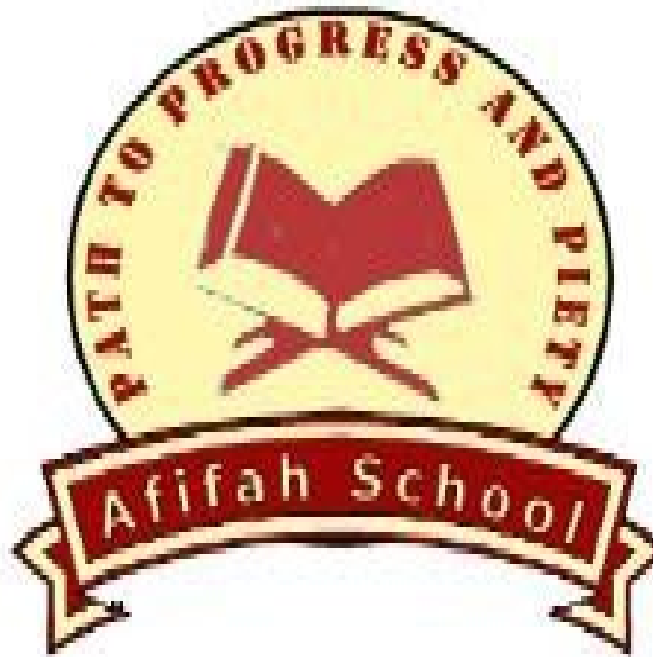


Health and Safety Policy



Approved by : A H Malek

Updated : September 2023

Next review due by: July 2024

INTRODUCTION

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the Service Area. Copies and subsequent amendments will be made available to all employees. The phrase 'employee' includes all paid staff whatever their management function. The success of this policy depends on the active support of all employees to achieve its objectives.

1. HEALTH AND SAFETY STATUTORY DUTIES

1. The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities such as pupils and visitors.
2. Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils and visitors.
3. EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties.

2. RESPONSIBILITIES

2.1 TRUSTEE'S – COMMUNITY ESTABLISHMENTS

The Trustees have a statutory duty to ensure health and safety on the premises and to comply, insofar as it is within its power to do so. The Trustees need to ensure that an approved local policy statement on health and safety is drawn up. The Trustees have responsibility for the purchase and maintenance of equipment (including fire fighting equipment), non-structural repairs (e.g. to doors and windows) and for the cleaning of internal and external parts of the premises.

2.2 THE HEAD OF ESTABLISHMENT (HEAD TEACHER)

The Head Teacher has primary responsibility for health and safety matters within the Establishment. In the Head's absence the Business Support Manager, or whomever the Head nominates, will assume this responsibility. In the case of multi-user sites, it will be the responsibility of the managers of activities to co-ordinate together and to decide an appropriate division of responsibilities. This will generally include responsibility for common safety matters, such as shared areas of the building, co-ordinate fire safety procedures; this will usually be undertaken by the principal user. The Business Support Manager, reporting to the Head will be designated to be responsible for administrative arrangements to support health and safety matters.

The head of school is responsible for:

- Setting up arrangements to cover all health and safety legal requirements;
- Monitoring the effectiveness of the arrangements;
- Producing a written statement to be approved by the Trustees and bringing the document to the attention of all staff, revising & reissuing the document as may be necessary from time to time;
- Resolving health and safety problems;

- Noting all guidance on health and safety issues and bringing them to the attention of relevant staff;
- Keeping a record of guidance, including those issued by DfE and OFSTED;
- Implementing systems that enable consultation with staff and co-operating with them as far as is reasonable in their efforts to carry out their duties;
- Ensure that all areas of the site are inspected every term;
- Ensure that a system is established and maintained for reporting, recording & investigating accidents, and that all reasonable steps are taken to prevent recurrences;
- Ensure that all visitors, including contractors, are made aware of any hazards on site;
- Ensure the use of any personal protective equipment as may be necessary and to maintain and renew it as necessary;
- Ensure that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that fire fighting equipment is available and maintained;
- Ensure that arrangements are made for every new employee to be given assistance to perform her/his duties in a safe manner. In particular, to ensure that they are given a copy of this statement, guidance notes and given the opportunity to read it, before starting work; and
- Ensure that arrangements are made for proper training of staff so that activities, use of equipment and machinery associated with their work can be undertaken safely.

