Health and Safety Policy

Approved by: Raúl Fernández Pascual, Principal, Colegio CEDES	**Last reviewed on:** September 2026
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1. Purpose

As a member of Ariston Education, Colegio CEDES is committed to providing and maintaining a safe, secure and healthy environment for all pupils, staff, parents and carers, visitors, contractors and anyone else undertaking activities on the school premises.

The School will actively promote and protect pupils' health, safety and wellbeing at all times, in accordance with applicable Spanish national and regional legislation, Ariston Education standards and procedures and, where relevant, the international good-practice standards adopted by the Group.

Colegio CEDES is committed to:

- Providing and maintaining safe and suitable premises, equipment and working conditions.
- Establishing and maintaining safe working procedures for staff, pupils, visitors and contractors.
- Ensuring appropriate supervision of pupils, taking account of their age, individual needs and the nature of the activities undertaken.
- Maintaining effective emergency response arrangements, including for fire, evacuation, medical emergencies and other critical incidents.
- Identifying, assessing and controlling risks appropriately and proportionately, and implementing the necessary preventive measures.
- Ensuring effective coordination between health and safety, pupil safeguarding and child protection, medical needs and wellbeing arrangements.
- Promoting a positive culture of prevention and safety in which everyone understands and fulfils their responsibilities.

Health and safety at Colegio CEDES will be managed through a preventive, proportionate and risk-assessment-led approach, with regular oversight by the School Leadership Team and the relevant designated persons.

2. Scope

This Health and Safety Policy applies to all persons, premises, services and activities carried out under the responsibility of Colegio CEDES or connected with the operation of the School.

The Policy applies to:

- All Colegio CEDES staff, including teaching, non-teaching, support, administrative and leadership staff.
- All pupils across every educational phase.
- Employees of external service providers working with the School, including catering, school transport and extracurricular activity providers where these services are outsourced.
- Contractors, suppliers, consultants, volunteers, external personnel and visitors entering the premises or undertaking activities connected with the School.

- All Colegio CEDES premises, buildings, spaces, facilities and equipment.
- All activities organised, managed or authorised by the School, including activities taking place off-site.

The Policy covers, among other matters:

- Safety of the School's premises, facilities and equipment.
- Safety during educational and curricular activities, including practical work, experiments, sport, laboratory activities and other activities involving specific risks.
- Pupil supervision, safety and wellbeing insofar as these relate to safety and risk prevention.
- Curricular enrichment and extracurricular activities.
- Educational visits, school trips and other off-site activities.
- Safety arrangements for catering and dining services.
- Pupil safety and supervision on school transport.
- Meeting pupils' medical needs, administering medication where appropriate, and providing first aid.
- Preventing and responding to accidents, incidents, emergencies and other situations affecting people's health or safety.
- Coordination between health and safety arrangements, child protection and safeguarding, and pupil wellbeing.

This Policy applies whenever Colegio CEDES has responsibility for pupils, including during the school day, arrival and departure, breaktimes, meals, school transport, curricular enrichment and extracurricular activities, educational visits, trips and any other activity organised or authorised by the School.

Where services are provided by external companies, those companies must comply with the health and safety legislation applicable to them, as well as Colegio CEDES requirements relating to access, security, emergencies and pupil safeguarding while providing the service, without prejudice to each company's own statutory responsibilities.

3. Legislation and Regulatory Framework

This Health and Safety Policy has been developed in accordance with current Spanish legislation applicable to private educational establishments in relation to occupational risk prevention, health and safety, the condition of premises, and pupil protection and wellbeing, together with the applicable legislation of Castilla-La Mancha.

Colegio CEDES will also take account of the policies, procedures and standards established by Ariston Education, always in accordance with applicable Spanish and regional legislation.

The principal legislation and reference frameworks include:

3.1 Occupational Risk Prevention and Workplace Safety

- Law 31/1995 of 8 November on the Prevention of Occupational Risks.
- Royal Decree 39/1997 of 17 January approving the Regulations governing Prevention Services.
- Royal Decree 486/1997 of 14 April establishing minimum health and safety requirements for workplaces.
- Royal Decree 485/1997 of 14 April on minimum requirements for health and safety signs at work.
- Specific applicable legislation on work equipment, personal protective equipment, manual handling, chemical agents, electrical risks and the coordination of business activities.

3.2 School Premises and Site Safety

- Royal Decree 314/2006 of 17 March approving the Technical Building Code (CTE), as

subsequently amended, insofar as it applies to the School premises.

- Royal Decree 132/2010 of 12 February establishing minimum requirements for schools providing the second cycle of Early Years Education, Primary Education and Secondary Education.
- Applicable legislation on fire prevention and protection, electrical installations, accessibility, hygiene and sanitation, maintenance and premises safety.

3.3 Education, Pupil Protection and Wellbeing

- Organic Law 2/2006 of 3 May on Education (LOE), as amended by Organic Law 3/2020 of 29 December (LOMLOE).
- Organic Law 8/2021 of 4 June on the Comprehensive Protection of Children and Adolescents against Violence (LOPIVI).
- Organic Law 1/1996 of 15 January on the Legal Protection of Minors.
- Castilla-La Mancha legislation and protocols applicable to private educational establishments in relation to pupil safety, behaviour and relationships, protection and wellbeing, and responses to risks or emergencies.

3.4 Data Protection and Confidentiality

- Regulation (EU) 2016/679, the General Data Protection Regulation (GDPR).
- Organic Law 3/2018 of 5 December on Personal Data Protection and the Guarantee of Digital Rights (LOPDGDD).

3.5 Ariston Education Standards

Colegio CEDES will also apply the relevant Ariston Education policies, procedures and standards relating to health, safety, protection and wellbeing.

Where Ariston Education standards provide a higher level of protection than the minimum required under applicable legislation, Colegio CEDES will follow those standards provided they are compatible with Spanish law and the law of Castilla-La Mancha.

4. Roles and Responsibilities

Health and safety are a shared responsibility. Everyone who forms part of Colegio CEDES or undertakes activities connected with the School must cooperate in preventing risks and act in accordance with their duties, responsibilities and established procedures.

4.1. School Proprietor

The proprietor of Colegio CEDES, within the scope of its powers and applicable legislation, will ensure that the measures, resources and systems required for the effective management of health and safety at the School are in place.

Its responsibilities include:

- Ensuring appropriate health and safety arrangements are in place to protect pupils, staff and others who may be affected by the School's activities.
- Overseeing the effective implementation and application of this Health and Safety Policy.
- Ensuring risks are identified, assessed and managed, and that necessary preventive and corrective measures are taken.
- Ensuring adequate resources, training and specialist technical advice are available for health and safety management.

- Ensuring effective procedures exist for reporting, recording, analysing and following up accidents, incidents and hazardous situations.
- Overseeing significant risks, serious incidents and the corrective measures taken.
- Ensuring compliance with applicable Spanish and Castilla-La Mancha legislation and relevant Ariston Education standards and procedures.
- Monitoring compliance with health and safety measures and identified improvement actions.
- Ensuring that the Leadership of Colegio CEDES takes the measures necessary for the proper implementation of this Policy.

4.2. School Leadership

The Leadership of Colegio CEDES is responsible, within the scope of its powers, for implementing, coordinating, monitoring and ensuring the effective application of this Policy in the day-to-day operation of the School.

School Leadership will ensure that:

- Appropriate risk assessments are undertaken and reviewed and the necessary preventive measures implemented.
- Staff receive the information, training, instructions and support they need in relation to health and safety.
- Appropriate arrangements are in place for pupil supervision, proportionate to pupils' ages and needs and to the nature of the activities undertaken.
- Accidents, incidents and hazardous situations are reported, recorded, analysed and managed in accordance with established procedures.
- Significant risks and incidents are reported and escalated to the appropriate individuals or authorities when necessary.
- School buildings, areas and equipment are maintained in a safe condition.
- The procedures needed to respond to emergencies and critical incidents are in place and kept up to date.
- Health and safety arrangements are properly integrated with the School's procedures for child protection and safeguarding, behaviour and relationships, medical needs and wellbeing.
- Preventive and corrective actions are monitored and their implementation checked.

In the Principal's absence, these duties will be undertaken by the member of the Senior Leadership Team designated to deputise, in accordance with the internal arrangements of Colegio CEDES.

4.3. Occupational Risk Prevention Arrangements and Specialist Advice

Colegio CEDES will maintain the form of occupational risk prevention organisation required by current legislation and will engage qualified professionals or specialist organisations to carry out preventive functions requiring specific technical expertise.

The occupational risk prevention arrangements adopted by the School will support the proprietor and School Leadership with risk assessment, preventive action planning, staff training and information, occupational health surveillance and other relevant preventive measures, in accordance with applicable legislation.

School Leadership will coordinate the implementation and monitoring of preventive measures on site and refer matters requiring specialist assessment, advice or intervention to the School's appointed occupational risk prevention provider.

Where specific work is required in areas such as fire safety, building services, electrical risks, Legionella or other technical hazards, the School will engage appropriately qualified professionals or organisations.

4.4. Wellbeing and Child Protection Coordinator / Designated Safeguarding Lead (DSL)

The Wellbeing and Child Protection Coordinator and Designated Safeguarding Lead (DSL) will work with School Leadership and the relevant responsible persons to ensure that health and safety arrangements are properly coordinated with the School's child prote ction and safeguarding procedures.

Within the scope of this Policy, the role includes:

- Ensuring that accidents, incidents or hazardous situations which may have child protection or safeguarding implications are identified and managed in accordance with Colegio CEDES safeguarding procedures.
- Ensuring concerns about a pupil's safety or wellbeing are reported, recorded and escalated in accordance with the Child Protection and Safeguarding Policy.
- Working with School Leadership and other School professionals where a health and safety matter may affect a pupil's protection, wellbeing or vulnerability.
- Ensuring safeguarding information is shared only with those who need to know it in order to protect the child, in accordance with the need-to-know principle.
- Contributing to coordination between health and safety, child protection and safeguarding, behaviour and relationships, attendance, pupil conduct and wellbeing procedures.

