



Byron College

Health and Safety Policy

Written by Rory Gallagher, Headteacher: July 2023

Next Review by: August 2024

Introduction

Byron College takes its responsibility to ensure the health and safety of its students, staff and visitors very seriously. The Board of Directors, working closely with the Headteacher, takes all reasonable measures to make sure that the School's students 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 Best Practice as outlined by the UK Health and Safety executive.

The school aims to create and develop a work and learning environment in which there is an awareness of Health and Safety matters - especially in regard to:

- Government inspections of the building and grounds
- Classrooms and other indoor facilities for students
- Fire safety
- Security
- Earthquake procedure
- Condition of sports areas, playgrounds and equipment
- Recruitment
- Science and IT labs
- Supervision of the students
- External visits
- Medical care of students
- School hygiene, including toilets and washroom facilities

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, their role is to:

- Make sure that the school complies with all relevant legislation and that all Greek legal requirements are met
- Ensure that procedures and resources are in place to identify hazards and arrange for risk assessments to be carried out by a competent person
- Provide adequate information and opportunities for training where required
- Provide all necessary safety and protective equipment where appropriate

Headteacher

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

- Ensure 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
- Attend any Health and Safety meetings and training
- Put into effect those measures necessary, including risk assessments, 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 and for the caretaker as well as external contractors. In particular, the Facilities Manager's role is to:

- Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments ensuring that such activities do not pose any risk to students 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 facilities staff (technicians, groundskeepers etc.) and external contractors and ensure their work and conduct do not pose any risk to students and staff.
- Control activities like parking space allocation, waste disposal, building security etc.
- Together with the Finance Manager, 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 any steps necessary in order to improve its Health and Safety standards
- Ensure that the log has been seen by relevant school staff and comment on the extent to which the School complied with recommendations

Occupational Doctor

The School employs a qualified Occupational 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 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 anyone 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 where appropriate

Premises Security

Entry

A perimeter fence is maintained with entry restricted to pedestrians only. There are two entry points onto the school site and the top gate is to be used as the principal point of entry and exit. In the event that a vehicle needs to enter the premises, whenever possible, this should either be done before 8:00am or after 5:00pm from the top gate. The bottom gate is to remain closed at all times except for unloading and loading of students on buses.

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. Please see Visitor Policy for more information.

Risk Assessments

The headteacher 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. The evacuation procedure and an evacuation map are 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 and records the incident. In the case of more serious accidents the Nurse is required to complete an accident report. For more information, please read our [First Aid Policy](#).

Medical Records and Information

Each student, 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 student's medical information especially when on trips.

The School requires to be informed of any contagions or serious illness. If a significant number of cases appear the School will notify all the relevant state authorities who will take control of the Health and Safety processes to be followed.