Thames British School Madrid

Health & Safety Policy

2025 - 2026

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1. Policy Statement

Thames British School Madrid is committed to providing and maintaining safe facilities, equipment, and grounds for students, staff, and visitors. We are committed to providing a safe, healthy, and supportive environment for pupils, staff, visitors, and contractors. We aim to safeguard the well-being of every individual on our premises and to prevent accidents and injuries by promoting a culture of responsibility, compliance, and continuous improvement in physical safety management during all school activities, in line with:

- **Spanish law** (Ley de Prevención de Riesgos Laborales 31/1995 and related regulations).
- **EU directives** on health, safety, and environmental standards.
- **COBIS standards** for British international schools.

We recognise our duty of care and will actively promote safe practices, risk awareness, and personal responsibility.

2. Objectives

- **Safe Facilities**: Ensure all buildings, classrooms, laboratories, kitchens, sports fields, and playgrounds are inspected and maintained to meet safety standards.
- **Emergency Preparedness**: Maintain and regularly test fire, evacuation, and lockdown procedures, ensuring routes and signage are clear.
- **Compliance**: Ensure facilities meet Spanish health & safety laws, EU directives, and COBIS accreditation requirements.
- **Risk Management**: Carry out regular inspections and termly risk assessments, with documented action plans.
- **Equipment Safety**: Ensure that equipment (sports gear, science apparatus, ICT hardware) is used, stored, and maintained safely.
- **Contractor & Visitor Safety**: Enforce safety requirements for contractors and ensure visitor access procedures are secure.
- **Continuous Improvement**: Regularly review policies, collect feedback, and update procedures to reflect evolving standards and best practices.

3. Key Responsibilities

3.1. Governing Body

- Approves the Health & Safety Policy annually.
- Receives termly reports from the HSO.
- Ensures resources are provided for compliance.

3.2. Health & Safety Officer (HSO)

- Ensures compliance with **Spanish law, EU standards, and COBIS requirements**.
- Maintains health and safety manuals, certificates, inspection logs, and permits.
- Acts as the school's **primary liaison** with inspectors, insurance providers, and regulatory bodies.
- Leads on **risk assessments, accident investigations, and monitoring**.
- Develops, maintains, and tests **emergency and critical incident procedures** (fire, lockdown, severe weather, chemical spills).
- Oversees safety in **facilities, laboratories, sports areas, workshops, kitchens, and catering**.
- Monitors **contractor safety and maintenance compliance** with the Facilities Team's support.
- Provides **annual training, staff induction, and refresher briefings**.
- Produces **termly reports** to the Head of School and Governors.
- Works in conjunction with the **SENCO & Designated Safeguarding Lead (DSL)** to ensure health and safety and safeguarding are consistent.

3.3. Facilities Team

- Provides technical and maintenance support under the direction of the HSO.
- Ensures safe functioning of building systems (HVAC, electrics, water, playground equipment).

3.4. Staff

- Follow safety procedures, attend training, and report hazards or incidents immediately.

3.5. Pupils

- Follow staff instructions and school safety rules.
- Report hazards or accidents to a teacher.

3.6. Parents & Visitors

- Comply with safety instructions and sign-in/induction procedures.

4. Risk Management

- **HSO maintains a risk register** reviewed termly with action points and deadlines.
- Risk assessments conducted for:
  - Classrooms, playgrounds, laboratories, kitchens, and sports areas.
  - School trips, transport, and events.
  - New building projects and contractor works.
- Accident and near-miss reports are investigated with corrective actions documented.

5. Emergency Preparedness

- HSO ensures clear, updated procedures for:
  - Fire evacuation, lockdown, severe weather, and hazardous spills.
- Fire and lockdown drills are held **at least once per term**.
- Evacuation routes, assembly points, signage, and emergency lighting are reviewed regularly.
- Fire alarms, extinguishers, sprinklers, and exits inspected by qualified personnel; records maintained.

6. Facilities & Equipment Safety

- Laboratories, workshops, art rooms, and sports facilities are overseen by HSO.
- Hazardous substances are stored and handled under COSHH-style controls.
- Maintenance schedules for **playground, HVAC, electrical, and water systems** are monitored.
- Catering and kitchens meet hygiene and food safety standards.
- Contractors provide risk assessments and comply with school procedures.

7. Training & Communication

- All staff receive **annual health and safety training**.
- New staff and contractors receive a **safety induction**.
- Refresher briefings delivered as needed.
- HSO submits **termly reports** summarising incidents, risks, and improvements.

8. Implementation & Monitoring

- The Health & Safety Officer reports to the Head of School and Governing Body.
- Risk assessments will be conducted termly and before major activities or projects.
- Accident and incident reports will be logged, analysed, and used to prevent recurrence.
- Emergency drills will be carried out every term and logged for inspection.
- Annual reports will be presented to governors, including data, trends, and recommendations.
- Governors will review the health & safety policy annually to ensure accountability.
- Termly inspections by the Health & Safety Committee will make a termly inspection.

9. Alignment with Guiding Statements

- **Mission**: Safe facilities provide the foundation for students to learn and grow holistically.
- **Vision**: A well-maintained, secure environment supports an engaged learning community with confidence to act globally.
- **Values**:
  - *Integrity*: Honest reporting and accountability in all facility-related matters.
  - *Collaboration*: Staff, contractors, and students work together to maintain a safe environment.
  - *Curiosity*: Encouraging safe exploration of science, technology, and physical activities.
  - *Resilience*: Preparing the community to respond effectively to emergencies.

Review

This policy is reviewed and amended every year by the school. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Policy Tracker

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