4.5. Staff

All Colegio CEDES staff must actively contribute to maintaining a safe and healthy environment and act in accordance with this Policy, the training they have received and the School's established procedures.

Staff must:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Comply with applicable safety, emergency, child protection and safeguarding, behaviour and relationships, and first aid procedures and instructions.
- Use the equipment, materials, premises and safety devices provided correctly.
- Promptly report any hazards, defects, accidents, incidents or unsafe conditions of which they become aware.
- Ensure pupils are appropriately supervised, taking account of their age, needs and the nature of the activity.
- Take necessary precautions before and during activities which may involve specific risks.
- Not undertake tasks requiring particular training, authorisation or competence unless they possess it.
- Report and challenge unsafe practices which may place pupils, staff or others at risk.
- Model safe, responsible and hygienic behaviour for pupils.
- Know the evacuation and emergency response procedures and follow established instructions when they are activated.
- Participate in health and safety training relevant to their duties.

4.6. Pupils

Pupils at Colegio CEDES are expected to contribute to maintaining a safe and healthy environment, in a manner appropriate to their age, developmental stage and level of understanding.

Pupils are expected to:

- Follow safety instructions given by School staff.
- Behave in ways that support their own safety and wellbeing and that of others.
- Use School premises, materials and equipment correctly and safely.
- Respect the safety rules and procedures applying to classrooms, laboratories, sports facilities, communal areas and other School spaces.
- Tell a member of staff about any hazard, defect, unsafe situation, accident or behaviour that could put someone at risk.
- Follow staff instructions during an evacuation, lockdown or other emergency.
- Take part, where appropriate, in learning about and developing a culture of prevention, responsibility and safe behaviour.

Colegio CEDES will support pupils in progressively developing an understanding of risks and safe behaviour appropriate to their age and needs.

4.7. Contractors and External Companies

Contractors, suppliers and external companies carrying out work or providing services at Colegio CEDES must comply with applicable health and safety legislation and with the School's rules and procedures while on site or undertaking activities there.

They must:

- Comply with their obligations concerning occupational risk prevention and the coordination of business activities.
- Provide Colegio CEDES, where appropriate, with the relevant preventive documentation, risk assessments, accreditation or safety information before work or services begin.
- Notify the School of risks arising from their activities that could affect pupils, School staff or others.
- Respect School requirements concerning access, identification, movement around the site, restricted areas, emergencies and premises safety.
- Take the measures necessary to prevent their work, equipment, materials or activities from creating risks for pupils or others.
- Comply with Colegio CEDES child protection and safeguarding procedures where the nature of the service may bring them into contact with children.
- Immediately report any accident, incident, hazard or unsafe condition occurring during the provision of their services.
- Follow Colegio CEDES instructions in the event of evacuation, lockdown or another emergency.

Where employees of different companies work on site at the same time, the arrangements for coordination of business activities required by applicable Spanish legislation will be implemented.

4.8. Visitors

All visitors to Colegio CEDES must respect the School's safety rules and procedures throughout their time on the premises.

Visitors must:

- Follow Colegio CEDES access, identification and sign-in procedures.
- Comply with safety directions and instructions given by School staff.

- Remain only in authorised areas and respect access restrictions.
- Behave in ways that do not endanger their own safety or that of pupils, staff or others.
- Report any hazards, accidents, incidents or unsafe conditions they identify to School staff.
- Follow staff instructions during evacuation, lockdown or other emergencies.
- Respect Colegio CEDES child protection and safeguarding rules and procedures at all times.

Where the nature or duration of a visit requires it, visitors will receive the necessary information about applicable safety and emergency arrangements during their time on site.

4.9. Premises Security

Colegio CEDES will maintain the measures necessary to ensure the security and control of its premises both during and outside school hours.

Those responsible for opening, closing, maintaining and securing the premises, in accordance with the School's internal arrangements, must:

- Carry out or coordinate regular checks of the premises to identify hazards, defects or conditions

which may compromise safety.

- Ensure the proper operation and maintenance of alarm, fire detection and fire protection

systems and any other security systems installed at the School.

- Maintain appropriate access control, preventing unauthorised entry and ensuring visitors,

contractors and external personnel follow established procedures.

- Ensure entrances, exits, escape routes and emergency access points remain safe and usable

when needed.

- Promptly report faults, defects, hazards or security incidents and, where appropriate,

implement temporary measures to prevent harm pending resolution.

- Ensure keys, codes, alarms and other access and security systems are appropriately managed

and controlled.

- Act in accordance with established procedures in any emergency or incident affecting premises

security.

School Leadership will ensure that these responsibilities are properly allocated and that the individuals concerned have the information and resources needed to discharge them.

5. Health and Safety Arrangements and Measures

Colegio CEDES will establish and maintain the measures and procedures necessary to identify, assess, prevent and control risks that may affect the health and safety of pupils, staff and other persons undertaking activities or present on the School premises.

Risk assessments and other preventive measures will be undertaken in accordance with applicable Spanish legislation, in coordination with the preventive services arrangements adopted by the School and, where necessary, with specialist professionals or organisations.

Health and safety measures will cover, among other areas:

- Risk assessment and management.
- Fire safety, evacuation and lockdown.
- First aid and response to medical emergencies.
- Accidents, incidents and hazardous situations.
- Prevention and control of communicable diseases.

- Inspection and maintenance of premises.
- Water hygiene and the prevention and control of Legionella.
- Electrical installation and equipment safety.
- Contractor management and coordination of business activities.
- Management of hazardous chemical agents and substances.
- Manual handling.
- Educational visits, school trips and off-site activities.
- Lone working, where applicable.
- Use of the premises by third parties.
- Violence, aggression and behaviour presenting particular difficulties or risks.
- Staff wellbeing and the prevention of psychosocial risks and work-related stress.

These areas will be addressed in the appendices and specific procedures accompanying this Policy, setting out, where appropriate, the responsibilities, preventive measures, actions, records and review arrangements required.

School Leadership, working with the preventive services arrangements adopted by the School and the persons or organisations responsible for each area, will monitor the measures implemented and promote the correction of any deficiencies or risks identified.

6. Training

Colegio CEDES will ensure that staff receive the health and safety information and training necessary to carry out their duties safely, in accordance with the risks associated with their roles and applicable legislation.

Health and safety training will:

- Form part of the induction and onboarding process for new staff.
- Be updated periodically and whenever significant changes occur to duties, premises,

equipment, procedures or risks.

- Include necessary training on emergency procedures, evacuation and responding to incidents.
- Include mandatory training established by Ariston Education where applicable to School staff

and compatible with Spanish legislation.

- Be specific and appropriate to the duties and risks of each role.

Staff undertaking activities involving specific risks will receive the additional training required. This may include staff working in laboratories, sports facilities, maintenance, kitchens or other settings or activities requiring particular safety measures, as well as staff supporting pupils whose needs may call for additional safety measures or assistance.

Colegio CEDES will maintain appropriate records of training undertaken, where required, either directly or through its appointed preventive services arrangements or other competent organisations.

All staff must participate in the mandatory health and safety training relevant to their duties and apply the established measures and procedures.

7. Monitoring and Review

Colegio CEDES will establish monitoring and review arrangements to check that this Policy is implemented effectively, identify any deficiencies and promote continuous improvement in health and safety conditions.

Monitoring will include, among other activities:

- Periodic review of risk assessments and the preventive measures implemented.
- Analysis of accidents, incidents and hazardous situations to identify potential causes, patterns

or areas for improvement.

- Regular inspections and checks of premises, equipment and safety systems.
- Monitoring corrective and preventive measures through to satisfactory completion.
- Checking compliance with applicable legal obligations and internal procedures.
- Coordination with the School's appointed preventive services arrangements and, where appropriate, specialist companies, technicians or authorities.
- Review of new or emerging risks that may affect the health and safety of pupils, staff or others.

School Leadership will monitor significant health and safety matters and inform the School Proprietor where any of the following are identified:

- Significant risks.
- Serious or otherwise significant accidents or incidents.
- Deficiencies requiring substantial corrective action.
- New requirements for prevention, training or resources.
- Other circumstances that may significantly affect the health and safety of the school community.

This Policy will be reviewed periodically and at least annually, and whenever necessary as a result of:

- Changes to applicable legislation or regulations.
- Significant changes to the premises, activities, organisation or conditions at the School.
- Significant accidents or incidents.
- Findings from risk assessments, inspections or audits.
- Recommendations from the School's appointed preventive services arrangements or other competent professionals or authorities.
- Changes to applicable Ariston Education standards or procedures.

Any necessary amendments will be incorporated into this Policy and its associated procedures, and their appropriate communication and implementation will be ensured.

8. Related Policies and Documents

This Health and Safety Policy must be read and applied alongside the relevant policies, procedures and documents of Colegio CEDES and Ariston Education.

In particular, it relates to:

- Child Protection and Safeguarding Policy.
- First Aid Policy and Procedures.
- Procedures for preventing and responding to allergies and anaphylaxis, where applicable.
- Fire prevention, evacuation and lockdown procedures.
- Emergency Plan and critical incident response procedures.
- School transport procedures.
- Accident and incident reporting and recording procedures.
- Risk assessment and management procedures.
- Educational visits, school trips and off-site activities procedures.
- Procedures for supporting pupils with medical needs, where applicable.
- Premises maintenance and safety procedures, including fire prevention, electrical installations, water quality and hygiene, and Legionella, where relevant.
- Behaviour and Discipline Policy and procedures relating to violence, aggression or behaviours that may pose safety risks.
- Contractor management and coordination of business activities procedures.
- Data protection and confidentiality policies and procedures.

- Staff wellbeing and psychosocial risk prevention procedures, where applicable.
- The School's current Occupational Risk Prevention Plan, Risk Assessment and Preventive Activity Plan.
- Staff Code of Conduct.

