



Health & Safety Policy

Suffah Primary School & Nursery

Autumn 2 2020

Review Date: Autumn 2 2021

Health & Safety General Statement of Policy 2020

Suffah Primary School attaches the utmost importance to the safety, health and welfare of its employees, visitors and EYFS pupils. The School will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The school has regard to the DfE non-statutory advice guidance 'Health and Safety advice on Legal Duties and Powers for Local Authorities, Head Teachers, staff and Governing Bodies (2013)'. The School Governors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Head Teacher, Bursar, Site Manager, Reception and Nursery Teachers.

The SMT will take steps so far as is reasonably practicable to ensure that the workplace is a safe, risk free and a healthy environment in which its employees, pupils, contractors and other persons affected by the School operations can work. It seeks to ensure that the schools' premises, including outdoor spaces are fit for purpose and suitable for the age of children cared for and the activities provided. The school's cleaners and catering department endeavour to ensure that the highest levels of hygiene are maintained. The school will record and report accidents to staff, pupils and visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The SMT will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

Suffah Primary School has operated the national smoking ban since 1st July 2007 and as such smoking is prohibited on site.

FOCUS

The School's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- The safe use, storage, handling and transport of articles and substances.
- The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- The provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.
- The SMT will consider the policy and procedures for off site visits, including residential visits and any school-led adventure activities
- Dealing with health and safety emergencies, procedures and contacts

CO-OPERATION

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They have a duty to look after their own and others' health and safety.

They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with them, during their work; pupils, parents, visitors etc. Employees, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the School risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to the Head Teacher / SMT all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures. In order for all staff to be consulted and have input health and safety matters: Health and Safety is a standalone item on all agendas on staff meetings, SMT meetings and EYs staff meetings. Contractors are asked to report any issues to the office who will advise the Head Teacher / SMT.

Employees should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the School's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

Teaching Safety

We believe that the education provided at Suffah will play a crucial role in preparing children and young people to be able to recognise and manage risk. Risk education is embedded in our curriculum and we promote the active involvement of our students in risk assessment and risk management according to their developmental capacity in any activity on or off site in which they are involved. In this way pupils and staff can maximise the benefits of sensible risk taking while continuing to keep themselves as safe as necessary.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of the school and in particular, the instructions of the teaching staff in the event of an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Board of Governors of Suffah Primary School and Headteacher will make pupils (and where appropriate parents) aware of these responsibilities through direct instruction and notices.

POLICY REVIEW

This policy will be regularly revised, by the Health and Safety subcommittee and the SMT as necessary but at least once per year. In conducting the policy reviews, due regard will be given to the following:

Planning- The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees. Training will include, fire, emergency evacuation, health and safety, child protection, first aid and risk assessment. Staff are encouraged to raise any concerns they may have.

The school has guidance on dealing with health and safety emergencies procedures and contacts. If appropriate, the school will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;
- fire safety, including testing of alarms and evacuation procedures
- contractors in schools;
- vehicle movements within the Mosque / School grounds;
- first Aid and supporting medical needs and occupational health services
- workplace arrangements, including housekeeping;
- slips and trips
- off site visits, including residential visits and school led adventure activities and centres licensed by the Adventure Activity Licensing Authority;
- forest school activities
- the keeping of animals in school
- work experience arrangements;
- violence to staff;
- school security;
- stress management;
- pupils with special needs, i.e. manual handling;
- Emergency evacuation plan
- any other site-specific issue

Organisation - A review of the School's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control- Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review- All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out during the health and safety meetings – minutes of which will be kept. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

HEALTH & SAFETY MANAGEMENT

The School's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

The school has a Health and Safety Team, this consists of Asif Ali – Head Teacher, Soobia Khan – Assistant Head, Amina Abderrahman – Office Manager and Sunbul Munir – Nursery Teacher and Amani Noor uz Zuha & Safder Roshan – Site Managers. The team monitors and reviews in consultation with the governors measures needed to meet satisfactory health and safety standards. The team will establish the programme of works and ratify expenditure and will then delegate the maintenance and monitoring of health and safety issues to contractors as chosen and agreed by the team.

In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the School's governing board meetings.

A copy of the policy will be given to all employees when they join the School. When changes have been made to the policy, copies will be placed on the School's noticeboards.

