

St Cyprian's Greek Orthodox Primary Academy




Health and Safety Policy

Revised: July 2016

Reviewed and ratified by Full Academy Trust:

Date: 11/07/16

Signed: 

Name: A Broadberry

Position: Chair of Premises

Health & Safety Policy

Contents

1. Mission Statement

2. Statement of intent

3. Organisational Responsibility

- 3.1. Overall Approach
- 3.2. Roles & Responsibilities
- 3.3. Directors & Head Teacher
- 3.4. Head Teacher
- 3.5. Staff
- 3.6. Office Staff
- 3.7. Site Manager

4. Arrangements

4.1. Medication

4.2. Accidents

4.2.1. First Aid

4.3. Hazards: General

4.3.1. Electrical

4.3.2. Environmental

4.3.3. Control of Substances Hazardous to Health (COSHH)

4.3.4. Off Site – School Visits or Journeys

4.4. Emergency Evacuation

4.4.1. Fire

4.4.2. Zeus

4.4.3. Lunchtime

4.4.4. Wrap Around Club

4.4.5. After School Clubs

4.5. Fire Precautions

4.5.1 General Operation

4.5.2 Fire Exit and Assembly Points

4.5.3 Designated Fire Warden Duties

5. Monitoring

1. Our Mission Statement:

'The aim of St. Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

2. Statement of Intent

The Directors and Head Teacher of St Cyprian's Greek Orthodox Primary Academy recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, and pupils and other persons who may be affected by any of the school's activities.

The Directors and Head Teacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Directors and Head Teacher aim:

- To ensure senior staff develop & maintain a culture within the school supportive of health, safety & welfare
- To establish an effective safety management structure & arrangements to implement requirements
- To ensure a systematic approach to the assessment & control of risks
- To ensure that employees are competent in the work that they are doing
- To ensure that employees actively participate in identifying hazards
- To minimise hazards entering the school
- To ensure the competence & management of contractors on school premises
- To monitor work practices & regularly review safety management systems

The Directors and Head Teacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Department of Education.

Every employee is responsible for his / her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Directors and Head Teacher will establish and maintain a school safety committee for this purpose.

3. Organisational Responsibilities for Health and Safety

3.1. Overall Approach

The main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Head Teacher, and Chair of the Academy Trust. To fulfil these responsibilities, the Head Teacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Head Teacher once tasks have been completed. The Head Teacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and, where appropriate, liaises with the Chair of Governors or Local Education Authority (LEA) on matters that need taking forward or which need expenditure.

The arrangements, i.e. policies on key topics, are contained within the Education Department's Health and Safety Manual. A copy of the manual is held by the Head Teacher and is available for staff to see.

3.2. Roles & Responsibilities

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

3.2.1. Directors & Head Teacher

- To ensure there is an adequate, signed & up-to-date Health and Safety Policy
- To commit resources to fulfil the Health and Safety Policy
- To ensure that there is a Health and Safety Plan for each year
- To prioritise actions where resources are required
- To ensure actions are undertaken
- To monitor achievement of plans & extent of compliance with standards
- To monitor trends in accidents & incidents
- To receive & where appropriate action inspection reports
- To include health and safety on the Academy Trust meeting agenda
- To receive & where appropriate action the minutes of the school's Health & Safety Committee
- To produce an annual report on health and safety
- To periodically review the adequacy of health & safety arrangements

3.2.2. Head Teacher

- To ensure staff are competent to undertake tasks delegated to them
- To identify staff training needs & to arrange for appropriate training
- To ensure risk assessments are undertaken
- To ensure appropriate action is taken on identified significant risks
- To ensure that there are procedures for serious & imminent danger

- To investigate accidents & complete the appropriate paper-work
- To consult staff and safety representatives on health and safety matters
- To co-operate with & provide necessary facilities for trades' union safety representatives
- To ensure the induction of new and transferring staff and volunteers
- To manage maintenance contracts e.g. for gym equipment
- To ensure safe hiring of school premises to third parties
- To ensure the competency & management of visiting contractors
- To ensure the safety of visitors to the school
- To ensure regular inspections of the school's premises
- To submit inspection reports to the Academy Trust
- To pass on health and safety information received to the appropriate people
- To be participate in safety audits
- To organise portable electrical appliance testing
- To maintain health & safety records e.g. records on fire alarm servicing, etc

3.2.3. Staff

- To check that classrooms and work areas are safe
- To check that equipment is safe before use
- To ensure that safety procedures are followed
- To ensure that appropriate protective equipment is available & used, when needed
- To participate in risk assessments, inspections, audits and the health and safety committee, if appropriate
- To bring problems to the Site Manager
- To report all accidents and incidents

