



GREEK COMMUNITY SCHOOL OF NOTTINGHAM

HEALTH AND SAFETY POLICY

AIM

“To provide a safe and health working and learning environment for staff, pupils and visitors.”

INTRODUCTION

The arrangements outlined in this statement and the various other safety provisions made by the Greek School Committee cannot prevent accident or ensure safe and healthy working conditions. The Committee believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone’s personal health and safety. The Greek School will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school activities.

POLICY STATEMENT

As the Head Teacher I recognise my responsibility for giving effect to this statement on the protection of all school staff, and my other persons liable to be affected by the operations and activities of my school. In association with the School Committee, I will ensure sufficient funds are available and manage the health and safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the activities over which I exercise control. Applying the principles of risk management I will ensure that any necessary control measures are introduced and maintained.

It is equally the duty of all school staff to co-operate with the Head Teacher and the School Committee to ensure the safety of themselves, so-employees, students and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

1. THE DUTIES OF THE SCHOOL COMMITTEE

In the discharge of its duty the School Committee, in consultation with the Head, will:

- (a) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- (b) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- (c) Identify and evaluate risks relating to:
 - 1. accidents
 - 2. health
 - 3. school activities
- (d) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students, others.
- (e) Create and monitor the management structure.

In particular the School Committee undertakes to provide:

- (a) A safe place for staff and students to work including safe means of entry and exit.
- (b) Plant, equipment and systems of work which are safe.
- (c) Safe and healthy working conditions which take account of all appropriate:
 - 1. statutory requirements
 - 2. codes of practice whether statutory or advisory

3. guidance whether statutory or advisory

(d) Supervision, training and instructions so that all staff and pupils can perform their school activities in a healthy and safe manner.

(e) Adequate welfare facilities.

So far as is reasonable practicable the School Committee, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers to receive comprehensive information on:

(a) This policy

(b) All other health and safety matters.

(c) The instructions that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2. THE DUTIES OF THE HEAD TEACHER

The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Head will:

(a) Be aware of the basic requirement of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes practices relevant to the work of the school.

(b) Ensure, at all times, the health, safety and welfare of staff, students and others using the school premises and facilities.

(c) Consult with members of staff, including the safety representatives, on health and safety issues.

(d) Arrange systems of risk assessment to allow the prompt identification of potential hazards.

(e) Carry out periodic reviews and safety audits on the findings of the risk assessment.

(f) Identify the training needs of staff and students.

- (g) Encourage staff, students and others to promote health and safety.
- (h) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.
- (i) Encourage all employees to suggest ways and means of reducing risks.
- (j) Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- (k) Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (l) Monitor first aid and welfare provision.
- (m) Monitor the management structure, along with the School Committee.

4. THE DUTIES OF ALL MEMBERS OF STAFF

All staff makes themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes practices relevant to the work of the school. They should:

- (a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- (b) As regards any duty or requirements imposed on his or her employer or any other person by or under any of the relevant provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- (a) be familiar with the safety policy and any and all safety regulations as laid down by the School Committee.
- (b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students.
- (c) see that all plant, machinery and equipment is adequately guarded.
- (d) Not make unauthorised or improper use of plant, machinery and equipment.
- (e) Report any defects in the premises, plant, equipment and facilities which they observe.
- (f) Take an active interest in promoting health and safety and suggest ways of reducing risks.

5. RISK ASSESSMENT

The Head will ensure that a risk assessment survey of the premises methods of work and all school activities is conducted annually. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the School Committee.

6. EMERGENCY PLANS

The Head will ensure that an emergency plan is prepared to cover all major incidents which could put at risk the occupants or users of the school. The plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) save life
- (b) prevent injury
- (c) minimise loss

The plan will be agreed by the School Committee and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

7. ACCIDENTS TO STUDENTS, STAFF OR VISITORS

Accidents to students should be reported through the teacher on the Accidents Book, which is available from the Staff Room. The Accident Book should then be forwarded to the Head Teacher for signature.

Employed staff and visitors complete the Accident Book themselves and then forward it for the similar procedure.

In terms of all fatalities, major injuries and conditions it is the responsibility of all staff to inform the Head Teacher or Deputy Head or a member of the School Committee.

