



GOFFS GREEK SCHOOL

IN ASSOCIATION WITH

GREEK PARENTS ASSOCIATION

HEALTH & SAFETY POLICY

Document Approvals

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Version History

Version	Author	Date	Description
1	Maria Kazamia	April 2012	GPA Initial version
2	Ioanna Michaelidou	September 2015	GPA Revision
3	Savvas E	October 2019	Reworked for Goffs Greek School

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Policy Statement

This policy covers Goffs Greek School staff, pupils, and its visitors. It aims to show how the Greek Parents Association (GPA), Goffs Greek School committee members and Head Teacher discharge their duties under the Health and Safety at Work etc Act 1974.

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 parents who may be affected by our activities or attend the premises that Goffs Greek School operates its language school.

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 two years by the Executive Management Committee.

Responsibilities

The **Executive Committee and its committee member** have ultimate control of the operation of Goffs Greek School. They will:

- Decide policy
- Give strategic guidance
- Monitor and review health and safety issues
- Coordinate and be responsible for ensuring the policy is carried out in the work place
- 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 Executive Committee
- Consultation between staff and Management Committee regarding safety matters, including this policy shall take a place at meetings of the Management Committee at which staff are present
- Review and monitor the effectiveness of this policy

All School Staff, Assistants and Committee members will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed around the building and all fire exit routes have appropriate signage.
- A fire drill is practised and documented at least once every school term
- Evacuation times and any issues which arise are reported to the Executive Committee
- Fire extinguishers are checked annually by Goffs Academy the landlords
- A separate fire safety policy and risk assessment has been produced

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

General Arrangements

First Aid Provision

- Goffs Greek School has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- There should be a minimum of one first aider onsite every Saturday
- The first aid box is kept on the printer trolley which is located next to the Treasury desk every Saturday (This is located by the entrance into and out of the school premises). A secondary medical box is located in the canteen area with our supplies. A spare medical box is available in the store room located on the second floor.
- The persons responsible for the box(es) are all committee members operating on the day
- The Accident record book is kept with the first aid box which too is located on the printer trolley.

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 Goffs Academy building in which Goffs Greek School operates out of is the responsibility of Goffs Academy 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

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 cleaning 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 a 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 on the grounds of Goffs Academy.

Health and Safety Representative

- Goffs Greek School Health and Safety Representatives are members of the school committee who volunteer their time. The Executive committee members are always accessible but there is no dedicated individual on any given Saturday as the team operates on a rota basis.