



Health & Safety

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1. AIMS OF THIS POLICY

1.1 Overview

LOLA aims to comply with local authority Health and Safety policy. The objective is to minimize accident and sickness absence rates and to promote the well-being of staff and pupils by developing a positive attitude to health and safety.

LOLA accepts that involvement, co-operation and effective communication of all employees on both an individual and collective basis is crucial to the accomplishment of the schools' Health and Safety aims.

Health and Safety objectives need to be specific, measurable and agreed with those who deliver them and realistically set against a suitable timescale.

LOLA will seek to achieve its aim by:

- a) preventing injury and ill health in classrooms, activity space e.g. Txoko and all other areas on the Basilio Campus.
- b) providing and maintaining an adequate workplace, preventing harm to people at the point of risk and minimizing hazards within LOLA.
- c) promoting the well-being of all staff and students and developing a positive attitude to Health and Safety throughout LOLA.
- d) meeting Health and Safety responsibilities in respect of those who



are not employees and the environment in which they operate.

e) creating and maintaining a positive Health and Safety culture which secures the commitment and participation of all staff and students.

f) regularly monitor and reviewing progress.

g) allocating resources to meet requirements.

h) establishing realistic short and long-term objectives.

It is the responsibility of members of our management team, Dieter and Amanda Wiggert, to ensure that teachers and staff in their charge are given health and safety information and instructions specific to their area of work.



2. ORGANIZING

2.1 Areas of Responsibility

It is important that every member of staff should be involved and their participation sustained by effective communication and training to promote competence and allow all staff to make an informed contribution to LOLA's health and safety effort.

Hierarchy of Responsibility Diagram

Directors (Dieter and Amanda Wiggert)

Teacher

Support Staff

2.2 Directors

The Directors will:

- Ensure that there is a written Health and Safety Policy for LOLA which takes into account the statements in the Education Department's policy including any statutory requirements therein which is regularly reviewed.



- Set up appropriate procedures to ensure that all staff, teaching and non-teaching, are informed of their responsibilities.
- Ensure that all those regularly working within schools are aware of and understand the policy statements.
- Monitor the effectiveness of the organization and arrangements made for implementing the Education Department's Safety Policy and revise, update or modify to meet changing conditions.
- Set up procedures in accordance to state guidelines, to monitor the effectiveness of the school's Health and Safety Policy.
- Appoint Support Staff.
- Appoint a Safety Co-ordinator.
- Attend Health and Safety in-service training identified by the authorities; ensure, as far as reasonably practicable, that staff undertake all necessary training.
- Advise of any unmet training needs for themselves or their staff.
- As far as reasonably practicable, ensure that resources are made available to meet the demands of health and safety.
- Ensure staff are aware and adhere to safe working arrangements.
- Ensure suitable and sufficient risk assessments are available. Where appropriate refer to section 9.5 of the Admin Manual Volume 2.



2.3 Safety Co-ordinators

The Safety Co-ordinator will:

- Maintain contact with Directorate, the Health and Safety Executive Inspectorate, the Fire Brigade, Council Safety Section, School Safety Representatives and (all teaching and non-teaching) staff concerning health, safety and welfare at work.
- Ensure that the training needs of all school staff are identified to the Head Teacher.
- Establish procedures for reporting of incidents, risks etc within the school.
- Monitor the schools' Health and Safety Policy and Programmes.
- Following the twice yearly inspection a copy of the inspection checklist is attached in Appendix 1.
- Ensure systems are in place for communication of Health & Safety information.

2.4 Responsibilities of the School Directors

In addition the School Directors will:

- Contribute to the development and implementation of the Health



and Safety policy.

- Have knowledge of and operate within all statutory requirements applicable to the work of the department with continual and regular checks of these requirements against actual practices.
- Ensure that all persons under their control are conversant with and accept their responsibilities under the LOLA's Safety Policy and that they are trained and equipped to carry out these responsibilities.
- Institute and monitor safe operating procedures. It is important to ensure that staff know and understand the relevant instructions.
- Check to ensure that all tools and equipment are safe to use; check that there is a safe means of access to and egress from every place of work and that they are maintained.
- Ensure that adequate training is undertaken by themselves and that suitable training programs are provided for all the staff within their Department.
- Ensure that any relevant work instructions, Codes of Practice, Risk Assessments etc are known, understood and observed. Such instructions and Codes are to be continually reviewed, examined and discussed with teachers, and other members of staff who must be required to conduct themselves in accordance with such procedures.
- Maintain good housekeeping standards.
- Be familiar with the accident reporting procedure. Investigate and



report accidents, injuries or any dangerous occurrence without delay.

