



ΕΛΛΗΝΟΡΘΟΔΟΞΗ ΚΟΙΝΟΤΗΤΑ ΑΓΙΟΥ ΠΑΝΤΕΛΗΜΟΝΟΣ  
**ΕΛΛΗΝΙΚΟ ΚΟΛΕΓΙΟ ΑΓΙΟΥ ΠΑΝΤΕΛΗΜΟΝΟΣ**

**ST. PANTELEIMON HELLENIC COLLEGE**

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# Health & Safety Policy



Approved by the St.Panteleimon Community Committee

Reviewed on 09 November 2021

To be updated on 09/11/2022

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# 1. Policy Statement

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

The allocation of duties for safety matters and the arrangements which we will make to implement the policy are set in this document. The policy will be kept up to date. To ensure this, the policy and the way in which it has operated will be reviewed every year by the school Headteacher and the St. Panteleimon Community Committee.

## Responsibilities

- The overall and final responsibility for health and safety in the St. Panteleimon Hellenic College lies with the St. Panteleimon Community Committee.
- The school Headteacher will be responsible for ensuring the policy is carried out in the workplace.
- In the absence of the school Headteacher, the Deputy Head or members of the teaching staff appointed by the Headteacher shall act as deputy.
- **Any serious breaches of the H&S policy should be reported to the school's DSLs and the St. Panteleimon Community Committee for advice and further action.**
- All members of staff have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- Whenever a member of staff notices a health or safety problem which they are not able to put right they must immediately inform the Headteacher.
- Consultation between staff and the school Headteacher regarding all safety matters, including this policy shall take place at meetings in which there is representation from the St.Panteleimon Community Committee.

## 2. General Arrangements

### 2.1 Accidents

- The **first aid box** is kept with the First Aider on duty and is stored safely at the Headteacher's office.
- The person responsible for the box is fr. Konstantinos Papageorgiou
- The Accident Record book is kept with the first aid box.
- **Current First Aider for Saturdays for the year 2021-2022 is Ms Foteini Costi hrs 14:00pm-17:00pm (2018 certificate).**

### 2.2 General Fire Safety

- Checking the arrangements and equipment for general Fire Safety, Exit routes extinguishers on route is the responsibility of the St. Panteleimon Community Committee.
- Fire extinguishers within the community buildings are St. Panteleimon Community Committee responsibility and will be checked annually.
- Renewal date: March 2022.
- Extinguishers are located at all relevant points.
- **The fire exits shall be unobstructed always and it shall be the responsibility for the person opening the office in the morning to ensure that they are unlocked.**
- All new workers shall be made aware of the arrangements for fire safety as part of the scheduled staff induction.

## 2.2.1 Fire Emergency Procedure

This is the procedure to be kept in the event of a fire incident at St. Panteleimon Nursery School building that hosts the St. Panteleimon Hellenic College:

- \*Fire Warden to blow the whistle or ring the bell.
- All Staff to gather their children at the nearest Fire Exit.
- All children to be led calmly through the fire door by their teachers.
- The **School Register** to be taken with by the person in charge, before leaving the school building.
- Assembly point is in the garden and a place of safety (in case of adverse weather or if needed) in the church of Sts. Panteleimon and Paraskevi.
- One member of staff to stay behind to **check all areas including the toilets and cupboards** making sure everybody is out of the building. The Fire Warden to allocate the member of staff on the spot if they are unable to perform the duty themselves.
- To call the names of all students once gathered in the assembly point in the garden.
- Fire Warden to have the **School Register, telephone number list** for parents/guardians and the **First Aid box**.
- Call **999** or **112** for the national emergency response services.

## 2.3 HAZARDS

- Cleaning of the school and community building is the responsibility of the St. Panteleimon Community Committee.
- Toilets should be regularly cleaned and the floor should be clean and dry.
- Members of the staff are responsible for washing their own crockery, cutlery etc.
- They should also ensure that all food is put away and that surfaces are left clean.
- Entrance and exits must be kept clear always.
- Do not leave objects lying in corridors and in front of doors.
- All deliveries will be dealt with upon arrival and put in the designated place.

## **2.4 Chemicals**

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

## **2.5 General**

- All paper and materials will be stacked neatly on the appropriate shelving and will not be left in a place liable to cause obstruction.

## **2.6 SMOKING**

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

## **2.7 Health and Safety Representative**

- Health and Safety Leader was Dr Serafim Kyriakides (retired on 12 July 2020) and replaced by Mr James Neophytou
- Deputies were Mr George Evripidou and Mr Christos Orthodoxou. Mr G Evripidou retired on 12 July 2020 and was replaced by Dr George Procopiou.