3.2.4. Office Staff

- To manage the front door and security system
- To dispatch completed accident investigation forms
- To ensure first aid is administered, if appropriate
- To ensure first aid equipment is up-to-date & available
- To ensure unwell children are monitored
- To help maintain health & safety records e.g. records on fire alarm servicing, etc

3.2.5. Site Manager

- To test the fire alarm each week
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate & maintained
- To monitor that the school cleaners work safely
- To arrange and manage for contractors to undertake small repair works
- To report hazards

4. Arrangements

4.1. Medication

- Children should never be allowed to be responsible for their own medicines in school, except in special circumstances.
- If prescribed medication is required during school hours and no alternative arrangements can be made, it must be handed to the office who will organise for the child to receive their prescribed dose.
- A letter needs to accompany the medication. This should state the child's name, class and name of medication.
- Only one dose of the medication will be accepted each day and that should be in a container, clearly marked with the child's name, class and name of medication.
- School will not accept the responsibility of administering the first prescribed dosage.
- It is not wise to have two different medications for one child to be administered at the same time.
- The class teacher should be kept informed at all times.
- Please also see the Medical Conditions Policy

4.2. Accidents.

- All accidents must be reported to the headteacher
- The Headteacher will arrange for all accidents to be investigated
- In case of injury, the Headteacher will arrange for an accident Report to be completed and sent to the Central Safety Officer at Croydon Council.
- If a child is injured, the office staff will inform the child's parents as soon as possible.

4.2.1. First Aid

- Refer to First Aid policy for detailed arrangements

4.3. Hazards: General

- All hazards likely to lead to damage or injury must be reported to the Headteacher without delay.

- The Headteacher will take appropriate action based on the seriousness of the hazard and degree of risk involved.

4.3.1. Hazards: Electrical

- Electrical Safety: Please refer to LEA Code of Practice.
- The Headteacher will arrange for electrical appliance testing will be carried out annually, normally in the summer term.

4.3.2. Hazards: Environmental Health

- Minor defects in lighting, heating and ventilation, judged to be easily remedied, should be reported to the Site Manager in the first instance.
- Where the problem persists, or in the case of more serious defects, the matter should be reported to the Headteacher
- The Headteacher will arrange for the necessary repairs.

4.3.3. Hazards: COSHH

COSHH Definition: A hazardous substance is any material, mixture, or compound, which can harm people's health.

COSHH Management Principle: Assess each substance for any possible health dangers and plan how to eliminate or at least minimise them. There may be an alternative method of use or a different, less dangerous substance. Treat all substances with respect as new research often determines items once thought to be safe to are subsequently a health hazard.

COSHH Management Practise:

Take the following steps to minimise possible health risks:-

- Assess what substances are present and what possible harmful effects they may have.
- For example special care should be taken with the following items:-
 - certain fixatives, Tipex, gummed paper, fungicidal wallpaper paste, clay hardener, luminous paints.
- Obtain Safety Data Sheets from manufacturer.
 - Safety Data Sheets should be kept in a COSHH folder

- Ensure that substances are stored safely in secure, correctly labelled containers. If necessary in a locked store and away from any heat source.
- Check that they are handled safely and any necessary protective clothing is worn, i.e. gloves, face protector, breathing mask etc.
- When working with hazardous substances be aware of the following.
 - Adequate ventilation.
 - Avoid contamination of other items.
 - Wipe up spillage at once.
 - Wash hands after use.
 - Teach those concerned how to handle them safely.
 - Plan ahead for safe use.

4.3.4. Hazards: Off Site - School visits or Journeys.

All visits and journeys off site will be arranged in accordance with the Trips and Residential visits Policy and Procedure.

4.4. Emergency Evacuation Procedures

4.4.1. Fire Evacuation

- When the 'evacuation siren' sounds, the school will be evacuated as quickly as possible and the fire brigade called automatically.
- Under the direction of a teacher (or other member of staff) the children will immediately stand quietly; form a line and lead out of the school by the quickest route, to a place of safety at the perimeter fence of the school site.
- The teacher (or other member of staff) will count the children and, with reference to the fire laminate register, will ensure that all the children have vacated the building.
- Office staff will check number of children in each class with the class teacher (or other member of staff) against SIMS attendance report to identify any missing children.
- If the nearest exit is into Ingram Road playground, staff and children must line up against the perimeter fence and wait for SBM to meet them.
- Johanna Scarry (or Vicki Yeats in her absence) will exit the building into the Ingram Road playground to check for staff and pupils. She will call VY (or in her absence VY will call Xenia Aristidou) to confirm numbers and will lead the staff and pupils to the Springfield Road playground.
- Office staff will check that all staff and visitors have vacated the building using the signing in logs as reference.
- The teacher or the adult responsible for the class will raise their hand in the air once all children have been counted and verified present.

