessment and ensure all areas have been evaluated. The coordinator will review all assessments informing the HOS and /or Head and taking appropriate action.

An overview sheet will be completed by the Coordinator of Maintenance to record that all Risk Assessments have been completed and the action completed where necessary. This will given to the H&S Adviser for reference and information and actions shared with the H&S Committee and H&S Governor.

Tafira

Hazard area	Ignition/ fuel?	Detection and alarm?	Safe evacuation?	Fire fighting?	Precautions?
P.E. OFFICE					
GEOGRAPHY					
HISTORY					
ENGLISH 1					
ENGLISH 2					
SPANISH HUMANITIES					
SPANISH 1					
SPANISH 2					
FRENCH					
GERMAN					
ART					
MUSIC					
CHEMISTRY					
PHYSICS					
BIOLOGY					
DIRECTORA TÉCNICA					
SENIOR TEACHER					
ICT CO-ORDINATOR					
SSL					
NURSERY					
RECEPTION					
YEAR 1					
YEAR 2					
YEAR 3					
YEAR 4					
YEAR 5					
YEAR 6					
SPANISH PRIMARY					
PRIMARY LIBRARY					

HEAD OF PRIMARY					
PRIMARY STORAGE					
BUSINESS					
MATHS 1					
MATHS 2					
LRC					
ICT ROOM					
ICT CONTROL ROOM					
ENRICHMENT ROOM					
SENIOR TEACHER ENRICHMENT					
SECRETARIAL SUPPORT OFFICE					
HR & FINANCE OFFICE					
BOARD ROOM					
HEADMASTER OFFICE					
STAFF ROOM					
EBAU ROOM					
SATURDAY SCHOOL CO-ORDINATION					
SENIOR TEACHER EXAMS					
EXAMS STORAGE					
DINING ROOM					
KITCHEN					
KITCHEN CHANGING ROOM					
HALL					
RECEPTION DESK					
REPRO. OFFICE					
MEDICAL ROOM					
UNIFORM STORAGE					
P.E. STORAGE					
BACKSTAGE					
MALE STAFF WC					
FEMALE STAFF WC					
MALE PUPILS WC					
FEMALE PUPILS WC					
MALE INFANTS WC					
FEMALE INFANTS WC					

South School

Hazard area	Ignition /fuel?	Detection and alarm?	Safe evacuation?	Fire fighting?	Precautions?
LIBRARY/HALL					
SECRETARY OFFICE					
DINING ROOM					
PRE-NURSERY CLASS					
NURSERY CLASS					

RECEPTION CLASS					
YEAR 1					
YEAR 2					
YEAR 3					
YEAR 4					
YEAR 5					
YEAR 6					
KITCHEN					
SPANISH 1					
SPANISH 2					
AT ROOM					
HEAD OFFICE					
COMPUTING AREA					
BOYS TOILETS DOWN					
GIRLS TOILETS DOWN					
BOYS TOILETS UP					
GIRLS TOILETS UP					
STAFF TOILET UP					
STAFF TOILET DOWN					

Appendix F – Record of health and safety related training

- Safe use, handling, storage and transport of materials, drugs, substances and other articles.
- Information, instruction and training for all personnel are aware of their responsibilities for safety.
- Awareness development and safe working.
- Fire Safety Training.
- First Aid Training.
- Emergency Evacuation.



BSGC Health and Safety Training Log

Appendix F


School Year

Term

Type of Training	Date Planned	Date Completed	Staff Involved	Comments / Future Recommendations