Colegio CEDES will ensure that relevant information concerning pupils' health, safety and wellbeing is communicated appropriately to families where necessary, particularly following significant incidents or changes that may affect pupil safety.

Appendices

Appendix 1 – Risk Assessment and Management

1. Purpose

Colegio CEDES shall establish appropriate procedures to identify, assess, prevent and control risks that may affect the health and safety of staff, pupils and other persons during school activities.

For these purposes, a distinction shall be made between:

- Occupational risk assessment and preventive activity planning, applicable to school staff and governed by Spanish occupational risk prevention legislation.
- The assessment and management of risks associated with educational and school activities, intended to ensure the safety and protection of pupils and other persons during activities organised or authorised by Colegio CEDES.

2. Occupational Risk Assessment

Occupational risk prevention shall be integrated into the management of Colegio CEDES in accordance with Law 31/1995 of 8 November on the Prevention of Occupational Risks, Royal Decree 39/1997 of 17 January approving the Regulation on Prevention Services, and any other applicable occupational risk prevention legislation.

The purpose of the occupational risk assessment shall be to identify and evaluate risks to workers' health and safety that could not be avoided and to determine the preventive measures required.

The assessment shall take into account, among other matters:

- The nature of the activities undertaken.
- The characteristics of the roles and workplaces.
- The characteristics of the workers who are to perform those roles, where relevant from a

preventive perspective.

- The work equipment used.
- The substances or products used.
- The characteristics and conditions of the workplace.
- The existence of specific risks or activities requiring particular preventive measures.

The assessment shall be updated when working conditions change and reviewed whenever necessary, particularly where harm to health has occurred or there are indications that existing preventive measures may be insufficient.

3. Preventive Activity Planning

Where the occupational risk assessment identifies situations requiring preventive measures, the corresponding preventive activity plan shall be drawn up, specifying the actions necessary to eliminate, control or reduce the identified risks.

Where appropriate, the plan shall set out:

- The preventive measures to be adopted.
- Priorities for action.
- Those responsible for implementation.
- The human, technical and material resources required.
- The resources necessary for implementation.
- The proposed timescales.
- Arrangements for monitoring and checking the measures adopted.

Preventive activity planning shall be carried out in accordance with current legislation, with the involvement of the preventive organisation arrangements adopted by the School and professionals with the necessary technical expertise.

4. Protection of Particularly Vulnerable Workers

Where applicable, risk assessments and preventive activity planning shall take account of workers who, because of their personal characteristics, known biological condition or specific circumstances, may be particularly susceptible to certain occupational risks.

Colegio CEDES shall adopt the preventive and protective measures required under current legislation, paying particular attention, among other situations, to workers who are especially sensitive to certain risks, pregnancy or breastfeeding, and the employment of minors where applicable.

Where necessary, advice shall be sought from the School's occupational risk prevention organisation, while ensuring the confidentiality of information concerning workers' health at all times.

5. Risk Assessment for Educational and School Activities

Without prejudice to occupational risk assessment, Colegio CEDES shall identify and assess reasonably foreseeable risks associated with educational, supplementary and extracurricular activities where their nature or circumstances require specific safety measures.

Such an assessment may be required, among other circumstances, for:

- Practical, experimental or laboratory activities.
- Physical education and sporting activities involving specific risks.
- Educational visits, school trips and excursions.
- Supplementary and extracurricular activities.
- Special events and activities.
- The use of premises or equipment presenting specific risks.
- Activities taking place away from Colegio CEDES premises.
- Activities involving pupils whose individual circumstances may require specific measures to

ensure their safety.

The assessment shall be proportionate to the nature and level of risk posed by the activity.

6. Prevention and Control Measures

Once risks have been identified, the necessary measures shall be put in place to prevent or reduce them.

Wherever possible, priority shall be given to:

1. Avoiding the risk.
2. Tackling risks at source.
3. Adopting organisational or technical measures to reduce risks.
4. Giving priority to collective protective measures over individual measures, where applicable.
5. Providing the necessary information, instructions, training and supervision.

In the occupational context, these criteria shall be applied in accordance with the principles of preventive action set out in Law 31/1995.

7. Managing Risks Arising from Changes or Unforeseen Circumstances

Unforeseen circumstances or significant changes may arise during an activity and alter the conditions originally anticipated.

Where this occurs, the member of staff responsible shall:

- Identify the new hazard or change in circumstances.

- Assess whether the activity can continue safely.
- Take any immediate safety measures required.
- Modify, postpone, suspend or stop the activity where adequate safety cannot be assured.
- Seek support from the Headteacher or other responsible staff where required.
- Subsequently report and record relevant incidents or circumstances in accordance with

established procedures.

Responding to unforeseen circumstances does not replace any legally required prior assessments or occupational risk assessments undertaken in accordance with prevention legislation.

8. Responsibilities

The Proprietor and School Leadership of Colegio CEDES shall, within their respective areas of responsibility, ensure that prevention is embedded in school operations and that the measures necessary for appropriate risk management are adopted.

Occupational risk assessments and activities requiring specialist technical expertise shall be undertaken or advised upon by the occupational risk prevention arrangements adopted by the School, in accordance with current legislation.

Staff shall:

- Comply with the preventive measures in place.
- Report any risks or unsafe conditions they identify.
- Follow the relevant safety instructions and procedures.
- Report accidents and incidents.
- Take reasonable steps to protect pupils when the circumstances of an activity change

unexpectedly.

Those responsible for trips, activities or events shall ensure that reasonably foreseeable risks associated with the activity have been assessed and that the necessary safety measures have been established.

9. Documentation and Records

Colegio CEDES shall maintain the legally required occupational risk prevention documentation and the internal records needed to evidence and monitor the safety measures adopted.

Where appropriate, these may include:

- Occupational Risk Prevention Plan.
- Occupational risk assessments.
- Preventive Activity Plan.
- Reviews and updates of assessments.
- Preventive and corrective measures adopted.
- Risk assessments or evaluations for specific activities.
- Accident and incident records.
- Reports and documentation prepared by the professionals or organisations responsible for

occupational risk prevention.

Documentation relating to occupational risk prevention shall be retained and managed in accordance with the obligations established by applicable Spanish legislation.

Appendix 2 – Fire Safety, Evacuation and Lockdown

1. Purpose

Colegio CEDES will put in place the measures necessary to prevent emergency situations, protect individuals and ensure an organised and effective response to fires or other circumstances that may require evacuation or lockdown of the school.

These measures will be developed in accordance with applicable Spanish legislation on occupational risk prevention, fire safety, building standards, emergencies and self-protection, as well as any applicable regional and local regulations.

2. Fire Prevention and Protection

Colegio CEDES will ensure that:

The premises are equipped with the detection, alarm, firefighting and safety signage systems required under applicable legislation.

Fire protection equipment and systems undergo the statutory checks, inspections and maintenance.

Evacuation routes and exits remain clearly identified, accessible and free from obstructions.

Doors, routes and other means of escape can be used safely in an emergency.

Premises and equipment that may present a fire risk are properly maintained.

Measures are taken to control the accumulation or storage of flammable or combustible materials.

Any identified defect that could compromise safety is reported and rectified as soon as possible.

3. Emergency Arrangements

Colegio CEDES will have procedures in place to enable an organised response to emergencies.

As appropriate, these procedures will set out:

Arrangements for detecting hazards and raising the alert.

The emergency alarm and communication system.

Actions to be taken by staff.

Evacuation or lockdown procedures.

Designated assembly points or areas.

Arrangements for accounting for the whereabouts and safety of pupils and staff.

Initial assistance for anyone who may require help.

Communication and coordination with external emergency services.

The duties of individuals with specific responsibilities during an emergency.

The Principal of Colegio CEDES will ensure that responsibilities for emergency management are clearly defined and communicated.

4. Evacuation

Where evacuation of the school is necessary:

The established procedure will be activated and emergency signals and instructions followed.

Staff will direct and supervise the orderly and safe evacuation of pupils.

Lifts must not be used during a fire evacuation unless they are specifically designed and authorised for that purpose.

Everyone will proceed to the designated assembly points.

The school's established procedures will be used to account for all pupils and staff.

No one may re-enter the building until the person in charge or the emergency services confirm that it is safe to do so.

Particular attention will be given to individuals who may need additional support to evacuate safely.

5. Lockdown

Where the circumstances of an emergency make it safer to remain inside the building rather than evacuate, the school's established lockdown procedure may be activated.

Staff must:

Follow instructions issued by the Principal or the person in charge of the emergency.

Maintain appropriate supervision of pupils.

Move to designated areas where instructed.

Keep essential means and channels of communication available.

Avoid actions that could increase the risk.

Remain in lockdown until instructed that the situation has ended or that a different course of action is required.

The specific procedure will depend on the nature of the emergency and, where involved, the instructions of the relevant authorities or emergency services.

6. Drills and Preparedness

Colegio CEDES will conduct the emergency drills and exercises required under applicable legislation and the school's established procedures.

Drills will help to:

Familiarise pupils and staff with emergency procedures.

Test the effectiveness of alarm, evacuation and coordination arrangements.

Identify potential difficulties or shortcomings.

Implement the necessary corrective measures.

Significant findings from drills will be recorded and reviewed to improve emergency procedures.

7. Information and Training

Staff will receive the information and training necessary for the emergency procedures relevant to their roles.

Pupils will receive age-appropriate instructions, suited to their level of understanding, on how to respond in an emergency.

Contractors, external companies and visitors will receive the evacuation and emergency information appropriate to the nature and duration of their presence on site.

8. Review

Emergency procedures will be reviewed periodically and whenever:

Significant changes are made to the premises or layout.

Safety or fire protection systems are modified.

Shortcomings are identified during a drill.

An emergency or significant incident occurs.

Applicable legislation changes.

Risk assessments identify the need for additional measures.

