

# **GREEK PARENTS ASSOCIATION**

## **HEALTH & SAFETY POLICY**

### **Policy Statement**

Our Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people, including clients who may be affected by our activities or attend at our premises

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set in this document. The policy will be kept up to date particularly if the Project changes in size or nature. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Management Committee.

### **Responsibilities**

- The overall and final responsibility for health and safety in GPA lies with the Management Committee
- The co-ordinator shall be responsible for ensuring the policy is carried out in the work place
- In the absence of the Co-ordinator the Administrator shall act as deputy
- All members of staff have the responsibility to cooperate with management to achieve a healthy and safe work place and to take reasonable care of themselves and others
- Whenever a member of staff or a member of the Management Committee notices a health or safety problem which they are not able to put right , they must immediately inform the Co-ordinator
- Consultation between staff and Management Committee regarding all safety matters, including this policy shall take place at meetings of the Management Committee at which staff are present

### **Genera Arrangements**

#### **Accidents**

- **The first aid box is kept on the filing cabinet in the office**
- **The person responsible for the box is Mrs Elli Politsos**
- **The Accident record book is kept with the first aid box**
- **The First Aid officers are**

## **General Fire Safety**

- Checking the arrangements and equipment for general life safety, exit routes extinguishers on route is the responsibility of the Management Committee
- Fire extinguishers within the GPA's building are Management committee's responsibility and will be checked annually.
- Extinguishers are located at the entrance hall, the main hall, the classroom, the kitchen and the office.
- The fire exits shall be unobstructed at all times and it shall be the responsibility for the person opening the office in the morning to ensure that they are unlocked.
- All new workers shall be made aware of the arrangements for fire safety as part of the induction

## **HAZARDS**

- Cleaning of the office is the responsibility of the caretaker which includes the emptying of bins
- The kitchen shall be cleaned by the cleaning lady. Her duty is to ensure that all surfaces are cleaned, the fridge/microwave are cleaned and the floor is clean and dry.
- Members of the staff are responsible for washing their own crockery, cutlery etc. They should also ensure that all food is put away and that surfaces are left clean.
- Entrance and exits must be kept clear at all times
- All deliveries will be dealt with upon arrival and put in the designated place.

## **Chemicals**

- All chemicals, inks etc must be stored upright in sealed containers and placed in the appropriate cabinet. No chemicals shall be left open or placed on the floor.
- All chemicals shall be used in accordance with the supplier's instructions only.
- Spillages of any chemicals should be dealt with immediately avoiding skin contact and as directed by the supplier's label.

## **Photocopier**

- The supplier's manual shall be referred to and any recommendations observed when changing toner, cleaning components or clearing jams

## **General**

- All paper and materials will be stacked neatly on the appropriate shelving and will not be left in a place liable to cause an obstruction.

## **Use of VDUs Guidelines**

- Adjust chair to suit height of user
- Adjust contrast and screen brightness to suit user
- Use the document holder supplied
- Take ten minute break after each hour's continuous usage
- Members of staff who are pregnant have the option not to use the VDUs for the duration of the pregnancy

## **SMOKING**

- Smoking is not permitted in any of the GPA's Buildings.

## **Health and Safety Representative**

- GPA's Health and Safety Officer is **Mr Panayiotis Yiacoumi** and its Deputy **Ms Maria Kasamia**.

**Reviewed on 12 June 2012**