



St. Lawrence College
The British School in Greece

St. Lawrence College

Health & Safety

Policy

Our school is one community, united in our respect for each other, tolerant of differences and proud of our diversity, honest and positive about our learning and behaviour every day.

Issued: September 2016

Updated: November 2019

To be reviewed: November 2020

To be distributed to: Staff, Parents & Visitors via school website



Policy Statement

We are committed to ensuring the health and safety of our staff and students and to providing a safe environment for all those attending our premises through regular assessments of risks in the work and study place.

In particular we are committed to maintaining safe and healthy working and studying conditions through the control of the health and safety risks arising from our activities, plant and equipment; ensuring the safe handling and use of substances; consulting with our staff and providing appropriate information, instruction, training and supervision; and taking steps to prevent accidents and cases of work-related ill health.

What is covered by this policy?

In accordance with our health and safety duties, we are responsible for:

- Assessing risks to health and safety and identifying ways to overcome them.
- Providing and maintaining a healthy and safe place to work and study and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
- Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Regularly monitoring and reviewing the management of health and safety, and thereafter making any necessary changes and bringing those to the attention of all staff and students, as appropriate.



Personnel responsible for implementation of this policy

The Directors have overall responsibility for health and safety, the operation of this policy and have nominated the Headmaster and the Business Manager to have day-to-day responsibility for health and safety matters.

The Headmaster and the Business Manager are responsible for the implementation of this policy statement and keeping it under review.

Safety inspections ensuring that legal requirements are met and ensuring that any necessary health and safety risk assessments are undertaken regularly and any recommendations are recorded and implemented.

All members of staff have a duty to look after their own and others' health and safety. In addition, all school staff have a duty under common law to take care of students in the same way that a prudent parent would.

As such it is the responsibility of members of staff (teaching and non-teaching), to ensure that the Headmaster and the Business Manager are informed of any hazards present in the College.

In practice, this means 'if you see something which you consider to be a hazard' report it. Do NOT assume that someone else will.

Code of Practice

A clean and orderly environment is essential for students and staff of the College. Staff have a particular responsibility for ensuring that classrooms are neat and tidy in order that cleaning staff may undertake their duties.

Periodic checks of the contents and layout of classrooms should be made by teachers. Defective equipment, fittings and furniture should be reported immediately to the Business Manager

Key guidelines:

Make sure that all doors are unlocked daily, and that all doors including fire doors are easy to open and free from obstruction.

Ensure that free-standing furniture is not placed in such a position that it can be pushed over

Avoid storing heavy equipment, materials etc. on top of tall cupboards and high shelves.



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Ensure that all floor areas are kept clear of obstructions other than furniture so that cleaning staff are able to work safely and efficiently.

Make sure that all furniture is in a good state of repair. Take out of use, and report as necessary, any defective item of furniture or equipment.

Keep all sinks and wash basins free from obstruction so that they can be kept clean and hygienic.

As far as practicable, keep working surfaces clear so that cleaners can wipe down as necessary

Report any insecure wall-mounted units.

Make sure that light sockets are not left without a bulb, to avoid the possibility of electric shock

Do not leave electric power cables, leads etc trailing across the floor.

Switch off and un-plug electrical equipment after use.

Edged or pointed tools (such as scissors, knives, compasses) should be regularly checked for damage and stored safely.

Hazardous, toxic or flammable materials (bleaches, polishes, paint etc) should also be stored securely.

Emergency Evacuation

In case of emergency due to fire or earthquake, the Emergency Evacuation Policy applies.

Other Specific Hazards

Machinery

Unauthorized persons should not use powered machinery. Students should not use powered machinery, except as part of a proper lesson.

Do not use powered machinery if you are unsure of it.

Do not use power machinery if you are alone in the work area.



Workshops, Grounds Storage Basements & Boiler Rooms

Students must not enter these places.

Laboratories

Students must not be in laboratories unsupervised.

The laboratories should be locked when unattended.

Chemical hazards will normally be dealt with by the Chemistry teaching staff.

