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POLICY IN HEALTH AND SAFETY

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Review: Dec 2023

Assunnah Primary School

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Health and Safety Policy

بسم الله الرحمن الرحيم

Policy Title	Health and Safety Policy				
Issue Date	December 2020	Review Due	December 2023	Version	3.0

As-Sunnah Primary school is an independent, selective, faith-based Muslim School. We strive to offer a **Mission Statement** holistic education cultivating growth along spiritual, moral, emotional, intellectual, physical and communal dimensions. Our aim is to positively orient our students towards realising their full potential as exemplary contributors to our society, in actively promoting fundamental universal values.

We are against radicalisation that leads to unjust acts of violence and the violation of fundamental universal values. We encourage peaceful but effective communication, dialogue and interaction with all parties who are keen to working towards achieving common goals of goodness.

The policies for the school are provided by the school leadership comprising of the governors, school manager, headteacher and deputy headteacher.

Expectations

Assunnah Primary School is a unique Islamic School that is committed to maintaining an environment within the framework of Islamic principles and striving to achieve academic excellence and perfection of character.

In order to achieve this the school leadership expects that all staff, parents and guardians fully comprehend and adhere to the policy in full as specified in their employment contract, terms of agreements and handbooks.

Purpose

This policy outlines the responsibilities and arrangements for ensuring health and safety for concerned parties. It is therefore important that this policy is read, understood and practiced thoroughly, carefully and considerably in order to effectively achieve it's intended goals.

Introduction	**1**	Assunnah Primary School is committed to the promotion of a safe and healthy environment for staff, pupils and other users of the school site.
Objective	**2**	To create a safe environment, for all users of the school, students, school staff, parents and the community. This includes: • The ability of each individual to protect him/herself • Concern and consideration for the safety of others • Knowledge of what to do in certain situations or seeking expert help where the necessary skills are not available. • Alertness and control • Cultivation of good habits
School responsibility and duty	**3**	We see health and safety as prime importance and an essential means to avoid harm to staff, students, parents and all other users of our facilities.

Roles and Responsibilities

4 In order to promote a positive and effective health and safety culture, the school recognises the need for the following roles and responsibilities to be carried by all members and participants of the school:

5 **Governing Body:** The governing body is responsible for:

- ensuring that appropriate documentation is in place
- monitoring its implementation

- challenging any neglect to the property to appropriate staff members and follow through on addressing the hazard and preventive processes
- reviewing the policy and processes on a regular basis.

This will be achieved by:

- monitoring by the Building Committee • receiving reports from the Headteacher.
- Receiving concerns from other staff members
- Receiving reports / concerns from the maintenance manager

6 **Headteacher:** The Head Teacher will be responsible for:

- the day to day management of health and safety
- the implementation of the policy
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff are aware of the procedures laid down in the document, and of their own responsibilities to comply with them
- reporting to governors on health and safety matters
- Organising and arranging fire drills, and any other necessary training to improve health and safety.

7 **Maintenance Manager:** The maintenance manager will:

- ensure that all defects in the buildings and grounds are notified to the headteacher or school leaders promptly
- Undertake regular checks of the fire alarm system and emergency lighting and recording the result in the Fire Log Book
- carry out regular safety check of the school grounds
- liaising with contractors to ensure an adequate exchange of health and safety information.
- liaise and work with contractors, agencies and other individuals to carry out essential maintenance works whilst monitoring the progress and quality of the work being carried out.
- take pro-active action where necessary to raise potential future concerns to health and safety matters
- carry out any other duties identified by the Head and Governors.

8 **All Staff:** All staff members will:

- It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.
- All staff will therefore have access to this document and will be expected to comply with the procedures it contains at all times.
- All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary they must be prepared to take appropriate action themselves to remove hazards.
- Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

9 **Subject Co-ordinators**

Each subject co-ordinator is responsible for ensuring that the storage of curriculum resources in their subject is safe. They should inform all staff of any potential hazards in the use of equipment or materials.

10 **Other School Users**

The following users should be made aware of relevant sections of the school's Health and Safety Policy:

- School admin staff
- Voluntary workers
- Advisory workers
- Parents

General Health and Safety Processes

11 It is essential that the following processes are read, understood and carried out in order to ensure that health and safety procedures are being followed:

12 Accident recording, reporting and investigation

- Any accident needing routine treatment in school is deemed a **Minor Accident**, and should be recorded on the incident / accident form. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent reoccurrence.
- If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, or if a decision has been made for parents to be informed this should also be noted.
- As a general rule, the child should not be moved. An adult should stay with the injured child, and send a sensible child to find a First Aider to deal with the accident. All staff who have received first aid training should follow the guidelines provided at their training.
- When a child has injured their head, a Head Injury Form needs to be filled out (and not the minor accident book). One copy of this goes to the class teacher to give to the child's parents, and another copy goes into the child's file.
- Medical books need to be signed off by the parent at the end of the day if a child has received treatment and once this has been entered in the medical book. Each class has their own medical book located in the administration office.
- When dealing with an accident, it is not helpful for other children or adults to crowd round.

