

Health and Safety policy

Last update: January 2025

Last Updated by: Helen Houghton (Senior Leader)

Next review date: January 2027



[Link to Health and Safety folder](#)

Statement of Intent

1. One of the main aims of St. George Madrid is to provide a safe and secure environment within which pupils and staff can work effectively. Fundamental to this aim is the definition and successful implementation of a health and safety policy. The present policy should be read in conjunction with the company's health and safety document, based on the requirements of Spanish law. Overall responsibility for the policy and practice lies with the school owners and headteacher but it is vital that all members of the school contribute to its formation and help to ensure it is followed effectively and responsibly.

2. The owners and headteacher will take all reasonable measures to ensure that:

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

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

Organisation

The overall responsibility for health, safety and welfare rests with the school owners (ISP). The owners have responsibility for ensuring the School complies with Spanish health and safety legislation and publishes the necessary documentation. (See above.) The Group Chief Executive has overall responsibility for health and safety. For more information regarding the responsibility of the owners please refer to the ISP Group Health and Safety Policy, which is located in the ISP Groups Policy folder on the STG Drive.

All employees:

- recognise that it is their duty to take reasonable care for their own welfare, the welfare of those around them and to ensure their actions do not harm themselves or anyone else.
- recognise that it is their duty to report immediately any hazard which has the risk to cause harm to themselves, students or visitors.
- recognise that if they are unsure how to perform any task or has not been appropriately trained it is their duty to report this to their line manager or the health and safety coordinator for their operating entity.
- whether full, part time or contracted will have a police check covering the last 10 years of their residence and working life prior to commencing work. Checks for the current country they are working in will be renewed every 3 years.



ST. GEORGE
MADRID



International
Schools
Partnership

- recognise that deliberate disregard of the health and safety policy may result in disciplinary proceedings.
- will always cooperate with management in the implementation of and adherence to health and safety policy and procedures.
- Will not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work.

3. The SLT/School Heads are responsible for:

- supporting the Regional Managing Director in the development and implementation of an effective health and safety strategy.
- assisting in regular reviews of the Group's health and safety strategy.
- ensuring that the Group Health and Safety Policy is implemented and is effective and that it is reviewed on a regular basis to ensure that it remains effective.
- determining health and safety objectives and assign clear responsibilities for meeting them.
- allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme.
- ensuring that health and safety responsibilities are clearly communicated to employees.

4. Heads of Year/Department are responsible for the effective management of health and safety within their own area or function. In particular this includes:

- ensuring that safe systems of work are implemented.
- enforcing personal protective equipment requirements.
- ensuring that employees/pupils are adequately trained for the tasks they perform.
- monitoring classrooms, offices and equipment, reporting faults where necessary.
- identifying and reporting health and safety related problems with issues.
- identifying training needs.
- investigating and reporting on accidents and incidents.
- participating in the risk assessment program.
- setting a good example on health and safety matters.

5. The H&S Coordinator is responsible for coordinating many health and safety activities and for acting as the primary source of health and safety advice within the Company/School.

These responsibilities specifically include:

- coordinating the Company's/Schools risk assessment programme.
- ensuring the accident investigation and reporting procedure is followed.
- coordinating the health and safety inspection programme.
- identifying health and safety training needs.
- providing or sourcing health and safety training.
- providing health and safety induction training to new employees.
- preparing and submitting progress reports on the annual health and safety audit.
- sourcing additional specialist health and safety assistance when necessary;
- displaying a copy of the Company's Health and Safety Policy Statement, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure.

- ensuring their building has adequate fire marshals and first aiders at all times.
- completing the Health and Safety Induction Checklist for new starters and long-term temporary employees/Teaching staff;
- keeping and maintaining the Health and Safety Guidance document and updating with any new procedures when given.
- ensuring that any actions arising from the health and safety audits are addressed.
- liaising with the different departments to ensure that recording of any hazardous substances and materials are carried out.

6. The Human Resources department will:

- Ensure that adequate training is undertaken at a competent level.
- Maintain health and safety records, e.g. staff development and training, etc.

7. Fire marshals will:

- Participate in all required fire marshal training.
- Know who works in their allotted area.
- Ensure that all employees/Teaching Staff, Pupils in their area are familiar with their assembly points, and nearest escape routes.

8. First aiders:

- All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under an approved training course.
- It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards and updated / maintained by the H&S Coordinator.
- All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

Arrangements

1. Medical incidents

Any incident potentially involving the school nurse is dealt with by the School Nursing Policy. Reference should be made to this with regards to any medical related incident or the administration of medicines.

2. First-Aid

There are several first aid kits located around the building which the school nurse should ensure is well stocked.

- | | |
|--|---------------------------------------|
| - staff room ground floor | - ground floor year 1 toilets |
| - staff room basement | - first floor staff toilets |
| - B9 basement | - second floor staff toilets |
| - staff room ground floor | - third floor staff toilets |
| - ground floor exit to secondary patio | - auditorium |
| - ground floor Infants corridor | - changing rooms (swimming pool area) |

There is also a first aid kit available for staff to use when off-site which should be taken (see events and trips policy). A defibrillator is located at the bottom of the central staircase on the ground floor.

The nurse is onsite from 9:30–4:30 during school days. If she is unavailable or it is outside of her working hours, where possible a first-aider should be located to deal with any problems arising. The list of current first aiders is published in the staff room and as an appendix to this policy.

3. Fire Precautions

In the case of fire, staff and students should follow the agreed procedures published in the school's crisis management policy. A copy of the evacuation routes must be displayed in or adjacent to every room. Fire-fighting equipment is available in each area of the school, in accordance with Spanish regulations.

Regular evacuation and lockdown practices will be organised and monitored by the headteacher inline with ISP policy.

In the event of fires, explosions or spillages, the headteacher and/or health and safety coordinator must be informed immediately.

4. Maintenance

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

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

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

5. Smoking

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

6. Visitors

Any visitors must report to visitors reception, sign in and collect a visitors pass. All visitors should be collected from reception by the member of staff who the meeting is with.

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

For events taking place in the school auditorium, entry and exit should be only by the main entrance to the auditorium (i.e. not through school) and under these circumstances visitors are not required to sign in/out.



ST. GEORGE
MADRID



International
Schools
Partnership

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

7. Signing in and out of school

All staff are required to sign in and out using the fingerprint keypads (there are two located at internal reception). On occasion that the machine is not functioning, staff should sign in and out in the staff book next to the keypad.

Appendix 1: List of current first aiders in school (Sep 24)

Victoria Fernandez	Reception
Lucia Camara	G.1
Helen Houghton	SLT office – second floor
Anji Marks	G.4
Emma McLaughlin	I.3
Isabel Arguelles	Multilingualism office – first floor
Rachel Nolan	G.7
Nadia Fadhlaoui	G.6
Stephanie Bell	Library
Simon Waller	PE office – basement
Ryan Pepperrell	PE office – basement
Gemma Fitzpatrick	PE office – basement
Padraig Slane	PE office – basement
Marcella Moohan	2.6
Mitchell Stephens	SLT office – second floor
Hellen Jarrin	G.1
James Hoyland	B.12