Where a Self-Protection Plan (Plan de Autoprotección) is legally required in view of the specific characteristics and activities of Colegio CEDES, it must be prepared, implemented, maintained and reviewed in accordance with the applicable legislation.

Appendix 3 – First Aid and Medical Emergency Response

1. Purpose

Colegio CEDES will take the necessary measures to ensure an appropriate response to accidents, injuries, sudden illness and medical emergencies occurring during the school day or activities organised by the school.

Colegio CEDES does not have an on-site nursing service or its own healthcare professionals. The school's role is limited to initial response and first aid, with professional medical assistance sought whenever required.

2. First Aid Arrangements

Colegio CEDES will ensure that:

- Suitable, accessible and properly maintained first aid kits and supplies are available.
- Staff trained in first aid are available, in accordance with the school's needs and applicable legislation.
- Staff are familiar with basic response procedures and know how to request emergency medical assistance.
- First aid kits are checked regularly and used, expired or damaged supplies are replenished.
- Off-site activities include first aid arrangements appropriate to their nature and risks.

Staff must always act within the limits of their training and competence and must not undertake healthcare interventions for which they are not qualified.

3. Responding to a Medical Emergency

In the event of sudden illness, injury or a medical emergency, staff must:

- First ensure the safety of the person affected and the surrounding area.
- Seek assistance from a trained first aider, where available.
- Provide appropriate first aid within the limits of their training.
- Call 112 when the nature or severity of the situation requires urgent medical assistance.
- Follow instructions given by the emergency medical services.
- Inform the pupil's family or legal guardians as soon as reasonably possible.
- Ensure that the pupil remains appropriately accompanied and supervised until attended to by their family or the medical services.
- Record the accident or incident in accordance with the school's procedures.

In a life-threatening emergency, protecting the life and physical safety of the person affected and immediately requesting medical assistance must take priority.

4. Accidents and Injuries

Accidents and injuries will be dealt with according to their nature and severity.

Where appropriate:

- First aid will be provided.
- Medical assistance will be requested.
- The family will be informed.
- The accident or incident will be recorded.
- The circumstances will be reviewed where necessary to identify possible preventive or corrective measures.

Work-related accidents affecting staff will also be managed in accordance with occupational health and safety legislation and procedures.

5. Known Medical Needs of Pupils

Families must inform Colegio CEDES of relevant health information necessary to ensure a pupil's safety while at school, particularly where there is a risk of an incident requiring urgent action.

The school will share this information only with staff who need it to ensure the pupil's safety and appropriate care, respecting confidentiality and data protection legislation.

Where a pupil's needs require action beyond the ordinary competence of school staff, the school leadership will liaise with the family to arrange reasonably necessary measures and, where appropriate, request instructions or documentation from healthcare professionals.

6. Medication

Colegio CEDES does not have a member of staff specifically designated to administer medication.

Where a pupil needs medication during the school day, each case must be managed in accordance with its particular circumstances, medical instructions and authorisation from the family or legal guardians. The arrangements necessary to ensure safe practice must be agreed in advance.

Staff must not carry out healthcare procedures requiring professional knowledge or competence that they do not possess.

Medication that must be kept on school premises must be stored securely, clearly identified and inaccessible to unauthorised pupils.

7. Allergies and Other High-Risk Medical Conditions

Where the school is aware of a severe allergy or another condition that could give rise to an emergency during the school day, essential information must be available to staff who need it to protect the pupil.

Where a potentially serious situation arises, urgent medical assistance must be requested through 112 and the family informed.

8. Educational Visits and Off-Site Activities

Foreseeable first aid and emergency care needs must be considered when planning educational visits, school trips and off-site activities.

Depending on the activity, planning must consider:

- The availability of basic first aid supplies.
- Known, relevant health needs of participating pupils.
- The availability and safe management of any necessary medication.
- The ability to contact the emergency services.
- Procedures for communicating with families.

9. Recording, Confidentiality and Safeguarding

Accidents, incidents and significant actions must be recorded in accordance with Colegio CEDES procedures.

Information about pupils' health must be handled in accordance with the GDPR and Spain's Organic Law on Personal Data Protection and Guarantee of Digital Rights (LOPDGDD), with access restricted to those who need the information to ensure the pupil's safety and care.

Where an injury, accident or medical situation also raises a child protection or safeguarding concern, it must be reported to the Wellbeing and Protection Coordinator / DSL and the relevant safeguarding procedure followed.

10. Review

First aid and medical emergency response arrangements will be reviewed periodically and following significant incidents, changes in the school's needs, identified shortcomings or changes in applicable legislation.

Appendix 4 – Accidents, Incidents and Hazardous Situations

1. Purpose

Colegio CEDES will establish procedures for reporting, recording, analysing and following up accidents, incidents and hazardous situations arising during activities undertaken under the School's responsibility.

The purpose is to ensure an appropriate response, identify possible causes and implement the preventive or corrective measures necessary to prevent recurrence.

2. Scope

This procedure applies, as appropriate, to:

- Accidents involving pupils.
- Accidents at work involving staff.
- Accidents or incidents involving visitors or other people on the School premises.
- Near misses which could have presented a significant risk.
- Unsafe situations or conditions identified on the premises or during activities.
- Incidents involving violence, aggression or behaviour which may affect people's safety.
- Damage to property where this could have significant implications for health or safety.

3. Immediate Response

In the event of an accident or incident, the priorities are to:

6. Protect those affected and prevent further harm.
7. Provide any necessary first aid within the limits of staff training.
8. Seek medical assistance or call 112 where the circumstances require it.
9. Take the immediate action necessary to control or isolate the hazard.
10. Inform the Headteacher or other designated persons where the seriousness or nature of the incident requires this.
11. Inform the pupil's family or legal representatives where a pupil is affected and it is appropriate to do so.

4. Recording Accidents and Incidents

Significant accidents and incidents must be recorded in accordance with Colegio CEDES procedures.

Where relevant, records must include:

- Date, time and location.
- Person or persons affected.
- An objective, factual description of what happened.
- Injuries or consequences observed.
- First aid or other assistance provided.
- Witnesses to the incident.
- Immediate measures taken.
- Information communicated to the family, School Leadership or other responsible persons.
- Any other information required for follow-up.

Records must be completed as promptly as possible and stored securely.

5. Accidents at Work Involving Staff

Where an accident involves a Colegio CEDES employee, the applicable occupational health and safety and Social Security procedures must also be followed.

The School Leadership Team will report the accident to the person, organisation or service responsible for occupational risk prevention and employment matters so that the necessary action can be determined, including notification through the legally prescribed systems where required.

Work-related accidents will be investigated where necessary to establish their causes and determine whether existing preventive measures are appropriate or need to be amended.

6. Investigation and Corrective Action

Accidents and incidents must be analysed in a manner proportionate to their seriousness, consequences and potential risk.

Where necessary, the analysis should:

- Establish the circumstances in which the incident occurred.
- Identify immediate causes and contributing factors.
- Determine whether preventive measures were in place and properly implemented.
- Determine whether an existing risk assessment or procedure needs to be reviewed.
- Identify new preventive or corrective measures.
- Assign responsibility and deadlines for implementation where appropriate.
- Subsequently verify that the agreed measures have been implemented.

Serious accidents or incidents may require the involvement of the School's appointed occupational risk prevention service, specialist professionals or the competent authorities.

7. Accidents and Incidents Involving Pupils

Where an accident or incident involves a pupil, in addition to ensuring that they receive appropriate care and are safe, the School will consider whether the circumstances require:

- Informing the family.
- Reviewing supervision or safety arrangements.
- Reviewing the activity or its risks.
- Implementing additional preventive measures.

Where there are indications that an injury or incident may be linked to violence, neglect, abuse, inappropriate conduct by an adult or another safeguarding concern, it must not be treated solely as an accident.

In such cases, the Wellbeing and Child Protection Coordinator / Designated Safeguarding Lead (DSL) must be informed immediately, and the Child Protection and Safeguarding Policy and relevant procedures must be followed.

8. External Contractors

Where an accident involves an employee of an external company, it must be reported to that company and, where applicable, the arrangements for coordination of business activities required under Spanish law must be followed.

If the accident may be connected with Colegio CEDES premises, activities or risks, the School will cooperate in the investigation and take the measures falling within its responsibilities.

9. Confidentiality and Retention of Records

Accident and incident records must be handled confidentially and securely, in accordance with data protection legislation and applicable document retention procedures.

Access must be restricted to those who need the information in order to fulfil their duties.

10. Monitoring and Review

The School Leadership Team will monitor accidents and incidents in order to identify:

- Patterns or recurring situations.

- Areas or activities in which incidents repeatedly occur.
- Shortcomings in preventive measures.
- Maintenance, training or supervision needs.
- Additional measures which could improve safety.

Significant accidents or incidents will lead, where appropriate, to a review of existing risk assessments, procedures or preventive measures.

Appendix 5 – Prevention and Control of Communicable Diseases

1. Purpose

Colegio CEDES will take reasonable measures to prevent and reduce the transmission of infectious diseases within the school community and to respond appropriately when cases or circumstances are identified that may pose a risk to public health.

Actions will be taken in accordance with the guidance of the competent public health authorities and the legislation and protocols applicable in Spain and Castilla-La Mancha.

2. General Preventive Measures

Colegio CEDES will promote appropriate hygiene and preventive measures, including:

- Good hand hygiene.
- Appropriate respiratory hygiene.
- Proper cleaning and maintenance of the premises.
- Cleaning surfaces and materials where necessary.
- Adequate ventilation of indoor spaces.
- Proper waste management.
- Maintaining appropriate standards of hygiene in toilets, communal areas, the kitchen and dining facilities.
- Promoting age-appropriate hygiene habits among pupils.

Measures will be adapted to the nature of the risk and the recommendations of the public health authorities.

