



# HEALTH & SAFETY POLICY

2020 - 2021

## Document control

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<b>Owner</b>	Jamia Islamia Trust

**Health & Safety**

**Officer is**

**Maulana Afsol Hussain**

# Health and Safety Policy

***‘Surely Allah loves those who turn to Him and who care for Cleanliness.’***

Qur’an 2:222

*‘No one will be allowed to move from his position on the Day of Judgement until he has been asked how he spent his life, how he used his knowledge, how he earned and spent his money and in what pursuits he used his health.’*

**Al Tirmidhi**

## **Introduction**

The Health and Safety at work act 1974 makes it the legal duty of the principal and all its employees to take reasonable care for the health and safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

This policy outlines the steps that will be taken to ensure compliance with the Health and Safety at work act 1974.

This document is available for all members of staff, who should familiarise themselves with its contents and continue to practise safe and healthy working methods.

## **Aims of the Health and Safety Policy**

- To provide a secure environment, this allows all members of the school to feel safe and confident
- To encourage all individuals to be aware of safety and to assess risks to their working/learning environment.
- To ensure all members of staff create a safe work place for their pupils and assess risks in every situation
- To maintain clear procedures to be taken in event of injury and for reporting of accidents and hazards
- To maintain clear procedures for action to be taken in case of fire and other emergencies
- To facilitate joint consultation between professional representatives, and management on health and safety, reviewing procedures where appropriate
- To ensure information, instruction, training and supervision is provided to staff and pupils
- To continue maintaining and improving the high degree of safety consciousness and responsible attitudes to health and safety throughout the school.

## **The Duties of the Governing Body**

The governing body in consultation with the HEAD TEACHER/ DESIGNATED DEPUTY will:

- Make itself familiar with the relevant legislation especially the Health and Safety at work act 1974 and other codes of practise
- Ensure that there is an effective policy for the provision of Health and Safety throughout the school.
- Periodically assess this effectiveness of this policy and ensure that any necessary changes are made throughout the premises
- Identify and evaluate all risks relating to accidents, health and school-sponsored activities
- Identify and evaluate control measures in order to select the most appropriate means of minimising risk to staff, pupils and visitors
- Create and monitor the management structure of Health and Safety

In this capacity the Governing Body will provide:

- A safe place for staff and pupils to work including safe means of entry and exit
- Plant, equipment and systems of work which are safe
- Safe arrangements for handling, storage and transport of articles and substances
- Safe and health working conditions which take account of all appropriate statutory requirements, code of practice and guidance
- Supervision, training and instruction so that staff and pupils can perform their functions in a healthy and safe environment within the financial resources available
- Necessary safety and protective equipment together with any necessary guidance, instructions and supervision
- Adequate welfare facilities

## **Duties of the Head teacher/ Designated Deputy Headteacher**

The head teacher / designated Deputy will:

- Be aware of the basic requirements of the health and Safety at Work Act and any other Health and Safety legislation and codes of practice relevant to the school
- Ensure at all times the health, safety and security of staff, pupils and others using the school premises, or attending or taking part in school sponsored events
- Ensure safe working conditions for health, safety and security of staff pupils and others using the school premises
- Ensure safe working practices and procedures throughout the school
- Arrange systems of risk assessment to allow the prompt identification of potential hazards
- Carry out periodically reviews and safety audits on finding of the risk assessments
- Identify the training needs of staff and pupils to ensure, within the financial resources available that all who have identified needs receive adequate and appropriate training and instruction
- Encourage staff, pupils and others to prompt health and safety

- Ensure that any defects in the premises, equipment or facilities which may affect the health and safety of staff, pupils and others are made safe without delay
- Encourage all employees to suggest ways and means of reducing risks
- Collate accident and incident information, carry out accident and incident investigations
- Monitor the standard of health and safety throughout the school encourage all members of the school to maintain high standards and deal with those who consistently fail to consider the health and safety of themselves and others
- Monitor first aid and welfare provisions
- Monitor, with the governors, the management structure put in place

### **Duties of All Staff**

It is the responsibility of all members of staff to take reasonable care of health and safety of themselves and others.

In particular all staff will:

- Be familiar with the health and safety policy and any other safety regulations as laid down by the governing body
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- Not make any unauthorised or improper use of equipment
- Use the correct equipment for the job and any protective equipment or safety devices supplied
- Report any defects in the premises, equipment and facilities which they observe
- Take any active interest in promoting health and safety and suggest ways of reducing risk

**As teachers in charge** of classes, staff are responsible for ensuring that pupils under their supervision:

- Know and comply with the correct procedures for emergency evacuations, first aid and the reporting of accidents and hazards
- Are provided with adequate supervision, where appropriate, to enable their work to be carried out safely
- Use appropriate protective equipment, clothing and materials
- Use equipment only with the correct safety precautions in operations
- Behave in a way that ensures the health and safety of themselves and others.