Appendix G – Internal Accident and Illness Log

INTERNAL ACCIDENT & ILLNESS LOG

 PUPIL ACCIDENT & ILLNESS REPORT							
Date-Time	Pupil Name	Class	Injury	Nature / Cause of Accident	Place	Witness	Action
___/___/___			<input type="checkbox"/> Bumped head <input type="checkbox"/> Bumped <input type="checkbox"/> Superficial wound <input type="checkbox"/> Deep wound <input type="checkbox"/> Headache <input type="checkbox"/> Tummy ache <input type="checkbox"/> Vomit	<input type="checkbox"/> Accidental fall <input type="checkbox"/> Bumped into other child <input type="checkbox"/> Altercation with other child <input type="checkbox"/> PE Lesson <input type="checkbox"/> Playing <input type="checkbox"/> Playing football <input type="checkbox"/> Other: _____	<input type="checkbox"/> Green pitch <input type="checkbox"/> Black pitch <input type="checkbox"/> Agora <input type="checkbox"/> Stairs <input type="checkbox"/> Infants <input type="checkbox"/> Primary <input type="checkbox"/> Dining room <input type="checkbox"/> Hall <input type="checkbox"/> Other: _____		<input type="checkbox"/> Wound cleaned <input type="checkbox"/> Ice pack <input type="checkbox"/> Chamomile <input type="checkbox"/> Plaster <input type="checkbox"/> Bumped head sticker <input type="checkbox"/> Parents informed <input type="checkbox"/> Home <input type="checkbox"/> Accident form <input type="checkbox"/> Insurance Claim <input type="checkbox"/> Other: _____
___/___/___			<input type="checkbox"/> Bumped head <input type="checkbox"/> Bumped <input type="checkbox"/> Superficial wound <input type="checkbox"/> Deep wound <input type="checkbox"/> Headache <input type="checkbox"/> Tummy ache <input type="checkbox"/> Vomit	<input type="checkbox"/> Accidental fall <input type="checkbox"/> Bumped into other child <input type="checkbox"/> Altercation with other child <input type="checkbox"/> PE Lesson <input type="checkbox"/> Playing <input type="checkbox"/> Playing football <input type="checkbox"/> Other: _____	<input type="checkbox"/> Green pitch <input type="checkbox"/> Black pitch <input type="checkbox"/> Agora <input type="checkbox"/> Stairs <input type="checkbox"/> Infants <input type="checkbox"/> Primary <input type="checkbox"/> Dining room <input type="checkbox"/> Hall <input type="checkbox"/> Other: _____		<input type="checkbox"/> Wound cleaned <input type="checkbox"/> Ice pack <input type="checkbox"/> Chamomile <input type="checkbox"/> Plaster <input type="checkbox"/> Bumped head sticker <input type="checkbox"/> Parents informed <input type="checkbox"/> Home <input type="checkbox"/> Accident form <input type="checkbox"/> Insurance Claim <input type="checkbox"/> Other: _____
___/___/___			<input type="checkbox"/> Bumped head <input type="checkbox"/> Bumped <input type="checkbox"/> Superficial wound <input type="checkbox"/> Deep wound <input type="checkbox"/> Headache <input type="checkbox"/> Tummy ache <input type="checkbox"/> Vomit	<input type="checkbox"/> Accidental fall <input type="checkbox"/> Bumped into other child <input type="checkbox"/> Altercation with other child <input type="checkbox"/> PE Lesson <input type="checkbox"/> Playing <input type="checkbox"/> Playing football <input type="checkbox"/> Other: _____	<input type="checkbox"/> Green pitch <input type="checkbox"/> Black pitch <input type="checkbox"/> Agora <input type="checkbox"/> Stairs <input type="checkbox"/> Infants <input type="checkbox"/> Primary <input type="checkbox"/> Dining room <input type="checkbox"/> Hall <input type="checkbox"/> Other: _____		<input type="checkbox"/> Wound cleaned <input type="checkbox"/> Ice pack <input type="checkbox"/> Chamomile <input type="checkbox"/> Plaster <input type="checkbox"/> Bumped head sticker <input type="checkbox"/> Parents informed <input type="checkbox"/> Home <input type="checkbox"/> Accident form <input type="checkbox"/> Insurance Claim <input type="checkbox"/> Other: _____
___/___/___			<input type="checkbox"/> Bumped head <input type="checkbox"/> Bumped <input type="checkbox"/> Superficial wound <input type="checkbox"/> Deep wound <input type="checkbox"/> Headache <input type="checkbox"/> Tummy ache <input type="checkbox"/> Vomit	<input type="checkbox"/> Accidental fall <input type="checkbox"/> Bumped into other child <input type="checkbox"/> Altercation with other child <input type="checkbox"/> PE Lesson <input type="checkbox"/> Playing <input type="checkbox"/> Playing football <input type="checkbox"/> Other: _____	<input type="checkbox"/> Green pitch <input type="checkbox"/> Black pitch <input type="checkbox"/> Agora <input type="checkbox"/> Stairs <input type="checkbox"/> Infants <input type="checkbox"/> Primary <input type="checkbox"/> Dining room <input type="checkbox"/> Hall <input type="checkbox"/> Other: _____		<input type="checkbox"/> Wound cleaned <input type="checkbox"/> Ice pack <input type="checkbox"/> Chamomile <input type="checkbox"/> Plaster <input type="checkbox"/> Bumped head sticker <input type="checkbox"/> Parents informed <input type="checkbox"/> Home <input type="checkbox"/> Accident form <input type="checkbox"/> Insurance Claim <input type="checkbox"/> Other: _____

