



### Principles

The governing body (Trustees) of the Hellenic Education Cultural Trust (HECT) recognises its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) and other relevant legislation to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The Trustees will actively work with the Headteacher and staff to identify hazards and where these cannot be removed ensures that they are adequately controlled.

### Responsibilities

#### The Trustees

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Trustees. The Trustees will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, to:

- a) make arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation;
- b) have in place procedures to identify hazards and evaluate risk control measures;
- c) create a management structure and periodically monitor its effectiveness;
- d) ensure that staff are briefed and trained appropriately;
- e) have health and safety on the agenda at Trustee meetings and a designated health and safety Trustee;
- f) ensure the Headteacher, as the Key Manager for health and safety, carries out the appropriate responsibilities.

The Trustees will strive to ensure:

- a) a safe environment for pupils, staff, visitors and other users of the premises;
- b) plant, equipment and systems are safe;
- c) there are safe arrangements for transportation, storage and use of articles and substances that may be hazardous to health;
- d) the school maintains safe and healthy conditions that take account of:
  - statutory requirements
  - approved Codes of Practice
  - appropriate guidance received
- e) adequate information, instruction, training and supervision are provided to staff;
- f) the provision of all necessary safety and protective equipment.

## **Headteacher**

The Headteacher has responsibility for overseeing the processes that lead to the Health and Safety Policy being put into practice. The Headteacher, who is responsible for the day to day running of the school, also serves as the designated contact with the Health and Safety Executive.

The Headteacher has a key role to play in developing and maintaining safe conditions for staff, pupils, visitors and anyone else using the premises. They should:

- a) be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises;
- b) ensure that regular health and safety inspections are carried out in accordance with need and with pre-determined schedules;
- c) arrange for risk assessments to be carried out;
- d) put into effect any remedial measures or refer as necessary to the Trustees or the School's advisors;
- e) report regularly on health and safety matters to the Trustees;

The Headteacher will also be responsible for the day to day operational implementation and monitoring of the Health and Safety Policy. They should:

Meet, consult with and disseminate information to members of staff on health and safety matters including staff representatives.

Attend appropriate health and safety briefings and training e.g. fire awareness training.

Arrange for risk assessments to be carried out as appropriate

## **Other Duty Holders**

### **Lessor (The Compton School)**

The Lessor has particular responsibility for security and premises related issues and will: -

- a) co-operate with the Headteacher and ensure that he effectively monitors the condition of the premises;
- b) undertake regular walk-throughs to ascertain any health and safety issues;
- c) regularly test the fire alarm system and record findings;
- d) ensure a fire risk assessment is carried out and action any deficiencies annually;
- e) implement and keep appropriate records for the school's planned maintenance programme including electrical testing, asbestos testing, water testing, gas pipes and infrastructure testing, PAT testing, fire prevention testing, lift maintenance etc (this list is not intended to be exhaustive), responding promptly so that deficiencies and defects are remedied as soon as possible.

## **All Staff**

Members of staff also have health and safety responsibilities. Staff will therefore be required to:

- a) take reasonable care of their own health and safety and that of anyone else;
- b) know who may be affected by what they do or fail to do;
- c) co-operate with all health and safety arrangements;
- d) report any defect or other health and safety matter that they are aware of;
- e) use correct equipment, tools and safety and protective issue;
- f) ensure new staff are acquainted with health and safety issues.

### **Communication**

All staff are made aware of communication channels within the school for health and safety. The Headteacher will ensure that all health and safety guidance and advice is available in the Staff Handbook and in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the school's procedures.

### **Safety Practices**

Guidance issued by the Health and Safety Executive, Department for Education and the London Borough of Barnet will be considered for incorporation into the school's procedures. These arrangements will be discussed at Trustee meetings and any significant issues relayed to relevant staff.

### **Risk Assessments**

The Headteacher will ensure that risk assessments as required under the Management of Health and Safety at Work Regulations 1999 and the Fire Precautions (Workplace) Regulations 1999 and other relevant legislation are carried out for the school activities and operations and for premises related issues. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

### **Fire Precautions**

The Lessor has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

### **Procedures**

Procedures in the event of fire have been prepared, discussed with and are available to all staff. Fire risk assessment is a requirement under the Fire Precautions (Workplace) Regulations 1999. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each classroom.

### **Fire Drill**

A fire drill will be held at least once a term and relevant details recorded in the Fire Log.

## **Testing**

The Fire alarm will be tested by the Lessor on a regular basis and the findings recorded in the Fire Log respectively.

## **Accidents, Incidents, Near Misses and Dangerous Occurrences.**

There are other policies and procedures in the school that impinge upon the whole of health and safety e.g. trips both in the UK and abroad, first aid and medicines, site security. Other policies include the Critical Incident Policy, Anti-Bullying Policy and the Pupil Restraint Policy. This list is not exhaustive.

## **APPENDIX A**

### **Fire wardens are:**

Chief Fire Warden	Michalis Ellinas
Responsible for Fire Service Call	TBC
Responsible for emergency services access	Caretaker on duty

Each teacher should take responsibility for ensuring their class is clear. Other Fire Wardens should take responsibility for ensuring the below general areas are clear.

### **Clearing Areas**

Gym  
Kitchen and Café area  
Concourse and Hall

Friday: Violeta Ivanova

Saturday: Violeta Ivanova, Erini Christou, Andreas Ziarkas

### **The Certificated First Aiders are:**

Ioanna Papadopoulou Y1 (Trained First Aider)  
Anastasia Nasto Teaching Assistant (Trained First Aider)

### **Defibrillator trained personnel are:**

We do not have a Defibrillator at the school.

**The Appointed First Aid Person is** Ioanna Papadopoulou

**First Aid Box can be found in** the Headteacher's office

**The designated First Aid Room is located in** the Headteacher's office

### **Health and Safety Contacts**

#### **Head Teacher (Key Manager)**

Name: Michalis Ellinas  
Title: Headteacher

#### **Person designated to act in the Key Manager's absence:**

Name: Anthony Solomou  
Title: Chair of the Trustee Board