3. Responding to Symptoms During the School Day

Where a pupil develops symptoms during the school day which may indicate illness, and their condition makes continued participation in normal school activities inadvisable:

- The pupil will receive appropriate care and supervision while remaining on the school premises.
- Their parents or legal guardians will be informed where necessary.
- Emergency medical assistance will be requested by calling 112 where the severity of the symptoms requires it.
- Reasonable measures will be taken to reduce any potential risk of transmission to others.
- Public health guidance will be followed where a specific applicable protocol is in place.

Colegio CEDES staff will not make medical diagnoses or determine treatment.

4. School Attendance and Return to School

Attendance or return to school by a person affected by a communicable disease will be governed by the current health guidance applicable to that particular disease.

Where public health advice or instructions require temporary exclusion from school activities, Colegio CEDES will act in accordance with that guidance.

No general exclusion periods will be imposed other than those determined by the competent public health authorities or, where appropriate, healthcare professionals.

5. Outbreaks and Other Significant Public Health Situations

Where a situation is identified or suspected that may constitute an outbreak or a significant risk to public health, the Colegio CEDES Leadership Team will act in accordance with the instructions of the competent public health authorities.

Where appropriate, measures may include:

- Enhanced cleaning and hygiene.
- Increased ventilation measures.

- Temporary restrictions on certain activities.
- Providing information to families and staff.
- Implementing specific prevention or control measures.
- Cooperating with public health and education authorities.

Colegio CEDES will not introduce extraordinary public health measures falling within the remit of the competent authorities without appropriate instruction or justification.

6. Cleaning, Hygiene and Management of Materials

The school premises will be maintained in a suitably clean and hygienic condition.

Where contamination occurs involving blood, vomit, bodily fluids or other potentially infectious materials, cleaning will be undertaken using the necessary protective and hygiene measures and appropriate products and procedures.

Staff must not undertake tasks requiring specialist equipment, training or procedures unless they have the necessary resources and competence.

Where these duties are carried out by an external cleaning contractor, appropriate coordination arrangements will also be put in place with that contractor.

7. Kitchen and Dining Facilities

Where kitchen or catering services are provided by an external company, that company will be responsible for meeting its applicable public health, hygiene and food safety obligations.

Colegio CEDES will ensure appropriate coordination with the service provider on matters that may affect the health and safety of pupils and the wider school community.

Any significant issue that may affect pupils' health must be reported to the School Leadership Team.

8. Information and Confidentiality

Information about an individual's health will be treated confidentially in accordance with the General Data Protection Regulation (GDPR) and Spain's Organic Law 3/2018 on Personal Data Protection and the Guarantee of Digital Rights (LOPDGDD).

Where information must be shared with the school community to prevent or control a communicable disease, only the information necessary to protect health will be disclosed. Affected individuals must not be identified unless there is a lawful basis for doing so.

9. Particularly Vulnerable Pupils

Where the school is aware that a pupil has a health condition or circumstances which may make them particularly vulnerable to certain diseases, account will be taken of guidance provided by their family and, where appropriate, healthcare professionals.

The school will take reasonable measures within its remit and seek medical advice where necessary.

10. Review

Prevention and control measures will be reviewed when:

- A significant outbreak or incident occurs.
- Public health authorities amend their recommendations or protocols.
- New risk factors are identified.
- Relevant legislation changes.

In situations posing a particular risk to public health, Colegio CEDES will follow the current instructions and recommendations of the Spanish and Castilla-La Mancha public health authorities.

Appendix 6 – Inspection, Maintenance and Safety of School Premises

1. Purpose

Colegio CEDES will ensure that its premises, spaces, equipment and safety systems are maintained in a suitable condition of operation, repair, hygiene and safety.

To this end, procedures for safety checks, preventive and corrective maintenance, and inspections will be established in accordance with applicable legislation, the characteristics of the premises and relevant technical recommendations.

2. Safety Checks

Periodic checks of the premises will be carried out to identify defects, deterioration, obstructions or conditions that may present a risk.

Where applicable, these checks will cover:

- Entrances, doors, windows and enclosures.
- Corridors, staircases and circulation areas.
- Escape routes and emergency exits.
- Classrooms and teaching spaces.
- Playgrounds and outdoor areas.
- Sports facilities.
- Toilets and communal areas.
- Laboratories and other areas presenting specific risks.
- Lighting systems.
- Accessible electrical installations and equipment.
- Furniture and equipment.
- Fire protection systems.
- Safety signage.
- Any other elements whose condition may affect people’s safety.

3. Maintenance and Statutory Inspections

Installations and equipment subject to statutory maintenance, checks or inspections will be inspected at the intervals required by the specific legislation applicable to them.

Where these activities require particular qualifications or authorisation, they will be undertaken by competent technical personnel or appropriately authorised companies.

Where applicable, this will include installations and systems relating to:

- Fire protection.
- Electrical installations.
- Air conditioning and other heating or cooling installations.
- Lifts and other lifting equipment.
- Gas installations.
- Water supply and distribution systems.
- Legionella prevention and control.
- Work equipment.
- Other installations subject to statutory checks.

Colegio CEDES will retain the maintenance and inspection documentation, certificates and reports required by law.

4. Work Equipment

Work equipment used by staff must be suitable for its intended purpose, maintained in a safe condition and used in accordance with the manufacturer's instructions and the established preventive measures.

Where equipment requires specific training, qualifications or authorisation, it may only be used by personnel who meet those requirements. Applicable preventive criteria and the relevant technical and conformity documentation will be taken into account when purchasing or introducing new equipment.

5. Personal Protective Equipment (PPE)

Where a risk assessment identifies the need for personal protective equipment, Colegio CEDES will ensure that suitable PPE is selected and provided to the staff concerned free of charge, together with the information and training required for its use, care and maintenance.

PPE must be appropriate to the risk and the wearer, used in accordance with the instructions provided and kept in a suitable condition. Staff must report any deterioration, loss or defect that could compromise its effectiveness.

6. Reporting Defects and Hazards

All staff must promptly report any defects, faults or unsafe conditions they identify on the premises or in equipment.

Where a hazard is identified:

- Its severity will be assessed.
- Where necessary, temporary measures will be taken to prevent access to or use of the affected area or equipment.
- The issue will be reported to the person or service responsible for resolving it.
- The necessary repair or corrective action will be carried out.
- Where the significance of the risk warrants it, the effectiveness of the measures taken will

subsequently be checked.

Any space, installation or item of equipment presenting a significant safety risk must not be used until the necessary measures have been implemented.

7. Higher-Risk Areas

Areas which, by their nature, may present specific risks must have appropriate access controls, supervision, signage and safety measures.

Where appropriate, access will be restricted to authorised personnel or permitted only under the necessary supervision.

Potentially dangerous products, tools, equipment or materials must be stored securely and kept out of reach of pupils who are not authorised to access them.

8. Building Works, Repairs and Maintenance

Building works, repairs and maintenance activities will be planned so as to minimise risks to pupils, staff and other people on the premises.

Where external companies are involved:

- The relevant arrangements for coordination of business activities will be applied.
- Work areas will be appropriately cordoned off and signposted.
- Unauthorised pupil access will be prevented.
- Risks arising from tools, materials, machinery, dust, noise or other aspects of the work will be

controlled.

- Activities that may affect the normal operation of the school will be coordinated with the School

Leadership Team.

9. Records

Where applicable, Colegio CEDES will maintain records of:

- Statutory checks and inspections.
- Preventive maintenance activities.
- Significant faults and incidents.
- Repairs and corrective measures.
- Certificates issued by competent companies or technicians.
- Other activities for which records are required by law.

10. Responsibilities

The School Leadership Team will ensure that responsibilities for the inspection and maintenance of the premises are appropriately assigned.

Activities requiring specialist technical knowledge will be carried out by suitably qualified or authorised professionals or companies, where required by law.

All staff will contribute by reporting any defects or hazardous conditions they identify.

11. Review

Inspection and maintenance procedures will be reviewed when:

- Significant alterations are made to the premises.
- New equipment or systems are introduced.
- Recurring defects are identified.
- An accident or incident occurs in connection with the premises.
- Applicable legal or technical requirements change.

Appendix 7 – Water Hygiene and Legionella Prevention and Control

1. Purpose

Colegio CEDES will take the necessary measures to ensure appropriate standards of hygiene and safety in its water systems and to prevent health risks associated with the proliferation and dispersal of Legionella.

Measures will be implemented in accordance with current Spanish health legislation and the characteristics of the water systems installed at the school.

2. Maintenance of Water Systems

Colegio CEDES water systems will be maintained in an appropriate state of operation, repair, cleanliness and hygiene.

Where applicable, the school will ensure:

- Appropriate maintenance of the systems.
- Completion of the required inspections, cleaning, disinfection and checks.
- Repair of faults or defects that could compromise water quality or safety.
- Measures to prevent conditions that could encourage water stagnation or deterioration.
- Compliance with the recommendations and instructions of the competent health authorities.

3. Legionella Prevention and Control

Systems falling within the scope of legislation on the prevention and control of legionellosis will be managed in accordance with the statutory requirements applicable to the particular type of installation.

Where legally required, Colegio CEDES will ensure that the relevant Legionella Prevention and Control Plan (Plan de Prevención y Control de Legionella – PPCL) or, where appropriate, Legionella Health Plan (Plan Sanitario frente a Legionella – PSL) is in place and implemented in accordance with current legislation.

Operations requiring specific technical knowledge or competence will be carried out by staff or contractors who meet the statutory requirements.

4. Incidents and Corrective Action

Where a fault, anomaly, non-compliant monitoring result or any other circumstance that could affect the health and safety of water systems is identified:

- The issue will be reported to the appropriate person or service.
- The potential risk to individuals will be assessed.
- Necessary preventive or corrective measures will be taken.
- Where necessary, use of the affected installation will be temporarily restricted.
- Specialist technical assistance will be sought.
- Instructions from the health authorities will be followed where applicable.

5. External Contractors

Where maintenance, monitoring, cleaning, disinfection or testing of the systems is undertaken by an external contractor, that contractor must comply with the technical and legal requirements applicable to its work.

