



Byron College

Health & Safety Policy

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Introduction

Byron College takes its responsibility to ensure the health and safety of its pupils, staff and visitors very seriously. It is understood that the Board of Directors, working closely with the Head Teacher, must take all reasonable measures to make sure that the School's pupils and staff are not exposed to risks to their health or safety whilst in School and whilst on School-organised activities off-site.

The School operates within the Greek Law and acquires permits to operate in a safe environment following inspection from the relevant authorities. The policies and procedures employed in matters of health and safety are, therefore, informed by legislation and good practice.

This document will describe how we address the task of creating and developing a work and learning environment in which there is a true awareness of health and safety matters in regard to: government inspections of the building and grounds; pupil accommodation; fire security; earthquakes; condition of sports areas, playgrounds and equipment; safe recruitment; use of the science and IT labs; supervision of the pupils; external visits and the medical care of pupils and School hygiene.

Responsibilities

Board of Directors

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Board of Directors. In particular, they will:

- Make sure that the school complies with all relevant legislation and that all Greek legal requirements are met.
- Attend any health and safety meetings and training.
- Ensure that procedures and resources are in place to identify hazards and arrange for risk assessments are carried out by a competent person.
- Provide safe arrangements for transportation, storage and use of articles and substances
- Provide adequate information and opportunities for training and supervision wherever required
- Provide all necessary safety and protective equipment.

Head Teacher

The Head Teacher is responsible for the day-to-day running of the School and putting the Health & Safety policy into effect. In particular, the Head Teacher will:

- Satisfy himself/herself that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.

- Consult with members of staff on health and safety matters particularly any accredited staff.
- Attend any health and safety meetings and training.
- Put into effect those measures necessary to ensure the health and safety of all whilst in school and on school trips.
- Ensure processes and procedures are in place to inform staff in order to ensure the health and safety of all whilst in school and on school trips.

Facilities Manager

The School employs a Facilities Manager responsible for the school site responsible for the caretaker as well as external contractors. In particular, the Facilities Manager will:

- Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments ensuring that such activities do not pose any risk to pupils or staff.
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Inspect buildings' structures to determine the need for repairs or renovations
- Supervise all staff facilities staff (custodians, technicians, groundskeepers etc.) and external contractors and ensure their work and conduct do not pose any risk to pupils and staff.
- Control activities like parking space allocation, waste disposal, building security etc.
- Handle insurance plans and service contracts

Health and Safety Officer

The School employs an independent Health and Safety officer whose job it is to advise the School on issues of health and safety of premises and equipment. In particular, the Health and Safety Officer will:

- Keep abreast of all local legislation that the School must be compliant with.
- Inspect the School at regular intervals.
- Inform the School in writing using the appropriate log of the any steps necessary in order to improve its Health and Safety standards of the School.
- Ensure that the log has been seen and comment on the extent to which the School complied with his recommendations.

Occupational Doctor

In the event that the total number of employees exceeds 50, then the School is obliged to employ a qualified Occupational Doctor. The School employs such a doctor whose job is to ensure the Health and Safety of all staff in school. In particular, the Occupational Doctor is obliged to:

- Visit the School once a month in order to meet staff and discuss any of their concerns.
- Keep confidential files of all staff health records.
- Inform the School of any issues that would prevent a member of staff performing their duties safely and competently.
- Inform the School of any processes that it must put in place in order to promote the health of staff.

All Staff

All staff have a responsibility to familiarise themselves with all policies and procedures regarding Health and Safety. In particular, they will:

- Take reasonable care of their own health and safety and that of any else that may be affected by what they do or fail to do.
- Cooperate with any health and safety arrangements, including, but not limited to, procedures for out-of-site trips, evacuation procedures, location of fire extinguishers, transportation regulations etc.
- Report any defect or health and safety matter they are aware of.
- Use equipment and tools correctly and wear the necessary protective gear.