- Ensure that persons under their control who are placed on non-routine work are adequately supervised and instructed on safe working.
- Ensure that safety equipment and protective clothing is supplied and used where specified. On new work routines check with the relevant adviser or local authorities for advice on safe operating practices, suitable safety equipment and protective clothing.

2.5 Teachers

Every teacher will:

- Carry out those parts of the LOLA's Health and Safety Policy which are relevant to their particular areas of operating/control.
- Conform to the rules and regulations operative within their field of responsibility.
- Be fully aware of risk assessments, safe operating procedures and specified job instructions for any work which they may undertake.
- Use only the correct equipment and method of work at all times.
- Report all defective plant, tools, equipment or other materials.
- Report any hazard which they may encounter in the course of their duties.



- Assist in maintaining good housekeeping standards.
- Co-operate fully with all senior staff in the promotion of health and safety at work.
- Where possible identify their own training needs and undertake job instruction and safety training as required.

2.6 School Support Staff

All school support staff (administrative and clerical staff, cleaner, instructors) will:

- Ensure that all persons under their control know and accept their responsibilities.
- Under the Health and Safety Policy and are trained and equipped to carry out those responsibilities.
- Conform to the rules and regulations operative within their field of responsibility.
- Be fully aware of risk assessments, safe operating procedures and specified job.
- Instructions for any work which they may undertake.
- Assist the management team to carry out effectively the part or parts of the Health and Safety Policy applicable to their areas of control.



- Use only the correct equipment and method of work at all times.
- Report all defective plant, tools, equipment or other materials.
- Report any hazard which they may encounter in the course of their duties.
- Assist in maintaining good housekeeping standards.
- Co-operate fully with all senior staff in the promotion of health and safety at work.
- Where possible identify their own training needs and undertake job instruction and safety training as required.
- Cleaners should pay particular attention to the maintenance of safe means to and egress from the school.
- Cleaners should ensure that safety equipment and protective clothing is supplied and used where specified. On new work routines check with the Client Adviser for advice on suitable safety equipment and protective clothing.



3. PLANNING

3.1 General

Creating and operating a Health and Safety Management System will be a collaborative effort involving all staff within the school. The Directors will control risks, react to changing demands and sustain a positive Health and Safety culture.

To do this they will ensure they have:

1. Accurate information about the current situation.
2. Suitable benchmark against which to make comparisons.
3. Competent people to carry out the analysis and make judgements.
4. Procedures for general health and safety issues.
5. Health and Safety should be on the agenda at regular staff meetings.
6. Annual inspection of the school.
7. Equipment maintenance reviews.
8. Annual review of accident analysis.

3.2 Risk Assessment

The Directors will keep the school risk assessment updated by



detecting hazards and placing satisfactory precautions so that the risk is reduced to an acceptable level. (See LOLA' s risk assessment)

3.3 Fire Procedures

A copy of LOLA' s Risk Assessment should be retained in the school's Fire Log Accident Record Book, where preventable instructions and fire drills are carried out and recorded.

3.4 Maintenance of Equipment

All equipment and machinery in school should be maintained in accordance with the manufacturers instructions. In addition all equipment and machinery should be maintained in accordance with the maintenance schedule prepared by the specific department. This maintenance schedule must comply with all relevant regulations and appropriate codes of practice.

3.5 Electrical Equipment

Pupils should be made aware of the dangers of electricity, appropriate risk assessment and safe working arrangements. A notice depicting the procedure to be taken after electric shock should be prominently displayed in an appropriate place. All Teachers at LOLA must take all possible precautions to reduce the risk of accidents



caused by electric shock. Permanently installed equipment should be connected through a dedicated isolator switch and be adequately earthed.