## **Safety of Staff/ Pupils/ Visitors/supply staff**

### **Staff**

The safety of pupils in classroom and laboratories is the responsibility of the class teachers~ teachers have traditionally carried the responsibility for the safety of pupils when they are in their charge. Class teachers are expected:

- To exercise effective supervision of pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out.
- To know the special safety measures to be adopted special teaching areas and to ensure that they are applied.
- To give clear instructions and warning as often as necessary
- To follow safe working procedures
- To call for protective clothing, guards and special safe working procedures etc., where necessary.
- To make recommendations to the HEAD TEACHER/DESIGNATED DEPUTY HEADTEACHER, e.g. on safety equipment and on additions or improvement to plant, tools, equipment or machinery which are dangerous or potentially dangerous.

### **Pupils**

The pupils are expected to:

- Exercise personal responsibility for the safety of self and classmates
- Observe standards of dress
- Observe all safety rules of the school and in particular the instructions of teaching staff given in an emergency situation.
- Not wilfully misuse, neglect or interfere with things provided for his safety

### **Visitors/supply staff**

We recognise our responsibility for the Health & Safety of all persons who visit our premises:

- It is essential that all visitors/supply sign in at the main office on arrival for safety and security reasons.
- Visitors/supply will be issued a visitors pass.
- Visitors/supply staff will also be required to observe the Health & Safety requirements of our school.
- Staff members should supervise all visitors.
- We restrict unauthorised people to enter the premises. Staff should challenge any adult unknown to them who are in the school area/community without a badge.
- We have CCTV cameras situated throughout the premises.
- Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards.

### **Review**

The head teacher / designated deputy will review this policy annually and update. Modify or amend it, as it considers necessary to ensure the health, safety and welfare of all staff, pupils and visitors.

## **Smoking Policy**

Our school has a "No Smoking Policy" for the school. This policy

- It is a breach of "the policy" for an employee to smoke anywhere on the school premises.
- Contractors must ensure that they and their employees do not smoke on the school premises.
- All visitors asked to co-operate with the No smoking Policy.

## **Alcohol and Drugs**

Alcohol or drugs are not permitted on school site. It is the school policy that any example of such abuse will result in the pupil(s), staff or visitors being excluded from school.

## **Violent or threatening behaviour to Staff**

Any threatening or violent behaviour to staff by other employees, pupils, parents or visitors will not be tolerated and action will be taken to remove such person and will be reported to the appropriate authority which may include the police.

## **Induction of new employees**

Health & Safety training to new employees will be incorporated into general induction training. It is essential that all staff is aware of the safety culture at our school, operate safe systems of working and follow the schools procedures. Information regarding Health & Safety will be provided to part-time, temporary and casual staff to enable them to work safely.

## **Slips and Trips**

All working areas must be kept clean and tidy to minimise the risk of fire and tripping/slipping accidents.

Excess materials that are toxic or a fire hazard must be returned to a storage area as soon as possible. Under no circumstances should flammable materials be stored in unauthorised areas.

## **Manual Handling**

More than a third of lost time injuries at work are caused by manual handling activities. Basic common sense measures can be taken to reduce the risks. These include:

- Follow the system of work, using handling aids properly and efficiently
- Never take personal risks by overreaching, twisting, stretching, stooping or exerting during a handling operation.
- Reporting any problems in the work activity when they arise and ask for assistance when necessary

In consultation with staff, competent persons will carry out an assessment of all manual-handling activities. Risks that are identified 'will be reduced to the lowest level reasonably practicable.

## **Equipment**

All items including equipment purchased will comply with the relevant statutory and non-statutory health & safety requirements. Where particular risks are involved, a competent person will make a full assessment before the items are obtained. Safety data sheets relating to the items are to be obtained from the suppliers in order to assist in the assessment and to determine whether a special code of working practice is required.

## **Washroom and Toilet Facilities**

It is our aim to ensure the health, safety and welfare of all pupils and staff, so far as reasonably practicable. We recognise the need to provide a safe working environment and that this includes the provision of sufficient washing and toilet conveniences.

## **Heating and Ventilation**

Normally heating is provided by the central heating system but in certain circumstances it may be necessary to supplement this with portable heaters. Electrical heaters must be included in the annual electrical check of portable appliances. Under no circumstances must portable open-bar electric fires or Bunsen burners be used in the school for heating.

Throughout the year, adequate ventilation should be provided for odour removal, replenishment of oxygen and humidity control. When extraction fans are used, it is essential that vents be provided indoors, etc., for the provision of makeup air.

## **Gas and Pressure Vessels**

Where gas is used in school kitchens, laboratories and domestic science rooms there shall be fitted an emergency shut off valve which is readily accessible and easily operated. All pipes must be clearly marked either by using painted yellow ochre or marked in some other acceptable way, e.g. yellow labels with words GAS - clearly illustrated. The Head Teacher /Designated deputy must be aware of the location of the main gas shut off valve.

