

Health and safety policy

1 General statement

The Greek School of Coventry is working towards a comprehensive health and safety policy and is bound to abide by the Health and Safety at Work Act. This lays down certain duties on all teachers and volunteers. The duties are to take care of their own safety and that of other, volunteers and visitors, and to co-operate with the Executive Committee and its officers to enable it to carry out its responsibilities. In particular, teachers and volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation's premises at any time
- adhere to safety procedures laid down by the Greek School of Coventry from time to time, and conform to all instructions given by those with a responsibility for health and safety
- record all accidents, near-miss occurrences and hazardous situations in the health and safety/accident book and report them to the next Executive Committee Meeting.
- meet their other statutory safety obligations, including that laid down in Section 8 of the Act, which states that 'no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

2 Organisation and responsibilities

2.1 Trustee board/management committee

Overall and final health and safety responsibility within the organisation lies with the Church Executive Committee. The Executive Committee shall appoint one person, who will take the responsibility for drawing to the attention of the Executive Committee, teachers and volunteers any health and safety matters that need to be discussed and/or acted upon.

2.2 Delegated responsibility

The Chairman/Co-Ordinator and the head teacher /or the Assistant Chairman/Co-Ordinator, shall be given delegated responsibility for ensuring that the health and safety policy is carried out within the organisation. In particular, they will be given delegated responsibility for:

- carrying out regular safety inspections in the rooms utilised by Greek School Of Coventry
- ensuring that teachers and children are provided with suitable seating and appropriate work stations
- ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, and so on.



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- ensuring that the general fabric of the class rooms and equipment used by teachers is maintained
- investigating and reporting accidents
- making children, teachers and volunteers aware of the specific fire escapes and fire extinguishers within the building
- ensuring staff and volunteers are given a copy of this policy and understand its contents
- ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- drawing to the attention of the trustee board and staff any new legislation on health and safety relevant to the work of Greek School Of Coventry
- drawing to the trustee board's attention any matters they are unable to deal with.

2.3 Teaching Staff /volunteers

All teachers and school volunteers have a responsibility to:

- read and fully understand the Greek School of Coventry's policy statement and the procedures to be carried out in the event of an emergency; if there is any doubt about the meaning, staff must seek clarification from the Chairman/Co-ordinator.
- co-operate with the trustee board and the Greek School Of Coventry, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- report to the Head teacher within 24 hours of any accident occurring:
 - on the premises
 - off the premises, while acting on behalf of the Greek School Of Coventry
- bring to the notice of the head teacher any potentially dangerous circumstances that the staff/volunteer is unable to put right.

2.4 Review

The Chairman/Co-ordinator, in conjunction with the head teacher, will keep this policy under constant review to reflect any changes in legislation. The policy will be fully reviewed every three years and will be subject to approval by the Church Executive Committee.

3 General arrangements



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3.1 Accidents, near-miss occurrences and hazardous situations

The Greek School Of Coventry has a health and safety accident book located in the school office and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to the Chairman. In addition to reporting accidents, it is equally important to report near misses and potential hazards, so as to enable preventative action to be taken before it is too late. Once an incident has been recorded in the accident book, the sheet must be removed and stored separately, for example, in the personnel file.

It is the responsibility of the head -teacher to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident reoccurring.

The Chairman/ head teacher is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Environmental Health Department. RIDDOR covers the following incidents:

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences
- accidents causing more than three days' incapacity for work
- Certain work-related diseases.

A first-aid kit is available in Kitchen and office of School.

3.2 General fire safety

The Chairman is responsible for the maintenance of the fire-fighting equipment and the arrangement of regular fire safety checks and fire drills. The Chairman also holds a fire certificate for the building. All staff must also read and understand the fire procedure. A fire notice is located in the school office.

4 Personal safety

- Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.
- All windows and entry doors will be lockable.
- Staff who are going to be away on [organisation's name] business should make it clear to other staff where they will be, how long for and how they can be contacted.
- Staff should inform the office who they wish to be contacted in the event of an emergency, giving contact details.
- Visits to the bank should not be at a regular time.
- Staff should not put themselves at risk on account of the Greek School Of Coventry property.
- All incidents of aggression or violence and any threat to personal safety should be reported to the Chairman and recorded in the accident book.
- Staff should be vigilant with regards to terrorist incident warnings – for example, unattended bags.



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These Policies were reviewed 13 December 2014 and adopted by the Church Executive Committee on 28 January 2015

Signed: Date: 28 January 2015

Date implemented	Future review dates						
	2010	2011	2012	2013	2014	2015	2016
Date reviewed							
Date approved by trustees							



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