All isolators' switches should be clearly marked to identify their machine. Electrical apparatus and connections should never be touched by wet hands. All electrical apparatus, including 110v or low voltage and portable equipment should only be used in dry conditions. Electrical equipment should not be connected to a lighting circuit or lamp socket. Maintenance, repair, installation and disconnection work associated with permanently installed or portable equipment should only be carried out by a qualified electrician and **at no time should a teacher carry out such work.** All 240v electrical power circuits should be protected by an appropriately set earth leakage trip and/or a residual current circuit breaker according to use and must be tested in accordance with Electricity at Work Regulations.

All portable appliances should be regularly inspected at intervals to be determined by the authorities, or when a member of the management team judges such an inspection may be required in the case of individual machines. (Education Intranet, Admin Manual Section 9).

240v portable electrical appliances should be avoided wherever possible. All fixed electrical equipment must be tested to comply with the department's electrical maintenance system.



3.6 Lone Working

Potentially dangerous activities must not be undertaken when working alone. Personal safety is of paramount importance. If there are any doubts about the task to be performed then the task should be postponed until other staff members are available. If lone working is to be undertaken, a colleague, friend or family member must know where the member of staff is and when they are likely to return. Arrangements must be made for regular contact to be made.

If working alone after office hours, the main doors to the street must always be locked.

3.7 Asbestos/Asbestos Products

Asbestos should never be introduced into the school. Asbestos wool, soft asbestos wools, asbestos gloves and fillers that contain asbestos should not be used. Any equipment using or containing asbestos should be withdrawn and replaced with alternatives.

3.8 Accident and Reporting Procedures

3.8.1 Routine Accidents such as Small Cuts, Bruises and Other Minor Injuries

Staff are encouraged to use protective gloves when dealing with these injuries to protect both patient and first aider from the



transmission of blood borne disease.

3.8.2 Serious Injuries such as broken Bones, Eye Injury, Deep Cuts etc

Heads of Departments should contact the local Doctor or the local hospital. Depending on the seriousness of an injury the Doctor/hospital should be contacted immediately. Where doubt exists staff should err on the side of caution. On no account should a school pupil with a suspected serious injury or head injury be sent home unaccompanied or accompanied only by a pupil.

3.8.3 Reporting of Accidents and Dangerous Occurrences

The following procedures relating to the reporting of accidents will be used for all accidents which result in injury and for all dangerous occurrences which could have resulted in serious injury.

3.8.4 Reporting Procedure

Introduction

In the event of an accident you should follow the procedure described below.

Accident Report Forms

Inform the main office when filling out an incident form, detailing if



the injured party is a student, employee or non-employee, the complaint and the resulting solution.

Possible solutions include:

- Referring of adult responsible for the student (The accompanying teacher)
- Informing parents/ guardians/ significant other about the accident
- Accompanying the student to pharmacy or hospital
- Calling for an ambulance
- Calling the Police

Reporting Accidents etc to the Health and Safety Executive

Accidents which result in an employee being off work for more than three days, fatalities and other major injuries and dangerous occurrences and diseases must be reported to the Health and Safety Executive.

General


All employees have a responsibility to report any accidents which occur as a consequence of their work activities. Accident report forms are available in the school office.



3.8.5 Accident File

All incident forms are filed and a register is compiled along with fire drills.

3.8.6 Reporting a Fatality, Major Injury, Dangerous Occurrence or Reportable Disease

In the event of a fatality, major injury, dangerous occurrence or reportable disease, the responsible person  the person in charge of the workplace/premises where the incident has occurred must:

- i) Notify a senior member of the school management team as soon as possible.
- ii) Notify the local authorities.

NB The Safety Section will notify the Health and Safety Executive of the incident etc. In the event of an accident to an employee resulting in their absence from work for a period of more than three days the responsible person should ensure that the normal ARF1 reporting procedure is followed. Some examples of a major injury are:

- Death of any person as a result of an accident whether or not at work.
- Any fracture, other than to fingers, thumbs and toes.



- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot metal burn to the eye, or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electric burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

Any injury:

- leading to hypothermia, heat-induced illness or unconsciousness
- requiring resuscitation, or
- requiring admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:


- acute illness requiring medical treatment



- loss of consciousness

Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material. The Safety Section will give advice regarding dangerous occurrences and notifiable diseases.

