Health & Safety Policy

Effective from: August 2025
Last reviewed: August 2026
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KING'S COLLEGE SCHOOL
PANAMA

An inspired School

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1. Purpose and Commitment

King's College School Panama is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy environment for pupils, staff, contractors, visitors and all others who may be affected by the School's activities.

Health and safety is a shared responsibility and an integral part of the School's culture, leadership and day-to-day operations.

The School will:

- identify hazards and assess risks;
- take proportionate measures to eliminate or control risk;
- maintain safe premises, equipment and systems of work;
- provide appropriate information, instruction, training and supervision;
- maintain effective emergency arrangements;
- monitor accidents, incidents, near misses and emerging risks;
- consult staff on relevant health and safety matters;
- ensure appropriate arrangements for contractors, visitors and third parties; and
- review health and safety practice regularly and act on lessons learned.

The School expects all members of the community to take reasonable care of their own health and safety and that of others.

2. Scope

This policy applies to:

- all pupils;
- all employees;
- supply and temporary staff;
- contractors;
- volunteers;
- visitors;
- external activity providers; and
- other persons using or affected by School premises or activities.

It applies to:

- the School campus;

- classrooms and specialist teaching spaces;
- sports and recreational areas;
- kitchens and food-service areas;
- offices and staff facilities;
- transport arrangements;
- educational visits and residential trips;
- co-curricular activities;
- School events;
- work experience;
- activities delivered off-site under School responsibility; and
- third-party use of School premises.

3. Regulatory and Guidance Framework

King's College School Panama operates within the legal and regulatory framework of Panama.

This policy is informed by:

- applicable Panamanian health, safety, labour, fire, environmental and public-health requirements;
- relevant MEDUCA requirements;
- the Standards for British Schools Overseas;
- relevant Inspired Education health and safety requirements; and
- recognised international and British good practice in school health and safety.

Where useful, the principles of the UK Health and Safety at Work etc. Act 1974 and associated health and safety practice are used as benchmarks for good practice. They do not create statutory duties for the School under UK law.

Where there is any conflict between overseas guidance and applicable Panamanian law, Panamanian law takes precedence.

4. Health and Safety Leadership

Inspired Education

Inspired Education provides proprietorial and governance oversight of health and safety.

This includes:

- approving appropriate policy and governance arrangements;
- ensuring appropriate resources are available;
- reviewing significant incidents and risks;
- considering health and safety information through established governance processes; and
- ensuring serious concerns are escalated and addressed appropriately.

Head of School

The Head of School has overall responsibility for ensuring that effective health and safety arrangements operate throughout the School.

The Head of School will:

- promote a strong health and safety culture;
- ensure this policy is implemented;
- ensure responsibilities are clearly allocated;
- ensure appropriate risk-management systems are in place;
- ensure sufficient resources are available;
- ensure significant risks and incidents are reviewed;
- ensure emergency procedures are effective;
- ensure staff receive appropriate training; and
- report significant matters through Inspired Education governance structures.

Operations and Health & Safety Manager

The School's operational lead for health and safety is:

Simon Correia Da Luz
Operations and Health & Safety Manager
simon.correia@kings.education

The Operations and Health & Safety Manager is responsible for the day-to-day coordination, implementation and monitoring of health and safety arrangements.

Responsibilities include:

- coordinating health and safety inspections;
- maintaining risk-management systems;
- ensuring hazards are investigated and addressed;
- overseeing site safety and maintenance;
- monitoring contractors;
- coordinating emergency preparedness;
- supporting fire-safety arrangements;
- maintaining appropriate health and safety records;
- reviewing accidents, incidents and near misses;
- coordinating remedial actions;
- supporting School leaders and curriculum leaders with risk assessments;
- liaising with external specialists where necessary;
- monitoring compliance with required inspections and testing;
- supporting staff training; and

- escalating significant risks promptly to the Head of School.

Senior Leadership Team

The Senior Leadership Team supports effective implementation of this policy by:

- reviewing significant health and safety concerns;
- ensuring actions are completed;
- promoting consistent expectations;
- reviewing emerging risks;
- supporting appropriate training; and
- ensuring health and safety considerations inform School planning and decision-making.

5. Responsibilities of Staff

All staff have a responsibility to take reasonable care of their own health and safety and that of pupils, colleagues and others who may be affected by their actions.

Staff must:

- follow School health and safety procedures;
- comply with instructions and risk assessments;
- use equipment safely;
- use protective equipment where required;
- maintain appropriate supervision;
- report hazards, defects and unsafe practices promptly;
- report accidents, incidents and near misses;
- not interfere with safety equipment or controls;
- follow emergency procedures;
- cooperate with health and safety investigations; and
- raise concerns where they believe arrangements are unsafe.

Staff must not undertake activities for which they do not have the necessary competence, training or authorisation.