Colegio CEDES will retain the necessary records of the work undertaken and establish appropriate coordination arrangements with external contractors.

6. Records and Documentation

Records, certificates, monitoring results, maintenance activities and any other documentation required in relation to the existing installations and applicable legislation will be retained.

The documentation must enable appropriate monitoring of preventive activities and corrective measures taken.

7. Review

Water hygiene and Legionella prevention measures will be reviewed:

- At the intervals prescribed by applicable legislation.
- When significant changes are made to installations.
- When an installation has been out of service for a period that could affect its hygienic condition.
- When abnormal results or deficiencies are identified.
- When instructed by the competent health authorities.
- When applicable legislation changes.

Appendix 8 – Safety of Electrical Installations and Equipment

1. Purpose

Colegio CEDES will ensure that electrical installations, equipment and appliances used on the school premises are maintained in a safe condition, with the aim of preventing electric shock, burns, fires and other accidents arising from their use.

Electrical installations and work will comply with current Spanish legislation, in particular the Low Voltage Electrotechnical Regulations (Reglamento Electrotécnico para Baja Tensión), and the occupational health and safety legislation applicable to electrical risks.

2. Electrical Installations

Electrical installations at Colegio CEDES will undergo the statutory checks, maintenance and inspections appropriate to their characteristics.

Work requiring technical qualifications or authorisation will be carried out exclusively by professionals or companies duly authorised under the applicable legislation.

Staff must not interfere with electrical distribution boards, installations, wiring or other components that require intervention by technically qualified personnel.

3. Electrical Equipment and Appliances

Electrical equipment used at the school must:

- Be suitable for its intended purpose.
- Be maintained in a safe working condition.
- Be used in accordance with the manufacturer's instructions.
- Be maintained or inspected when necessary.
- Be taken out of use if damaged or defective in a way that could compromise safety.

Equipment with damaged cables, faulty connections, damaged plugs, overheating or other clear signs of danger must not be used.

4. Safe Use

Staff must use electrical equipment responsibly and in accordance with established safety instructions.

In particular:

- Sockets, extension leads and electrical connections must not be overloaded.
- Electrical equipment must not be used in conditions that could create a risk due to the presence

of water or moisture, unless specifically designed for such use.

- Improvised repairs must not be undertaken.
- Electrical distribution boards and protective devices must remain accessible to authorised personnel and protected against unauthorised access by pupils.
- Cables and connections must be arranged so that they do not create trip hazards, become

damaged or pose a risk of accidental contact.

5. Electrical Equipment Brought Onto School Premises

Electrical appliances brought onto the premises by staff, external contractors or other individuals must be in a safe condition.

The School Leadership Team may prohibit the use of any equipment where there are reasonable grounds to believe that it may present a risk.

6. Reporting Defects

Anyone who identifies a defect, damage, abnormal operation or potential electrical hazard must:

- Stop using the equipment, where it is safe to do so.
- Prevent others from using it.
- Report the issue to the appropriate person or service.
- Label or temporarily remove the equipment from use where necessary.

Potentially dangerous equipment or installations must not be brought back into use until they have been confirmed to be safe.

7. Electrical Work

Work on electrical installations that may involve risk must be carried out only by authorised or suitably qualified personnel, according to the nature of the work and applicable legislation.

Where external contractors are involved, the relevant arrangements for the coordination of business activities under Spanish occupational health and safety legislation must also be applied.

Pupils must not undertake activities involving access to dangerous electrical installations.

8. Records and Documentation

Where legally required, Colegio CEDES will retain:

- Certificates and reports of statutory inspections.
- Maintenance and repair records.
- Technical documentation relating to installations.
- Reports of significant defects and their rectification.
- Documentation issued by installation contractors, maintenance contractors or inspection

bodies, where applicable.

9. Review

Electrical safety measures will be reviewed when:

- Significant alterations are made to installations.
- New equipment or relevant systems are introduced.
- Deficiencies or faults are identified.
- An electrical accident or incident occurs.
- A technical inspection or review determines that a review is necessary.
- Applicable legislation changes.

Appendix 9 – Contractor Management and Coordination of Business Activities

1. Purpose

Colegio CEDES will ensure that work and services undertaken by external companies, contractors and self-employed workers are carried out safely and without creating unnecessary risks to pupils, staff, visitors or anyone else on the school premises.

Where employees of different companies work concurrently on Colegio CEDES premises, the appropriate arrangements for coordinating business activities will be implemented in accordance with current Spanish legislation.

2. Selection and Appointment

Before any work or services commence, Colegio CEDES will check, according to the nature and level of risk of the activity, that the company or professional engaged meets the legally required conditions and holds the necessary competencies, authorisations or professional accreditations.

Where appropriate, documentation may be requested relating to:

The company's occupational risk prevention arrangements.

The assessment of risks associated with the work to be undertaken.

The planned preventive measures.

The training and information provided to its workers.

The necessary authorisations, accreditations or professional qualifications.

The work equipment or protective measures to be used.

Any other documentation legally required to ensure appropriate coordination of preventive activities.

The documentation requested will be proportionate to the level of risk associated with the contracted work or services.

3. Coordination of Business Activities

Where workers employed by different companies undertake activities at Colegio CEDES, the necessary coordination arrangements will be established in accordance with Royal Decree 171/2004.

Colegio CEDES will provide the companies working concurrently on site with the necessary information about:

Risks arising from the school premises that may affect their workers.

The preventive measures that apply.

Site access and movement rules.

Emergency and evacuation measures and procedures.

Restricted-access areas.

Any relevant circumstances that may affect safety during the work.

External companies must inform the school of risks arising from their own activities that could affect school staff, pupils or workers employed by other companies.

4. Safeguarding Pupils' Safety

The planning of work must take particular account of the presence of children on the premises.

Where work may create risks to pupils:

Affected areas must be appropriately cordoned off and signposted.

Pupils must be prevented from accessing work areas where necessary.

Potentially hazardous tools, equipment, materials and substances must be kept out of pupils' reach.

Work areas must not be left open or unprotected.

Where reasonably practicable, higher-risk work must be scheduled outside periods when pupils are present.

Necessary supervision and access-control measures must be implemented.

5. Access Rules and Safeguarding

External personnel must comply with Colegio CEDES procedures governing access, identification, movement around the site and presence on school premises.

Where the nature of the service means that external personnel may have contact with pupils, the school's child protection and safeguarding measures must also be applied, together with any relevant checks required by law.

The presence of an external company on site does not relieve Colegio CEDES of its responsibility to maintain the measures necessary to ensure pupils' safety and protection within the scope of the school's responsibilities.

6. High-Risk Work

Work involving specific risks — such as electrical work, working at height, the use of hazardous products, construction work, welding or other particularly hazardous activities — must be undertaken by competent personnel who are duly authorised or accredited where legally required.

Before such work begins, it must be confirmed that the risks have been identified and the necessary preventive measures established.

Where the nature of the work requires it, specific procedures or authorisations must be established before work commences.

7. Accidents, Incidents and Hazardous Situations

External companies must immediately report to Colegio CEDES any significant accident, incident or hazardous situation occurring during their activities that could affect the school or anyone on its premises.

Where necessary, Colegio CEDES and the company concerned will cooperate in analysing the incident and implementing the appropriate preventive or corrective measures.

Each company will retain the legal responsibilities it owes to its own employees.

8. Regular External Services

Companies providing regular services to Colegio CEDES, including outsourced kitchen and dining services, school transport, extracurricular activities, cleaning, maintenance and other contracted services, must comply with the preventive obligations applicable to them.

Colegio CEDES will establish the necessary arrangements for coordination and information sharing with these companies according to the risks associated with each service.

9. Monitoring

The Headteacher may temporarily suspend or prevent work where a situation is identified that could pose a serious risk to pupils, staff or others, until the measures necessary for the work to be carried out safely have been implemented.

Significant shortcomings will be reported to the company concerned and followed up until they have been resolved.

10. Documentation

Colegio CEDES will retain documentation relating to the coordination of business activities where this is legally required or necessary in view of the work undertaken.

Where applicable, this will include:

Information exchanged about risks.

Preventive documentation requested.

Required accreditations or authorisations.

Coordination records.

Incidents and corrective measures implemented.

Any other documentation required by applicable legislation.

Appendix 10 – Safe Management of Chemical Products and Substances

1. Purpose

Colegio CEDES will ensure that potentially hazardous chemical products and substances used or stored on the school premises are managed safely, preventing risks to pupils, staff and other persons.

The management of these products will comply with applicable Spanish legislation and the safety instructions established for each product.

2. Identification and Storage

Chemical products must:

- Be kept in their original containers and correctly labelled wherever possible.
- Be stored in appropriate, secure locations, taking account of their properties and incompatibilities.
- Be kept out of reach of pupils and protected against unauthorised access.
- Be used in accordance with the manufacturer's instructions and the relevant safety information.
- Not be used where their contents, identity or conditions for safe use are unknown.

Containers intended for food or drink must not be used to store chemical products.

3. Safety Data Sheets

Where applicable, the school or the company responsible must hold the relevant Safety Data Sheets (SDS) for hazardous products in use.

These must be available to those who need to consult them to understand the hazards, preventive measures and action required in the event of an accident or exposure.

4. Safe Use

Staff using chemical products must:

- Follow the instructions for use and safety.
- Use only the quantity required.
- Avoid mixing or handling products in ways that could create risks.
- Use the necessary protective equipment where required.
- Ensure adequate ventilation where required by the product or activity.
- Report any spillage, exposure, damaged container or other hazardous situation.

Activities requiring specific knowledge or preventive measures must be carried out only by appropriately trained persons.

5. Laboratories and Educational Activities

Chemical products used in laboratories or educational activities will be subject to appropriate storage, control and supervision arrangements.

