



KING'S COLLEGE SCHOOL  
MURCIA

## Health & Safety Policy

The Health & Safety Policy and the related management of health & safety appendices detail measures and procedures to maintain the well-being of everybody at King's College School, Murcia.

### **Health and Safety Statement**

King's College School, Murcia attaches the utmost importance to the safety, health, and welfare of its employees and pupils. King's College School, Murcia endeavours to comply with the provisions of the Health and Safety from The National Institute for Safety Health and Wellbeing at Work (*INSSBT*) and regulated by the law 31/95 (*in Spain, Health and Safety at Work etc Act UK, and all subsequent regulations, including those implementing EC Directives. King's College Murcia is fully compliant with the local laws*).

Inspired bears ultimate responsibility for the leadership and day-to-day responsibilities are delegated to the Headteacher.

The management team will take steps so far as is reasonably practicable to ensure that the the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the King's College School, Murcia operations can work.

The management team will also make the necessary assessments, identify safety training, and provide information and supervision for employees at all levels. It will consult regularly with all employees about health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

#### **King's College School, Murcia**

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia  
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

King's College Murcia S.L. Domicilio Social: Avenida Pío XII 92, 28036, Madrid. Registro Mercantil de Madrid: Tomo 32414 Folio 191 Sección 8 Hoja M-583457 Inscripción 1. NIF B-87050134 VAT ESB87050134

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## Aims

King's College School, Murcia work programmes will, so far as is reasonably practicable, adopt good safety practices.

These will ensure:

- All reasonable steps are taken to ensure the health, safety, and welfare of all persons using the King's College School, Murcia premises.
- Safe methods of working exist and are implemented throughout the school for staff and pupils.
- Staff, pupils, and others are instructed, as necessary, in safe working practices.
- All equipment for which King's College School Murcia is responsible is in good and safe working order, and adequately protected.
- Toxic, hazardous, or other dangerous substances for which King's College School, Murcia is responsible are correctly used, stored, and labelled.
- Health and safety concerns are reported to the H&S Specialist.
- The continued development of safety awareness amongst staff, pupils, and other supervising adults.

## Co-operation

All aspects of health and safety remain a leadership responsibility. However, a safe and healthy workplace can only be achieved with the full cooperation of every employee. Employees are duty-bound to act responsibly and to do everything possible to prevent personal injury to themselves and others. They must also safeguard all persons to whom King's College School, Murcia owes a duty of care: namely people who may come into contact with their work; pupils, parents, visitors, etc. To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control, and common sense at work.
- Report promptly to their Department Head all hazards, potential hazards, defects in equipment, and any shortcomings in the school's work systems or procedures.
- Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who intentionally breaches King's College School, Murcia's health and safety policy.
- This includes any specific safe systems of work, instructions, training, and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

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## **Policy Review**

This policy will be regularly revised, by the Headteacher and Health & Safety Officer as necessary (*but at a minimum of one-year intervals*). In conducting the policy reviews, due regard will be given to the following:

**Planning:** The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the school will consider the risk to safety involved in:

- Dealing with physical, chemical, and biological hazards, such as machinery safety, chemical safety, and the school building structure.
- Contractors in schools.
- Vehicle movements within the school grounds.
- Workplace arrangements, including maintenance.
- School trips.
- Work experience arrangements.
- Violence to staff.
- School security.
- Stress management.
- Letting school premises to outside bodies.
- Pupils with special needs, i.e. manual handling.
- Any other site-specific issue, e.g. gardens and playgrounds.

**Organisation:** A review of the King's College School, Murcia's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

## **Control**

Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.



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## **Monitoring and Review**

Health & Safety Walks will be carried out and a Health & Safety Committee conducted each Term. Every term H&S Officer fills in iAuditor platform and will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

## **Health & Safety Management**

Inspired has overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the school's Health & Safety Committee, Senior Leadership. A copy of the Health and Safety Handbook will be given to all employees when they join King's College School, Murcia. When changes have been made to the handbook or to the policy, copies will be placed on the school's School server.

Details of staff responsibilities are stated for signed agreement in *Appendix A*. Further details of health and safety management are detailed in *Appendix B*.

***The above Terms of Reference for King's College School Murcia have been agreed.***

<b>Created and Reviewed by:</b>	<b>Policy Category:</b>
Dawn Akyurek / Elena Arroyo September 2019 September 2022	Health & Safety
<b>Approved by:</b>	<b>Reviewed by:</b>
Elena Benito - Inspired CEO of Spain 17th November 2025	Roksana Heller / Dawn Akyurek March 2025
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## Appendix A

### Health & Safety Management: Stakeholders' Responsibilities

#### **Responsibilities of the Europe Chief Operating Officer, Spain Managing Director**

In the discharge of its duties, Europe Chief Operating Officer, Spain Managing Director 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 & 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.



