

# Health & Safety Policy



## LONDON EAST ACADEMY & AL MIZAN SCHOOL

ISLAMIC SECONDARY SCHOOL FOR BOYS & ISLAMIC JUNIOR SCHOOL

Date agreed	Chair of Governing Body	Head Teacher	Review
Sept 2020	Hussain Shefaar	Askor Ali	Review as necessary

# GENERAL HEALTH AND SAFETY POLICY

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## **Statement of General Policy**

1. It is the policy of the School, recognising its statutory duty, to conduct its business without, as far as is reasonably practicable, harming its staff, students and visitors or the environment. The School aims to discharge that duty to the best of its ability within the resources available, having due regard to its other statutory obligations.
2. The Officer who will have overall responsibility for the discharge of that duty will be the Headteacher. He will be assisted, within their respective spheres of responsibility, by the other members of the East London Mosque Trust. It is, however, a fundamental aspect of the school policy that health and safety responsibilities devolve on all employees.
3. In discharging its duty, the school will take all steps which are reasonably practicable to meet its health, safety and welfare responsibilities; in particular it will pay attention to the provision and maintenance of:
  - (a) safe plant, equipment and systems of work.
  - (b) safe arrangements for the use, handling, storage and transportation of articles and substances.
  - (c) sufficient information, instruction, training and supervision as are necessary to ensure the health and safety at work of all employees.
  - (d) the need to assess the risks that its activities present, to avoid or eliminate them, and if that is not possible to minimise and control them with the provision of the necessary resources.
  - (e) any place of work under the employers control in a condition that is safe and without risk to health including means of access and egress.
  - (f) adequate health and welfare facilities.
4. Subject to any Regulations that may be made by the Secretary of State and to consideration of any Codes of Practice approved and issued by the Health and Safety Commission, the School will consult with its employees with a view to making and maintaining arrangements which will enable the School and its employees to co-operate effectively in preparing and developing measures to ensure the health and safety at work of the employees and in checking the effectiveness of such measures.

5. In addition to the individual's common law duty of care, the School reminds its employees of their own statutory duties and responsibilities under Sections 7 and 8 of the Health and Safety at Work Act 1974; these are:
  - a) to take reasonable care for their own health and safety and that of other persons.
  - b) to co-operate with the School so far as is reasonably practicable to enable it to carry out its own responsibilities successfully.
  - c) not to interfere with or misuse equipment, materials or facilities provided in the interest of health, safety or welfare in pursuance of any legal obligations.
6. The nature of the School business involves a wide range of activities conducted from premises which are widespread. Specific health and safety responsibilities and arrangements for implementing the general health and safety policy will be clearly defined by individual Departments.
7. The Statement of General Policy will be reviewed by the Health and Safety Committee (HSC) at regular intervals. All departmental health and safety policy documents will be subject to regular review by Heads of Departments. Any amendments will be brought to the notice of staff and students/parents concerned.

## **1. Introduction**

This document is intended to help all those who will be concerned in maintaining a high profile in respect of health and safety. It clearly defines individual responsibilities; gives detailed action to take in the case of emergencies and highlights areas which are particularly hazardous. Some sections will not be applicable to all staff.

## **2. School Safety Policy**

It is essential that everyone in the School is aware of, and becomes familiar with, procedures for dealing with matters concerning health and safety, such as emergencies and the treatment of injured persons.

This document will not itself produce a safe working environment. This will be achieved by the full co-operation of staff and students.

## **A. Organisation of Safe Working Conditions in the School**

The responsibilities are delegated regarding the School to the Headteacher. The Headteacher accepts these responsibilities and insists that the following matters are dealt with on a continuing basis:

### **A1. Safety Inspection**

Action to ensure a safe and healthy working environment. This will be achieved by inspections of the working environment carried out regularly by members of the HSC and other trained staff. A record of each inspection will be kept and remedial action taken.

### **A2. Personal Safety**

The wearing of Personal Protective Clothing is mandatory for all staff, students and visitors where the risk assessment has advised this to be the course of action to reduce risk of harm. Clear guidelines will be given by staff to students at the beginning of their course. A Personal Protective Clothing Register will be maintained by the Office Manager.

### **A3. Fire Notices**

(See Fire Safety policy)

### **A4. Identifying New Hazards**

Any new product or equipment will be risk assessed by suitable staff before the item is used in the school premises.

## **B. Safety Reporting**

### **B1. Health and Safety Representatives**

The HSC will be made up of the following members: headteacher, school administration staff, teaching staff, building manager and other premises staff (as advised by the facilities manager). The functions of the HSC will include:

- a) Carry-out regular health and safety inspection
- b) Looking at any complaints by any employee he/she represents relating to that employee's health, safety or welfare at work.

