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# Health and safety Policy

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**Adopted by the Governing Body:** September 2017

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**Last updated:** September 2018

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**Review date:** October 2019

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**Next review due:** 9<sup>th</sup> September 2021

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**Led by:** A.Kastelanides

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## Health and safety Policy

### General Statement of Policy

Greek Community School at St. Cyprian's Parents' Committee accepts its responsibility for setting out the overall Health and Safety Policy. This policy outlines our intention in so far as it is possible in our rented accommodation, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, volunteers and pupils. The Committee will take all reasonable steps within its power to prevent, or reduce the possibility of:

- Harm and injury to pupils, employees, volunteers, members of the general public, and
- Damage to property, plant, machinery, equipment, tools, materials and the environment

by providing protection from foreseeable risks by promoting continuous improvement in Health, Safety and Wellbeing standards.

Whilst the Committee have the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of personal accident or injury, it must be emphasised that individual responsibility cannot fall on individual members of the Committee unless there has been an element of negligence, fraud or other criminal action.

The policy will be kept up to date, particularly as the GCS changes in nature and size. To ensure this, the policy will be reviewed every year.

### Responsibilities

The Committee will delegate authority for the development and implementation of this policy to the **Head teacher** who will ensure the safe day-to-day running of the school and that this Health and Safety Policy is maintained. The Head teacher will ensure that all employees and volunteers are aware of the content so that everyone can fulfil their duties to co-operate with this policy. Any amendments or updates to this policy will be brought to the attention of the relevant pupils, employees, volunteers, parents and members of the general public by the Head teacher.

Accidents and all other Health and Safety incidents including near misses are to be reported by the Head teacher in accordance with the CYPS Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences at Education Establishments.

Therefore, whenever another employee, volunteer, pupil or parent notices a health or safety problem that they are not able to put right, they must straight away report this to the Head teacher, who in turn will report where appropriate to the Head teacher of the mainstream school.

The Head Teacher will liaise with the mainstream school to ensure that equipment and premises are safe.

It is imperative that all staff and volunteers should comply with the following health and safety guidelines and procedures:

- Fire**
1. Staff and volunteers will read, be aware of and make children aware of the fire exits, fire regulations and evacuation routes. Visitors should be made aware of arrangements in case of a fire.
  2. Staff and volunteers will know the whereabouts of fire extinguishers.
  3. Fire drills will be carried out regularly at the beginning of each new term, or whenever new children arrive. All fire drills will be recorded in the daily register.
  4. Make sure with the Day school that fire Extinguishers, Smoke Detectors and Fire Exits are clearly identified, kept clear and unlocked when the building is in use at all times.
  5. **Check with day school that Fire Extinguishers, Smoke Detectors and Fire Alarm are checked regularly by an appointed person.**
  6. If anyone is in doubt of the ability of using the fire extinguisher to extinguish a fire, they will not attempt to tackle it, but will telephone the Fire Brigade. The safety of the children, staff and volunteers is the top priority.
  7. Fire Procedures detailing action to be taken in the event of a fire, should be displayed. (check with day school)
- Equipment**
1. Furniture, toys and equipment will be kept clean and in good repair. Staff and volunteers will check all equipment regularly.
  2. Electrical leads will be tucked safely away. They will not be in such a position that an appliance could be easily pulled down or on top of someone.
  3. Tables and chairs will be placed in such a way so as not to cause injury or obstruction.
  4. Staff and volunteers will read the instructions of any equipment in use and follow them.
  5. Potentially hazardous equipment will be protected or put out of the way of children. Hazard information will be accessible for everyone who needs it.
  6. Any unsafe item or situation will be made safe or reported immediately to the Head teacher