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### **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 Headteacher 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 & Safety Specialist**

- Liaise with Facilities Manager to ensure corrective action is taken as required to act on reported hazards.
- Identify staff health and safety training needs and arrange for them to be implemented.
- Ensure the implementation of safe working practices and procedures throughout the school, including the keeping of a Health and Safety reports by the Health & Safety Officer.
- Identify any training needs of staff and pupils, in particular in first aid.
- Ensure that all necessary staff receive some basic first aid training.

### **Responsibilities of the Facilities Manager**

- Decide on the most appropriate solution to correct health and safety hazards.
- Approve and instruct works to be conducted by maintenance in liaison with H&S Specialist to ensure corrective action is taken as required to act on reported hazards.

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

- Ensure that health and safety inspections are carried out by the Health & Safety Officer at least once every term and logs are passed on to the Health and Safety Specialist and iAuditor platform
- Ensure the implementation of safe working practices and procedures throughout the school.
- 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.
- Seek advice of the Health & Safety specialist where appropriate.
- 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 Europe Chief Operating Officer, Spain Managing Director 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 that may present a serious or imminent danger to their Departmental Head or the Health & Safety Officer.
- Report any concerns of abuse to pupils to the Child Protection Officer.
- 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.

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

King's College School Murcia heads of department are the phase leaders of Primary and Secondary, areas of health and safety with specific curriculum concerns. These heads shall be directly responsible to the Headteacher and the Health & 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 & Safety Officer.

Health & Safety Specialist 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 '*Autoprotection Plan*'.

It is the duty of all members of staff to familiarise themselves with King's College School, Murcia's 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, to ensure that fire escapes are marked clearly and evacuation instructions are posted prominently around the premises.



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## **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.
- 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 & 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.
- Not send their child to school if he/she shows signs of a communicable disease or other infectious conditions.

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## Appendix B

### Arrangements for Health & Safety

#### **Health & Safety Officer**

The Health & 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.

#### **Recording Health and Safety Issues**

An Accident Logbook shall be kept by the School Nurse - This will contain all accidents requiring medical attention by the Nurse. Accidents which are the result of normal children's behaviour, such as falling when playing, and is 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 (iSAMS) kept by the School nurse.

Any member of staff who witnesses an incident, including accidents, dangerous occurrences, shall report it to the Health & Safety Officer. Accidents at work require notification to the Health and Safety Specialist.

Where accidents are found to be caused by faulty plants, equipment, premises, or unsafe systems of work, the action shall be taken to remove or isolate the hazard and to warn people until the necessary modifications or repairs have been made.

#### **Supervision**

- The Headteacher is responsible for drawing up a duty roster which shall be followed.
- Class teachers are responsible for the safety of their children throughout the time they are being taught.
- 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 Murcia 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.



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## **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 & Safety Officer.
- Verbal reports to the Health and Safety Officer shall be followed up by an email or an entry in the Health & Safety Log (*google form*).
- The Health & Safety Officer shall carry out a risk assessment of the hazard identified and inform the Health and Safety Specialist if remedial action is needed.
- A copy of the hazards reported shall be kept in the Health & 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 (*via email or google form*).
- 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 maintenance staff.

## **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.



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## **Parents**

Parents visiting the school shall report to the School Reception where they shall sign the visitors book, collect their lanyard and visitors 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 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.

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

Vehicles other than the school buses are not allowed inbound or outbound the school from 9.00 to 9.20 and from 4.15 pm to 4.45 pm.

Parking will only be permitted on the designated areas. 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. All job applicants shall be informed of the no smoking policy.

## **Violent Behaviour**

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



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## **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 and Review**

**Monitoring:** The Headteacher shall receive a written report from the Health & Safety Officer after each Health & Safety Committee. This report shall be brief and shall summarise the previous month's entries in the Health and Safety Logbook, and shall make recommendations for improvement of health and safety. All Health and Safety information is shared with Health and Safety specialist.

The Europe Chief Operating Officer, Spain Managing Director shall be informed immediately of any serious incident and the outcome of the incident.

**Review:** This policy statement will be reviewed annually, or whenever necessary to take account of changed circumstances, and update, modify or amend it as necessary to ensure the health, safety and welfare of the staff and pupils.

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