All gas appliances will be subjected to an annual inspection and soundness test carried out by a competent person.

The Governing Body will comply with the recommendations of the publications 'Guidance Notes on the Gas Safety in Educational Establishments' (Publication 1M/25 by British Gas and the DFES and Science 5/89).

All pressure vessels will be installed, used, tested and maintained in accordance with the Pressure Systems and Transportable Gas Containers Regulations 1989.

## **Electricity at Work**

The Electricity at Work Regulations 1989 and HES Guidance Note GS 23 'Electrical Safety in Schools' outlines the requirements for electrical safety. The requirements of BS 4163: 1984 'Health and safety in Workshops of Schools and Similar Establishments' will also be adopted.

Before any item of electrical equipment is used the user should give each item a visual check to ensure there are no obvious defects.

All portable electrical appliances will be checked annually by an electrical contractor using portable appliance tester. Fixed electrical appliances will also be tested on an annual basis using an Earth Loop Impedance Tester, complete with earth lead and probe. The contractor who carried out such tests will also carry out minor repairs 'where necessary and also take out of service any items which do not meet with safety standards.

Where technical knowledge is needed for the repair of electrical equipment, help and advice must be sought from a professional source. The wiring of plug tops carried out by a competent person and the item included on an inventory of portable electrical equipment to be checked annually by the electrical contractor. (A competent person according to Guidance Note 23 Electrical Safety in School', is a person who possess sufficiently technical knowledge, experience and skill to be able to carry out a specific task and prevent danger of injury arising during the course of the work or as a result of the work).

Only electrical items, which have been approved by the contractors, may be used within the school premises. Portable open-bar electrical fires must not be used or stored in school. If any person is in doubt as to the suitability of any equipment, advice should be sought.

#### **Electrical and portable testing and electrical supply testing**

This will be carried out in accordance with recommendations made under Section 4 of the Electricity at Work Regulations 1989, which states:

“Tests should be carried out to prevent danger, all systems shall be maintained so as to prevent, so far as it is reasonable possible, such danger”.

Checks will be carried out on all portable equipment as follows:

An annual visible audit will be carried out. All staffs have a responsibility to view equipment within their own work area and report any problems in respect to worn wiring, loose connections and operational problems to the head teacher/designated deputy who will be responsible for reporting it to the Governing Body and follow up that repairs have been done.

#### **Visual Display Unit work stations**

All new VDU workstations will comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations, 1992. Every effort should be taken to make use of Health and Safety training as part of the ongoing support of the I. C. T Department.

#### **Furniture and Equipment**

All equipment purchased for use in the school must be suitable for use at work. If there are enquiries about suitability, these should be made to the head teacher/designated deputy in the first instance.

All items of furniture have a limited life. It is therefore essential that regular visual checks are carried out as part of the annual safety audit. The head teacher / designated deputy have the responsibility for carrying out these visual checks.

## **Glazing**

The Governing Body will ensure that all replacement glazing complies with the requirements of BS 6262:1982 (British Standard for Glazing in Buildings) especially with reference to the provision of toughened glass in doors and side panels below 800 mm and windows below 150 mm from the ground. Staff should report any breakage to the HEAD Teacher/ designated deputy immediately.

## **Car Parking**

- Jamia Islamia Birmingham cannot accept any responsibility for damage caused to cars on the premises.
- All vehicles brought onto the school premises are parked there at their owner's risk
- The speed limit across the site is 10 mph.

## **Supervision of pupils**

1. Pupils should not arrive at school before 8.30am. They cannot be adequately supervised before this time and should therefore not be on the premises. The school is not responsible for those pupils who arrive before 8.30am.
2. Pupils are supervised at break times in accordance with the duty rota, which covers all areas of the school.
3. Pupils should move around the building in an orderly fashion, keeping to the right in corridors.
4. In specialist rooms, (e.g. Science, ICT, Library), pupils must follow any instructions necessary for their safety whilst in that particular area.

## **Staff Training**

The school will arrange to have an Inset at the beginning of every academic year. Health and Safety information sent to the school is for the attention of the head teacher/designated deputy. These are sent on an adhoc basis following information received from various sources, e.g. Health & Safety Executive (HSE), Trading Standards, Environmental Health Departments, DFE, Accident Investigations, etc.

The school will provide where specialist Health and Safety training is required for teachers to conduct their work safely. Such training will be on-going. Staff involved in food handling will attend training in Basic Food Hygiene.

## **School Visits**

The school has a code of practice relating to out of school visits and activities, which must be complied with by all staff. The code of practice relates to the following areas:

1. Insurance arrangements

2. Financial arrangements
3. Potentially hazardous activities
4. Checklist for head teacher/ designated deputy
5. Outdoor pursuits

Activity guidelines are produced for a wide range of activities such as

1. Environmental and field studies
2. Non-risk activities

Where further information regarding out of school activities is required, advice and clarification can be obtained from the head teacher/designated deputy.