The health and safety policies for Suffah Primary School cover all pupils, staff and visitors. They apply to EYFS children as well.

On activation of the fire alarm all staff and pupils must make their way out of the building to the main gathering point.

All staff are first aid trained. The main point of contact for first aid is Amina Abderrahman.

PROCEDURES FOR IMPLEMENTATION

Annex A

1. Introduction

The School's Health and Safety Policy sets out how the School will deal with Health and Safety matters. In order to implement the policy, the following paragraphs set out the management structure and responsibilities within the School for Health and Safety.

2. Management Structure

The Governors have made the following appointments:

School Safety Officers are responsible to the Governors for implementation of the School's Health and Safety Policy. Asif Ali & Soobia Khan. The EYs staff are School Safety Officers in their setting. Currently Sunbul Munir in the Nursery.

Fire Officers – Asif Ali, Soobia Khan and Amina Abderrahman are responsible to the Governors for overall fire safety matters. Soobia Khan is responsible for the running of evacuations.

Site managers Amani Nur uz Zuha and Safder Roshan are responsible to the Governors.

3. Responsibilities

The School Safety Officer is responsible for implementing the School's Health and Safety Policy, and for the preparation and/or collation of the risk assessments covering all relevant areas.

The Fire Officer has overall responsibility for fire safety matters. Fire Risk Assessments are carried out by an external body.

The Site Managers are responsible for maintenance of the fire safety equipment, fire alarms, emergency lighting and fire safety signs. The Site Manager is also responsible for the emergency action plan including evacuation procedures.

Teachers will be responsible for:

- ensuring the safety of the pupils in their care as far as reasonably practicable and that defects which cannot be remedied by them are reported immediately to the Head Teacher / SMT.
- ensuring proper use by pupils of safety equipment and protective clothing where provided and that the pupils are not allowed to act in a way that is unsafe
- ensuring that pupils are instructed in safety procedures in operation and processes involving known hazards
- initiating aid in the event of an accident
- ensuring that pupils know the fire exits and routes from the areas in which they are being taught, and that the fire exits are kept clear and the fire doors closed at all times
- performing adequate risk assessments in advance of school trips/activities to ensure that hazards are reasonably anticipated and that reasonable actions to mitigate risks to pupils' and teachers' safety are taken in advance. The procedure and form at Annex A should be used.

It is the duty of all members of the staff, pupils and visitors to take reasonable care for the health and safety of themselves and of others. They must not misuse anything in such a way that it creates a hazard.

4. Health

It is essential that health, hygiene and first aid should be maintained at a high standard. Food serving areas, the staff kitchen, toilets, stores and the school hall are potential danger areas where the highest standards of cleanliness and hygiene must be achieved.

5. Selecting and managing contractors

When selecting a contractor for a particular job, consideration will be given to the proposed method of working, systems of work to be employed, training, experience and qualifications of the contractor. Contractors who cannot satisfy the School regarding the above matters will not be selected. Where licences or other accreditation are required in order to perform a job e.g. gas installations, the relevant documentation will be checked. When on site, contractors are subject to periodic visits by the Site Managers to ensure that safe systems of work are being employed. The number and frequency of the visits will vary depending on the type, length and complexity of the job being performed.

6. Hazard Monitoring

It is the duty of anyone in the school (teaching and non-teaching staff) who becomes aware of a hazard or a potential hazard to report it to the Head Teacher / SMT / Site Managers and/or the Governors.

Expecting members of staff must fill in an addition risk assessment form available from the Admins office. This must be completed as soon as the pregnancy is discovered and reassessed as many times as necessary as the pregnancy develops.

7. Accident Investigation Reports and Records

All accidents to pupils, employees and visitors are to be reported to the school office and then recorded in the accident book. Where no injury has occurred, this should be reported to a member of the Health and Safety Team. Accidents to pupils, prospective or current, should also be reported immediately to a member of the School Management Team who is responsible for reporting notifiable incidents to the Health and Safety Executive, including those under RIDDOR.

8. Off Site visits

Off Site educational visits are the subject of a separate policy.

9. Emergencies

Staff will be expected to use their professional judgment in summoning emergency assistance and should call 999 if in their opinion the situation warrants it.

10. First Aid

This is the subject of a separate First Aid Policy.

