



ΕΛΛΗΝΟΡΘΟΔΟΞΗ ΚΟΙΝΟΤΗΤΑ ΑΓΙΟΥ ΠΑΝΤΕΛΕΗΜΟΝΟΣ
ΕΛΛΗΝΙΚΟ ΚΟΛΕΓΙΟ ΑΓΙΟΥ ΠΑΝΤΕΛΕΗΜΟΝΟΣ

ST. PANTELEIMON HELLENIC COLLEGE

Διευθυντής: Πρωτοπρ. Κωνσταντίνος Παπαγεωργίου

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Health & Safety Policy



Approved by the St.Panteleimon Community Committee

Reviewed on 10 December 2021

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1. Policy Statement

Our Policy is to provide and maintain safe and sound working conditions, equipment and work systems for all our employees and to provide the information, training and supervision needed for this purpose. We also accept our responsibility for the health and safety of other people, including customers who may be affected by our activities or attend our premises.

The division of tasks for safety issues and the arrangements we will make for the implementation of the policy are set in this document. The policy will be kept up to date. To ensure this, the policy and the way it worked will be reviewed every year by the school Headteacher and the St. Panteleimon Community Committee.

Responsibilities

- The St. Panteleimon Community Committee has the overall and final responsibility for health and safety at the St. Panteleimon Hellenic College.
- The school Headteacher will be responsible for ensuring the implementation of the policy in the workplace.
- In the absence of the school Headteacher, the duties of deputy are exercised by the Deputy Head or members of the teaching staff appointed by the Headteacher.
- **Any serious breaches of H&S policy should be reported to the school's DSLs and St. Panteleimon Community Committee for advice and further action.**
- All staff members have a responsibility to work with management to achieve a healthy and safe workplace and to reasonably care for themselves and others.
- Whenever a staff member notices a health or safety problem that they are unable to correct, they should inform the Headteacher immediately.
- Consultation between the staff and the Headteacher of the school on all safety issues, including this policy, will take place in meetings represented by the Community Committee of St. Panteleimon.

2. General Arrangements

2.1 Accidents

- The **first aid kit** is kept with the First Aider on duty and is safely stored at the Headteacher's office.
- Responsible for the box is Fr. Konstantinos Papageorgiou
- The Accident Record book is kept together with the first aid kit.
- **Current First Aider for Saturdays for the year 2021-2022 is Ms Foteini Costi**, from 14:00 pm to 17:00 pm (certificate 2018).
- **Current First Aider for Fridays for the year 2021-2022 is Ms Varvara Masourou**, from 18:00 pm to 21:00 pm (certificate 2019).

2.2 General Fire Safety

- The verification of arrangements and equipment of general Fire Safety, Fire extinguishers, Exit routes is the responsibility of the Community Committee of St. Panteleimon.
- Fire extinguishers inside community buildings are the responsibility of St. Panteleimon Community Committee and will be inspected annually.
- Renewal date: March 2022.
- Fire Extinguishers are located at all relevant points.
- **Fire exits must always be unobstructed and it is the responsibility of the person who opens the office in the morning to make sure they are unlocked.**
- All new employees will be informed of fire safety arrangements as part of the scheduled staff induction.

2.2.1 Fire Emergency Procedure

This is the procedure that must be followed in case of fire in the building of the Nursery School of St. Panteleimon that hosts the St. Panteleimon Hellenic College:

- Fire Warden to whistle or ring the bell.
- All Staff to gather their children at the nearest Fire Exit.
- All children should be led calmly through the fire door by their teachers.
- The **School Register** that the person in charge must have before leaving the school building.
- Assembly/Meeting point is in the garden and/or on the sidewalk, in front of the adjacent building on the right (leaving the church).
- A staff member should be left behind to **inspect all areas including toilets and cupboards**, ensuring that everybody is outside the building. The Fire Warden to dispose of the member of staff on the spot if they are not able to perform the task themselves.
- Call out the names of all the students who once gathered at the assembly point.
- The Fire Warden must have the **School Register**, **telephone directory of parents/guardians** and the **First Aid box**.
- Call **999** or **112** for national emergency services.

2.3 HAZARDS

- The cleaning of the school and the community building is the responsibility of the St. Panteleimon Community Committee.
- Toilets must be cleaned regularly and the floor must be clean and dry.
- Staff members are responsible for washing their own crockery, cutlery etc.
- They should also ensure that all food is removed and that the surfaces remain clean.
- Entrance and exit must always be kept clean.
- Do not leave objects in corridors and in front of doors.
- All deliveries will be processed upon arrival and will be placed at the designated area.

2.4 Chemicals

- All chemicals, such as cleaning materials, inks etc. should be stored upright in sealed containers and placed in the appropriate cupboard.
- No chemicals should be left open or placed on the floor.
- All chemicals should be used according to the supplier's instructions only.
- Leaks of any chemicals should be treated immediately by avoiding skin contact and in accordance with the instructions on the supplier's label.

2.5 General

- All paper and materials will be carefully stacked on suitable shelves and will not be left in a place that could cause obstruction.

2.6 SMOKING

- Smoking is not allowed in any of the community buildings or the school.

2.7 Health and Safety Representative

- Head of Health and Safety is Mr James Neophytou
- Deputies were Dr George Procopiou and Mr Christos Orthodoxou.