- c) To promote health and safety in the workplace.
- d) To attend meetings of the Health & Safety Committee and contribute towards producing written reports for the committee as requested.

## **B2. Hazard Reporting**

It is the responsibility of all staff to inform members of the HSC or school office of any concerns related to health and safety in the school as soon as possible.

## **B3. Accidents**

It is the policy of the School to take all reasonably practicable steps to avoid accidents occurring. In the event of an accident, the first concern will be the care of the person or persons who have suffered injury. The accident will be reported to the persons detailed on the incident report form. The reporter shall ensure that adequate arrangements are made for the care of any injured persons. It will be policy to investigate all accidents, including those not involving injury, and arrangements for the investigation will be made by members of the HSC.

## **B4. Safety Rules/Codes of Practice**

Certain safety rules are essential to ensure the health and safety of the employees who work in the areas to which they relate. This applies particularly to any laboratories, workshops, kitchens and fire precautions. Such rules as are considered necessary will be drawn up in consultation with representatives of the employees and will be attached to this document as Codes of Practice.

## **B5. Contractors on Site**

Separate procedures are laid down for contractors and visitors to the site and can be seen in the Health and Safety Policy of the East London Mosque Trust.

## **B6. Hazard Identification**

All activities, processes, substances and work places must be risk assessed under the direction of the HSC identified within this policy.

## **B7. COSHH Assessment**

Control of Substances Hazardous to Health (COSHH) assessment will be undertaken on a regular basis in line with HSE requirements. The central COSHH Assessment register will be held by the HSC.

## **B8. House-keeping**

The School attaches importance to the need for good house-keeping practices. It is policy to ensure that floors are kept free of anything that may cause slipping or tripping and that no waste materials which could cause injury if trodden on are allowed to remain where they fall. Items stored on shelves will be stored in such a way as to ensure that they do not cause injury to anyone working in the vicinity or to anyone passing by. Rubbish will not be allowed to accumulate in any working area and passageways will be kept clear at all times.

## **B9. Special Hazards**

Portable electric mains operated equipment will be used only where this does not entail trailing power Leads across walkways. Inflammable liquids will not be permitted in any room in the School in quantities that are in excess of that required to meet immediate needs and no radiant heat source will be used in any circumstances in which such use could incur a risk of fire or explosion.

## **B10. Maintenance and Inspection of Electrical Equipment**

It will be the policy of the School to ensure that all equipment and machinery used by the School is maintained in accordance with the instructions issued by the manufacturer. Where manufacturers' instructions are not available, the HSC will seek advice to obtain such advice as may be needed for preparing those instructions. No maintenance will be carried out on any equipment or machinery while it is in use and it will be the responsibility of the operator to ensure that all power operated equipment is isolated from the source of power before maintenance work begins and that power is not restored until after the person who carries out the maintenance gives formal notification that the maintenance work has been completed. Appropriate records will be kept by HSC. Portable Appliance Testing (PAT) will be carried-out on an annual basis. All staff will be instructed to bring-in any appliances used on the school premises during the day of the testing. All records will be kept by the HSC.

## **B11. Joint Consultation**

It is School Policy to ensure that there is full consultation with representatives of the employees on all matters concerning health and safety at work. The Headteacher will establish a Health & Safety Committee to facilitate joint consultation with representatives of the recognised Trade Unions if requested to do so. It is School Policy to encourage every employee to seek to identify hazards within the work situation and to bring any hazards that are identified to the notice

of the Headteacher without delay. To achieve this, he/she should report the hazard to a member of the HSC or school office.

## **B12. Health and Safety Manager**

Members of the HSC will be the focal point for day to day references on safety, and give advice or indicate sources of advice. They will act as a source for the retention and dissemination of safety information. Members including the Headteacher are responsible for health and safety in organising safety lectures to students and staff. They will organise and assess the effectiveness of fire drills and liaise, in consultation with the Fire Authority, on all matters relating to fire precautions.

## **B13. The following are expressly forbidden and are offences against the law:**

- a) any interference with the fire alarm installation or fire-fighting equipment.
- b) any alteration or interference with the electrical wiring of the School buildings without permission of the Headteacher, the School Health & Safety Manager or the Facilities Manager.

## **C. Individual Responsibility**

### **C1. The Headteacher is responsible for:**

- devising any amendments to the School Health & Safety Policy as may be necessary, and enforcing the requirements of this policy in consultation with the HSC.
- allocating staff, funds and materials within the approved School budget or from central funds to meet the needs of the health and safety requirements of the School.
- Work closely with the HSC to review all procedure and practices of HSC and the dissemination of information to relevant stakeholders.

### **C2. Major Risk Assessment Areas:**

- HSC members will be designated, along with the areas they control for health and safety purposes, by the Headteacher and names and areas will be attached to the Health and Safety Policy and displayed in relevant areas.
- HSC members will assist the Headteacher in establishing and maintaining an effective policy for health and safety at work.