Appendix H – Internal Accident Report

INTERNAL ACCIDENT REPORT

Form to be completed in case of any accident or serious incident

<u>Student's Name and Year Group:</u>	
<u>Date:</u>	
<u>Nature of Injury:</u>	
<u>Nature / Cause of Accident:</u>	
<u>Action Taken:</u>	
<u>Signature:</u>	<u>Date:</u>

Appendix I – Legionnaire’s and water check record

- Records are to be maintained of all cleaning and temperature checks carried out and held by the H&S Advisor.
- Records are to be maintained of any maintenance, water treatments or disinfection.



School Year:

BSGC Legionella and Water Check

Location		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Comments
Air Conditioning Filters and Legionella	LRC													
	ICT													
	ICT Server Room													
	Office 1 -Indiv Learning													
	Office 2 - Enrichment Office													
	Finance & HR Office													
	Secretarial Office													
	Headmaster's Office													
	Staffroom													
	Office 3- Saturday School													
	Exams Officer's Office													
	Kitchen's Cold Room													
	Front Desk													
	Repro Office													

	Hall													
	Music's Practise Room													
Water Check	Central Water Deposit													
	Infant Staff Toilet Water Heater													
	Nursery WC Water Heater													
	P.E. Office Staff Toilet Water Heater													
	Water Fountains - Primary and Rubber Tree													

Appendix J – Emergency evacuation and fire safety procedures

I. Fire Safety Risk Assessment

The specific fire risk assessment required by Health and Safety Legislation, and the Fire Precautions (Workplace) Regulations, is concerned with the safety of the occupants of the building.

The assessment process can be broken down into five basic steps:

1. Identify the fire hazards and where fires might start.
2. Identify the location of people at significant risk in case of fire.
3. Evaluate the risks.
4. Decide if the existing fire safety measures are good enough, or if more needs to be done to make reasonably sure that nobody would get hurt if there was a fire.
5. Do this by checking:
 - controls on ignition sources/ sources of fuel
 - that a fire can be detected in a reasonable time and that people can be warned
 - that people who may be in the building can get out safely
 - provision of firefighting equipment
 - maintenance and testing of fire precautions
 - that fire safety training is adequate to ensure that those in the building know what to do if there is a fire

II. Evacuation Notices

The Evacuation Notice below is posted in every room.

EMERGENCY EVACUATION NOTICE

If you discover a fire:

1. Raise the alarm. The nearest 'call point' is: _____
2. Leave the building immediately.
3. Go to the assembly point on the old football pitch by the most direct route.
4. Do not stop to collect belongings or re-enter the building.

If you hear the siren:

1. Leave the building immediately.
2. Go to the assembly point on the old football pitch by the most direct route.
3. Do not stop to collect belongings or re-enter the building.

EVACUACIÓN EN CASO DE EMERGENCIA

Si descubre fuego:

1. Avise del peligro. El punto de alarma más cercano está en:
2. Abandone el edificio inmediatamente. _____
3. Diríjase al punto de encuentro en el campo de fútbol por el camino más directo.
4. No se detenga para coger sus pertenencias ni vuelva a entrar en el edificio.

Si escucha una sirena:

1. Abandone el edificio inmediatamente.
2. Diríjase al punto de encuentro en el campo de fútbol por el camino más directo.
3. No se detenga para coger sus pertenencias ni vuelva a entrar en el edificio.

Members of staff should only consider fighting a fire after they have seen to the evacuation of the pupils in their charge and raised the alarm. They must inform other members of staff of their intention to fight the fire and they must be certain that their actions will not place themselves or others in danger. If they are in the slightest doubt then they must evacuate the building along with their pupils.

