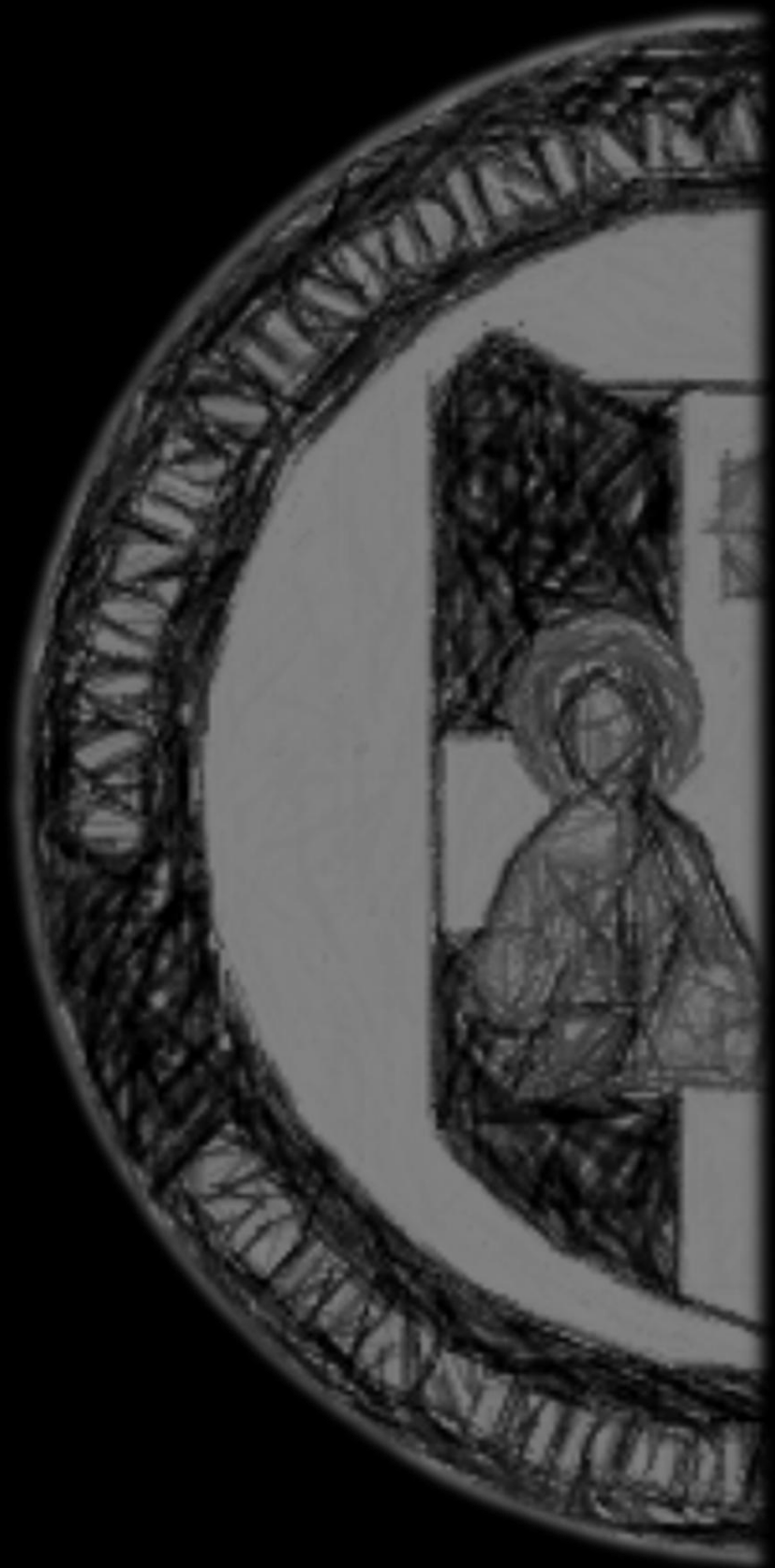


**Greek School
of
Ayia Triada
Birmingham**

*Health and
safety*



Contents

	Page
1. Policy Statement	3
2. Scope	3
3. Roles and Responsibilities	3
4. Arrangements: How we manage risks	4
5. Linked Policies and Procedures	6
6. Communication	7
7. Policy Review	7
8. References	8

Policy Statement

The Greek School of Ayia Triada Birmingham is committed to providing, **so far as is reasonably practicable**, a safe and healthy environment for pupils, staff, contractors, volunteers, and visitors; and to preventing injury and ill health through proportionate risk management, information, instruction, supervision, training, and safe systems of work. This policy is issued under our duties in the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and other relevant regulations. [\[hse.gov.uk\]](https://www.hse.gov.uk), [\[hse.gov.uk\]](https://www.hse.gov.uk)

We adopt the DfE's expectation that schools **must have a written health and safety policy**, appoint a **competent person**, and manage risk proportionately, integrating health and safety into leadership and daily practice. [\[gov.uk\]](https://www.gov.uk)

Scope

This policy applies to all school activities on and off site (including lettings, extra-curricular clubs, school visits, transport, and work with contractors) and to all persons on school premises or engaged in school activities.