- Any difficulties in this respect must be reported the Headteacher or the Deputy Headteacher.
- No one must re-enter the building until the all clear is given.

4.4.2. Operation ZEUS Evacuation

This procedure is applied on receipt of any threatening communication that requires a police response.

1. A coded message will be announced over the tannoy; 'Operation Zeus has been activated'. The office will have rung the police, who will be on their way.
2. Stay calm; do not inform the children.
3. Search your room for suspicious packages:
You should be familiar with your area and what you would normally expect to find there. You do not need to be experts in explosives or other devices but able to recognise anything that should not be there, is out of place or not yet accounted for.
4. If there is a suspicious item, do not touch it. Inform the Office immediately and prepare for evacuation. Do not evacuate until the fire alarm is ringing, then follow fire evacuation procedure
5. If you have not found anything suspicious inform the Office and await further instructions
6. Ensure the number of children present is written on the class fire laminate register. If the announcement is made before electronic registers have been taken in the morning, call the office to inform them of the number of children in your class.
7. In the event of a malicious threat being received, the office should be informed of the names of children who walk home so that parents can be contacted to collect them.
8. If you are a warden and are on your own or not in class and unable to check your designated area, please call the office to inform them.
9. If you are running a lunchtime club, the teacher in charge should take the children into the playground by the nearest exit, checking the toilets on the way.

4.4.3 Emergency Evacuation Procedures Lunchtime

- Under the direction of Androulla Banitsiotis, the children in the hall will be directed into Springfield Road playground by the Midday Supervisors and line up by the perimeter fence.
- Pupils already in playgrounds will line up against the perimeter fence.

- Midday Supervisors will count numbers of children in each class.
- Sarah Stylianou will check hall toilets before exiting the building.
- Rehana Hussain will check Reception toilets before exiting the building.
- Office staff will check numbers in Ingram Road playground.
- JS will check numbers in Springfield Road playground and liaise with VY to confirm numbers and then lead staff and pupils to Ingram Road playground.

4.4.4. Emergency Evacuation Procedures Wrap Around Club

- When the 'evacuation siren' sounds, the school will be evacuated as quickly as possible and the fire brigade called automatically.
- Under the direction of the Lisa Bolton (or other member of wrap around club staff in her absence) the children will immediately stand quietly; form a line and lead out of the school by the quickest route, to a place of safety at the perimeter fence of the school site. Another member of staff will check the toilets before exiting the building.
- Lisa Bolton will count the children with reference to the number on the club register. In the event of a discrepancy Lisa Bolton will take a roll call to identify the missing child/children and inform the HT or member of SLT in the HT absence.
- Lisa Bolton will raise her hand in the air once all children have been counted and verified present.
- No one must re-enter the building until the all clear is given.

4.4.5. Emergency Evacuation Procedures After School Clubs

- When the 'evacuation siren' sounds, the school will be evacuated as quickly as possible and the fire brigade called automatically.
- Under the direction of the Club Leader the children will immediately stand quietly; form a line and lead out of the school by the quickest route, to a place of safety at the perimeter fence of the school site.
- The Club Leader will count the children with reference to the number on the club register. In the event of a discrepancy the Club Leader will take a roll call to identify the missing child/children and inform the HT or member of SLT in the HT absence.
- The Club Leader will raise their hand in the air once all children have been counted and verified present.
- No one must re-enter the building until the all clear is given.

4.5. Fire precautions.

4.5.1. General Operation

- Class teachers will log the number of children present each morning and afternoon at the bottom of the fire laminate register.
- Fire hydrants are placed at all points of exit.
- Fire blankets are placed adjacent to all cookers
 - The school has a service agreement for the firefighting equipment to be serviced and maintained at regular intervals.
- In case of fire, the nearest alarm should be activated by a responsible adult.
- In this event, the school must be evacuated in line with 'Emergency Evacuation Procedures' (above).
- Site and office staff will be aware of routine fire drills. When the fire alarm is activated at any other time, the fire brigade will be called automatically.
- All doors and other escape routes should be kept unlocked and unblocked at all times.
- Any person using crutches must be taught or work on the ground floor whilst requiring the use of crutches. This may require a class being temporarily sited to accommodate this.