The emergency telephone number is 112.

Los empleados del colegio sólo deben considerar la posibilidad de apagar un fuego después de haber evacuado a los alumnos a su cargo y de haber dado la voz de alarma. Deben informar a otros miembros de la plantilla de su intención de apagar el fuego y deben estar seguros de que sus acciones no les pondrán en peligro a ellos mismos ni a otras personas. Ante la menor duda, deben evacuar el edificio junto con los alumnos.

III. BSGC Evacuation log

The Evacuation log will be completed using the following format

Date: _____

Time:

Duration (time to register students in assembly area):

H&S members present:

Type of Evacuation:

Feedback:

-
-
-

IV. Out of Hours Alarm

If the security or fire alarms go off outside the hours that the School Office is staffed, the security company will call staff in the following order:

- Tafira – 1. C Martin, 2. F Pulido, 3. J Clark, 4. M González, 5. M. Socorro, 6. J. Afonso
- South – 1. K Irvine, 2. Ramon Alonso 3. S. Pearce

V. Bomb Threat

Taking details from telephoned Bomb Threat:

1. Immediately alert someone else to the problem by note or signal but **DO NOT** put down the handset or cut off the conversation.
2. Try to keep the caller talking (apologise for bad line, ask him/her to speak up, etc.).
3. Complete this form as you go along, asking questions in sequence if necessary.

MESSAGE (exact words):

WHERE IS IT?

WHAT TIME WILL IT GO OFF?

WHAT DOES IT LOOK LIKE?

WHAT KIND OF BOMB IS IT?

WHAT TYPE OF EXPLOSIVE?

WHY ARE YOU DOING THIS?

WHO ARE YOU?

NAME ADDRESS TIME OF CALL

Mark the details below that apply at the time of the call if possible

DETAILS OF CALLER:

Man / Woman / Child / Old / Young

SPEECH: Intoxicated / Rational / Rambling / Speech impediment / Laughing /

Serious / Accent (foreign/local) / Message read out / Spontaneous

DISTRACTIONS: Any noise on the line / Operator / Call phone / Pay tone /

Coins inserted /

Mobile Phone noises / Interruptions / Persons in background

OTHER NOISES: Traffic / Talk / Typing / Machinery / Aircraft / Music /

Children / Other

Your Details: Name

Telephone number on which call received:

Comments

VI. Evacuation

If the alarm sounds continuously, all persons on site (except where previously advised in the case of a fire drill) should leave the building immediately and go quickly (without running) and quietly to the assembly point by the most direct route:

Tafira – on the Secondary playground;

South – Front playground.

They must not stop to collect personal belongings or re-enter the building.

The first priority of staff is the safety of the pupils in their charge. As a guide, Infants (Pre-Nursery-Yr 2) should be led from the front by one member of staff, with a second member of staff at the rear to keep the group together. Older children may be led from the front or rear but in all cases the teacher should check that the room is empty and close the door behind them. On staircases, everyone must descend in single file. The lift must not be used during an emergency evacuation.

Emergency evacuation notices are displayed in all classrooms – see Point II above.

- Reception/Office staff will take all registers, sign in/out sheets and gate keys to the assembly point. In Tafira, Reception/Office staff should check the hall and, where present, assist the evacuation of infants to the assembly point. At the assembly point, Primary teachers and Secondary tutors (or in their absence their assigned substitute) should register their class and report any discrepancies to their respective Head of Section. Each Head of Section should also take a register of their staff. Colleagues and classmates should raise a concern with the Head of Sector should any students or adult be missing that they believe is in school.
- In the event of a fire: the assigned member of the SMT is to act as the chief of operations and coordinate any actions needed and be responsible for deciding that emergency service must be contacted.
- If needed a search team, comprising of three members of the SMT (Tafira) and Head of School (South), will, without exposing themselves to danger, conduct a specific search for any missing person.
- An emergency vehicle team (comprising of kitchen staff in Tafira and Year 2 Teacher in South) will direct emergency vehicles to the scene.
- A fire-fighting team (comprising of a caretaker, a member of the kitchen staff and a member of the office staff in Tafira and a caretaker and a member of the office staff in South), will, where the fire is minor, visible and containable and without endangering themselves, use the appropriate fire-fighting equipment to contain or extinguish the fire.
- Any pupil, staff member or visitor who is identified as being disabled will prompt the formulation of a contingency plan, (dependent on the level of their disability) for their safe evacuation.
- Evacuation during lunchtime and after school activities must follow the same procedure as above. In the case of the latter, the teacher of each activity must accompany their group to the assembly point and re-register them.
- With an evacuation during departures/arrivals the school is unable to accurately account for all pupils, staff or visitors therefore registers will not be taken. In this case, a thorough and full search of the school buildings is completed to ensure the building is clear. All present will escorted to the assembly points.

