

# Health & Safety Policy

Effective from: 25 August 2025

Next review due: August 2026



**KING'S COLLEGE SCHOOL**

**PANAMA**

An **inspired** School

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## **Introduction**

This Health and Safety Policy and the associated management arrangements set out the measures and procedures in place to maintain the health, safety, and wellbeing of all members of the King's College School Panama community, including pupils, staff, contractors, visitors, and others who may be affected by the school's operations.

The policy applies to all school activities, whether on or off site, including educational visits, extracurricular activities, and school events.

The Health and Safety Officer at the school is:

**Crescencio Pomares**

[crescencio.pomares@kings.education](mailto:crescencio.pomares@kings.education)

## **Health and Safety Statement**

King's College School Panama attaches the utmost importance to the health, safety, and welfare of its employees, pupils, and all others using the school premises.

The school endeavours to comply fully with all applicable health and safety legislation and regulations, including relevant Panamanian laws and Ministry of Education requirements, as well as recognised international best practice. Where appropriate, the principles of the UK Health and Safety at Work Act 1974 are used as a benchmark for good practice.

Inspired Education Group bears ultimate responsibility for health and safety governance. Day-to-day operational responsibility is delegated to the Headteacher.

The management team will take all reasonably practicable steps to ensure that the school provides a safe and healthy environment in which employees, pupils, contractors, and visitors can work and learn.

This includes:

- Assessing risks and implementing appropriate control measures
- Providing information, instruction, training, and supervision
- Consulting with staff on health and safety matters
- Providing suitable equipment, systems of work, and protective measures where required.

## **Aims**

King's College School Panama's work programmes will, so far as is reasonably practicable, adopt good safety practices to ensure:

- All reasonable steps are taken to safeguard the health, safety, and welfare of all persons using the school premises
- Safe methods of working are established and consistently implemented

- Staff, pupils, and others are instructed as necessary in safe working practices
- All equipment is maintained in good and safe working order
- Hazardous substances are used, stored, and labelled correctly
- Health and safety concerns are reported promptly to the Health and Safety Officer
- A culture of safety awareness is actively promoted across the school community

## **Co-operation**

Health and safety is a leadership responsibility, but a safe and healthy workplace can only be achieved through the full cooperation of all employees.

All employees are expected to act responsibly and to take reasonable care for their own health and safety and that of others. This includes pupils, colleagues, parents, visitors, and contractors.

Employees must:

- Follow all health and safety rules and procedures
- Use protective equipment where required
- Exercise care, awareness, and common sense at work
- Report hazards, defects, or unsafe practices promptly to their Department Head or the Health and Safety Officer

Failure to comply with health and safety requirements may result in disciplinary action.

## **Policy Review**

This policy will be reviewed annually, or sooner if required due to changes in legislation, circumstances, or school operations.

In reviewing the policy, consideration will be given to:

- Risk elimination and control through planning and design
- Training and supervision
- The effectiveness of current arrangements.

Specific areas considered include, but are not limited to:

- Physical, chemical, and biological hazards
- Contractors working on site
- Vehicle movement and parking
- Maintenance and site safety
- Educational visits and work experience
- Security and violence towards staff
- Stress and wellbeing
- Lettings and use of premises by third parties

- Pupils with additional needs
- Any site-specific risks

Outcomes of reviews are discussed at senior leadership and committee level and recorded accordingly.

## **Control**

The school ensures that safety requirements are implemented consistently and that staff receive appropriate training to support safe working practices.

## **Monitoring and Review**

Health and Safety Walks are conducted regularly, and the Health and Safety Committee meets weekly. Health and safety is a standing item on the Senior Leadership Team agenda.

Reports are logged using iAuditor, including weekly reports for high-risk areas such as kitchens and termly general health and safety reports.

These processes form the basis for monitoring, review, and continuous improvement.

This policy will be reviewed annually, or sooner if required, to take account of changed circumstances and to ensure the ongoing health, safety, and welfare of staff and pupils.

## **Health and Safety Management**

Inspired Education Group holds overall responsibility for the implementation of this policy and ensures adequate financial provision is made.

Health and safety matters are raised regularly with the Health and Safety Officer and Senior Leadership Team.

The policy and associated appendices are shared with all staff during induction and August INSET.

Updated versions are published on the school's internal systems.