- HSC members will be responsible for the risk assessment of all activities, processes, substances and work places within the school.

**C3. HSC members will be responsible for Major Risk Assessment Areas:**

- complying with all relevant legislation particularly that contained in "Management of Health and Safety at Work Regulations 1999".
  - implementing the School's safety policies and procedures within their departments and work areas.
  - alerting the Health & Safety Committee of any item of safety equipment that may be required.
  - assisting in the investigation of accidents.
  - consulting regularly with the Health & Safety Manager, ensuring defects are rectified, and machinery and equipment adequately maintained.

**C4. HSC members are responsible to support the Headteacher with:**

- monitoring School compliance with all relevant legislation particularly that contained in "Management of Health and Safety at Work Regulations 1999".
- monitoring the general safety program, the School health and safety performance and for preparing reports on the health and safety standards within the School.
- communicating between the Health & Safety Committee, the Heads of the Major Risk Assessment Areas and Head of Departments.
- liaising with the local Health and Safety Executive Officers.
- inspecting the School a minimum of once in three months and at more regular intervals at his discretion where inspection reveals items requiring attention.
- organising the checking of fire drill procedures and keeping a record, checking all fire warning, fire fighting and emergency lighting equipment.
- initiate first aid if appropriate.

**C5. Teaching staff are responsible for:**

- ensuring that the work of the School is carried out in accordance with the School Health & Safety Policy and its Codes of Practice.
- the safety of students whilst they are in their charge, whether in or outside the School.
- ensuring that safety instructions and warnings are given.

- personally following safe working procedures and observing general safety regulations.
- ensuring that the Management of Health and Safety at Work Regulations are adhered to.
- reporting accidents immediately using the School report form and completing the necessary and appropriate accident forms.
- ensuring that, in the event of a serious accident nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty.
- initiate first aid as appropriate.

**C6. Technicians, Ancillary, Administrative, Manual Staff and all other staff not specifically identified in this policy statement are responsible for:**

- ensuring that the work of the School is carried out in accordance with the School Health & Safety Policy and its Codes of Practice.
- personally following safe working procedures and observing the School and other safety regulations.
- ensuring that they take the necessary safety precautions in the use of all equipment, premises and materials.
- recording accidents immediately in the School Accident Book and completing the necessary and appropriate accident forms.
- ensuring that in the event of a serious accident nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty.
- reporting defects to an immediate supervisor.

**C7. Particular Hazards**

- (a) Students will not be permitted to play in any area other than the designated halls.
- (b) (i) Chemicals will be stored in accordance with relevant legislation and risk assessment requirements.  
(ii) Protective clothing will be similarly stored.
- (c) Bottled gas will be stored in accordance with relevant legislation and risk assessment requirements.
- (d) Petroleum spirit stored on the School premises will be kept in accordance with relevant legislation and risk assessment requirements.

- (e) Employees or other persons when riding as passengers on vehicles or trailers while at work or on demonstration visits must not be exposed to risk to their health or safety.
- (f) Areas where there is a risk of toxic gases present will have permanent signs displayed and stating that entry is prohibited.

#### **D. Accidents to Students and Staff**

Refer to the First Aid Policy.

#### **E. Health and Safety Training**

Steps will be taken to ensure staff and students are up to date regarding health and safety and risk assessment. Staff will be provided training during induction and then on an annual basis thereafter. Students will be provided with annual training during assembly time. Students and staff will be informed about any unexpected matters related to health and safety through appropriate communication methods.

#### **F. Parental Consent to off-site activities**

Parents will be told in advance of each activity and given the opportunity to withdraw their child from any particular school trip or activity covered by the form.

#### **F. Occupational health services and managing work related stress**

The school aims to ensure the physical and mental wellbeing of all employees in the workplace.

While working or before an employee returns to work after a period of absence, as and when required the following procedure will be followed and discussed with the employee to ensure their wellbeing is supported. This will be done by a member of the school senior team or line manager:

- carrying out risk assessments and assessments of the needs of the workplace;
- identifying workplace issues to minimise absence;
- implementing policies and ensuring health and safety compliance;
- providing advice and counselling to employees.

Managing Stress: The school will support staff manage stress in the following ways:

- Encourage staff to speak out
- Encourage staff to spot signs of work stress in colleagues and report to a senior member of staff
- Refer staff to external support
- Line managers to regularly check on staff well-being

### **E: School Security**

The school is responsible to ensure students and staff are safe during the school day. The school has implemented the following measures to ensure security is maintained effectively:

- CCTV cameras around the school premises
- Secure door entry system
- Training to staff and students, in particular reporting any concerns
- Staff wear ID badges
- Students are effectively supervised at all times during the school day and when taken outside the school
- Effective implementation of school policies