The most senior member of staff at each assembly point must ensure that sufficient staff are present to supervise the children safely and that all other staff assist with directing those present to the assembly points.

- In the event that the assembly point is unsafe, the Centre of Operations will select another site. In Tafira this new site will be either Crta Marzagan a Tafira (main road in front of the School) or Lomo El Sabinal (road behind the school).

In the South the new site will be either the football pitch or the road in front of the school, leaving access for emergency vehicles, as the new assembly point.

Appendix K – Daily security checklist

Daily security check – Weekly recording sheet

When Opening the School each day the following route will be taken in Tafira:

- Ground floor main entrance: deactivate alarm at 07:00h.
- Third floor: open staff room and admin offices.
- Second floor: turn lights on in Agora (switches #2, 6 and 7), opening of all Agora main doors, and infants hallway to electrical installations room to turn on lighting switches 1 and 3 on left electrical board. Walk up on ramp to secondary to open the main door on the left.
- Third floor: Electrical installations closet on entrance to Modern Languages Dept. To turn on the lighting of all hallways and ramps, open the main door at the end of the hallway.

Walk up the stairs to

- Fourth floor: open main door at hallway to Art classroom and open main door to upper primary patio, open main door to Agora.
- Down the steps from art to black pitch to control all patios, fences and gate.
- At 08:00h opening of all hall doors and at 08:10h opening of black pitch entrance gate.

When opening the South School each day the following route will be taken:

- Ground floor main entrance: deactivate alarm at 07:00h.
- Turn lights and electricity on underneath the stairs.

Walk up the stairs to

- First floor: switch on the lights and the electricity in the alarm room.
- Open the emergency exit door at the far side of the corridor.

During the process of opening, and along the set route, a daily check and watchful oversight of the school installations and fixtures will be conducted. This check will consider the aspects set out below and will be recorded in this sheet. Each Friday the completed Weekly Recording Sheet will be presented to the school office for “signing off” as completed by the head.

Aspect to be checked	Date						
Security and alarm – activated on opening school and not set off prior to check							
Gates and perimeter fencing – secure, safe, undamaged							
Windows and doors – secure, closed and undamaged							
All buildings – secure and no breakages							
All building – no general wear and tear issues							
Playgrounds, floors and roofs - undamaged							
Electrical fixtures and fittings – safe and undamaged							
Drainage – no flooding or unpleasant smells							
Toilet – clean and functioning							
Kitchen – clean and undisturbed							
Offices – locked and undistributed							
ICT equipment – in place and functioning							

Other – please state							
----------------------	--	--	--	--	--	--	--

Issues identified – to be reviewed on weekly “signing off”

Urgent Issues Identified – must be immediately reported to Head
--

Signed:

Date:

Appendix L – Close-down procedures

Checklist for closing the school at end of the school day:

- all flammable materials are locked away.
- all valuable equipment is secured.
- all taps in toilets are turned off.
- no cash is left unsecured overnight.
- all rubbish/waste has been removed from all buildings and placed in secure storage or disposed of off-site.
- everyone has vacated the premises and all rooms (including toilets) have been checked.
- the external lighting is working correctly.
- all windows are shut and locked.
- all internal doors are closed.
- the intruder alarm and fire alarm systems have been correctly set.
- all the external doors have been secured.
- gates in the perimeter fences are shut and secured.