Failure to follow reasonable health and safety requirements may be addressed through appropriate management or disciplinary procedures.

6. Responsibilities of Curriculum and Area Leaders

Heads of Section, Heads of Department and other leaders responsible for particular areas, activities or facilities are responsible for ensuring that appropriate health and safety arrangements operate within their areas.

This includes:

- identifying significant hazards;
- ensuring suitable risk assessments are in place;
- implementing safe working practices;
- ensuring staff and pupils receive appropriate instruction;
- ensuring equipment is used safely;
- ensuring hazardous substances are stored and handled correctly;
- ensuring specialist facilities are appropriately supervised; and
- reporting defects or significant risks promptly.

Particular attention must be given to higher-risk areas including:

- Science;
- Art;
- Design and Technology;
- Physical Education;
- kitchens;
- maintenance areas;
- laboratories;
- workshops; and
- other specialist teaching environments.

7. Responsibilities of Pupils

Pupils are expected to:

- behave in a safe and responsible manner;
- follow staff instructions;
- comply with safety rules;
- use equipment appropriately;
- avoid behaviour that places themselves or others at risk;
- report hazards or unsafe situations to an adult; and
- participate appropriately in emergency drills.

Age, developmental stage and individual need will be considered when applying these expectations.

8. Responsibilities of Parents and Guardians

Parents and guardians are expected to:

- provide the School with relevant medical and health information;
- keep emergency contact information up to date;
- follow School safety and security procedures;
- comply with visitor and collection arrangements;

- inform the School of relevant infectious or communicable illness;
- follow School instructions relating to health, safety and emergency arrangements; and
- ensure authorised collection arrangements are clear.

9. Risk Assessment

Risk assessment is central to the School's approach to health and safety.

Suitable and proportionate risk assessments will be completed where an activity, environment or circumstance creates a significant risk.

Risk assessments may cover:

- premises and facilities;
- curriculum activities;
- educational visits;
- sports;
- events;
- transport;
- contractors;
- hazardous substances;
- equipment;
- individual pupil needs;
- work experience;
- infectious disease;
- security;
- weather and environmental conditions; and
- other significant operational risks.

Risk assessments will:

- identify hazards;
- identify persons who may be affected;
- evaluate risk;
- identify control measures;
- identify responsibility for actions;
- be recorded where appropriate; and
- be reviewed when circumstances change.

Risk assessment must be proportionate and practical and should support safe activity rather than create unnecessary bureaucracy.

10. Hazard Reporting

All staff must report hazards that may affect health or safety.

Urgent hazards presenting an immediate or serious risk must be reported without delay to the Operations and Health & Safety Manager or another appropriate senior leader.

Where necessary:

- the area will be isolated;
- equipment will be removed from use;
- access will be restricted;
- temporary control measures will be introduced; and
- specialist advice will be sought.

Hazards and remedial action will be recorded through the School's approved health and safety reporting system.

11. Accidents, Incidents and Near Misses

All significant accidents, incidents, dangerous occurrences and near misses must be reported.

The School will maintain appropriate records of:

- accidents involving pupils;
- accidents involving staff;
- injuries requiring medical treatment;
- work-related incidents;
- dangerous occurrences;
- near misses; and
- significant safety incidents.

Medical treatment and pupil health incidents will be recorded through the School's medical systems.

Health and safety incidents requiring operational investigation will be recorded through **iAuditor or another approved School system**.

The Operations and Health & Safety Manager will ensure that significant incidents are:

- reviewed;
- investigated where appropriate;
- followed by corrective action;
- monitored to completion; and
- escalated appropriately.

Serious or reportable incidents will be notified to Inspired Education and relevant Panamanian authorities where required by law, regulation or organisational procedure.

Accident and incident review will focus on learning and prevention as well as immediate response.

12. Emergency and Critical Incident Procedures

Emergency arrangements operate in accordance with the School's Critical Incident Policy.

The School will maintain procedures for foreseeable emergencies, including:

- fire;
- evacuation;
- lockdown;
- severe weather;
- security threats;
- major medical incidents;
- utilities failure;
- hazardous-material incidents;
- significant infrastructure failure; and
- other critical incidents.

Staff must be familiar with the emergency procedures relevant to their role.

Emergency procedures will be reviewed regularly and following:

- drills;
- actual incidents;
- significant changes to the site;
- changes in risk; or
- identified weaknesses.

13. Emergency Drills

Emergency drills will be undertaken regularly in accordance with the School's emergency planning cycle, with evacuation drills conducted at least once each term unless a different frequency is required by law, risk assessment or specialist advice.

Drills will be:

- planned;
- supervised;
- recorded;
- evaluated; and
- followed by corrective action where necessary.

The School will consider different scenarios and times of day so that arrangements are tested realistically.