Mandatory health and safety training forms part of annual staff training, with refresher training provided for key risk areas as appropriate.

Details of staff responsibilities are stated in Appendix A.

Further details of health and safety management are in Appendix B.

## **Appendix A - Health & Safety Management: Stakeholders Responsibilities**

### **Responsibilities of the Inspired Americas CEO**

In the discharge of its duties, the CEO in consultation with the Head Teacher shall:

- Formulate and ratify the school's Health and Safety Policy.
- Regularly review health and safety arrangements (at least once annually) and implement new arrangements where necessary.
- Ensure that the site and premises are maintained in a safe condition.
- Prioritise action on health and safety matters where resources are required from the school's budget, seek further advice where necessary and ensure that action is taken.
- Promote high standards of health and safety within the school.
- Actively and reactively monitor health and safety matters within the school including health and safety inspection reports and accident reports.
- Ensure an effective and enforceable policy for the provision of health and safety throughout the school.
- Periodically assess the effectiveness of this policy.
- Identify and evaluate all risks relating to accidents, health and school-sponsored activities.
- Seek specialist advice on health and safety matters where appropriate.
- Ensure that all staff and pupils are, as necessary, provided with the training and information to ensure that they carry out their duties and activities in a responsible and safety-conscious manner.
- Ensure that periodic safety checks on the premises and grounds are carried out by properly qualified persons.

### **Responsibilities of the Headteacher**

The Headteacher shall be responsible for the day-to-day management of health and safety matters in the school in accordance with this health and safety policy and for ensuring the health and safety arrangements are carried out in practice. In particular, the Head Teacher shall:

- Ensure that risk assessments are made and recorded of all the school's work activities, including those off-site which could constitute a significant risk to the health and safety of employees and other persons;
- Appoint the Health and Safety Officer as defined in below;

### **Responsibilities of the Health and Safety Officer**

The Health and Safety Officer shall be responsible for the day-to-day coordination, oversight, and monitoring of health and safety arrangements across the school, in accordance with this Health and Safety Policy. The Health and Safety Officer shall support the Headteacher in ensuring that health and safety procedures are effectively implemented, reviewed, and embedded in practice throughout the school.

In particular, the Health and Safety Officer shall:

- Ensure that health and safety inspections are carried out by the Health and Safety Officer Ensure the implementation of safe working practices and procedures throughout the school, including the keeping of a Health and Safety Logbook.
- Ensure that risk assessments are made and recorded for all school activities.
- Ensure that the correct procedures are set out in the other Health and Safety policies.
- Consult regularly with members of staff on health and safety issues.
- Periodically (and in any event at the start of each academic year) review the emergency procedures, for events such as fire and security threats.
- Ensure that emergency drills and procedures are carried out regularly but at least once every term and are monitored for effectiveness.
- Ensure that a procedure is in place to deal safely with persons on the premises.
- Monitor purchasing and maintenance of equipment and materials to ensure that they comply with the appropriate health and safety standards.
- Encourage all pupils and employees to promote health and safety consciousness as a matter of routine.

### **Responsibilities Of All Members Of Staff**

All staff shall familiarise themselves with the safety policy/regulations laid down by the American CEO and in particular:

- Ensure that such regulations are applied effectively by both staff and pupils in general.
- Take reasonable care for the health and safety of themselves and that of others who may be affected by their actions.
- Report situations which may present a serious or imminent danger to their Departmental Head or the Health and Safety Officer.
- Report any concerns of abuse to pupils to the Designated Safeguarding Lead.
- Use the correct equipment and tools for the job and ensure that it is safe;
- Ensure that dangerous substances are correctly used, stored and labelled;
- Report to the Health and Safety Officer any hazards they may discover;
- Take an active interest in promoting health and safety, including suggesting ways of reducing risks;

### **Responsibilities of Department Heads Including Staff Responsible For Particular Areas of Health and Safety Concern (E.g. Science or Art )**

The King's College School Panama heads of department are the phase leaders of Primary and Secondary, and areas of health and safety with specific curriculum concerns. These heads shall be directly responsible to the Headteacher and the Health and Safety Officer for the implementation and operation of the school's health and safety policy within their relevant departments and/or areas of responsibility. As part of their day-to-day responsibilities, they shall ensure that:

- Safe methods of working exist and are implemented throughout their departments.
- Staff, pupils and others under their jurisdiction are instructed as necessary in safe working practices.
- All equipment for which they are responsible is in good and safe working order, and adequately protected.