It is recognised that pupils benefit greatly from the experience of visits and activities taking place away from school premises. Many curriculum areas require pupils to experience investigative work; other visits are organised to encourage the development of interests, skills and personal qualities of pupils. A balance must be struck which enables pupils to take part in as wide a range of activities as possible and at the same time following safe practices so that any risk involved is reduced to the absolute minimum.

The aim of the visits must be clear. Usually they will be curriculum related, sometimes they will be interest or leisure based. The pupils must clearly understand why the trip is being held and what the implications of participating will be.

It is the responsibility of staff taking pupils out on trip to leave in the office:

- a) Emergency contact number and name where they can be reached
- b) Contact numbers of parents/guardians of pupils going on trips

The exact details of organisation will vary from trip to trip but will generally follow the pattern outline below.

1. Agree with the head teacher /designated deputy the aim of the visit and discuss appropriate dates
2. Inform parents of the visit in writing, giving any cost implications
3. Agree methods and timescale of payments with the Administrator. The leader of the trip is responsible for liaising with the Administrator and ensuring payments are made.
4. Ensure proposed staffing arrangements are adequate
5. Hold a meeting with parents if necessary but especially if overnight accommodation is involved. This enables any queries to be answered.
6. Ensure all travel arrangements are confirmed in writing to parents, including hotel contact numbers and methods of passing on information amongst parents.
7. First Aid boxes must always be taken
8. Pupils should be informed of any emergency evacuation procedures
9. Pupils should be very clear about the ground-rules appropriate to the visit. For example they should not wander off alone. The highest standards of behaviour will

be expected at all times.

10. Pupils should be given advice concerning appropriate clothing, footwear and equipment.
11. The work expected of the pupils before, during and after the visit should be clearly explained and closely monitored.
12. Pupils should be advised about appropriate amounts of pocket money and arrangements made for safe-keeping.
13. Emergency procedures, names and contact numbers should be left with the office
14. For detail see Educational Trips Procedure.

### **Fire Practise Procedure**

See Fire Safety Policy and Procedure

### **Extinguishers Location and Maintenance**

Extinguishers are located around the building and have been recorded on a log sheet; all extinguishers are serviced once every 12 months. Monthly visual inspection of all fire fighting equipment is carried out, which is recorded on a log sheet.

#### **What type of extinguishers needs to be used?**

<b>Type</b>	<b>Class</b>	
Water Extinguishers	Class A	Carbonated material i.e. wood, paper, textiles, many other plastics and other combustible materials
Foam Extinguishers	Class A/B	Fires contained or static burning liquids such as petrol, oil paints, fats, solvents and tars
Carbon Extinguishers	Class B	Fires contained or static burning liquids such as petrol, oil paints, fats, solvents and tars
Dry Powder	Class B/C	Fires burning gases and vapours such as town gas, gaseous hydrocarbons (methane, ethane, propane, butane) acetylene hydrogen etc

## Fire Risk Assessment

See Fire Risk Assessment Policy and Procedure.

### Suggested Assessment Areas

These are areas within the school in which similar work tasks are carried out in which there is an identifiable potential risk.

Areas can be individual rooms, a number of rooms (not necessarily adjacent) or a whole block or unit. The areas can be sub-divided or combined to accommodate different organisational aspects or geographical layouts within the school.

- |                                   |   |
|-----------------------------------|---|
| 1. Kitchen                        | Food preparation/cleaning                 |
| 2. Caretakers (cleaners) cupboard | General duties and cleaning               |
| 3. Science laboratory             | Scientific experiments using chemical     |
| 4. Classrooms                     | Teaching involving use of dry marker pens |
| 5. Storage areas/stores           | Storage of chemicals and solvents         |
| 6. Creative arts                  | Paints etc                                |

	<b>Assessment Area</b>	<b>Process</b>	<b>Harmful substances</b>
1	Kitchen/kitchenettes	Food Preparation	Chloros, cleaning chemicals
2	Caretakers (Cleaner's cupboard)	Cleaning and general	Chloros, cleaning chemicals
3	Science laboratory	Experiments	Numerous chemicals, fumes, solvent
4	Storage areas/stores	Storage of chemicals	Numerous chemicals
5	Printing	Screen/machine printing	Solvents
6	Building maintenance and construction	Carpentry and joinery Heating and ventilation Painting and decorating Plastering Plumbing Welding Furniture craft	Wood dust Solder fumes (tin and lead) Paint dust (lead), solvents Dust Solder fumes (tin and lead) Welding fumes (lead, iron, etc.) Adhesives, solvents
7	Creative arts	Work with paints etc.	Adhesives, solvents

## Bomb Threat

If you receive a bomb threat call you should follow the procedures set out below

1. Remain calm
2. Complete Bomb Threat Checklist (see attached sheet)
3. Contact the police and the head teacher/ designated deputy, tell them you have received a bomb threat.
4. They will decide the next course of action
5. If the decision made is to **ignore** the threat, **this instruction must be received in writing** (faxed to the appropriate reception). The written instruction must then be attached to the Bomb Threat checklist.