14. Fire Safety

The School will maintain appropriate arrangements for fire prevention and response.

These include:

- appropriate alarm systems;
- fire-detection equipment;
- fire-fighting equipment;
- clearly identified escape routes;
- emergency signage;
- evacuation procedures;
- assembly arrangements;
- routine checks and maintenance;
- staff instruction; and
- periodic drills.

Fire exits and escape routes must be kept unobstructed.

Relevant fire systems and equipment will be inspected and maintained by appropriately competent persons.

15. First Aid and Medical Provision

The School will maintain appropriate first-aid and medical arrangements.

These will include:

- trained first-aid personnel;
- access to first-aid supplies;
- appropriate medical facilities;
- procedures for medical emergencies;
- arrangements for pupils with medical needs;
- appropriate recording of treatment and incidents; and
- procedures for contacting parents or emergency services.

First aid and administration of medicines will be managed in accordance with the School's First Aid and Medication in School policies and procedures.

16. Infectious and Communicable Disease

The School will take appropriate measures to reduce the risk of infectious or communicable disease.

This may include:

- hygiene measures;
- exclusion from School where appropriate;
- enhanced cleaning;
- communication with families;
- medical advice;
- public-health advice; and
- other proportionate control measures.

Parents should not send a child to School where the child has a condition for which attendance would present an unreasonable risk to others or where exclusion is required under applicable health guidance.

17. Premises, Maintenance and Equipment

The School will maintain the premises and equipment in a safe condition.

This includes:

- routine inspection;
- planned preventative maintenance;
- prompt repair of defects;
- electrical safety;
- safe storage;
- appropriate guarding;
- safe access and egress;
- appropriate lighting;
- safe flooring and walkways;
- management of utilities; and
- control of higher-risk maintenance activities.

Equipment identified as unsafe must be removed from use or isolated until made safe.

18. Electrical Safety

Electrical equipment and installations will be appropriately maintained and inspected.

Staff must:

- visually check equipment before use where appropriate;
- report damaged sockets, plugs, cables or equipment;
- not use obviously defective electrical equipment; and
- not undertake unauthorised electrical repairs.

Electrical work must be undertaken by competent persons.

19. Hazardous Substances

Hazardous substances must be:

- appropriately identified;
- risk assessed;
- stored securely;
- clearly labelled;
- used in accordance with instructions;
- accessible only to appropriate persons; and
- disposed of safely.

Relevant staff must receive appropriate information and training.

Higher-risk substances must not be used by pupils without appropriate supervision.

20. Contractors

Contractors working on School premises must comply with School health, safety, safeguarding and security requirements.

Before work begins, the School will consider:

- competence;
- insurance;
- scope of work;
- risk assessment;
- method statements where appropriate;
- safeguarding implications;
- access arrangements;
- supervision;
- isolation of work areas;
- impact on pupils and staff;
- emergency arrangements; and
- hazardous activities.

Where contractor work takes place during the School day, arrangements must minimise unnecessary contact with pupils and ensure appropriate access control, supervision or segregation where required.

Contractors must report accidents, hazards and significant incidents to the School.

The School retains responsibility for ensuring that contractor activity does not create unmanaged risk to pupils, staff or visitors.

21. Visitors and Security

All visitors must comply with the School's visitor and security arrangements.

Visitors must:

- report to Reception or another authorised entry point;
- complete required identification and registration procedures;
- display authorised identification while on site;
- remain appropriately supervised where required; and
- follow School instructions.

Unidentified or unauthorised persons on campus must be reported promptly to Security or a senior member of staff.

Staff must not attempt physical intervention with an unknown or potentially threatening person unless necessary to prevent immediate harm and appropriate to their training and role.

22. Supervision of Pupils

The School will maintain appropriate arrangements for pupil supervision throughout published School hours and during authorised School activities.

Supervision arrangements will include:

- lessons;
- registration;
- breaks;
- lunchtimes;
- arrival and departure;
- co-curricular activities;
- School transport;
- events;
- educational visits; and
- other supervised activities.

Duty arrangements will be clearly communicated to staff.

Staff responsible for an activity remain responsible for appropriate supervision until pupils are transferred to another authorised adult, activity or collection arrangement.

Supervision responsibilities must be clear at points of transition, including arrival, break, lunch, co-curricular activities, transport and dismissal.

23. School Transport

School transport arrangements will include appropriate measures relating to:

- vehicle safety;
- authorised drivers;
- supervision;
- boarding and disembarkation;
- emergency arrangements;
- pupil behaviour;
- communication with School;
- attendance and accountability; and
- reporting of incidents.

Bus drivers and chaperones must report safety concerns promptly.

24. Educational Visits and Off-Site Activities

Educational visits and off-site activities will be managed in accordance with the School Trips Policy and associated risk-assessment procedures.