High voltage equipment will normally be used only by the Physics teaching staff.

Litter

Litter must not be allowed to accumulate in such a way as could lead to a fire hazard.

Empty tins should not be discarded thoughtlessly, especially on the lawns and fields, where they can become dangerous.

Broken Glass

Broken windows should be reported immediately.

Students should NOT be asked to pick up broken glass.

If necessary, a temporary barrier could be erected using chairs etc.

Electrical Installation Work

Electrical work should be undertaken by persons who are employed to do it. This normally means external electrical contractors. Faulty equipment, loose, worn or frayed wiring, damaged plugs etc. should be reported immediately. Do not attempt to fix it yourself.



Ladders, Building Work etc.

When overhead work is being carried out, an area should be roped off to prevent danger to passers-by.

Students must not climb ladders, scaffolding towers etc.

Equipment

All staff and students must use equipment in accordance with operating instructions, any instructions given by relevant teaching staff and any relevant training. Any fault with, damage to, or concern about any equipment or its use must immediately be report to the Headmaster and the Business Manager

No person should attempt to repair equipment unless trained and designated to do so.

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
- Inform the School in writing using the appropriate log of steps necessary in order to maintain and improve the 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

The School employs a qualified occupational Doctor whose job is to ensure the Health and Safety of all pupils and staff in School. In particular, the Occupational Doctor is obliged to:

- Visit the School twice a month in order to meet staff and discuss any of their health concerns.
- Keep confidential files of all staff health records and keep them updated according to the findings of their periodical health examination.
- Inform the School of any issues that would prevent a member of staff performing their duties safely and competently.
- In cases where a significant health issue is identified, which affects the physical or mental capability of a worker to perform his/her tasks, the occupational doctor recommends either a temporary or permanent change of position, or the introduction of appropriate measures (e.g. technical, organizational) to adjust the requirements of the job to his/her current health status.
- Inform the School of any processes that it must put in place in order to minimize all work – related health risks and promote the health of the staff.

Accidents and Treatment

Sudden sickness or accidents must be reported to the School Nurse who offers treatment and completes an incident report.

All treatment and medications take place in the Nurse's office or in the place of the accident if the injured person should not be moved.

It is the Nurse's responsibility to contact the parent/guardian and inform them of the incident/accident and the treatment that was followed.

In the event of a more serious situation the parent is asked to come to the School to take the child to our contracted Medical Centre "Medi First" for further medical assessment.



Should the event require it, the child is taken directly to a hospital by ambulance accompanied by the Nurse and the parent/guardian is asked to go directly to the designated hospital.

The pupil's medical record is taken along to the hospital.

The School offers to all pupils medical insurance in case of an injury during school hours, trips or activities.

The School provides basic life support training to staff and pupils as well as the use of the Automatic External Defibrillator (AED) which is part of the Nurses' office equipment.

Medical Records

Each pupil, upon admission to the School is required to provide a medical record which is kept by the School nurse and parents are expected to inform the School of updated inoculations and any developing conditions.

A Cardiologist's and Dermatologist's Health Certificate is also required to enable the pupil to participate in P.E, Sports events, Swimming, Trips and School Adventure Activities.

In the event of a contagious illness, the School must be informed immediately and if deemed necessary the relevant state authorities will be notified.

Premises Security:

Entry

A perimeter fence is maintained with entry allowed to pedestrians only through the main gate.

School buses, staff cars, supplier's vehicles enter the premises through the back gate, they park in designated places and they leave through this gate.



Visitors

Visitors must present themselves to security at the main gate where they are issued with a numbered visitor badge and the details of the visitor are written in the log book.

The security guard completes the visit by writing the time at which the visitor leaves in the log book.

Risk Assessments

Risk assessments are carried out for the premises related issues and out of School Activities and Trips.

Review of policy

Safety is an on-going concern. Additions to this policy can be made at any time in the future.

This policy will be continually reviewed to ensure that it is achieving its stated objectives

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