## Bomb/threat Checklist

Name: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

On receiving bomb/hoax threats let the caller **FINISH** the message **WITHOUT INTERRUPTION**, listen for clues to:

Message	Response
1. Sex, Age	
2. Speech: Drunkenness, Laughter, Veiled excitement	
3. Foreign Accent, Speech Impediment, Tone, Pitch of Voice	
4. Background noises, Music, Traffic, Machinery	
5. WAS ANY <b>CODE</b> GIVEN?	

**ASK THE FOLLOWING KEY QUESTIONS: AFTER** the caller has given his message if possible

QUESTIONS	Response
1. Where The Bomb is?	
2. What time will it explode?	
3. When was it placed?	
4. Why was it placed?	
5. Organisation who placed it, if possible?	

On completion of message, inform the police and then the head teacher/designated deputy.

Tell Police, if known, where the bomb is.

Inform police of location

**Health & Safety for “SHORT TERM” supply staff**

1. Welcome to Jamia Islamia Birmingham; we hope that your time with us will be rewarding and enjoyable! Your safety and well-being is of concern to us and you are reminded of your legal obligation to care for your own Health & Safety and that of others, where appropriate.
2. All persons are asked to respect the School’s “No Smoking Policy”
3. The fire alarm is a loud repeating horn sound. If you hear this and you are not teaching please leave the building by the nearest exit and go to the front of the school.
4. If the fire alarm sounds when you are responsible for a class you must escort them to the front of the school.
5. If you discover a fire please operate the nearest alarm then exit as described above
6. Basic first aid treatment is available for children who sustain injury. Please ask any permanent member of staff to explain the arrangements.
7. Copies of the School's Health & Safety policy are available for consultation in the School office.

## **Accident Reporting Procedures**

### **Accident & Incident Reporting (Staff & Students) / Near Misses / Violence to Employees**

#### **Accidents**

All accidents should be recorded and reported to the Health and Safety Officer and/or office by the member of staff who has received an injury. An injury to a student should be recorded or reported by the member of staff who witnessed an accident to the student. This should then be forwarded to the Health and Safety Officer.

#### **Near Misses**

An incident which, in the view of the member of staff concerned witnessing the event, had the potential to be most a serious accident should be reported to the Business Director and/or Health and Safety Officer.

#### **Violence to Employees**

Incidents of physical or verbal abuse by students or parents etc should be recorded and reported on an accident/ incident form and this should be completed and returned to the Health and safety Officer. It is important that staff should also record what support was given to them from their line manager following the incident.

For the above;

- Accident/ Incident forms can be obtained from the dedicated First Aider.
- The Head Teacher/designated deputy, or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring.
- Faulty equipment, systems of work etc must be reported and attended as soon as possible

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health & Safety Executive on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

The Head Teacher/designated deputy or Health and Safety Officer will be responsible for RIDDOR reporting to the HSE.

- Employee absence, as a result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR.
- The school will still be required to keep a record of all over three-day injuries on its own Accident/incident form

## **COSHH**

Substances used in the workplace should be assessed with reference to the Control of Substances Hazardous to Health.

### **Control of Hazardous substances**

The requirements of the COSHH Regulations 1988 must be complied with as follows:

All substances which may be regarded as hazardous must be identified by the subject teacher and a COSHH assessment of the risk posed by such hazards carried out by a competent person. Where there is doubt as to whether a substance is hazardous, advice can be obtained from the following sources.

- a) Manufacturers' data sheet
- b) Product labels
- c) The classification, packaging and labelling regulations
- d) Advice from the DFE Science Adviser
- e) Advice from the DFE Health and Safety Officer

Where such hazards are identified, they should be eliminated as far as possible. Where this is not possible or impractical, an assessment of the risk posed by such hazards carried out by a competent person.

When such a risk assessment has been undertaken, measures must be taken to eliminate, or reduce and control such risks. Procedures for controlling the substance may include:

- a) Totally enclosed process and handling systems
- b) Plant or process or systems of work which minimise generation of, or suppress and continue the hazard
- c) Partial enclose with local exhaust ventilation
- d) Local exhaust ventilation
- e) Sufficient ventilation
- f) Reduction in the number of staff and pupils exposed
- g) Reduction in the time in which persons are exposed to the hazard;
- h) Regular cleaning of the school premises
- i) Provision of means of safe storage and disposal of hazardous substances;
- j) Personal protective equipment
- k) Prohibition of eating, drinking and smoking in containment areas

#### Note:

Testing of fixed and portable exhaust systems will be undertaken on an annual basis. Results will be conveyed to the head teacher / designated deputy and recommendations for any remedial action will be forwarded to the Governing Body.