3.9 Authorization of Medical Treatment for Pupils

Our lawyers advise school directors and staff assume a role in accord with that of caring, responsible parents toward pupils in respect of normal everyday school activities. The authorization of unexpected or emergency medical treatment for pupils does not, however, fall within the normal scope of the responsibility of head teachers or other members of staff. Such responsibility, save in exceptional circumstances, rests with parents/guardians whose consent prior to the administering of such medical treatment must always be sought. Such treatment may be contrasted with the provision of minor medical treatment,  the administration of first aid by a teacher or member of staff to a pupil for relatively minor injuries and minor symptoms of everyday illnesses, eg. Minor cuts, bruises and colds etc. The treatment of such minor injuries and illnesses may be considered to fall within the scope of normal school activities.

Emergency circumstances may arise, however, where a pupil requires urgent or emergency medical treatment and parents/guardians



cannot be contacted for the purpose of obtaining the necessary consent prior to treatment. In such circumstances and only after attempts to contact parents/guardians have been exhausted, a doctor, may sanction medical treatment where delay would have serious implications for the pupil concerned.

Medication In School

- Minors are not permitted to bring any medication to school in school bags without the consent of their accompanying teacher or the school director.
- If a minor needs to take a short course of medication (eg antibiotics) parents should endeavour to manage the doses so that they are taken outwith the course of a school day.
- If a minor needs to take medication on a prolonged routine basis (throughout the course of a term or a session) then arrangements will be made to allow this to happen. It is preferable that a minor should self-administer medication under supervision by an adult but there may be some instances when the medication will be administered by school staff.
- In the case of prolonged routine medication as described above parents should ensure that they contact the school in advance so that the appropriate forms can be filled in before the medication arrives in school.
- There are specific arrangements for children who suffer from asthma



and all parents of all pupils who have inhalers will be required to fill out the appropriate forms.

- In the cases of pupils who have Epi-pens or certain other medications protocols will be drawn up by health professionals and school staff will adhere to these protocols at all times.

3.10 First Aid

3.10.1

The school's first aid kits

Contains a sufficient quantity of suitable first aid materials, and the contents of the boxes and kits are replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items are not used after the expiry date shown on packets.

3.10.2 First Aid Treatment

General Precautions

- All cuts, grazes and skin lesions must be covered with a waterproof dressing.
- Use disposable powder free latex or vinyl gloves when handling body substances.



- A disposable apron must be used if there is a risk of splashing or contamination of clothing.
- Take care to avoid splashes into the eyes, nose or mouth.
- Spillages of body substances must be cleaned up immediately, wearing the recommended protective clothing.
- Wash hands after removing gloves.
- Where mains tap water is not readily available for eye irrigation, use sterile water from sealed disposable sterile containers. Each container should hold at least 300ml and should not be reused once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.
- Sterile first aid dressing should be packaged in such a way as to allow the user to apply the dressing to a wound without touching that part which is to come into direct contact with the wound. That part of the dressing which comes into contact with a wound should be absorbent. There should be a bandage or other fixture attached to the dressing and consequently there is no reason to keep scissors in the first aid box.
- Dressings, including adhesive ones, should be of a type which is appropriate for their use.

3.11 School Security

LOLA has a security system which includes alarmed doors, lockable



door and CCTV.

Those adults helping on the occasional activity who have not undergone the check will remain under the supervision of school staff. All contractors report to the janitor who supervises access and ensures the Headteacher is aware of who will be working within the school grounds.

3.12 Outdoor Education

Outdoor Education providers are requested to be fully licensed and insured according to Spanish authority guidelines.

3.13 Loan of Equipment

It is strictly forbidden for any member of staff to loan any school equipment (e.g. ladder, steps, electrical extension etc) to any person other than LOLA staff.



4. MEASURING PERFORMANCE

The School's Health and Safety Policy will be monitored by annual meetings of senior staff. They will analyze and discuss the department's performance regarding Health and Safety issues. Accident and near miss reports will be analyzed to ensure every opportunity is taken to improve health and safety performance.