11. Violence towards staff

Please consult the Behaviour Policy, Anti-Bullying policies and Zero Tolerance Policy.

12. On Estate vehicle movements

The use of the carpark is done so by accepting that the Highway Code will be applied at all times and the health and safety of all pupils, parents, staff and Masjid users will be paramount. Pedestrians have priority and car drivers must ensure their safety is given prominence when manoeuvring in the carpark.

13. Management of asbestos

There is no asbestos on the site. The building was constructed in 1999 after the ban on using asbestos derived materials in new buildings.

14. Maintenance of plant and equipment

Maintenance routines are carried out in accordance with the manufacturer's recommendations, or where there are none, in accordance with guidance issued by the relevant authority. Portable electrical appliances are tested on a 12-month cycle.

15. Fire Safety

Fire Safety is the responsibility of the Fire Officers. Weekly tests of the fire alarm system are carried out by the site managers. The fire detection, emergency lighting and firefighting equipment are all covered under the site manager. Records of all maintenance of equipment are held by the Head Teacher / site manager. Fire drills are held every half term, and records kept regarding the evacuation of the building and issues arising.

RISK ASSESSMENT

Risk Assessment is the principle tool through which the safety of pupils, staff and visitors is assured and through which pupils' welfare is promoted. Risk assessments will always be performed when there is a significant risk of harm from a hazard to pupils, staff or visitors. Risk Assessments covering the main areas of potential harm are written, recorded, and reviewed as set out below.

Areas covered by Risk Assessments:

Ground Floor

- a) Reception Glass Area
- b) Hallway below stairs
- c) Stair way

First Floor

- a) Main Corridor
- b) Teaching Rooms
- c) Admin Office
- d) Staff Room
- e) Staff kitchen
- f) Medical Room
- g) Boys toilets
- h) Main School Hall
- i) Library
- j) Area outside Y1
- k) Salah Area
- l) Ladies Gallery
- m) Girls Toilets
- n) Ladies Toilets

External areas

- a) Walkway that Fire Exits open onto
- b) Pathway leading to the playground
- c) Main Playground
- d) EYs Playground

EYs Building

- a) Nursery Classroom
- b) Reception Classroom
- c) EYs Office
- d) Children's Toilets
- e) Staff Toilet
- f) Kitchenette
- g) Storage Sheds

Educational visit risk assessments are performed as required, using the School's template and modifying it to take account of the individual circumstances of each trip. The file of assessments is kept in the Admin Office.

Risk assessments should be signed by the preparer and the Head Teacher.

General risk assessments are reviewed annually and more often if required.

Guidance Notes

It will be the teacher in charge's responsibility to demonstrate that all the risks associated with the activity/outing have been identified, considered and documented. Hazards will broadly fall into the following categories:

- Transport and travel
- Destination environment
- Destination activity

The risks will normally be considered by first identifying the hazard, then the persons or groups affected, the likely consequences, the degree of risk and measures taken to control the risk.

Conducting a Risk Assessment:

Step 1: Look for the hazards

Look only for the hazards which you could reasonably expect to result in serious harm or affect several people.

Step 2: Decide who might be harmed and how

There is no need to list individuals by name but if naming them helps then do so – just think about groups of pupils or staff who may be affected. You should also record how they may be harmed.

Step 3: Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done

- Decide the probability of an accident happening according to the scale and the form attached.
- Decide the severity of the harm according to the scale and the form attached.
- Decide if more needs to be done to minimise the risk
- Decide who is responsible
- Ensure action has been taken to minimise the risk
- Decide on the worst-case scenario and what action should be taken

Step 4: Review and revise

Although many activities are repeated, from time to time circumstances or procedures change which can lead to new hazards. The assessment does not need to be amended for every trivial change but if there is a significant change, the teacher in charge should update the risk assessment to take account of the new hazard. All risk assessments should be reviewed regularly.

It may be that the same risk assessment could be applied to more than one visit e.g. a theatre trip or a visit to a museum. In these cases, it may be possible to produce a generic risk assessment for the type of visit in question out of which comes a checklist to be ticked off before each individual visit takes place. On other occasions, it will be necessary to produce a full risk assessment specific to the visit when it is infrequent, one-off or high risk.

Date:

Chair of Governors Name: Mr. Afzaal Kiani

Sign: