



Madni Academy

A quest for faith and knowledge

EARLY YEARS

PRIMARY

SECONDARY

Health and Safety Policy

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Health and Safety

Co coordinator- Fatima
Lakhi

HEALTH & SAFETY POLICY

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HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

As a Muslim School Madni Academy takes very seriously its responsibility to provide a safe environment for its occupants. It is the Islamic duty of Madni Academy to ensure no harm comes to his/her Governing Body whilst in the premises of Madni Academy. The Health and Safety at work Act 1974 also makes it the legal duty of the Board of Governing Body 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.

Madni Academy recognises and accepts that under the Health & Safety at Work, etc., Act 1974 (the Act) it has a legal responsibility to provide, so far as is reasonably practicable for the health, safety and welfare of all employees of the School and also it has certain duties towards pupils, the public, and people who from time to time use the premises of the School.

The Health and Safety Policy is supported by supplementary documentation such as the Fire Risk Policy, Risk Assessment Policy and associated Risk Assessments.

All Health and Safety documents are available for all members of staff. Staff should familiarise themselves with its contents and continue to practice safe and healthy working methods.

The Governing Body believe that it is their moral, religious and legal duty to ensure the health and safety of staff, pupils and visitors and is essential to the success of the school

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters

- i) Ensuring adequate welfare facilities exist at the school
- j) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

PART TWO

ORGANISATION

The (Perfect) believer is he from whom people feel safe and secure with regards to their lives and wealth (Tirmidi)

INTRODUCTION

To comply with the Governing Body Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

THE GOVERNING BODY

The Governing Body have the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) To be fully committed to the Trustee's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- f) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- g) Ensure safe systems of work are in place as identified from risk assessments.

- h) Ensure that emergency procedures are in place.
- i) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- j) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Ensure arrangements are in place to monitor premises and performance.
- l) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- m) Report to the Governing Body annually on the health and safety performance of the school.

HEALTH AND SAFETY CO-ORDINATOR

The Health and Safety Co-ordinator has the following responsibilities:

- a) The promotion of a positive health and safety culture within the school
- b) To co-ordinate and manage the annual risk assessment process for the school.
- c) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- d) To make provision for the inspection and maintenance of work equipment throughout the school.
- e) To manage the keeping of records of all health and safety activities.
- f) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- g) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- h) Carrying out any other functions devolved to her by the Headteacher or Governing Body.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas.

- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- a) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- b) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Make recommendations to the Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to the health and safety co-ordinator.

ALL EMPLOYEES

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to the health and safety co-ordinator any hazardous situations and defects in equipment found in their work places.
- e) Act in accordance with any specific health and safety training received.
- h) Exercise good standards of housekeeping and cleanliness.

PUPILS

We believe that pupils learn best through practical experiences and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

In the classroom

- a. When using equipment e.g. scissors, tools, PE apparatus
- b. When moving around school
- c. When carrying out investigations e.g. a pond, pollution
- d. When on educational visits
- e. Safe places to play (stranger danger etc)
- f. Healthy eating habits, fruit time in school at breaks
- g. Wearing the right clothing for P.E/games lesson

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

Educational visits are carefully planned in advance, by following instructions in the education visit policy.

HEALTH AND SAFETY POLICY

PART THREE

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Trustee's Statement of Intent.

RISK ASSESSMENT

Departmental Risk Assessment

A central record of the school risk assessments (for all activities, teaching and non-teaching and premises) will be kept by the health and safety coordinator but the responsibility for producing and reviewing risk assessments lies with the person responsible for the particular activity or location to which the risk assessment relates either directly or in conjunction with specialist member of staff.

Risk assessments will be reviewed on an annual basis or when the work activity changes, or after an accident or near miss occurs. Staff must be made aware of any changes to risk assessments relating to their work.

Fire

A fire risk assessment will be carried out annually following DFE guidance, or whenever there is a significant change to the building/services.

EMERGENCY PROCEDURES

Fire and Evacuation (also see Fire Risk Policy)

Fire and evacuation procedures are detailed in the Fire Risk Policy. These are displayed in prominent places in each room of the building.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Fire Drills

Fire practices generally take place once a term and are recorded in the fire manual.

First Aid

First aid boxes are provided at various locations throughout the building. (See First Aid Policy)

Staff trained in first aid are listed in the First Aid policy.

In the event of needing first aid assistance, either: -

Locate the nearest first aider or phone the reception office admin staff who will locate the nearest first aider and cover the class if required.

For dealing with pupils who are ill.

Send pupils to the office in the first instance, staff will assess the condition of the student and decide how to proceed. The pupil will then be either sent back to class or arrangements made for her to be sent home. Students will be asked to wait in the medical room whilst waiting to be collected.

Protective Clothing

Where appropriate, suitable and adequate protective equipment/clothing will be made available to employees engaged in hazardous activities.

Managing Medicines

Prescribed medication will be administered to pupils following guidance contained in the policy on administration of medicines to children.

Mrs Nazai Ali/Mrs Fatima Lakhi have been nominated as responsible persons for control of administration of medicines to pupils.

Infectious Diseases

If a student is found, or is suspected to have contagious infection, disease or virus or sort, they will be immediately sent to the GP/hospital depending on the severity and risk to the students' and others' health. Parents will be informed. Thereafter, all members of staff will be informed of the situation as soon as possible. Staff will be given necessary information about the infection and its symptoms. All students will be monitored. Any complaints of illness will be explored in full detail. A close watch will be kept for symptoms of the infection in other students.

Transport to hospital:

If an ambulance is required, the admin staff will call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company.

No casualty should be allowed to travel to hospital unaccompanied the headteacher will designate an accompanying adult in emergencies where parents cannot be contacted.

HIRERS

All hirers of the school must, in addition to the responsibilities of visitors below, ensure arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff. (See Letting policy)

Visitors and contractors

All Contractors on site should ensure they have been given clearance by the headteacher; the area is safe to work.

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

All contractors and visitors must report to reception where they will be asked to sign the visitors' book and wear an identification badge. Any staff encountering visitors without badges should escort them to the school reception for registration. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Head Teacher and health and safety coordinator are responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

We have been recommended by the Health and Safety Inspector to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the pupils (our pupils are asked not to talk to strangers)
- Moving vehicles when pupils are at play
- Working on or near the playgrounds when the pupils are at play

Disabled Persons (also see Disability Policy)

Madni Academy aims to provide full and fair opportunity for employment for disabled applicants and to ensure, throughout training and practical assistance where required, their continued employment and promotion. Staff who become disabled will be accorded every reasonable opportunity for maintaining their position or for retraining if appropriate.

Madni Academy Health & Safety Policy has been prepared to ensure a safe and healthy environment for all employees. It recognises that those employees who require extra equipment, facility or assistance, both routinely and in emergency, will have such needs met.

New or expectant mothers

Once the school has been informed in writing that an employee is a new or expectant mother then the school will endeavour to provide a safe working environment. The School has the right to request confirmation of the pregnancy by

means of a certificate from a registered medical practitioner or midwife in writing. If this certificate has not been produced within a reasonable period of time, the employer is not bound to maintain changes to working hours or conditions or to maintain paid leave.

The building has disabled access at both entrances; there is a lift available to access all levels of the building. Disabled personnel requiring assistance should approach the office staff for help. The school has disabled toilets situated on the first floor.

Smoking

It is the policy of the Governing Body that Madni Academy is a no-smoking school. Smoking including the use of e-cigarettes, is not permitted in any area of the school by staff, parents or visitors to the school.

Alcohol and Drugs

Although there is no evidence of either alcohol or drug abuse at Madni Academy, it is the school policy that any example of such abuse will result in the pupil(s)/staff being excluded from school.

Machinery

Madni Academy will take all reasonable steps to ensure safety of all persons who are working on or near machinery. Should members of staff have any problems relating to machine safety they should immediately inform a responsible person (usually a senior member of staff) so that steps can be taken to remedy the situation promptly.

All persons who use equipment will have available adequate Health & Safety information and, where appropriate, written instructions relating to the use of the equipment.

Equipment

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All items including equipment purchased by Madni Academy 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.

Disposal of Unwanted Chemicals

Site Supervisor is responsible for the safe disposal of any unwanted chemicals or other hazardous materials.

Control of Hazardous substances (also see COSHH policy)

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

All substances which may be regarded as hazardous must be identified by the Head of Department 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 sheets
- b) Product labels
- c) The classification, packaging and labelling regulations
- d) Advice from the Education department Science Adviser
- e) Advice from the Education Department 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 must be 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 processes or systems of work which minimise generation of, or suppress and contain the hazard
- c) Partial enclosure 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 hazard
- h) Regular cleaning on the school premises
- i) Provision of means of safe storage and disposal of hazardous substances
- j) Personal proactive 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 and recommendations for any remedial action will be forwarded to the Governing Body.

Risk Assessment

Risk assessment will be carried out at Madni Academy to determine the risk associated with working operations. The assessment is required to identify risk both to staff and to any other person who may be affected.

Risk Assessments are updated normally and the responsibility for administering the completion of these lies with the Health & Safety Officer.

C.O.S.H.H. regulations 1988 place a statutory duty to employee to make an assessment of the potential health risks to employees arising from work involving the use of hazardous substances.

C.O.S.H.H. also requires that except in very limited circumstances a written record must be maintained.

General assessments of risk are best carried out by staff in the curriculum areas concerned.

Bomb Hoaxes and Bomb Alerts

Responses to bomb threats will follow DFE guidance.

The Headteacher, or in their absence, the most senior member of staff available must ;

- Ring the fire alarm to activate the evacuation of the premises of all adults and pupils (see fire drill procedure)
- Phone 9999 for the Fire Brigade and Police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident. All pupils and adults must remain outside
- Only when the all clear has been given will pupils and adults be allowed to re-enter the premises

The control point from where such an incident will be handled is the school office.

Gas Leaks

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

Any member of staff discovering a suspected gas leak should inform the headteacher. She will make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999.

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.

The minimum temperature of 16°C should be maintained after the first hour from the official starting of the school day. During warmer weather the temperature should be kept below 27°C, so far as is reasonably possible. This temperature should not be exceeded for more than 10 days per year.

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 make up air.

HEALTH AND SAFETY TRAINING

The school will arrange to have regular health and safety training for staff. The training will address current Health and Safety procedures.

The school will provide where required specialist Health and Safety training is required for teacher to conduct their work safely. Such training will be on-going. Staff involved in food handling will attend training in Basic Food Hygiene. Health and safety induction training will be provided for all new employees by the headteacher.

The health and safety policy is available for staff to study in the policy file in the staff room.

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

All plant and equipment requiring statutory inspection and testing (i.e. boilers, lifts, etc) will be inspected by appropriate contractors.

The lift is maintained and serviced annually by the **Britannic Lift Company**.

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 are clearly marked either by using painted yellow ochre or marked in some other acceptable way, e.g. yellow labels with word GAS – clearly illustrated. Gas cut off points are situated in all rooms where there is a gas source. The Head teacher and the Cleaner must be aware of the location of the main gas shut off valve.

All gas appliances will be subject to regular inspection and soundness test carried out by 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 Department of Education 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 be given 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 appliances tester. Fixed electrical appliances will also be tested on an annual basis using Earth Loop Impedance Tester, complete with earth lead and probe. The contractor who carried out such test will also carry out minor repair 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 must be carried out by a competent person and the item included on an inventory of portable electrical equipment must 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 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 at school. If any person is in doubt as to the suitability of any equipment, advice should be sought.

HT Testing carried out annual portable appliance testing on the **24.08.2023**

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 to use at work. If there are enquiries about suitability, these should be made to the Head teacher 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 annual safety audit. The Head teacher and Cleaner have the responsibility for carrying out these visual checks.

Manual Handling

Manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force. Make proper use of equipment provided for your safety. Inform the H&S Co if you identify any hazardous handling activities. Ensure that any lifting activities you get involved in do not put others at risk.

Manual Handling injuries are the single most common cause of workplace injury. There are four things you should consider when assessing risks of Manual Handling (TILE)

1. TASK – look at the job you are doing, for example twisting or reaching
2. INDIVIDUAL – what is it about the person that makes the job safe, example have they had the correct training? Do they have back problems?
3. LOAD - Could the weight, size and shape of the load increase the risk of injury?
4. ENVIRONMENT – look at the surroundings where the job is taking place, for example is there something in the way or is there an uneven surface?

Pupils moving equipment

In the normal day to day running of the school, there are certain situations where pupils will need to move equipment or items of furniture. For example:

- Chairs and tables - chairs should be moved one at a time, and pupils must be shown how to carry them correctly. They may carry single chairs on their (depending on size of chair) own. If a large number of chairs are needed then the domestic staff will deal with them. Tables need one child at each end, a child must not attempt to lift a table on his or her own.
- Sports equipment when - using large apparatus, pupils must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many pupils are needed for moving each piece of equipment (this should include how to bend), for example netball posts - one child at each end.
- Small items of equipment can be moved by the pupils when instructed.
- Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Pupils must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Pupils need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

Items Pupils Should Not Move

- a. Computers - monitors can easily fall off trolleys, or wires get caught

- b. Paper cutters - sharp blade
- c. Television - fragile and heavy

Glazing

The Governing Body will ensure that all replacement glazing complies with the requirements of BS 6262: 1982 (British Standards of Glazing in Buildings) especially with reference to the provision of toughened glass in doors and side panels below 800mm and window below 150mm from the ground. Staff should report any breakage to the Head teacher immediately.

Equipment Maintenance - Curriculum

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and reported to the health and safety co-ordinator

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by the health and safety co-ordinator following HSE guidelines once per term using the schools workplace inspection checklist.

Workplace Inspections

Workplace inspections involve a tour of the school site by the headteacher or the health and safety co-ordinator. The aim is to highlight any possible hazards or dangers around the school and to discuss any action that may be needed to eliminate or reduce the danger.

These generally take place once a term.

PREMISES MANAGEMENT

Security and Visitors

All visitors must report to reception where they will be asked to sign the visitors book and wear an identification badge. Staff who see an unfamiliar person not wearing a visitor's badge have the right to challenge that person.

Regular visitors to the school and other users of the school should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the Health and Safety arrangements applicable to them through the teacher to whom they are assigned.

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.

Supervision of pupils

1. Pupils should not arrive at school before 8.10 am. They cannot be adequately supervised before this time and should therefore not be on premises. The school is not responsible for those pupils who arrive before 8.10 am.
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 left on staircase and corridors.
4. In specialist rooms (e.g. Science, IT, Library) pupils must follow any instructions necessary for their safety whilst in that particular area.

Vehicles on Site/Parking

Staff cars must be parked in designated parking areas at the rear and side of the building.

Delivery/contractor vehicles must park at the main entrance in Scarborough Street.

OTHER PROCEDURES

Educational Visits

Educational visits will be organised following guidance contained in DFE documentation and the schools policy on educational trips.

MONITORING & REVIEW

This policy will be monitored by the health & safety co-ordinator and the headteacher. These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors. This policy will be reviewed every 2 years.