## **Risk Assessment**

Risk assessments will be carried out by Key Personnel with the support of the Health and Safety Officer, within the school and will include:-

- i. the risks to the health and safety of employees to which they are exposed whilst they are at work, and
- ii. the risks to the health and safety of other persons arising out of or in connection with work activities.

The significant findings of the risk assessment will be recorded on a risk assessment form and Key Personnel should forward a copy to the Health and Safety Officer.

For new operations, school events, substances, plant and equipment it is particularly important that assessments are completed before commencement/introduction. Safety must be completed at the planning stage and it is important that staff involve the Health and Safety Officer who will be able to provide support and assistance.

Risk Assessments must be reviewed at least every 12 months. In addition they must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes related to the building or to activities.

## **Room Safety**

- All practical rooms must be locked when not in use
- Unsupervised students must not be allowed in hazardous rooms
- Staff are expected to leave workrooms in a safe condition;
- When starting a practical lesson, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken
- Fire doors must be unlocked and clear only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision;
- Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly
- Only one person may operate a machine or piece of equipment at a time.
- A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them.
- Supply or cover teachers must be given information on the room hazards; this could be a laminated A4 sheet for the room explaining the location and operation of main services such as electrical isolators, any local hazards, and where help can be obtained. Cover teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.

## **Safety Signs, Notices and Displays**

Each workroom must have a set of safety rules and the fire procedure displayed clearly. Cautionary notices and signs must be displayed where appropriate.

## **Clothing**

Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or

where hazardous materials are being used.

Do not use nylon or other plastic protective clothing in high-temperature work

People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

### **Eye Protection and Guards**

Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Do not overlook the risk when working with stretched materials; Eye protection must conform to BS EN166. Select the type of eye protection suitable for the practical work;

Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.

### **First Aid**

Each practical room must have easy access to a first-aid kit.

### **Storage**

- Storage must be kept well organised and tidy. Large items should not be stored high, and proper stepladders or similar must be available for reaching high shelves safely
- Standing on benches, chairs, tables etc. is not permitted
- Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked when not in use
- All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s).
- Keep all working quantities of these materials to a minimum
- Access to hazardous materials must be restricted to authorised staff only
- All hazardous materials must be stored away from direct access by students
- Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

### **Shelving**

Make regular checks to ensure that shelving is in a safe condition. Shelves must not be overloaded and heavy materials must not be stored high up. Ensure that the shelf space is used sensibly with no items stacked precariously. Proper stepladders must be provided for access to shelving beyond easy reach from the floor.

### **Maintenance, Inspection and Testing of Equipment**

Health & Safety law requires that equipment and machinery is maintained in a safe condition. To achieve this, equipment must be maintained, inspected, and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:

- A visual check by staff of equipment prior to its use or on a daily basis.

- A more formal visual inspection which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
- Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually, or for LEV equipment, every 14 months.

### **Training Records and Certification**

All practical work must be supervised by a suitably qualified teacher.

It is every teacher's responsibility to ensure that his or hers knowledge of Health & Safety is current.

### **Contractors**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school office/ reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

It is the objective of the management at Jamia Islamia Birmingham to provide a safe place of work for work force working at school site.

These rules are designed to ensure that our work force is not put at risk and that their operations do not endanger contractor's employees.

Whilst these rules cover a number of areas of danger they are not exhaustive.

### **Prior to commencing work**

Prior to commencing work in any location of school site, the site supervisor must be informed. It will be site supervisor's duty to ensure that all his staff fully understands these rules.

1. All contractors are required to supply a latest copy of Enhanced CRB
2. Contractors must wear identification badge issued by the Reception Desk in the main front entrance.
3. Each individual must understand that they may be subject to random searches of bags or other items carried around the school or when they are leaving school
4. If any contractor is asked to supply his or her name whilst on Jamia Islamia site either by security staff or other School person, he or she must give their name without argument.
5. All no smoking notices must be strictly obeyed therefore smoking will only be allowed outside. There should be no consumption of alcohol or use of drugs by any contractors whilst they are on the site. This includes consumption during lunch or other breaks. Any person who is found to smell of alcohol may be asked to leave the site and not to return.

6. If any internal doors to offices need to be opened by contractors during the course of their work then the responsibility for the safety of the contents of the office once it has been opened remains with the person who opened the door. Office must not be abandoned with the door left open whilst individuals go off to lunch or for any other break. The person opening the office door must ensure that it is closed and secured at the earliest opportunity. Particular care must be taken to ensure that all such internal doors are closed and secured at the end of each day when the work stops and contractors leave the site.
7. Our school is particularly sensitive to sexist, gender and race issues. There must be no sexist remarks, leering or whistling. Offensive printed material including newspapers with photographs of scantily clad people are not to be left lying in offices or in any place where contractors may work.
8. Contractors are solely responsible for the security of their own equipment, work materials etc. We accept no responsibility for contractor's kit even if a lockable room and key has been provided.
9. No action by any contractor working on our premises must be such as to bring discredit upon our school.
10. If you are doing **HOT WORK** or making a lot of **DUST** this will set the smoke alarm off **CAUSING THE FIRE BRIGADE TO BE CALLED-** Please speak to the site supervisor **BEFORE** doing this type of work
11. All contractors must adhere to our minimum dressing code. For men which is a short sleeve t-shirt and knee length shorts, for women full sleeve t-shirt and trousers.