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- Premises**
1. Entrances and exits (including fire exits) will be kept clear and accessible at all times.
  2. Liaise with mainstream school so that premises will be kept clean, well lit, adequately ventilated and maintained in a suitable state of repair and decoration.
  3. Rooms will be maintained at an adequate temperature.
  4. Outdoor play space will be kept safe, secure and well maintained.
  5. **Rooms used by GCS will be used solely by the school during the hours of operation.**
  6. Premises are risk assessed by the mainstream school but activities will be risk assessed by the GCS and a written record of these made and any actions noted. These records will be held on file.
  7. Greek Community School operates a strict NO SMOKING policy for staff, volunteers, parents and carers and visitors to the premises.
  8. All doors, windows and any other access points will be secured appropriately by the duty caretaker at the end of each session.
- Staffing**
1. All staff and volunteers will be Criminal Record Bureau (CRB) checked. Only staff and volunteers that pass will be permitted to work with pupils attending Greek Community School
  2. All staff and volunteers will have induction training, including Health & Safety and Child Protection policies and procedures during the first staff meeting prior to the school start date.
- Supervision**
1. The level of supervision for under-8s will be at least 1:8 (staff: child ratio) on site, 1:5 off site. Staff and volunteers under 17 years of age are not counted in the staff: child ratio.
  2. No adult will be left alone with a single child.
  3. No young person under the age of 18 will be left alone with a group of children.
  4. Whilst their CRB vetting is in progress, staff and volunteers will not be left alone with a group of children. Another adult will always be present who has been CRB checked.
  5. Children will not be allowed in the kitchen without supervision, and then only if the kitchen is being used solely for a supervised children's activity.
  6. No child will leave the premises unless with a staff member or volunteer,

parent/carer, or other person authorised by the parent/carer.

7. If a child is missing, the parent/carer or the police will be notified immediately, as well as a Committee representative. The Missing Child Procedure will then be followed (see below).

8. Staff and volunteers will not be under the influence of illegal drugs or alcohol whilst on the premises.

#### **First Aid**

1. There will always be a qualified First Aider present when children are in attendance. The First Aiders, whose names will be posted, will deal with accidents.

2. A First Aid Box and Accident Book will be maintained in good order. The accident book will be Data Protection and RIDDOR (Reporting of Dangerous Occurrences) compliant. All staff and volunteers will be made aware of their whereabouts.

3. All accidents will be recorded in the Accident Book, and signed by a parent/carer to show that they have been informed. The accident forms are then kept in date order in the children's registration file.

4. Staff and volunteers will wear disposable gloves when cleaning up body fluids (blood, vomit, urine etc). If bodily fluids come into contact with anyone, they will be washed off immediately.

5. Pupils will only receive medical attention if the parent/carer has agreed to this in the Registration Form.

6. Before dealing with wounds, staff and volunteers will wash their hands and cover any cuts or sores with a waterproof dressing (after taking guidance from First Aider if necessary). After dealing with wounds, staff and volunteers will wash their hands again.

7. Clinical waste, such as plasters and bloodstained tissues, will be disposed of separately from other

8. Any accidents resulting in medical attention will be reported to the Committee.

9. Any accidents occurring due to the premises or building will be reported to the site managers/school care taker.

10. Any accident which is potentially life threatening will be reported to the Health & Safety Executive under RIDDOR regulations (Reporting of Dangerous Occurrences).

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- Accident/  
Emergency  
Procedure  
(Serious  
Injuries/  
Emergencies)**
- ❖ Stay Calm.
  - ❖ Assess the situation.
  - ❖ Get the First Aider to the scene – administer emergency first aid if necessary.
  - ❖ Reassure victim & remove other children from scene and reassure them.
  - ❖ Phone emergency services.
  - ❖ Pass on clear details about incident/accident, including information from child's registration form to emergency services.
  - ❖ Telephone parent/carers or emergency contacts.
  - ❖ Go in the ambulance with the child.
  - ❖ Stay with child until parent/carers or emergency contact arrive.
  - ❖ Phone Committee member with responsibility for Health and Safety to inform of accident/incident.
  - ❖ Staff and volunteers who witnessed the incident need to complete an incident form as well as regular accident report. Any serious accident/incident will be investigated by the Committee chair as well as reported to the relevant organisations.
- Allergies /  
Dietary /  
Medical  
Requirements**
1. A record will be kept of all allergies and specific dietary or medical requirements of registered children.
  2. The Head teacher will make all staff and volunteers aware of any allergies or specific dietary or medical requirements of children in attendance.
  3. Parents/carers will give written permission if staff and volunteers are required to administer medication to their children. The GCS medication policy will be followed. (see below)
  4. Medication will be stored in the original containers, clearly labelled and kept inaccessible to children.
  5. A record will be kept of all medication administered to children.
  6. Children who become ill during a session will be cared for in accordance with <School Name>'s sick children procedure.