13 Reporting Hazards and Defects

All defects and hazards relating to the building or grounds should be reported immediately to either the Headteacher, maintenance manager, or any member of the leadership team. The hazard will then be inspected and if necessary be recorded. The leadership team and maintenance manager will then work together to address the concern and record its progress.

14 Annual Audits

A safety audit of the school will be carried out each year by the Headteacher, caretaker and Chair of Building Committee. The outcome and actions taken will subsequently be reported to the Governing Body.

15 Risk Assessment

- The results of the audit will help to determine the areas and/or activities for which a formal Risk Assessment needs to be carried out.
- Areas related to teaching and learning will be identified at staff meetings or when new materials, equipment or procedures are to be used.
- The Head will be responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment.

16 Electrical Safety

Any faults must be reported immediately.
All appliances must be tested on an annual basis via the PAT testing method.
Ensure all pc's and electrical equipment are switched off at the power points.

17 Control of Substances Hazardous to Health - COSHH

All substances including cleaning materials, which may be hazardous, are kept in a locked store, either in the cleaner's cupboard or the caretaker's room.
Each chemical has its own COSHH details which should be consulted before use. Where hazardous substances are to be used a COSHH risk assessment should be completed ensuring the following as a minimum:

- Only use the smallest amount required of any substance – the more you use the bigger the risk.
- Replace lids and tops on all hazardous substances and store them effectively.
- Ensure that areas in which you are using substances are well ventilated.
- Use personal protective equipment (PPE) that has been identified to protect you from expose you to substances.

- Make sure all spillages are cleared up at the earliest opportunity and reported to the relevant people.
- Chemicals checked for suitability where pregnant staff is teaching.
- Employees have a responsibility **Fire**

Safety 18 School Responsibilities

- Assunnah school has overall responsibility for ensuring that the minimum fire safety standards, are adhered to. The school arranges for the fire alarms and for fire extinguishers to be checked regularly.
- Mandatory training sessions in, for example, the use of fire appliances and causes of fire, are held for all Health and Safety officers annually. It is the responsibility of the Head teacher / School Manager to ensure that staff attend these training sessions when possible.

Staff Responsibilities

- Fire prevention is the responsibility of every member of staff at Assunnah school. It is the duty of everyone to become familiar with the practice procedures for dealing with a fire.
- All members of staff must act to prevent any potential fire hazard by taking immediate action themselves or by reporting it to a site Fire Officer without delay. It is the duty of every staff member to attend training in fire procedures and prevention as required.

General Points

- There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Drill Log Book. The times of the practices will be either planned or unannounced and varied to cover all times of the school day.
- Fire evacuation procedures are displayed around the building. All staff must ensure that they are familiar with them.
- The Caretaker and Headteacher are responsible for checking the alarm system and recording the result in the Fire Log Book.
- Fire fighting equipment is serviced annually.
- Smoking is not permitted anywhere in the school building.
- At large gatherings, for example school plays, all relevant emergency exits must be made known and be accessible, and a telephone available for emergency calls.

19 Designated Fire Officers

The Fire Officer for the building is:

- **Mohamed Yusuf**, (School Manager)

Fire Officer Duties: The duty of the practice's Fire Officer(s) is to:

- Supervise the day-to-day adherence to the fire safety policy and procedures.
- Attend Fire Safety meetings and relay information acquired at the meeting to the Head teacher who will circulate the details to all members of staff where appropriate.
- Ensure that all staff participates regularly in fire safety training and attend fire drills.
- Be responsible for the co-ordination and direction of staff actions when a fire occurs, in accordance with the practice's fire safety procedure.

20 FIRE PROCEDURE: IF YOU DISCOVER A FIRE:

- Raise the alarm. Activate the nearest fire alarm (using the nearest break glass point)
- You can also give a vocal warning if unable to reach the alarm.
- If the fire is localized and manageable, staff should use the extinguisher to put out the fire, without taking personal risk.
- The fire may be tackled with the appropriate appliance only if this can be done without risk of personal injury.
- If you are unable to tackle the fire, without taking personal risk, leave the room immediately taking all the children with you and closing the door behind you.
- Supervise evacuation of premises

ON HEARING THE FIRE ALARM:

- The management staff from the building's main office will check the panel and phone the fire brigade. If a staff member also detects a fire they are also advised to leave the building and phone the fire brigade.
- Call the Fire brigade using the nearest available telephone by dialling 999. When connected state clearly: FIRE at 565a High Road, Tottenham London N17 6SB