In addition to the above, when the school is closing down for a period of time (Christmas holidays), additionally:

- all electrical appliances have been disconnected
- all gas taps are closed

Appendix M – Contractors on-site

Building contractors working in schools can significantly increase the risk of fire and may cause obstruction to escape routes because they might:

- carry out operations using heat;
- store combustible materials or flammable liquids in, or close to, the school buildings;
- break through fire walls;
- interfere with the normal security measures of the school;
- reduce the width or availability of escape routes by their activities.

Therefore, in such circumstances continuous assessment of all safety procedures will be necessary.

Appendix N – Assigned governor's role

The expectations for the assigned Governor to monitor the Health and Safety Policy are taken from the Governors' BSGC Policy Monitoring Protocol.

Each academic year a member of the Board of Governors will be assigned to a monitoring role for the Health and Safety Policy.

The assigned governor will meet once a term with the designated responsible staff member and member of the SMT to fill in a checklist of questions and user comments specifically designed to address each policy. (See below)

On a termly basis, the assigned governor will report to the Chair of the Board who will complete the central register that will inform the annual report to governors on policy monitoring and evaluation. This information will be reported to the Board of Governors meeting at the end of May each academic year, or at the discretion of the Chair if an urgent issue arises.

The Governor will use the following questions to guide the monitoring process.

- Has the Board adopted a Health & Safety Policy?
- Is the Health & Safety Policy due to be updated?
- Are the Designated Health & Safety personnel aware of the policy?
- Is the Board satisfied that procedures exist to ensure any new member of staff is given all the relevant documents and information related to Health & Safety?
- Since the last review, has the Board been made aware of any Health & Safety issues?
- Have any cases that have been reported to the Board been recorded in the 'confidential A' Board minutes?
- Is the Board satisfied that all records relating to Health & Safety matters have been accurately and systematically updated?
- Is the Board satisfied that all records relating to Health & Safety matters have been correctly and centrally collated?
- Has the Health & Safety Policy been made public?
- Are parents aware of the existence of the policy?
- Are students aware of key Policy aspects – emergency evacuation, the need to inform a responsible adult with a concern?
- Is the Board satisfied that, from a Health & Safety perspective, thorough checks and training are implemented to ensure a safe and secure environment for all school users (students, staff, contractors and visitors)?
- Has the Board identified any areas of the Health & Safety Policy that require improvement?
- If, in the previous review of the policy, areas for improvement were identified, have these been addressed?

Appendix O – Standing items for health and safety committee meetings

The following items will be expected to be included for discussion and review during the regular Health and Safety Committee Meetings:

- examination of safety audit reports.
- review of accident records.
- consideration of reports and information provided by inspectors of an enforcing authority.
- consideration of reports that safety representatives may submit.
- assistance in risk assessment and the development of school safety procedures and safe systems of work.
- monitoring the effectiveness of safety procedures and safe systems of work.
- monitoring the effectiveness of the safety content of employee training.
- monitoring the adequacy of safety and health communication and publicity in the school.

Appendix P – Annual Infrastructure Review Form

BSGC Health and Safety Classroom Checklist

Classroom/School Space	Staff Member's Name	Date

School health and safety is about taking a sensible and proportionate approach to ensure that activities and the premises provide a healthy and safe place for all who use them, including the pupils, staff and visitors. Members of staff can use this checklist to help ensure ordinary classrooms meet minimum health and safety standards. Additionally, the results and observations from completed checklists will provide a useful resource to the Health and Safety Committee when reviewing their whole-school risk assessments.

The checklist is a tool for school staff to raise awareness of areas of concern in a classroom.

Using the checklist

This checklist covers the most common areas of risk in an ordinary classroom, but is not exhaustive.

It does not cover sports facilities, specialist classrooms, including laboratories, art or IT rooms.

The checklist is quick and easy to use and there is no obligation to complete all sections. If an issue is not relevant to a classroom, simply mark it as 'N/A' (not applicable) and move to the next question.

There is space at the end to list any additional issues.

Classroom Health and Safety Questions		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are passageway between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
Work at height (falls)	Do you have a stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			

Manual handling	Have trolleys been provided for moving heavy objects, eg computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure safety?			
	Has any damaged electrical equipment been taken out of service or replaced?			
Fire	If there are fire exit doors in the classroom, are they: ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside?			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			
Additional space to identify areas of concern or share further information				