4.5.2. Fire exit and assembly points

The nearest fire exit must be used to exit the building when the alarm has been activated. The main assembly point is in Springfield Road playground. If children are in the back playground i.e during playtimes & PE, the assembly point is in the recreation play-area.

Wrap Around Club – exit into Springfield Road playground

After School Clubs (Hall) – exit via Link Corridor into Springfield Road playground

After School Clubs (main building) – exit via nearest staircase and into Springfield Road playground

4.5.3. Designated Fire Warden Duties

1. Assist your class teacher with the initial search.
2. If there is the need to evacuate, carry out your duties as a fire warden but remain vigilant for suspicious items in the areas you cover.
3. If there isn't a need to evacuate, search the areas you cover for anything suspicious.
4. If there is a suspicious item, do not touch it. Inform the Office immediately and prepare for evacuation.
5. Do not evacuate until the fire alarm is ringing, then follow fire evacuation procedure

5. Monitoring

Consideration of Health, Safety and Welfare matters will form an item on the agenda of each meeting of the Premises, Finance and Personnel. In addition, the Academy Trust will monitor and evaluate the effective working of the system within the school by the following means:

- a) Checking reports of Inspections by the Management and ensuring that these are of high quality and carried out on time.
- b) Receiving reports from Safety Representatives concerning inspections carried out by them
- c) Receiving reports from the Headteacher on:
 - Complaints and hazard reports from staff and visitors
 - Visits from HSE Inspectors
 - New Codes of Practice and methods of implementation
 - Any Safety Audit arranged
 - Any DfE guidance or advice
 - Any new guidance from HSE or ESAC
 - Staff training
 - Any serious incidents which have been referred under RIDDOR
- d) Where deficiencies are identified or action is necessary seeing that:
 - Action is allocated to individuals
 - Time limits have been set
 - Both immediate and long-term remedial action are identified in the case of hazards

Appendix 1: Fire Wardens

Sue Woolford/Kirsten Philp – check girls toilets
Rita Papacleovoulou /Paula Achillea – check staffroom
Gina Beaton/Nina Cini – check boys toilets
Stella Yiannourkou/Dani Basile – check boys toilets
Dani Basile/Stella Yiannourkou – check girls toilets
Yvonne Ricketts/ Androulla Banitsiotis– check Reception toilets
Elias Loizou or teacher in charge– check Skopelos toilet
Marta Bruno/ Joanna Kyriacou – check Nursery toilets
Sarah Stylianou/Fadumina Ali – check hall toilets if evacuating at lunch time
Lisa Bolton – check hall toilets during wrap around club
Johanna Scarry – check toilets by SMB/Caretakers offices

Appendix 2: Evacuation Marshalls (Zeus, fire or any other evacuation)

Sue Woolford/Kirsten Philp – check girls toilets
Rita Papacleovoulou /Paula Achillea – check staffroom
Gina Beaton/Nina Cini – check boys toilets
Stella Yiannourkou/Dani Basile – check boys toilets
Dani Basile/Stella Yiannourkou – check girls toilets
Yvonne Ricketts/ Androulla Banitsiotis– check Reception toilets
Elias Loizou or teacher in charge– check Skopelos toilet
Marta Bruno/ Joanna Kyriacou – check Nursery toilets
Sarah Stylianou/Fadumina Ali – check hall toilets if evacuating at lunch time
Lisa Bolton – check hall toilets during wrap around club

Appendix 3: Additional Wardens - Operation Zeus:

Androulla Banitsiotis – Piano room
Johanna Scarry – Resource cupboards
Yuliya Goomany/Johanna Scarry – Music room
Nina Cini – Costume room
Johanna Scarry – Server room
Miles Rigby / Andreas Stavrou – Grounds
Sue Woolford – Atelier
Stella Yiannourkou – Library
Miles Rigby/ Andreas Stavrou/ Johanna Scarry – Hall
Joanna Georgiou– Kitchen
Floria Panteli – Kitchen car park, mini buses
Sam Petts – Rhodes room
Andreas Stavrou / Tasoulla Cosma – Coffee shop
Kay Smith – SLT offices & toilet
Xenia Aristidou - Lift

Appendix 4: Safety Representatives.

Safety Manager: The Headteacher

Safety Link-Governor:

Safety Representative: The School Business Manager

HEALTH & SAFETY POLICY

Date of next review: July 2017

Declaration of receipt

I confirm that I have received and read the Health & Safety Policy and understand the guidelines herein.

Name: *(please print)*:

Signature: Date:

Please sign and return to the office