

## **Health and Safety Policy**

### **1. Introduction**

#### **1.1 Purpose of the Policy**

The Health and Safety Policy at the Holy Cross Greek School is designed to ensure the health, safety, and welfare of all students, staff, visitors, and others who may be affected by the school's activities. The school is committed to providing a safe and healthy environment in which everyone can work and learn effectively. For the purpose of this policy, reference to "staff" refers to all employees, committee members, officers, consultants, contractors, volunteers, interns, casual workers, trainees and agency workers.

#### **1.2 Legal Framework**

This policy is in accordance with the following legislation and guidelines (need checking):

- Health and Safety at Work Act etc 1974
- Advice on Standards for School Premises 2015
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety (First-Aid) Regulations 1981
- Keeping Children Safe in Education (2023)

### **2. Aims and Objectives**

#### **2.1 Aims**

- To provide and maintain a safe and healthy environment for all students, staff, and visitors.
- To prevent accidents and cases of work-related ill health.
- To ensure compliance with all relevant health and safety legislation.

#### **2.2 Objectives**

- To ensure that all staff are aware of their health and safety responsibilities.
- To establish and maintain effective procedures for identifying and managing risks.
- To provide adequate resources and training to support the implementation of this policy.

### **3. Roles and Responsibilities**

#### **3.1 Governing Body**

The Governing Body is responsible for:

- Ensuring that the school has an effective Health and Safety Policy.
- Regularly reviewing the policy and ensuring its implementation.
- Allocating adequate resources to health and safety.

#### **3.2 Headteacher**

The Headteacher is responsible for:

- Implementing the Health and Safety Policy.
- Ensuring that all staff are aware of their responsibilities and receive appropriate training.
- Monitoring and reviewing health and safety arrangements.
- Reporting any significant health and safety issues to the governing body, The Holy Cross Greek School Committee.

#### **3.3 Health and Safety Coordinator**

The Health and Safety Coordinator the Chair of the Committee and is responsible for:

- Overseeing day-to-day health and safety management within the school.
- Conducting regular risk assessments and inspections.
- Ensuring that safety procedures are followed by all staff and students.
- Keeping up to date with health and safety legislation and best practices.

#### **3.4 Staff**

All staff are responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their actions.
- Complying with the school's health and safety procedures.
- Reporting any hazards, incidents, or health and safety concerns to the Health and Safety Coordinator or Headteacher.

#### **3.5 Students**

Students are responsible for:

- Following the school's health and safety rules and instructions.
- Reporting any health and safety concerns to a member of staff.
- Acting in a manner that does not put themselves or others at risk.

### 3.6 Visitors

Visitors, including contractors, are responsible for:

- Complying with the school's health and safety procedures.
- Reporting any hazards or incidents to a member of staff.

## 4. Risk assessment

### 4.1 General procedures

- **Risk identification:** Regular risk assessments will be conducted for all school activities, premises, and equipment.
- **Control measures:** Appropriate control measures will be implemented to eliminate or reduce risks to an acceptable level.
- **Documentation:** All risk assessments will be documented and reviewed regularly, particularly after any significant changes or incidents.

### 4.2 Specific areas of risk

- **Fire safety:** Regular fire risk assessments will be conducted, and all staff and students will be trained in fire safety procedures.
- **First aid:** Adequate first aid provision will be maintained, with trained first aiders available at all times.
- **COSHH:** The school will assess and control exposure to hazardous substances in accordance with COSHH regulations.
- **Educational visits:** Risk assessments will be conducted for all educational visits, and appropriate safety measures will be implemented.

## 5. Training and information

### 5.1 Staff training

- **Induction training:** All new staff will receive health and safety induction training, covering the school's procedures and their specific responsibilities.
- **Ongoing training:** Regular health and safety training will be provided to all staff, with updates as necessary to address new risks or changes in legislation.

### 5.2 Student awareness

- **Health and safety education:** Students will be educated about health and safety, including the importance of following rules and reporting hazards.
- **Drills and exercises:** Regular drills, such as fire drills, will be conducted to ensure students are familiar with emergency procedures.

### 5.3 Information sharing

- **Communication:** Health and safety information will be communicated clearly to all staff, students, and visitors through notices, meetings, and training sessions.
- **Documentation:** All health and safety policies, procedures, and risk assessments will be accessible to staff and, where appropriate, to parents and students.

## 6. Emergency Procedures

### 6.1 Fire safety

- **Fire alarms and equipment:** Fire alarms and firefighting equipment will be regularly tested and maintained. As the school is currently leasing a site only on weekends, the school will rely on written confirmation that the equipment has been regularly tested and maintained.
- **Evacuation plans:** Clear evacuation routes and plans will be established and communicated to all staff and students.
- **Fire drills:** Regular fire drills will be conducted to ensure that everyone is familiar with the evacuation procedures.

## 6.2 First Aid

- **First Aid kits:** First aid kits will be available in key locations throughout the school.
- **Trained personnel:** A sufficient number of staff will be trained in first aid, and their training will be kept up to date.
- **Accident reporting:** All accidents and incidents will be reported and recorded in accordance with the school's procedures.

## 6.3 Critical Incidents

- **Communication:** In the event of a critical incident, the school will communicate promptly with parents, carers, and relevant authorities.
- **Crisis:** In the event of a crucial incident, the school will follow the crisis plan in that has been put in place by Emmanuel School

## 7. Monitoring and review

### 7.1 Regular monitoring

- **Inspections:** Regular health and safety inspections will be conducted by the Health and Safety Coordinator and senior staff.
- **Accident analysis:** All accidents and incidents will be reviewed to identify any trends or areas for improvement.
- **Feedback:** Staff and students will be encouraged to provide feedback on health and safety issues.

### 7.2 Annual review

- **Policy review:** The Health and Safety Policy will be reviewed annually by the Governing Body to ensure its effectiveness and relevance.
- **Legislation updates:** The policy will be updated as necessary to reflect changes in health and safety legislation or best practices.

## 8. Communication of policy

### 8.1 Policy Accessibility

- **Availability:** The Health and Safety Policy will be made available on the school's website
- **Staff briefings:** The policy will be communicated to all staff through regular briefings and training sessions.

### 8.2 Student and parent awareness

- **Student engagement:** Key aspects of the health and safety policy will be communicated to students through assemblies, classroom discussions, and drills.
- **Parent communication:** The school will inform parents about the health and safety measures in place, particularly in relation to emergency procedures and school trips.

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