### **Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. are recommended to have a DSE assessment carried.

Those staff identified as DSE users should have an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

The Health and Safety (Display Screen Equipment) Regulations 1992 apply and where staff use display screen equipment for a significant part of their normal work.

Staff that meet the criteria given in the guidance of the above regulations are defined as 'users'. The Head Teacher/designated deputy or nominated staff will be responsible for arranging the following to comply with the Regulations:

- Health and Safety training for 'users'.
- Assessment of workstations.
- Planning work to include breaks or changes of activity.
- Recommend eye tests and the provision of special spectacles where these are required for display screen equipment work

## **Health and Safety and Computers:**

Students should not be connecting or disconnecting electrical equipment without adequate supervision.

Staff should be aware of the dangers of epilepsy with flickering computer screens and make every effort to know of students who have experienced any problems (this information should be in their medical records). In addition, they should look out for any reaction within their lessons.

Food and drink should not be consumed by students near the computers. Students should be reminded, whenever relevant, of the dangers of too many hours in front of a monitor.

Bags should be kept away from the computers to avoid damage.

Any problems with the equipment should be reported to the class teacher who should isolate the equipment and report the problem to the network manager.

All electrical equipment is checked once a year under the electrical audit.

All equipment must conform to Health and Safety Standards. In view of the fact that our students spend comparatively little time at a computer screen, we are not affected by the latest rulings on antiglare screen.

## **SEN students and computers**

Some SEN students may be provided with individual equipment (identified on SEN Target student list). Teaching staff should liaise with the SEN department, when this is so, and ascertain the arrangements that have been set up with the student for printing etc.

Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student. Possible problems may be upstairs room, pressing several keys simultaneously etc. Staff should be aware that a poor performance academically does not necessarily imply a poor performance on the computers. Every student has the same right to access and development. Furthermore, a student who has a problem with presentation can be highly motivated by obtaining a computer printout.

Gifted students are unlikely to be totally satisfied with school equipment, particularly as they are likely to have superior equipment at home. Staff should be sensitive to this and build on it by allowing students to produce work on the computer at home, without, of course, allowing those students without computers to feel inferior in any way. Gifted students should be identified on the SEN Target Student list.

## **First Aid & Medication**

First aid boxes are located at various locations around the school.

The first aiders are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

**First Aiders:**

The school has sufficient numbers of first aiders (includes First Aid at Work and Emergency First Aid). A list of first aiders is displayed on the notice board.

The Head Teacher/designated deputy will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Drivers will check that any vehicles are properly equipped with first aid boxes before they are used.

**Transport to hospital:**

If the first aider or Head Teacher/designated deputy considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

**Administration of medicines**

All medication will be administered to pupils in accordance the school Medication Policy.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of Management

Records of administration of medicines will be kept by the office staff. No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in school are securely stored in the office with access strictly controlled.

**Health Care Plans**

Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

**Emergency Lighting**

These systems will be checked for operation monthly in house by the Health and safety officer/representative and annually by an approved competent contractor.

**Means of escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

**Flammable & Hazardous Substances**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

## **General Hazards**

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) regulations 1999. It is the policy of the school to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting that are detailed in these Regulations and Approved Code of Practice. In particular staff shall ensure that areas are not overcrowded and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

Under no circumstances should staff use tables, chairs or any other item of furniture to stand on to work at height. If a stepping stool or step ladders have been provided they must be inspected before each time they are used. A fully detailed risk assessment must also be completed and agreed with the H&S group.

Ladders are not to be used without a fully completed risk assessment which has been agreed. Ladders are stored with the site staff and may only be used if that person has received the relevant training.

## **STUDENTS MUST NOT BE ASKED TO WORK AT HEIGHT UNDER ANY CIRCUMSTANCES.**

In general, heavy items should be stored at waist level to reduce the risk of injury from falling and handling. Filing cabinet drawers shall not be overloaded and staff must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported on the relevant forms. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Students' bags are not to be left in walkways or areas where they create tripping hazards.

During the normal day the side gates will be locked.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the office Manager.

No knives or similar item are allowed on site for whatever reason. Any student who is suspected of carrying such articles must be dealt with immediately.

## **Disposal of Waste Materials.**

All waste material that could cause harm to any member of staff, student or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

Hazardous materials such as chemicals require specialist disposal (Site Staff should be contacted).

## **Induction Procedures**

All new Staff to the School will be required to be involved in an induction process. This will cover a large number of topics and the school's relevant policies and procedures. This will include:-

- Accident reporting (RIDDOR and other in house requirements)
- Administration of medication.
- Care and control of students
- Child protection issues – identification of SENCO.
- Cleaning, reporting failures and inadequacies.
- Dealing with drug related incidents
- Disability, sex and race discrimination policies.
  
