



HEALTH AND SAFETY POLICY

General Statement

Students, Staff and all adults attached to BST are entitled to a safe and healthy environment in which to work and learn.

Visitors and parents must be provided with the same assurance.

Everyone who works or learns in BST, or visits a school site, must develop an awareness for safe and unsafe surroundings.

BST has an official Health and Safety committee which meets every two months to discuss actions taken by BST to prevent risks.

The committee is made up of:

- Academic Director
- Business Manager
- Board of Governors
- Site Health & Safety Officers
- Union Representatives
- Other nominated staff members

Health and Safety Officers

Pedro Perera, Health and Safety Officer for the Trinity site and the acting Business Manager and Health and Safety Officer for the Yeoward (La Luz) site.

Directors of BST, Samantha Horsley-Lloyd, Academic Director, the acting Business Manager and Union representatives Katherine Tarpey and Vicky Farrington.

There are two outside agencies also involved in Health and Safety at BST, PREVIMAC, a company that specialises in risk prevention and an outside Health and Safety Agency, GES-EMER (Gestion de Emergencias) who responsibility it is to draw up school evacuation plans.

BST Financial Manager must ensure that the following criteria are met:

1. Maintain a safe environment for students, staff and visitors;
2. Maintain the buildings, equipment and grounds to a satisfactory standard;
3. Ensure all kitchen and cleaning staff are adequately informed, instructed and trained prior to using any machinery, equipment or substances.

The Academic Director should ensure that the following criteria are met:

1. Establish and maintain safe working practices for staff and students;
2. Provide safety rules and procedures;
3. Record accidents and dangerous occurrences;
4. Ensure there are clear lines of communication within BST.

The Academic Director and/or Business Manager may delegate some or any of their responsibilities to other school leaders.

The Academic Director and/or the Business Manager may take action to resolve Health, Safety and Welfare issues without referral to the sub-committee when an immediate solution is required. They will inform the Health and Safety committee at a later date.

Safety Rules

All Staff must:

- Take reasonable care and be responsible for their own actions;
- Report any accidents, hazards, malfunctions or potential dangers;
- Understand and follow all safety instructions and school safety procedures;
- Stop any practice or use of any equipment which is unsafe;
- Be sensibly and safely dressed (see Staff Handbook);
- Avoid improvisation which could create unnecessary risks;
- When doing displays staff should not stand on tables or chairs, they should use the steps provided. (In Primary the steps are in Miss Noon's office, in Secondary they are in the cleaning cupboard). Please return the steps to their allocated place after using;
- Maintain tools and equipment in good condition;
- Attend relevant courses.

As BST is divided between 2 sites, which are very different in design and layout, each site has its own **Emergency Plan drawn up by GES-EMER (Gestion de Emergencia)**

- Each classroom should have the main point of the plan posted up on the room wall. The Health and Safety Officer on site are responsible for organising this.
- Each site must have proper safety equipment.
- Each site should have a member of staff trained in First Aid procedures.
- Each site must carry out an Evacuation Drill at least once a term.

- Staff should not be informed of the date of drills so that this is as realistic as possible.
- Each office should have a list of instructions posted for secretaries to act upon in case of an emergency.
- Protection Civil should be notified of dates of drills.

ILLNESS

If a Primary student takes ill during BST day, the class teacher should report this to the Head of Primary who will decide if the student should be sent home or allowed some time out of class to see if they feel better. The Head of Primary will contact BST secretary to inform parents if the student is to be sent home. The student should wait in the sick room opposite the Head's office until collected by parents.

If a Key Stage 3 or 4 student takes ill, the subject teacher should send the student to Ms. Holt who will decide if the student should be sent home or not. Ms. Holt will contact BST secretary to inform parents if the student is to be sent home. The student should wait in the sick room, under supervision of the cover teacher, until collected by parents. Ms. Holt will inform the student's tutor of his decision.

Teachers should not administer medication unless parents have given their explicit consent in writing.

ACCIDENTS

Any minor accident which occurs during school hours should be reported immediately to the Head of the KEY STAGE concerned. The Head will decide if parents should be contacted to inform them or if they should be informed at the end of BST day.

The Head of Key Stage should write up a report with the teacher who observed the accident. Both members of staff must sign the report and a copy should be sent to the Head of BST. If the accident is as a result of faulty equipment or dangerous facilities, then a copy must also be sent to the Financial Manager and Health and Safety officer of the site.

The information about accidents should be discussed in H&S Committee meetings so any action required can be discussed.

All head injuries should be reported to parents immediately.

If a **serious accident** occurs on the **Trinity or Yeoward** site, the teacher or adult present must send 2 students to BST office immediately. BST secretary must phone for an ambulance. 2 students should also be sent to find the nearest adult. They should be told to deliver the message "FIRST AID HELP NEEDED IN....." The teacher who receives this message should send an adult to help with the incident and should then find the

Designated First Aider and send them to help. If the Designated First Aider is in class or supervising students, then the first teacher must take over from him/her.