Pupils must:

- Use only products authorised for the activity.
- Follow teachers' instructions.
- Use the specified protective equipment where necessary.
- Not have unsupervised access to potentially hazardous substances.

Practical educational activities will be adapted to pupils' age and competence and to the level of risk involved.

6. Products Used by External Companies

External companies providing services such as cleaning, catering, maintenance or other activities will be responsible for the safe management of chemical products used by their workers and for complying with the applicable occupational risk prevention requirements.

Where these products could pose risks to pupils, school staff or others, the necessary measures for coordination of business activities will be implemented.

Products belonging to external companies must not be left accessible to pupils.

7. Spillages, Exposure or Accidents

In the event of a spillage, accidental exposure or other incident involving a chemical product:

- Access to the affected area must be prevented where necessary.
- The safety instructions relevant to the product must be followed.
- Medical assistance must be sought where there is a risk to health.
- The incident must be reported to the Headteacher.
- It must be recorded, where appropriate, in accordance with the accident and incident reporting procedure.

Staff must not intervene in situations requiring specialist equipment or expertise which they do not possess.

8. Disposal of Products

Chemical products and their waste must be disposed of in accordance with the manufacturer's instructions and applicable legislation, particularly where they are classified as hazardous waste.

They must not be disposed of via drains, general waste or other routes where this is prohibited or could create a risk.

9. Review

Chemical management arrangements will be reviewed when new products or activities are introduced, shortcomings are identified, an accident or incident occurs, or conditions of use change.

Appendix 11 – Manual Handling of Loads

1. Purpose

Colegio CEDES will take the necessary measures to prevent risks arising from the manual handling of loads, particularly those which may cause musculoskeletal injuries to staff.

These measures will be implemented in accordance with Law 31/1995 on the Prevention of Occupational Risks; Royal Decree 487/1997 of 14 April, establishing minimum health and safety requirements for the manual handling of loads involving risks to workers; and any other applicable legislation.

2. General Principles

Wherever possible, manual handling that may pose a risk will be avoided through the use of mechanical equipment, handling aids or appropriate organisational measures.

Where manual handling cannot be avoided, the risks will be assessed, taking account of, among other factors:

- The characteristics and weight of the load.
- The physical effort required.
- The characteristics of the working environment.
- The frequency and duration of the task.
- Any individual circumstances relevant to the prevention of occupational risks.

3. Preventive Measures

Staff must:

- Use available handling aids where necessary.
- Avoid lifting or moving loads which may reasonably exceed their physical capabilities.
- Seek assistance where a load cannot be handled safely by one person.
- Follow the established instructions and preventive measures.
- Report any situation that may give rise to a risk.

Where a task involves a specific manual-handling risk, staff will be provided with the necessary information and training.

4. Pupils

Pupils must not be asked to handle loads which, because of their weight, dimensions, characteristics or the circumstances involved, may pose a risk to their safety.

In educational activities involving the movement or handling of materials, tasks must be appropriate to pupils' ages and abilities and must be properly supervised.

5. External Contractors

External companies providing cleaning, catering, maintenance, transport, delivery or other services will be responsible for assessing and managing the risks associated with manual handling for their own employees.

Where such activities may pose risks to other people on the school premises, the relevant arrangements for the coordination of business activities will apply.

6. Reporting and Review

Any difficulty, incident or risk associated with manual handling must be reported so that appropriate measures can be taken.

Preventive measures will be reviewed when tasks or working conditions change, new risks are identified, or an accident or injury associated with manual handling occurs.

Appendix 12 – School Trips, Educational Visits and Off-Site Activities

1. Purpose

Colegio CEDES will ensure that school trips, educational visits and other off-site activities are planned and carried out with appropriate arrangements for pupil safety, supervision and protection.

Planning will take account of pupils' ages and needs, the nature of the activity, the venue, travel arrangements and reasonably foreseeable risks.

2. Planning and Authorisation

All off-site activities must be planned and authorised in advance in accordance with Colegio CEDES procedures.

Where applicable, planning must cover:

- The purpose, location and nature of the activity.
- Participating pupils.
- Staff responsible for and accompanying the activity.
- Timetables and travel arrangements.
- Foreseeable risks and measures to prevent and control them.
- Supervision requirements.
- Emergency response arrangements.
- Relevant known health needs of participating pupils.
- Arrangements for contacting the school, families and emergency services.
- The suitability and safety of the transport to be used.
- Relevant information about external companies, facilities or providers involved.

Activities involving specific or greater-than-usual risks will require a more detailed assessment and any additional preventive measures that may be appropriate.

3. Risk Assessment and Management

Before an activity takes place, reasonably foreseeable risks will be identified and measures established to eliminate, reduce or control them.

The assessment will take account of, among other matters:

- The location and surroundings of the activity.
- Travel arrangements.
- Weather conditions, where relevant.
- The nature of the planned activities.
- Pupils' ages, independence and needs.
- Equipment or materials to be used.
- Risks associated with external providers or facilities.
- The availability of assistance in an emergency.

If circumstances change significantly during an activity, the staff responsible will assess whether it can continue safely and may amend, postpone or cancel the activity where necessary.

4. Pupil Supervision

Pupils must be appropriately supervised throughout the activity.

The number and deployment of accompanying adults will be determined by reference to:

- Pupils' ages and needs.
- The number of participants.

- The nature and level of risk of the activity.
- The location in which it takes place.
- Travel requirements.
- Known individual needs.
- Any other circumstances that may affect safety.

There will be no single fixed staff-to-pupil ratio for all activities; the ratio must be determined proportionately according to the nature and risks of each activity.

5. Information for and Authorisation from Families

Families will receive the necessary information about the activity in accordance with Colegio CEDES procedures.

Where required, the relevant authorisation will be obtained from parents or legal guardians.

The information provided must enable families to understand the relevant aspects of the activity and inform the school of any circumstances that may affect their child's safety or participation.

6. Health, First Aid and Emergencies

Before the activity, known health information relevant to the safety of participating pupils will be taken into account.

Planning will include:

- The basic first-aid resources required.
- Access to medical assistance where necessary.
- Safe arrangements for any medication that must accompany a pupil.
- Procedures for contacting families.
- How to contact 112 or other emergency services.
- The steps to follow in the event of an accident, sudden illness or other emergency.

Staff will act within the limits of their training and competence.

7. Transport

Travel must be organised using suitable and legally authorised means of transport.

Where transport is provided by an external company, that company will be responsible for complying with its legal obligations in relation to vehicles, drivers and the provision of the service.

Colegio CEDES will put in place the arrangements needed to ensure that pupils are appropriately organised and supervised during travel, particularly when boarding and alighting, checking numbers and moving between the vehicle and the activity venue.

8. External Providers and Activities

Where an activity is delivered wholly or partly by an external company, venue or provider, the school will check that it is suitable for the proposed activity and holds the authorisations or meets the requirements prescribed by law.

Using an external provider does not remove Colegio CEDES's responsibility to take reasonable steps to protect and supervise pupils during a school-organised activity.

Where appropriate, the school will coordinate with the provider on risks, emergency procedures and pupil protection.

9. Pupil Protection and Safeguarding

Colegio CEDES's child protection and safeguarding rules and procedures remain applicable during trips, visits and off-site activities.

Staff must maintain the same standards of professional conduct, supervision and pupil protection as apply to activities on the school premises.

Any concern about a pupil's protection or safeguarding must be reported in accordance with the Child Protection and Safeguarding Policy.

10. Accidents and Incidents

Accidents, incidents or other significant situations arising during an off-site activity will be:

- Responded to immediately.
- Reported to the school where appropriate.
- Reported to families where necessary.
- Recorded in accordance with Colegio CEDES procedures.
- Reviewed afterwards where preventive or corrective measures may be required.

Serious incidents will be reported to the relevant authorities or services where there is a legal obligation to do so.

11. Review of the Activity

Following a trip, visit or activity involving significant incidents, difficulties or risks, the activity will be reviewed to determine whether safety measures should be changed before similar activities take place in future.

Relevant lessons learned and corrective measures will inform the planning of subsequent activities.

Appendix 13 – Lone Working

1. Purpose

Colegio CEDES will take the necessary measures to protect the health and safety of staff who, either occasionally or routinely, may work without other people immediately available to assist them in an emergency.

Risks arising from lone working will be assessed as part of the school's occupational risk prevention arrangements, taking account of the nature of the activity and the circumstances in which it is carried out.

2. Risk Assessment

Before undertaking lone-working activities that may present specific risks, consideration will be given, where appropriate, to:

- The nature of the task.
- The location and time at which it is carried out.
- The possibility of an accident or emergency.
- The availability of suitable means of communication and summoning assistance.
- Safe access to and exit from the premises.
- Whether the task requires more than one person to be present.
- Any other circumstances that may increase the risk.

Where a task cannot be carried out safely by one person, it must not be undertaken alone.

3. Safety Measures

Any person working alone on the premises must:

- Have access to a suitable means of communication through which they can request assistance

if needed.

- Be familiar with emergency procedures and evacuation routes.
- Follow the established procedures for accessing, remaining on and securing the premises.
- Avoid activities requiring additional training, equipment or assistance that they do not have.
- Report any accident, incident or hazardous situation that arises.

4. Higher-Risk Activities

Tasks which, according to the occupational risk assessment, require another person to be present, specific supervision or additional safety measures must not be carried out alone.

Technical or higher-risk work will be undertaken in accordance with the preventive measures specified by the school's appointed occupational risk prevention service or by competent professionals.

5. Emergencies

In the event of an accident, sudden illness, fire or other emergency, the person concerned must follow the established procedures and contact 112 where the circumstances require it.

Any significant incident occurring during a period of lone working must subsequently be reported to the school leadership and recorded where appropriate.

6. Review

Lone-working arrangements will be reviewed when new risks are identified, working conditions change, an incident occurs or the occupational risk assessment identifies the need for additional measures.