- Discipline of students.
- Emergency procedures
- Employee facilities including toilets, medical room and drinking water.
- Environmental concerns – heating, lighting, furniture etc.
- Equipment instructions – generally made available on or near equipment.
- Fire safety and fire drill.
- First Aid – identification of first-aiders, position of first aid kits.
- Good housekeeping – tidy workspaces etc.
- Off-site activities – risk assessment required.
- Risk Assessment – reporting and recording process.
- Safe Handling.
- Safe routes to school.
- Safety signs.
- Security and personnel protection – internal communication.
- Sickness and absence policy.
- Stress.
  - Use and safety of PE equipment.
- Use of personnel protective clothing.
- Work experience.

## **Covid-19**

The Head teacher and SLT are responsible for the management of Covid-19 with the support of the staff to maintain site security and opening. Visitors to the site have been limited. Cleaning of the site is the responsibility of the all, cleaner and staff.

### **Lone Working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain a senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Report any incidents or situations where they may have felt "uncomfortable".

### **Moving & Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Office Manager and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

### **Premises & Work Equipment**

#### **Curriculum Areas**

Teaching staff are responsible for ensuring maintenance requirements for equipment in their areas is identified and implemented.

#### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor

#### **Air Conditioning Units**

All Air Conditioning Units will be inspected and tested on an annual basis by an approved contractor.

### **Smoking**

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required, and carried out by a qualified competent person.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **General Risk Assessments**

The school risk assessments (for all activities, teaching and non-teaching and premises) will be co-ordinated by the Health and Safety Officer

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the school office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by relevant subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

## **Security & Violence**

The school will take all reasonable steps to protect staff from violent behavior. (The schools disciplinary measures remain in force)

- Any incident should be recorded and a copy of the incident given to the appropriate person within the school
- Any intruder found on the premises or grounds should be politely asked to leave and a member of senior leadership informed
- Under no circumstances should staff attempt to evict intruders by force
- Any refusal to leave should be reported to the office or senior leadership team immediately so that police can be informed

### **SITE STAFF - General responsibilities:**

- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces.
- Deal with any stray animals that come onto the school grounds and contact the relevant authorities as required.
- Erecting temporary warning notices on any floors that become slippery from cleaning operations, leaks or spills etc.
- The maintenance of fixtures and fittings, i.e. replacing light bulbs, tubes and broken door handles etc.
- Reporting faults to the Health and Safety Officer.
- Carrying out any necessary testing of fire alarm and emergency lighting batteries, and testing the operation of any automatic emergency boiler fuel cut off devices.
- Keeping storage areas tidy and ensuring that any highly flammable liquid, e.g. petrol is stored in safe areas.
- Keeping the boiler house and rooms clean, tidy and free from accumulations of combustible materials and flammable liquids.
- Ensuring that boiler house ventilators are kept free of obstruction.
- Operating the boilers in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted.
- Isolating the electricity supply before changing light bulbs or tubes or /carrying out any maintenance or repairs on equipment.
- Putting warning notices on isolated switches and equipment.
- Wearing appropriate personal protective equipment e.g. PVC gloves when handling fuel oil, safety shoes at all times, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc.
- Storing all cleaning substances in accordance with the manufacturer's advice and where there are significant risks to health, following the control measures detailed in the COSHH assessments.
- The routine inspection of access equipment such as ladders, stepladders, tower scaffold etc.
- Ensuring that all access equipment is suitable for the work involved and is used in accordance with the manufacturer's advice.
- Obtaining assistance to foot ladders and steady steps when climbing more than 8 rungs high.
- Not approaching the edge of flat roofs nearer than 2 metres (except at ladder access point where this must be at least more than 1 metre above the roof).
- Cleaning any shower heads and running hot and cold water services prior to the school re-opening after more than 5 days closure.

### **Stress/Wellbeing**

The school is committed to promoting high levels of health and well-being, and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

- Regular Performance Management Reviews
- Mentoring for all staff
- Open door policy of Headteacher and SLT.
  - Mentoring of new staff.

### **Work Experience**

The SMSC Lead for work related learning and careers is responsible for managing and coordinating work related learning.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

### **Work at Height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The establishment's nominated person responsible for work at height is the Health and Safety Officer

The nominated person shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.

Pupils will not be permitted to use ladders/stepladders.

Pupils can use kick stools but they must be under direct supervision and a risk assessment should be carried out prior to use.

Contractors will not be permitted to use any of the school's work equipment.

### **Vehicles on Site**

The maximum speed limit entering the school is 5 miles per hour. The access from the road shall be kept clear for emergency vehicles.

The main vehicle access gate incorporates a designated pedestrian walkway for pupils, staff and visitors.

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

### **Deliveries**

Where possible, deliveries should be made between 9am – 2pm.