- Toxic, hazardous or other dangerous substances for which they are responsible are correctly used, stored and labelled; and
- Health and safety hazards are reported to the Health and Safety Officer through the Health and Safety Logbook.

The Health and Safety Officer shall ensure that the school caretakers and cleaning staff are aware of any implications of this Health and Safety Policy as it affects their work such as the storage of materials, equipment, substances etc.

## **Emergency Procedures**

Emergency procedures shall be carried in accordance with the Critical Incident Policy.

- It is the duty of all members of staff to familiarise themselves with King's College School Panama fire and other emergency procedures, including evacuation drills which should be practiced regularly (one per term). If in doubt about such procedures, they should consult their superiors. Failure to follow the policy is a disciplinary offence.
- The Headteacher is responsible for drawing up, implementing and reviewing fire and emergency procedures at the beginning of each academic year, for ensuring that fire escapes are clearly marked and that evacuation instructions are posted prominently around the premises.
- Notices detailing the exact locations of the main service isolation points shall be prominently displayed so that all members of staff are aware of their locations.

## **Responsibilities of Pupils**

The pupils are expected:

- To behave in a safe and responsible manner and to be conscious of the health and safety of their classmates.
- To dress in a safe and sensible manner; and
- To observe all safety rules of the school and in particular the instructions of their teachers.

## **Responsibilities of Parents**

All parents are expected to familiarise themselves with the Health and Safety Policy of the school and to ensure that they and their children conduct themselves in a manner consistent with it. All parents must in particular:

- Make the school authorities aware of any special medical needs of their children; and to provide appropriate medication as required.
- Ensure that they or properly authorised persons collect their children from school or meet them off the school bus at the end of the school day as appropriate, except where there is specific parental authorisation to the contrary; and
- Not send their child to school if he/she shows signs of a communicable disease or other infectious conditions.

## Appendix B - Arrangements For Health And Safety

### Health And Safety Officer

- The Health and Safety Officer shall be a member of staff with special responsibility for health and safety matters and shall be appointed each year by the Headteacher or designated deputy. The name of the Officer shall be notified to all members of staff at the start of each school year.
- A deputy Health and Safety Officer shall be appointed to act in the absence of the Health and Safety Officer.

### Recording Health and Safety Issues

- A Health and Safety Logbook shall be kept by the Health and Safety Officer – This will contain all reported hazards spotted as a consequence of inspections, accidents, dangerous occurrences, incidents or accidents.
- An Accident Logbook shall be kept by the School Doctor – This will contain all accidents requiring medical attention by the Doctor. Accidents which are the result of normal children's behaviour, such as falling when playing, and are not caused by defective equipment or structures etc. do not need to be entered in the Health and Safety Logbook, but will be entered in the Accident Logbook kept by the School Doctor. Any member of staff who witnesses an incident, including accidents, dangerous occurrences, shall report it to the Health and Safety Officer. Accidents at work require notification to Inspired via iAuditor and MEDUCA.
- The following details, related to each incident, shall be entered in the Health and Safety Logbook:
  - Date and time of incident
  - Nature of incident (actual or near miss)
  - Area (health or safety issue)
  - Location of incident
  - Action taken
  - Incident open or closed
  - If open, follow up action to be taken
  - Date report completed
- Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, action shall be taken to remove or isolate the hazard and to warn people until the necessary modifications or repairs have been made.

### Emergency Procedures

- Emergency procedures shall be carried in accordance with the Critical Incident Policy.
- It is the duty of all members of staff to familiarise themselves with King's College School Panama's Critical Incident Policy, including evacuation drills which should be practiced regularly. If in doubt about such procedures, they should consult their superiors. Failure to follow the policy is a disciplinary offence.

- The Headteacher is responsible for drawing up, implementing and reviewing fire and emergency procedures at the beginning of each academic year, for ensuring that fire escapes are clearly marked and that evacuation instructions are posted in all classrooms, offices, and corridors.
- Notices detailing the exact locations of the main service isolation points shall be prominently displayed so that all members of staff are aware of their locations.