Transfer to Hospital

This is done via ambulance if the patient cannot walk or is unconscious. Head Teacher will make the decision as to whether an ambulance is called or student's parents are called upon to do this. In any case parents should be notified as soon as possible. Also a look – out is posted on Nottingham Road to indicate the nearest access point to the accident.

First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable incidents. The names of staff qualified to give first aid will be announced and reviewed annually. Supplies of first aid material will be held at Staff Room. They will be prominently marked and all staff will be informed of their position. The materials will be checked regularly by the qualified first aider and deficiencies made good without delay.

8. FIRST AID ARRANGEMENTS

We are fortunate to have a First Aider on duty each school day between the hours of 10 am and 3.00 pm. The staff room has first aid boxes for use where immediate action is required.

9. ILL OR INJURED STUDENTS' POLICY

Greek School recognizes that students may become ill or injured at school. An updated Registration Card must be on file for all students with means for contacting parents and/or emergency contacts. This card must be updated at the start of each new school year. When a student becomes ill or injured, the parent is the first contact attempt. If after attempting to contact the parents with no success, then the emergency contacts should be contacted. When at all possible, the parent should be notified of the illness or injury. If the parent is reached via phone and would like to designate someone other than who is listed on the emergency card to pick up their student, this should be so noted. The emergency contact (other than parent) cannot designate someone other than who is listed on the card.

If the parent and emergency contact(s) are not able to be reached (and it is a non-911 situation), administration should determine the appropriate action. This can include housing the student until a parent/emergency contact is reached, contacting 911 if the injury or illness needs immediate medical treatment, referring the situation to the police department for possible temporary care of the student.

The following are guidelines in regards to when a student should be sent home. This list is not all inclusive and other situations may deem it necessary to send student home:

- Fever of 100 degrees or greater (if a student has just come in from PE, they should rest for 5-10 minutes and then take their temperature to rule out false positives).
- Rash of unknown cause that is systemic in nature or accompanied by a fever.

- Suspected conjunctivitis (red, itchy eyes with exudate or inflamed conjunctiva)
- Contagious conditions such as untreated ringworm, head lice, impetigo, etc.
- Vomiting and/or diarrhea when accompanied by malaise or fever.
- Any suspected fracture unless the parent requests the student to stay in school (obvious displaced fractures must be sent home)
- Head injury with any loss of consciousness (brief-otherwise 911 should be called), severe headache or visual disturbances
- Cuts or gashes that are greater than 1" long and ½" wide or if any underlying structures are visible or bleeding is not controlled within 5 minutes.
- Puncture wounds that are deep or serious in nature.
- Medical conditions that are not 'under control' such as asthma that has not responded to inhaler treatment or excessive blood sugar levels with no insulin available, etc)

Students who are ill or injured should not be allowed to walk home, even with parent's permission. If a parent insists, administration should be contacted for consultation.

Students may return to school when they have been a febrile for a minimum of 24 hours and are asymptomatic. Students who have had contagious conditions such as head lice, ringworm, chickenpox, impetigo or other conditions deemed to be contagious, must be cleared through the Health Office prior to readmittance to school. A note from a physician may also suffice for a clearance.

10. FIRE DRILL PROCEDURE

1. There will be no prior warning of a fire drill.
2. The warning signal will be the fire bell.
3. At least one practice will be held per term. This will be recorded in the Book of Incidence.

4. When the fire bell sounds, the teacher in charge of each group should instruct all students in the class to stop work and lead out in good order and in silence by the nearest exit, in single file. There must be no attempt to collect personal belongings and the classroom door should be closed after the room has been vacated.
5. Registers will be kept with the teacher of each group. The Head teacher will remain by the telephone and call Emergency Services.
6. It is important that firm discipline is maintained. Approximately 5 minutes is the time considered to be satisfactory in evacuating the premises. This does not include the register check.
7. Group teachers will check their own group and return registers to the Head, who will report that all the students have been accounted for. If any member of staff mentioned above should be absent, it is accepted that another member of staff will substitute.
8. After the drill, students should be escorted back to their teaching areas in good order.
9. All visitors to the school must comply with the fire drill procedure that will be issued to them and report to the Head teacher.