2.3 ALL EMPLOYEES ARE RESPONSIBLE FOR:

- The health and safety of themselves and their colleagues and for any child under their charge;
- Keeping up to date with current safety procedures; and
- Reporting any safety concerns to Senior Management.

2.4 : LINE MANAGERS AND TRUSTEES ARE RESPONSIBLE FOR:

- The safety of their staff and pupils within their work area by ensuring staff receive necessary training and supervision
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection and maintenance
- Undertaking risk assessments
- Making arrangements for cover of staff with key safety responsibilities
- Identifying the training needs of staff within their work area
- Ensuring accidents are properly reported

2.5 CLASSROOM TEACHERS ARE RESPONSIBLE FOR:

- The safety of all children under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions

2.6 THE CLEANER/CARETAKER IS RESPONSIBLE FOR:

The safety and physical condition of the following common use areas:

- Basements,
- Corridors,
- Reception area,
- Stairs and toilets,

- Store rooms,
- Office,
- Boundary walls and fences and all areas surrounding the buildings.

2.7 CONTRACTORS WORKING ON SITE

The Head teacher is responsible for ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work. The Head teacher should inform all contractors of any known hazards that might affect them whilst at work. Contractors in turn should notify the Head teacher (or person designated by him/her to monitor contract work) of any hazards arising from their activities, which may affect the occupants of the establishment. All contractors should report to the office on arrival.

2.8 CONTRACTORS & OTHERS USING OR WORKING IN THE ESTABLISHMENT

When the establishment's premises are used for purposes not under the direction of the Head teacher then the principal person in charge of the activities will have responsibility for safe practices. The Head will seek to ensure that hirers, contractors and others who use the establishment's premises conduct themselves and carry out their operations in such a manner that all statutory and the establishment's safety requirements are met at all times. When the premises are hired to persons outside the employ of Afifah School, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety

directives of the Trustee's. They will not, unless with prior consent of the Trustee's:

- (a) Introduce equipment for use on the establishment premises
- (b) Alter fixed installations
- (c) Remove fire and safety notices or equipment
- (d) Take any action that may create hazards for persons using the premises or the staff or pupils of the establishment.

All contractors on the establishment premises are required to ensure safe working practices and must pay due regard to the safety of all persons on site

2.9 VISITORS

All visitors must report to the office where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the Establishment. Contractors working in the establishment's premises will be made aware of the health and safety arrangements applicable to them by the Head Teacher or somebody designated with the responsibility.

3.0 PROVISION OF FIRST AID

The designated first aiders for paediatric care are: Raziya Chunara

The designated person responsible for checking and maintaining the contents of the first aid box are, Raziya Chunara

If an ambulance is required, the emergency 999 services should be used. It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis.

4.0 ACCIDENT FORMS

All injuries, however minor and dangerous occurrences must be reported, with copies retained for at least three years. Where reports relate to injuries or

dangerous occurrences to students, copies **must be retained for three years**. Minor injuries to students are recorded in a folder located in medical room. All other injuries and all dangerous occurrences occurring to students and all injuries and dangerous occurrences to staff must fully and accurately be reported and recorded.

It is the responsibility of the Head Teacher to investigate the accident and suggest action to prevent recurrence.

5.0 FIRE AND EMERGENCY PROCEDURES

It is the duty of all members of staff to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective equipment, damage to extinguishers and any other equipment. In addition, it is the responsibility of the following to undertake a weekly premises inspection to ensure all escape routes and fire exits are free from obstruction.

5.1 FIRE FIGHTING AND PRECAUTIONS

All fire fighting equipment is annually inspected and serviced by an Agent hired by Afifah. It is the responsibility of the Head Teacher to ensure the annual service takes place, and an inventory of all equipment, plus a diagram showing location and type of fire fighting equipment is kept up to date.