Planning will take account of:

- suitability of the activity;
- supervision;
- transport;
- medical needs;
- safeguarding;
- emergency arrangements;
- environmental conditions;
- competence of external providers; and
- individual pupil needs.

Higher-risk activities will require appropriate additional controls and approval.

25. Events and Large Gatherings

Significant School events, including graduations, sports events, performances and large gatherings, will be risk assessed where appropriate.

Planning will consider:

- site capacity;
- access and egress;
- crowd movement;
- emergency evacuation;
- security;
- traffic;
- first aid;
- supervision;
- weather;
- contractors and suppliers; and
- safeguarding.

Entry and exit arrangements will be managed through approved access points and coordinated with School security.

26. Vehicle Movement and Parking

Vehicles must use designated routes and parking areas.

The School will take reasonable measures to reduce risk from:

- pupil drop-off and collection;
- buses;
- delivery vehicles;
- contractor vehicles;
- parking;
- reversing;
- pedestrian movement; and
- congestion.

Vehicle access may be restricted where necessary for safety.

27. Housekeeping and Waste

Good housekeeping is an important part of risk prevention.

Staff are responsible for maintaining safe working areas and reporting hazards.

Escape routes and circulation areas must remain clear.

Spillages must be addressed promptly.

Waste must be stored and disposed of safely.

Hazardous waste must be managed in accordance with appropriate procedures.

28. Violence, Aggression and Threatening Behaviour

Violence, aggression and threatening behaviour are not tolerated on School premises.

The School will take reasonable measures to protect pupils, staff and visitors from foreseeable risks of violence or aggression.

Incidents will be managed through the appropriate:

- safeguarding;
- behaviour;
- security;
- staff conduct;
- complaints;
- critical incident; or
- law-enforcement procedures.

29. Smoking and Vaping

Smoking and vaping are prohibited on School premises and during School activities.

Pupils must not possess or use smoking or vaping products at School or during School activities.

30. Staff Wellbeing and Occupational Health

The School recognises that health and safety includes relevant occupational health and psychological risks.

These will be considered through appropriate risk assessment, management support and reasonable adjustments where applicable.

Relevant risks may include:

- workload;
- stress;
- violence or aggression;
- manual handling;
- repetitive work;
- environmental conditions;
- pregnancy;
- disability;
- medical conditions; and

- other relevant workplace factors.

31. Third-Party Use of School Premises

Where external organisations hire or use School facilities, appropriate health and safety responsibilities will be established through contractual or written arrangements.

Third parties must:

- comply with School safety and security requirements;
- provide appropriate risk information;
- maintain suitable supervision;
- report incidents;
- cooperate with emergency procedures; and
- avoid creating risk to other users of the campus.

The School will take reasonable steps to assure itself that appropriate arrangements are in place.

32. Training

All staff will receive appropriate health and safety information and training.

This will include:

- induction;
- emergency procedures;
- fire safety;
- accident reporting;
- hazard reporting;
- risk assessment awareness; and
- role-specific training where required.

Additional specialist training will be provided for staff whose roles involve higher-risk activities.

Training records will be maintained.

33. Health and Safety Monitoring

The School will monitor health and safety through:

- site inspections;
- health and safety walks;
- risk assessments;

- accident and incident data;
- near-miss reports;
- iAuditor records;
- maintenance reports;
- fire and emergency drills;
- contractor monitoring;
- statutory or specialist inspections;
- staff feedback; and
- review of significant incidents.

Health and safety will be considered regularly through appropriate leadership and operational meetings.

Significant concerns will be escalated promptly.

34. Health and Safety Review

The Operations and Health & Safety Manager will coordinate regular review of health and safety arrangements and the annual review of this policy, with approval through the School's established Inspired governance process.

The policy will be formally reviewed at least annually and earlier where required by:

- changes in Panamanian law or regulation;
- changes to BSO standards;
- changes in Inspired Education requirements;
- changes to School premises or operations;
- significant accidents or incidents;
- emerging hazards;
- inspection findings;
- changes in pupil or staff needs; or
- lessons learned from practice.

Actions arising from audits, inspections and reviews will be:

- recorded;
- allocated to a responsible person;
- assigned an appropriate timescale;
- monitored; and
- closed only when appropriate remedial action has been completed.

35. Related Policies and Procedures

This policy should be read alongside:

- Safeguarding and Child Protection Policy;
- Critical Incident Policy;
- First Aid Policy;
- Medication in School Policy;
- School Trips Policy;
- Pupil Supervision Policy;
- Whole School Behaviour Policy;
- Preventing and Tackling Bullying Policy;
- Acceptable Use of Technology Policy;
- Data Protection Policy;
- relevant fire and evacuation procedures;
- relevant transport procedures;
- relevant contractor procedures; and
- relevant risk-assessment guidance.