Roles & Responsibilities (Organisation)

1. Employer/Governing Body/Proprietor

- Holds overall responsibility for health and safety, sets policy, provides resources, and ensures compliance with law and guidance. [\[hse.gov.uk\]](https://www.hse.gov.uk), [\[gov.uk\]](https://www.gov.uk)

2. Headteacher/Principal

- Implements the policy day-to-day; ensures arrangements are in place for risk assessment, control measures, emergency planning, monitoring, training, consultation, and reporting; and appoints a **Competent Person**. [\[gov.uk\]](https://www.gov.uk)

3. Designated Competent Person (H&S Coordinator)

- Provides competent advice; coordinates risk assessments, incident reporting (including RIDDOR), contractor management, statutory checks, and compliance documentation. [\[legislation.gov.uk\]](https://www.legislation.gov.uk), [\[gov.uk\]](https://www.gov.uk)

4. Line Managers/Leads (e.g., Site, Science, PE, Visits Coordinator)

- Conduct and review area-specific risk assessments; implement controls; ensure equipment is safe; maintain local records; brief staff/volunteers; escalate issues to the H&S Coordinator. [\[hse.gov.uk\]](https://www.hse.gov.uk)

5. All Employees and Regular Volunteers

- Take reasonable care for their own health and safety and that of others; follow training and procedures; use equipment correctly; report hazards, near-misses, and incidents promptly. [\[hse.gov.uk\]](https://www.hse.gov.uk)

6. Pupils

- Are expected to follow school rules and instructions that are in place to protect health and safety, commensurate with their age and understanding. [\[hse.gov.uk\]](https://www.hse.gov.uk)

7. Contractors/Visitors

- Must comply with school rules, safeguarding, and site-specific risk controls notified to them; the school will coordinate and monitor as the host employer. [\[hse.gov.uk\]](https://www.hse.gov.uk)

Arrangements (How We Manage Risk)

4.1 Risk Assessment & Planning

- We carry out **suitable and sufficient risk assessments** for curriculum and non-curriculum activities, including off-site visits, young persons, expectant mothers, and vulnerable groups. Controls follow the **principles of prevention** and the hierarchy of control. [\[legislation.gov.uk\]](https://www.legislation.gov.uk)
- Risk management is **proportionate** and enables a rich curriculum and trips. [\[gov.uk\]](https://www.gov.uk)

4.2 Fire Safety & Emergency Evacuation

- We maintain a **Fire Safety Risk Assessment**, emergency plan, drills, alarms/detection, signage, and maintenance in line with the **Regulatory Reform (Fire Safety) Order 2005** and DfE guidance (Building Bulletin 100; Fire Safety in New and Existing School Buildings). [\[legislation.gov.uk\]](https://www.legislation.gov.uk), [\[gov.uk\]](https://www.gov.uk), [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)
- We manage displays/combustibles and escape routes in line with recognised good practice for educational premises. [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk), [\[southampton.gov.uk\]](https://www.southampton.gov.uk)

4.3 First Aid, Accidents, Incident Reporting (incl. RIDDOR)

- We provide adequate **first aid** equipment, facilities, and trained personnel.
- All accidents/near-misses are recorded and investigated to prevent recurrence.
- We follow HSE's **RIDDOR 2013** guidance for what must be reported to HSE (e.g., specified injuries, over-7-day injuries, certain pupil injuries "arising out of or in connection with work", dangerous occurrences, and occupational diseases). [\[hse.gov.uk\]](https://www.hse.gov.uk), [\[hse.gov.uk\]](https://www.hse.gov.uk)

4.4 Control of Substances Hazardous to Health (COSHH)

- We identify hazardous substances (e.g., science/DT materials, cleaning chemicals), complete **COSHH assessments**, implement controls (substitution, ventilation, safe storage/handling, PPE), provide training, and arrange health surveillance where required. [\[hse.gov.uk\]](https://www.hse.gov.uk)

4.5 Work Equipment, Premises & Welfare

- We keep buildings, plant, and equipment safe and maintained; ensure safe access/egress; suitable lighting, temperature, sanitation and welfare facilities; and manage statutory inspections (e.g., lifts, pressure systems) as applicable. [\[hse.gov.uk\]](https://www.hse.gov.uk)

4.7 Electrical Safety & Portable Appliance Testing (PAT)

- Fixed installations are inspected at required intervals by competent persons; portable appliances are managed on a risk-based inspection and testing regime. [\[hse.gov.uk\]](https://www.hse.gov.uk)

4.8 Display Screen Equipment (DSE) & Manual Handling

- We assess DSE workstations for regular users and provide training/adjustments. We assess manual handling tasks and implement controls to avoid or reduce risk. [\[hse.gov.uk\]](https://www.hse.gov.uk)