## Missing Child Procedure

1. When a pupil has been discovered missing from the school (after registration), the Head teacher will be notified immediately.
2. The parent/carer (or emergency contact) will also be notified immediately, as well as a Management Committee representative.
3. The Head teacher will contact the police.
4. Ensuring that the other children are secure, where possible, an adult should begin a search for the child keeping the Head teacher informed of their whereabouts and where they have attempted to search for the child. This adult should return to the school premises upon the request of the parent/carer, Head teacher &/or police.
5. If the pupil is found, they must be returned to the school premises immediately and the parent/carer called.
6. The Head teacher and parent/carer will determine the next course of action – temporary/permanent suspension from the school, communication with Social Services, provision of additional adult support with the pupil/pupil's class, etc.

## Medication Policy

1. If staff and volunteers are required to administer medication to pupils, the parent/carer will have provided written permission.
2. The Head teacher or another elected staff member or volunteer) will discuss the procedures and necessary timings with the parent/carer and the pupil.
3. The same adult will administer the medication where possible.
4. The medication will be clearly labelled with the pupil's name, name of the medication and instructions will be left as well.
5. The medication will be in a locked cupboard and accessed only by the adult agreed to administer the medication.
6. If there is any adverse reaction to the medication, the parent/carer (or emergency contact) will be called immediately and the Emergency Procedure will be followed.

<b>Sick Children Procedure</b>	<ol style="list-style-type: none"><li>1. A pupil who has been ill or sick within 24 hours of the beginning of the school day will <u>not</u> be admitted to the school. This is for the protection of all the pupils, staff and volunteers.</li><li>2. If a pupil has been sick, pupils will be removed from the immediate surrounding area. First Aid will be administered if necessary and the area will be cleaned using disposable gloves.</li><li>3. Any pupil who begins to feel unwell throughout the course of the session, will be removed from their lesson and First Aider will assess the pupil.</li><li>4. The parent/carer (or emergency contact) will be contacted and the pupil will then be collected and signed out.</li><li>5. The Emergency Procedure will be followed if necessary.</li></ol>
<b>Late Collection / uncollected Pupil Procedure</b>	<ol style="list-style-type: none"><li>1. Pupils who are not collected by their parent/carer at the end of school will stay in the possession of two staff members or volunteers.</li><li>2. The parent/carer (or emergency contact) will be contacted and arrangements made for their immediate collection.</li><li>3. When the parent/carer (or emergency contact) cannot be reached, it is essential that the pupil remains with the two adults and does not receive a ride home from anyone else without the parent/carer's permission.</li></ol>

## Fire Evacuation Procedure

What to do in the event of fire will form a part of the introduction/induction of new volunteers and members of staff to the GCS Fire drills will take place regularly.

### If you discover or suspect fire

- Sound the fire alarm
- Report the fire to the Head teacher
- Inform all volunteers and staff and assist with evacuation of the building
- Only use a fire extinguisher if you are confident of how to do so and certain of not causing risk to yourself or others



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## If you hear the fire alarm

(The fire alarm is a continuous bell)

- Immediately evacuate the building with the children you are working with from the nearest fire door.
- On evacuating the building act calmly and quietly to avoid alarming/scaring the children. Take care on the stairs, do not rush the children, which may result in accidents, provide reassurance and do not use the lift.
- Special care must be taken for those pupils who may need assistance in leaving the building. This includes hearing-impaired pupils who might not have heard the alarm.
- The class teachers must take the register with them.
- The appointed Fire Marshall will check all rooms, toilets and unlocked cupboards to ensure that everyone has vacated the building. All fire doors and exit routes will be closed behind the Marshall as they leave the building.
- Once the staff, volunteers and children are in the assembly points the class teachers will take their register and checked by the Head teacher, to ensure that everyone is together in the safe point.
- The Head teacher will telephone the fire brigade if necessary.
- The Head teacher / Fire Brigade will inform everyone when it is safe to re-enter the building.

**Educational Visit to** \_\_\_\_\_

Date: \_\_\_\_\_

Depart from:	At
Return to:	At (approx)
Cost:	per child
Other details:	
Please bring:	
Please detach and return the slip below by:	



Greek Community School

Educational Visit to \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ is in good health and I consent to his/her taking part in the visit and the activities involved. I consent to my child receiving medical treatment, which, in the opinion of a qualified medical practitioner, may be necessary.

I acknowledge that the staff will be liable in the event of any accident only if they have failed to take reasonable care of my child during the visit/journey.

Signed \_\_\_\_\_

Parent / Carer (please complete the reverse side for emergency contact details)

On the date of the planned visit the emergency contact names and numbers available will be:

NAME \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

MEDICAL INFORMATION – that may have an impact on your child during the visit (e.g. swimming ability, etc)

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