Premises Security

Entry

A perimeter fence is maintained with entry restricted to pedestrians only. Top gate is to be used for this. In the event that a vehicle needs to enter the premises this, whenever possible, should either be done before 8:00am and after 5:00pm from the top gate. The bottom gate is to remain closed at all times during the day until bus loading begins at 3:30pm. The gate is to close again when the last bus has loaded and left the premises.

Visitors

No visitors are to enter the school unsupervised. A visitor's badge should be issued from the security guard at the gate and all visitors should be accompanied by a member of staff throughout their visit.

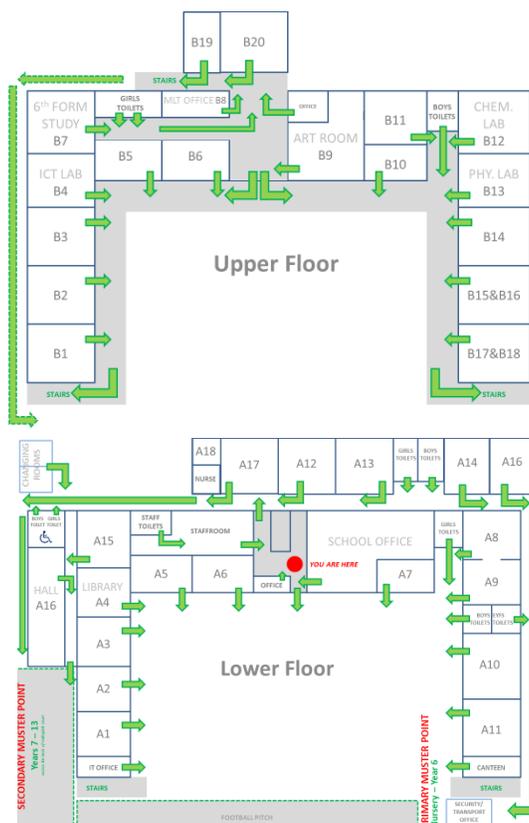
Risk Assessments

The Head Teacher is to ensure that risk assessments are carried out for the school activities, including out-of-school visits and operations and for premises related issues.

Emergency Evacuation Procedures

All staff is to be notified in writing of the School's emergency evacuation procedures in the event of fire, emergency or even a bomb threat. The School is to hold an evacuation drill at least once per term. Each potential threat is to be practiced, i.e. fire, earthquake and bomb threat.

The following notice is to be posted in every classroom and in all offices of the school, as well as near exit points:



Accidents and Treatments

All accidents, even minor ones, must be reported to the School nurse who offers treatment completes an incident report. In the case of more serious accidents the Nurse is required to complete an accident report.

All treatment and medication takes place in the Nurse's Office unless it is inadvisable for the pupil to be moved. It is the Nurse's responsibility to contact parents/guardians and inform them of the incident/accident and the course of treatment that was followed.

If the pupil needs to be taken to hospital, then the School will normally take the pupil to the government's children hospital (PAIDON) (7 minutes from School). The parent is to be informed of the need to visit a hospital and is asked to arrive at the hospital as soon as possible so as to be present for any medical decisions that need to be made.

If an ambulance is necessary, then the School will use a private ambulance service (information to be displayed in a prominent place in the Nurse's office) and all pupils are to be covered using a private insurance scheme that protects all pupils and staff of the School. ATE Insurance is currently used for this purpose.

Medical Records and Information

Each pupil, upon admission to Byron College, is required to provide a medical record which is kept by the School nurse. These record current and past inoculations, a brief medical history, consent for any emergency treatment, details about medication and allergies. All medical history records must be certified by a paediatrician who has examined the child. The School nurse maintains these records and parents should inform the School of updated inoculations and any developing conditions. Additional records may be required for, for example, swimming.

The nurse logs necessary information onto the MIS to inform staff of pupil's medical information especially when on trips.

The School requires to be informed of any contagions or serious illness. If a significant number of contagion diseases appear the School will, of course, notify all the relevant state authorities who will take control of the health and safety processes to be followed.