4.9 Supervision, Play, PE and Practical Subjects

- We apply **balanced, sensible risk management** so pupils can take part in sports, science, technology, and play, with appropriate supervision, equipment checks, and activity-specific risk controls. [\[gov.uk\]](https://www.gov.uk)

4.10 Educational Visits

- Visits are planned, risk assessed, and approved in line with national guidance and the school's Educational Visits procedures, with competent leaders and emergency plans. [\[gov.uk\]](https://www.gov.uk)

4.11 Contractor Management & Lettings

- We pre-qualify contractors for competence and insurance, exchange risk information, supervise high-risk works, and coordinate site rules (including asbestos info). Hirers/lettings must follow our H&S and fire procedures. [\[hse.gov.uk\]](https://www.hse.gov.uk)

4.12 Training, Information, Instruction & Supervision

- Induction covers key risks, emergency procedures, reporting, and safeguarding interfaces. Role-specific training (e.g., first aid, fire warden, COSHH) is provided and refreshed. Records are kept. [\[gov.uk\]](https://www.gov.uk)

4.13 Consultation with Staff

- We consult employees (and safety reps where appointed) on H&S matters, reflecting HSE's requirements to consult workers or their representatives. [\[hse.gov.uk\]](https://www.hse.gov.uk)

4.14 Monitoring, Audit & Review

- We proactively inspect the site (e.g., classroom checklists), review risk assessments, track actions, analyse incident data, and conduct annual policy reviews. HSE provides sector-specific resources for schools. [\[hse.gov.uk\]](https://www.hse.gov.uk)

4.15 Security & Emergency Preparedness

- We maintain proportionate site security, visitor control, and emergency/lockdown procedures in line with DfE advice on school security and emergency preparation. [\[gov.uk\]](https://www.gov.uk)

4.16 Record-Keeping

- We keep records of risk assessments, training, drills, inspections, statutory tests, first aid, and RIDDOR reports for the required minimum periods. [\[hse.gov.uk\]](https://www.hse.gov.uk)

4.17 Public Health Incidents

- In the event of a public health incident, we follow current public health advice and apply **risk management as one risk among others** within our normal H&S framework. [\[gov.uk\]](https://www.gov.uk)

Linked Policies/Procedures

- Fire & Emergency Plan; First Aid & Medical Needs; Educational Visits; Site Security; Asbestos & Legionella Management; COSHH; Accident/Incident

Reporting (incl. RIDDOR); Lone Working; Safeguarding/Child Protection (separate but complementary to H&S). [\[gov.uk\]](https://www.gov.uk)

Communication

This policy will be available on the school website/staff shared drive and highlighted during staff induction and annual refresher briefings. Key arrangements (e.g., emergency actions, first aider lists) will be displayed at strategic points on site.

[\[gov.uk\]](https://www.gov.uk)

Policy Review and Continuous Improvement

The Governing Body and Headteacher will review this policy annually, considering outcomes from inspections, audits, incident investigations, and significant changes to premises or activities, as well as updates to law or guidance. [\[hse.gov.uk\]](https://www.hse.gov.uk)

First Approved by the Management Board January 2024

March 2026 – April 2029

Core References

- **HSE—Schools and education (sector page).** Practical health & safety advice and classroom checklist for schools. [\[hse.gov.uk\]](https://www.hse.gov.uk)
- **DfE—Health and safety: responsibilities and duties for schools.** Statutory expectations for policy, leadership, competent person, proportionate risk. [\[gov.uk\]](https://www.gov.uk)
- **Health and Safety at Work etc. Act 1974.** Primary duties of employers/employees. [\[hse.gov.uk\]](https://www.hse.gov.uk), [\[legislation.gov.uk\]](https://www.legislation.gov.uk)
- **Management of Health and Safety at Work Regulations 1999.** Risk assessment, competent person, training, emergency procedures. [\[legislation.gov.uk\]](https://www.legislation.gov.uk)
- **RIDDOR 2013—Incident reporting in schools (EDIS1) & INDG453.** What schools must report to HSE and how. [\[hse.gov.uk\]](https://www.hse.gov.uk), [\[hse.gov.uk\]](https://www.hse.gov.uk)
- **COSHH—HSE.** Assessing and controlling hazardous substances in school settings. [\[hse.gov.uk\]](https://www.hse.gov.uk)

- **Regulatory Reform (Fire Safety) Order 2005** and **DfE Fire Safety guidance (incl. BB100)** for schools. [\[legislation.gov.uk\]](https://www.legislation.gov.uk), [\[gov.uk\]](https://www.gov.uk)
-

Optional Appendices (add if helpful)

1. **H&S Organisation Chart** (names/roles and contact details)
2. **Emergency Contacts & Local Procedures** (first aiders, fire wardens, DSLs, gas/water/electrical isolation points)
3. **Risk Assessment Register** (list of required risk assessments and review dates)
4. **Training Matrix** (mandatory/role-specific training and refresher frequencies)
5. **Inspection & Maintenance Schedule** (e.g., fire alarms, extinguishers, emergency lighting, lifts)
6. **Contractor Control Checklist** (pre-start information exchange and permits)