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Approved by Board: October 2026
Next review by: August 2027
Distribution: To all

BSO Standards Compliance: Part 3, Part 5, Part 6

Related legislation and guidance:

- Standards for British Schools Overseas (August 2023)
- UK Health and Safety Executive guidance
- Relevant Greek Legislation

It should be read in conjunction with the following Byron College Policies:

- Health and Safety Procedure
- Critical Incident Procedure
- Emergency Evacuation Procedure
- First Aid
- Visitor Procedure
- Safeguarding and Child Protection
- Educational Visits and Trips procedure

https://www.byroncollege.gr/about-us/policies

Policy Statement

Byron College is committed to promoting the health, safety and welfare of its students, staff and visitors. The School operates within Greek law and maintains the permits required following inspection by the relevant Greek authorities. Where conflicts arise between international standards and Greek law, Greek law takes precedence.

Aims

The aims of our health and safety policy are to:

- Ensure that staff and the Board are aware of their responsibilities with regard to health and safety
- Promote awareness of health and safety matters across the School community
- Provide a framework for identifying hazards, assessing risks and recording and reporting incidents

Areas of Focus

The School aims to maintain a working and learning environment in which there is an awareness of health and safety matters, with particular attention to:

- Government inspections of the building and grounds
- Classrooms and other indoor facilities for students
- Fire safety systems and procedures

- Security of premises and community
- Earthquake procedures appropriate for our Greek location
- Condition of sports areas, playgrounds and equipment
- Science and IT laboratories safety protocols
- Supervision of students in all contexts
- External visits and educational trips
- Medical care of students and staff
- School hygiene, including toilets and washroom facilities
- Digital safety and cybersecurity
- Mental health and wellbeing support systems

Roles and Responsibilities

The Board is responsible for:

- Ensuring arrangements are in place to comply with relevant Greek legislation
- Ensuring that procedures and resources are in place to identify hazards and arrange for risk assessments to be carried out by a competent person
- Providing adequate information and opportunities for training where required
- Providing all necessary safety and protective equipment where appropriate
- Receiving regular reports on health and safety

The Headteacher is the School's Health and Safety Coordinator and is responsible for:

- Ensuring that effective arrangements are in place for the health, safety and welfare of all users of the premises
- Attending any health and safety meetings and training
- Putting into effect those measures necessary, including risk assessments, to ensure the health and safety of all whilst in school and on school trips
- Ensuring processes and procedures are in place to inform staff in order to ensure the health and safety of all whilst in school and on school trips
- Coordinating between all health and safety stakeholders
- Monitoring health and safety arrangements
- Reporting regularly to the Board on health and safety
- Consulting staff on health and safety matters

The Facilities Manager is responsible for the school site, the caretaker and external contractors, including:

- Planning and coordinating all installations and refurbishments ensuring work is carried out safely
- Managing the upkeep of equipment and supplies to meet health and safety standards
- Inspecting buildings' structures to determine the need for repairs or renovations
- Supervising all facilities staff and external contractors ensuring work is carried out safely
- Controlling activities such as parking space allocation, waste disposal and building security
- Handling insurance plans and service contracts, together with the Finance Manager

The School appoints an independent Health and Safety Officer, who advises on health and safety matters and is responsible for:

- Keeping abreast of the local legislation that the School must comply with
- Inspecting the School at regular intervals
- Providing written recommendations, using appropriate logs, for health and safety improvements
- Ensuring logs are reviewed by relevant staff and commenting on compliance

The School appoints a qualified Occupational Physician, who is responsible for:

- Visiting the School to meet staff and discuss concerns
- Maintaining confidential staff health records
- Informing the School of any issues preventing staff from performing their duties safely
- Advising on processes needed to promote staff health

All staff are responsible for:

- Familiarising themselves with the School's health and safety policies and procedures
- Taking reasonable care of their own health and safety, and that of anyone else affected by their actions
- Cooperating with health and safety arrangements, including trip procedures, evacuation procedures and the use of safety equipment
- Reporting promptly any accident, incident, defect or other health and safety concern
- Using equipment and tools correctly and wearing necessary protective gear
- Modelling safety consciousness as part of character education
- Engaging students in age-appropriate safety learning

Students are introduced to age-appropriate safety routines and encouraged to take part in drills, awareness campaigns and projects that build responsibility for themselves and others.

Safety Priorities

The School maintains secure premises, with appropriate access arrangements and supervision, to protect its community.

The School prepares its community to respond to emergencies through training and clear procedures.

The School provides appropriate first aid and health support, as set out in the First Aid Policy. Accidents and incidents are recorded and, where required by law, reported to the relevant authorities.

Students are prepared for safe, ethical engagement with technology, including AI, social media and digital citizenship.

The School recognises the importance of emotional wellbeing and provides appropriate support for students and staff.

Monitoring and Training

The School uses incident and accident records to monitor and improve its health and safety arrangements. All staff receive appropriate health and safety training.