Appendix 14 – Use of School Premises by Third Parties

1. Purpose

Colegio CEDES will ensure that the use of its premises by external companies, bodies, organisations or individuals takes place under appropriate safety conditions and does not create risks for pupils, staff, users of the premises or other persons.

External organisations must comply with the Spanish legislation applicable to their activities, as well as the safety, access, emergency and safeguarding requirements established by Colegio CEDES.

2. Authorisation

Use of the premises by third parties must be authorised in advance by Colegio CEDES and must comply with the conditions established for the activity.

Before authorising an activity, the following will be considered, where relevant:

- The nature of the activity.
- The spaces and facilities to be used.
- The number and characteristics of participants.
- Any associated risks.
- The times at which the premises will be used.
- The need for specific safety or supervision arrangements.
- The presence of Colegio CEDES pupils during the activity.

3. Responsibilities of the External Organisation

The organisation responsible for the activity must:

- Comply with its applicable legal obligations relating to safety and risk prevention.
- Use only authorised areas and equipment.
- Ensure that its staff have the necessary training, qualifications or authorisations where required.
- Provide appropriate supervision of participants in its activity.
- Comply with Colegio CEDES access and safety rules.
- Be familiar with and comply with the applicable emergency and evacuation procedures.
- Report any accident, incident, defect or hazardous situation immediately.

4. Pupil Protection and Safeguarding

Where an activity involves contact with children, the external organisation must comply with the applicable legal child protection obligations and the safeguarding requirements established by Colegio CEDES.

External personnel must not have access to pupils, documentation, restricted areas or other parts of the school unless such access is necessary for the authorised activity.

Where external activities take place while Colegio CEDES pupils are on site, the necessary measures will be put in place to ensure appropriate separation, supervision and access control.

5. Premises and Equipment

The premises must be used exclusively for the authorised purposes.

External organisations must:

- Not alter the premises or equipment without authorisation.
- Not obstruct evacuation routes or exits.
- Not bring in materials, equipment or substances that may create risks without the appropriate

authorisation.

- Report any damage or defects identified.
- Leave the areas used in a safe and orderly condition.

6. Accidents and Emergencies

In the event of an accident or emergency, external users must follow the procedures established by Colegio CEDES and the instructions of the emergency services where they are involved.

Significant accidents or incidents occurring during use of the premises must be reported to the school leadership.

Each organisation will retain the legal responsibilities applicable to its own staff, participants and activities.

7. Coordination

Where use of the premises involves workers from different companies working on site at the same time, the coordination measures for concurrent business activities required under Spanish legislation will be applied, where appropriate.

Colegio CEDES and the external organisation will exchange the information necessary concerning risks that may affect their respective activities.

8. Non-Compliance

Colegio CEDES may restrict, suspend or terminate use of its premises where the established safety conditions are not complied with or where a situation is identified that may pose a risk to people or the premises.

Appendix 15 – Violence, Aggression and Behaviour That May Pose a Risk

1. Purpose

Colegio CEDES will take the necessary measures to prevent and manage situations involving violence, aggression, threats or behaviour that may pose a risk to the safety or physical or psychological integrity of pupils, staff or other individuals.

Action will be taken in accordance with applicable Spanish and Castilla-La Mancha legislation, occupational health and safety legislation, the Organic Law 8/2021 on the Comprehensive Protection of Children and Adolescents against Violence (LOPIVI), and Colegio CEDES policies and procedures on child protection and safeguarding, school conduct and behaviour.

2. Prevention

Colegio CEDES will promote an environment in which:

- Violent, intimidating, threatening or aggressive behaviour is not tolerated.
- Situations that may pose a risk are identified and reported.
- Proportionate preventive measures are adopted where a risk is known or reasonably foreseeable.
- Staff are familiar with the relevant response and reporting procedures.
- Pupils are afforded particular protection against all forms of physical, psychological or emotional violence.

3. Responding to a Situation of Risk

In any situation involving violence, aggression or threats, the priority will be to protect those involved and prevent the situation from escalating.

Depending on the circumstances, staff must:

- Respond calmly and proportionately.
- Seek support from other members of staff where necessary.
- Move other pupils or individuals away from the situation where there is a risk.
- Avoid confrontation or actions that may increase the danger.
- Request assistance from the emergency services or law enforcement authorities where the seriousness of the situation requires it.
- Provide or arrange first aid where injuries have occurred.
- Inform the Headteacher/Principal and, where there are child protection implications, the Wellbeing and Child Protection Coordinator / Designated Safeguarding Lead (DSL).

4. Pupil Behaviour That May Pose a Risk

Where a pupil's behaviour may pose a risk to themselves or others, the response must take account of:

- The pupil's age and stage of development.
- Any known educational needs or circumstances that may be relevant.
- The nature and severity of the risk.
- The safety of other pupils and staff.
- The school's conduct, behaviour and child protection procedures.

Any measures taken must be proportionate, respect the pupil's dignity and be directed primarily towards ensuring safety.

Where a pattern of behaviour may give rise to foreseeable risks, consideration will be given to the need for preventive and supportive measures, in coordination with the relevant individuals or professionals.

5. Physical Intervention

Staff must not use physical intervention as a disciplinary or punitive measure.

Any physical intervention in response to a situation of risk must be limited to actions that are necessary and proportionate to protect the child or others from an immediate risk, within the legal framework and procedures established by Colegio CEDES.

Any significant incident involving physical intervention must be reported and recorded, and reviewed in accordance with school procedures.

6. Violence or Aggression Towards Staff

Any threat, assault or act of violence experienced by a member of staff in the course of their duties must be reported to the Headteacher/Principal.

Where appropriate:

- Immediate assistance will be provided to the person affected.
- The incident will be recorded.
- The circumstances and risk factors will be analysed.
- The school's occupational risk prevention service or arrangements will be informed where

appropriate.

- Necessary preventive or corrective measures will be adopted.
- Medical assistance or intervention by the relevant authorities will be requested where warranted

by the seriousness of the incident.

Work-related violence or aggression will be considered within the management of occupational risks, including psychosocial risks where appropriate.

7. Child Protection and Safeguarding

Where a situation involving violence, threats or aggression affects a child or may constitute violence against children, the Child Protection and Safeguarding Policy and relevant protocols will apply.

The Wellbeing and Child Protection Coordinator / DSL will be informed in accordance with established procedures and will undertake the appropriate follow-up or escalation.

This includes situations involving:

- Violence between pupils.
- Violence by an adult towards a pupil.
- Violence within the family that comes to the school's attention.
- Sexual violence.
- Violence through digital media.
- Any other situation that may compromise a child's protection or wellbeing.

8. Recording and Follow-Up

Significant incidents will be recorded objectively and confidentially in accordance with Colegio CEDES procedures.

Where appropriate, the following will be reviewed:

- The circumstances of the incident.
- The measures taken.
- Any previous incidents or patterns of risk.

- The need to modify supervision, prevention or support measures.
- The need to review a risk assessment.
- The need to activate safeguarding, school conduct or occupational risk prevention procedures.

9. Confidentiality

Information will be shared only with those who need to know it in order to protect the individuals affected, manage the risk or fulfil the relevant legal obligations, in compliance with data protection legislation.

Appendix 16 – Staff Wellbeing and Prevention of Psychosocial Risks

1. Purpose

Colegio CEDES will promote working conditions that protect the physical and psychological health and safety of staff, with particular emphasis on preventing work-related psychosocial risks.

The management of these risks will be integrated into the school's overall occupational risk prevention system, in accordance with applicable Spanish legislation.

2. Psychosocial Risks

The risk assessment and prevention process will, where appropriate, take account of factors relating to the organisation and conditions of work that may affect staff health, including:

- Workload and pace of work.
- The organisation and allocation of tasks.
- Clarity of roles and responsibilities.
- The emotional demands associated with work.
- Interpersonal conflict.
- Work-related violence, threats or aggression.
- Communication or organisational difficulties that may pose health risks.
- Other psychosocial factors identified through the relevant occupational risk assessment.

3. Assessment and Prevention

Psychosocial risks will be considered as part of the occupational risk assessment where appropriate.

Where risks requiring intervention are identified, the necessary preventive measures will be established within the corresponding preventive action plan.

Depending on the nature of the risk, measures may include:

- Organisational measures.
- Review of roles, workloads or working procedures.
- Improvements to communication and coordination arrangements.
- Training and information.
- Measures to prevent and manage violence or conflict.
- Other measures recommended by the occupational risk prevention arrangements adopted by

the school.

4. Reporting Risk Situations

Staff may report to the school leadership any work-related circumstances which they believe may be affecting their health or safety.

Where a situation requires specialist occupational risk assessment, the Occupational Risk Prevention Service will be consulted in accordance with established procedures.

Reports will be handled with due confidentiality, respecting the rights of those involved.

5. Violence, Harassment and Inappropriate Conduct

Incidents of violence, workplace bullying, sexual harassment, harassment on grounds of sex and other conduct that may affect the dignity or health of employees will be managed in accordance with Spanish legislation and the specific protocols applicable.

Where a situation also concerns the protection or safeguarding of a child, the relevant safeguarding procedures will be activated separately.

6. Critical Incidents

Where a member of staff is affected by a serious accident, assault, emergency or other work-related critical incident, Colegio CEDES will consider any support and preventive measures that may be required.

Where appropriate, the occupational risk prevention arrangements adopted by the school will be informed so that the incident can be assessed and any necessary preventive or corrective measures determined.

7. Confidentiality

Information concerning staff health will be treated as strictly confidential and in accordance with occupational risk prevention and data protection legislation.

Medical information arising from occupational health surveillance will be subject to the confidentiality safeguards established by law.

8. Monitoring and Review

Measures relating to psychosocial risks will be reviewed when:

- The risk assessment identifies new needs.
- Significant changes occur in the organisation or conditions of work.
- Recurring situations are identified that may affect staff health.
- Significant incidents occur.
- The occupational risk prevention arrangements adopted by the school recommend a review.
- There are changes to applicable legislation.