Dr Marian Waugh is the Trinity site's Designated First Aider and **Emma Simmonds** the Yeoward (La Luz) First Aider,

If a **serious accident** occurs at the Yeoward site (La Luz) then the teacher present will need to ring BST bell continuously until help arrives then follow the procedure above.

The Academic Director should be informed as soon as possible about the accident.

- The Head of the Key Stage must investigate the incident thoroughly and send a copy of the report to the Head of BST. If the accident is as a result of faulty equipment or dangerous facilities, then a copy must also be sent to the Financial Manager and Health and Safety Officer of the site.

GOVERNANCE

Board Oversight

The Board of Governors has overall responsibility for ensuring that appropriate health and safety arrangements are in place. The Board will receive regular reports on health and safety matters, including accident statistics, inspection findings, risk assessments and compliance actions. Health and safety performance will be reviewed at least annually by the Board.

Health and Safety Monitoring

Monitoring and Review

BST will establish, monitor and review health and safety arrangements through:

- Termly site inspections.
- Review of accident and near-miss data.
- Health and Safety Committee meetings every two months.
- Annual review of risk assessments.
- Annual review of this policy by the Academic Director and Board of Governors.

Actions arising from reviews will be recorded and monitored until completed.

Staff Training

Training

All staff will receive health and safety induction training when they join BST. Refresher training will be provided periodically and whenever significant changes occur. Relevant staff will receive specific training in:

- Risk assessment.
- First aid.
- Fire safety and evacuation.
- Manual handling (where applicable).
- Safeguarding and welfare.

Training records will be maintained by BST.

Site Inspections

Health and Safety Inspections

The Health and Safety Officer shall conduct a formal inspection of each school site at least once each term. Inspection findings shall be recorded and reported to the Health and Safety Committee. Urgent issues will be addressed immediately.

Chemicals and Cleaning Materials

Storage of Hazardous Substances

The Financial Manager and Site Health and Safety Officer are responsible for ensuring that cleaning chemicals, maintenance products and other hazardous substances are securely stored in locked facilities inaccessible to pupils. Appropriate risk assessments and safety data sheets will be maintained.

Play Equipment

Hazardous Areas

The Health and Safety Officer shall ensure routine inspections of:

- Play equipment.
- Sports facilities.
- Science laboratories.
- Maintenance areas.

Identified defects will be recorded and remedial actions undertaken promptly.

Reporting Concerns

Reporting Hazards and Maintenance Concerns

Staff must report maintenance faults, hazards, unsafe conditions or health and safety concerns immediately to the Site Health and Safety Officer, Financial Manager or school office. All reports will be logged and monitored until resolved.

Accident and Near-Miss Recording

All accidents and near misses must be recorded on BST's accident reporting system. The Academic Director and Health and Safety Officer will review reports regularly to identify patterns, investigate root causes and implement preventative actions. Findings will be reported to the Health and Safety Committee.

CCTV

BST operates CCTV systems for safeguarding, security and the protection of property. Responsibility for the operation and monitoring of CCTV rests with the Financial Manager. CCTV footage is managed in accordance with BST's Data Protection Policy and GDPR requirements.

BREAK AND LUNCH TIMES

- No student must be left in a classroom unsupervised.
- Teachers should be on time for their duty.
- If a teacher is unable to do a duty, they must swap with another member of staff who should be given sufficient warning so that they can arrive on time for the duty.
- Teachers should walk around the playground observing students.
- Teachers should not eat their lunch while on duty.
- Teachers should not take hot drinks to the playground.
- Teachers should not use their mobile phones while on duty.
- Teachers should be vigilant at all times and not distracted by conversations with colleagues.
- Teachers should not allow dangerous behaviour.

- Teachers should ring the bell 2 minutes before the end of playtime.
- Students should be made to line up and leave the playground in an orderly manner.
- Teachers should not leave the playground until every student has left.
- Teachers should report any incident of misbehaviour to the Head of the Key Stage who will decide what action should be taken.
- Teachers must write up a report of any accidents which occur while they are on duty.
- Primary teachers not on duty should go directly to the playground when the bell rings and collect their class.

DURING CLASS TIME

Two students should never be allowed out of the classroom at the same time.

- Teachers should never leave a class unattended.
- Teachers should never use their mobiles during class time.
- Teachers should ensure that the classroom environment is safe for students.
- Teachers should not take hot drinks into the classroom.
- Teachers must not ask students to stand on chairs or desks to alter wall displays, open windows, adjust window blinds or operate projectors.

The following staff are trained in the use of the **Defibrillators** located at each site:

Trinity site

Marcos Gonzalez

Marian Waugh

Pedro Perera

Yeoward (La Luz) site

Vicky Farrington

Jenni Garnett

Emma Simmonds

Leoni Simmonds

To be reviewed December 2026