## **Supervision**

- The Headteacher is responsible for ensuring Heads of Primary and Secondary have duty rosters in place which shall be followed by all staff.
- Class teachers are responsible for the safety of their children throughout the time they are being taught.
- Class teachers are responsible for their pupils' safety at the end of the school day until 3.45 pm. After which the child goes to the appropriate classroom if it is an extracurricular club or awaits parents or guardians in the school reception/homework club under the responsibility of the Teaching Assistant.
- At lunch-time, teachers are responsible according to the duty roster for the safety of the children.
- The school bus monitors are responsible for the children from pickup on their buses at all times during school bus journeys.
- The Headteacher is responsible for the safety of all those using King's College School Panama premises when there are contractors working on site.
- The persons leading school or private clubs, whatever time of day they are held, are responsible for the safety and attendance of those enrolled on their clubs.

## **First Aid and Administration of Medicines**

First aid and the administration of medicines shall be carried out in accordance with the procedures set out in the First Aid and the Medication in School Policy.

## **Hazard Reporting**

- All members of staff shall report any hazards that could be a cause of serious or imminent danger (such as damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors) immediately to the Health and Safety Officer.
- Verbal reports to the Health and Safety Officer shall be followed up by an entry in the Health and Safety Logbook (on Drive).
- The Health and Safety Officer shall carry out a risk assessment of the hazard identified.
- A copy of the Hazard Reporting Form shall be kept in the Health and Safety Logbook. The form shall record the remedial action (if any) taken.

## **Repairs and Maintenance**

- Any member of staff who encounters any damage to or wear and tear of the premises which may constitute a hazard shall report it to the Health and Safety Officer through the hazard reporting procedure.

- All members of staff are responsible for ensuring the good housekeeping of their own workrooms, such as offices, workshops, studios and the related storage areas.
- Defective furniture shall be taken out of use immediately and reported to the Health and Safety Officer.

### **Housekeeping and Disposal of Waste**

- Rubbish awaiting collection or removal shall never be left where it obstructs escape routes or could aid the production or spread of fire. The maintenance or cleaning personnel shall be contacted if circulation or escape routes are obstructed by rubbish.
- All members of staff are responsible for ensuring the good housekeeping of their own workrooms, such as offices, workshops, studios and the related storage areas.
- All members of staff are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors shall be reported to the cleaning personnel who will arrange for them to be dealt with.
- All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely.

### **Parents**

- Parents visiting the school shall report to the School Reception where they shall sign the visitors' book, collect their visitor badge and wait in the reception area until they are met by the person who they have come to meet.
- Any member of staff seeing an unidentified person in the school shall report this immediately to the most senior member of staff on the school premises, who shall take any action they consider necessary to ensure the restraint or removal of the unidentified person.

### **Visitors**

- All visitors shall report to the School Reception where they shall sign the visitors' book, collect their red lanyard and visitors badge and shall wait in the reception area until they are met by the person who they have come to meet.
- Any member of staff seeing an unidentified person in the school shall report this immediately to the most senior member of staff on the school premises, who shall notify security and any other action they consider necessary to ensure the restraint or removal of the unidentified person.

### **Mass Events**

- For mass events such as graduations, sports days, and other large gatherings, access to the school site is planned in advance and managed through agreed entry points, including the main gate (garita), under the supervision of school staff and security personnel.

- Event access arrangements are risk assessed in advance and proportionate to the nature and scale of the event. Staff are deployed to supervise entry, movement, and exit, and to ensure that emergency procedures can be implemented effectively if required.

### **Vehicle Movement and Parking on the Premises**

- Parking will only be permitted on the designated areas in the Main Car Park – Drivers will be asked to remove their vehicles in any other case. Local police will be alerted if vehicles block entrances to the school at any time of the day.

### **Smoking**

- Smoking is prohibited in the school and the school grounds.

### **Violent Behaviour**

- No form of violence will be accepted on the school premises.

### **Use of School Premises**

- Those persons hiring any part of the school shall be responsible for ensuring the health and safety of all those attending their event and for the protection of the buildings and grounds against damage.

### **Monitoring**

- The CEO shall be informed immediately of any serious incident and the outcome of the incident.

### **School Policies with Health and Safety Implications**

The following (in alphabetical order) are the school policies and other documents that are referred to in Section 1 of this Health and Safety Policy.

- Preventing and Tackling Bullying Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- Acceptable Use Policy
- School Trips Policy
- Pupil Supervision Policy