5.2 Fire alarms and emergency lighting

The fire alarms and emergency lighting are tested weekly and recorded in the appropriate log book by: Razia Chunara

5.3 FIRE DRILLS

The purpose of fire drills monitors the effectiveness and efficiency of the establishment emergency evacuation procedures, the aim of which is to evacuate everybody from the building(s) as quickly as possible, ensuring any people with

disabilities are adequately provided for, assembling everyone at a safe place and check attendance to ensure nobody is unaccounted for. Fire drills will be arranged by: Razia Chunara

5.4 NOTIFYING THE EMERGENCY SERVICES

The following staff have specific responsibility to call emergency services: Razia Chunara

5.5 CLEARING PREMISES IN AN EMERGENCY

The following staff have specific fire steward/warden responsibilities to check all areas are cleared, and people with disability are provided with assistance: Head Teacher

In the event of the absence of the Head Teacher, the following staff will deputize: Deputy Head Teachers/Business Support Manager.

5.6 ASSEMBLY AREAS

The following staff have specific responsibility to take charge of the assembly area and check numbers correspond with attendance figures: Razia Chunara

6.0 INFORMATION, DOCUMENTATION AND TRAINING

Staff should either receive copies or have their attention drawn to relevant safety information contained in the health & safety handbook. The Head Teacher must ensure that the guidance or safety standards are current and adhered to at all time. Health & Safety documents are held by Head Teacher/Business Support Manager and must ensure that staff are familiar with all relevant documentation. It is the responsibility of the Head Teacher to identify the training needs of staff and keep a record of those who have attended health and safety training, along with the type of training.

The person responsible for co-coordinating safety meetings is the Head Teacher and meetings will take place regularly.

7.0 REPAIRS AND MAINTENANCE

All damage, signs of wear and defects in the premises must be reported to: Head Teacher

Note: A record must be kept of all reported items in a maintenance book, along with details about measures taken to make immediately safe, and any medium or long term plans to permanently make good any notified defects.

8.0 ESTABLISHMENT PREMISES PLANS

Plans of the establishment indicating floor lay out, emergency exits, fire extinguishers, storage of hazardous or flammable substances, location of hazardous equipment, plant and asbestos is held and maintained by: Head Teacher.

9.0 ELECTRICAL EQUIPMENT

All portable electrical equipment will be tested by a designated electrician on a regular basis. Any item of electrical equipment (including extension leads) that has not been electrically (PAT) tested within the previous two years and is more than two years old **must not be used**, and must be taken out of service and reported to the Head Teacher.

A copy of the inventory of electrical equipment tested including the results should be kept with the safety manual.

All staff must visually check all electrical appliances prior to their use and report any defects to the Head Teacher.

All defective equipment must be taken out of use immediately and reported to the Head Teacher.

Equipment, electrical or otherwise, **must not** be modified (without prior authorisation from the Head Teacher). Privately owned appliances **must not** be

used on the Establishment's premises (unless electrically PAT tested within the previous 24 months and electrically sound). Electrical items offered to the school may only be accepted if in excellent condition.

10.0 MACHINERY AND PLANT

All machinery and plant will be checked by a responsible member of staff prior to being brought on site to ensure it has a CE mark. This mark will indicate the plant or work equipment has been designed and manufactured in compliance with the EC's Work Equipment Directive, which requires all work equipment to be designed to be intrinsically safe when used or stored. Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example lifts, boilers, extraction equipment for the control of hazardous substances, etc. The following people carry out these tests.

Name Equipment/plant to be tested: Lift

Frequency or interval: Regularly

Lifts & lifting equipment including any hoists

Extraction systems for

COSHH related activities

Heating system & Boiler

11.0 FURNITURE AND EQUIPMENT

Furniture and equipment must only be used for the purpose for which it was designed i.e. fire extinguishers **must not** be used as doorstops and chairs **must not** be used to gain access to heights.

The nominated member of staff must ensure that there is a system of inspection to identify and safeguard against defective furniture and equipment. All discovered defects must be reported to the Head Teacher, who should take immediate remedial action where necessary.

12.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH – (COSHH)

The use of substances hazardous to health must, where reasonably practicable, be avoided. Where the use of hazardous substances cannot be avoided, the substance(s) must, where reasonably practicable, be substituted with a safer alternative. All substances purchased, transported, stored or used within the establishment must be subject to a COSHH assessment. The COSHH Coordinator is, the Head Teacher, and is responsible for ensuring that COSHH assessments are undertaken.

13.0 CLEANING ARRANGEMENTS

The Establishment's premises are cleaned by a part-time cleaner; the specification for the cleaning regime is held by the Head Teacher and will also deal with all problems relating to the cleaning.