EVACUATING THE PREMISES:

- Leave the building via the nearest marked fire exit.
- DO NOT RUN OR SHOUT - STAY CALM! DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
- Years 1, 2, 3, 4, 5 are to leave and 6 are to leave via the front door (in the women's section).
- Year 6 are to leave via the glass side doors.
- Years 1 and 2 are to remain without their shoes on in order to ensure a safe and prompt evacuation.
- Outside areas and assembly points will be swept daily to ensure children are not hurt or subject to injury during evacuation.
- At assembly
- The school's administrator will collect the staff signing in register, school register and visitors register and hand these out to teachers at the assembly point
- At assembly point, children will be in lined up in register order
- Teaching staff will take a registers and signal completion by placing register in the air

ASSEMBLY POINTS and PROCESS

- Men's section – the gate to the left side of the building or left to the entrance of the men's prayer hall (If facing the building) which leads to the back entrance behind a number of flats, and the High street.
- Children must be in register order and line up in their designated areas, with Y1, Y2, Y3, towards the front of the gates and Y4, Y5, Y6 behind them.

FIRE BRIGADE

- When the fire brigade arrives, direct officers to areas indicated on the fire panel and offer to accompany them with the master keys
- Inform the fire brigade of staff and students not accounted for and have not yet evacuated the building.
- Follow instructions from the fire brigade.
- Be ready to inform the fire brigade of service entry points.

AFTER ALARM

- Once emergency is over, the nominated officers must note the incident, with details, time and date in the fire log book.
- Enter incident in log book with any recommendations made by fire brigade.
- Write a letter to parents/guardians/carers explaining the incident
- Parents should be notified and expected to collect their children from the African woman's development centre across the road from the school.
- Take immediate action to remedy any faults highlighted by the emergency.

Re-enter the building only when give the all clear by the fire brigade. Do not re-set the fire alarm until the fire brigade gives the all clear.

GENERAL POINTS

- Never enter the zone indicating fire when attempting an evacuation.

- As a general rule try to assist the frail or those in need of physical aid from the building, but never put your self at risk of injury by doing so.
- Always phone 999 on hearing the alarm.
- Whilst carrying out fire procedures, remember to always remember calm and do not run.

The keys to the fire exits (gates that lead out of the premises are in the possession of the following persons:

• Asad Abdullahi	Security Guard
• Da'ud A. Sheikh-Ali	Centre manager / school governor
• Mohamed Yusuf	School Manager

FIRE CONTROL PANEL

This is located in the hallway leading to the main office of the building; this is situated in between the men's prayer area and men's toilets

FIRE EXTINGUISHERS

Assunnah school is equipped with water and CO2 fire extinguishers. Please see appendices for location and on 'how to use a fire extinguisher'.

School Security and supervision **21**

SECURITY/VISITORS TO THE SITE

During the school day, all visitors will be expected to report to the school office, where they will be asked to sign the visitors' book. All visitors are given a visitors badge which must be worn whilst on school premises. During the breaks administration staff will attend to visitors at the gate and supervise them whilst on the premises.

SUPERVISION BEFORE AND AFTER SCHOOL

The school accepts no responsibility for children who arrive on the premises before 8.00am.

Parents are asked to make arrangements to collect their children promptly at the end of the afternoon session at 3.10pm. Teachers must ensure that each child is collected by a known and authorised adult. Children are not to be dismissed to any persons who do not have authorisation to collect children. The parents or legal guardians must inform the school if they have arranged collection of their child by others persons. If any child is not collected within 15 minutes, the class teacher will inform the office. The Head teacher assumes responsibility until the child's parents/carers take the child.

SAFEGUARDING CHILDREN ON THE SCHOOL WEBSITE

At our school we ensure the privacy and safety of our pupils. The following points are adhered to in ensuring their privacy and safety on the website regarding the use of photographs.

- Where pupils are named, only their first names are given;
- Where a pupil is named, no photograph of that pupil is displayed;
- Where a photograph is used which shows a pupil, no name is displayed.

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils. When choosing photographs for the website, the school is mindful of the way pupils may appear in them, and will not include images which are in any way inappropriate, such as close-up portrait shots of individual pupils. The school seeks parental permission for photographs. No other private information about pupils is ever published on the website such as surnames or contact details.

Review **22**

Other related policies 23

The governing body reviews this policy regularly. However they may review the policy earlier than this when new regulations or guidelines come into effect or if the governing body receives recommendations on how this policy might be improved. 1. Safeguarding welfare of children policy (child protection)

Appendices 24

2. First aid policy
3. Educational visits

- Daily health and safety checklist for classrooms
- Location of fire extinguishers

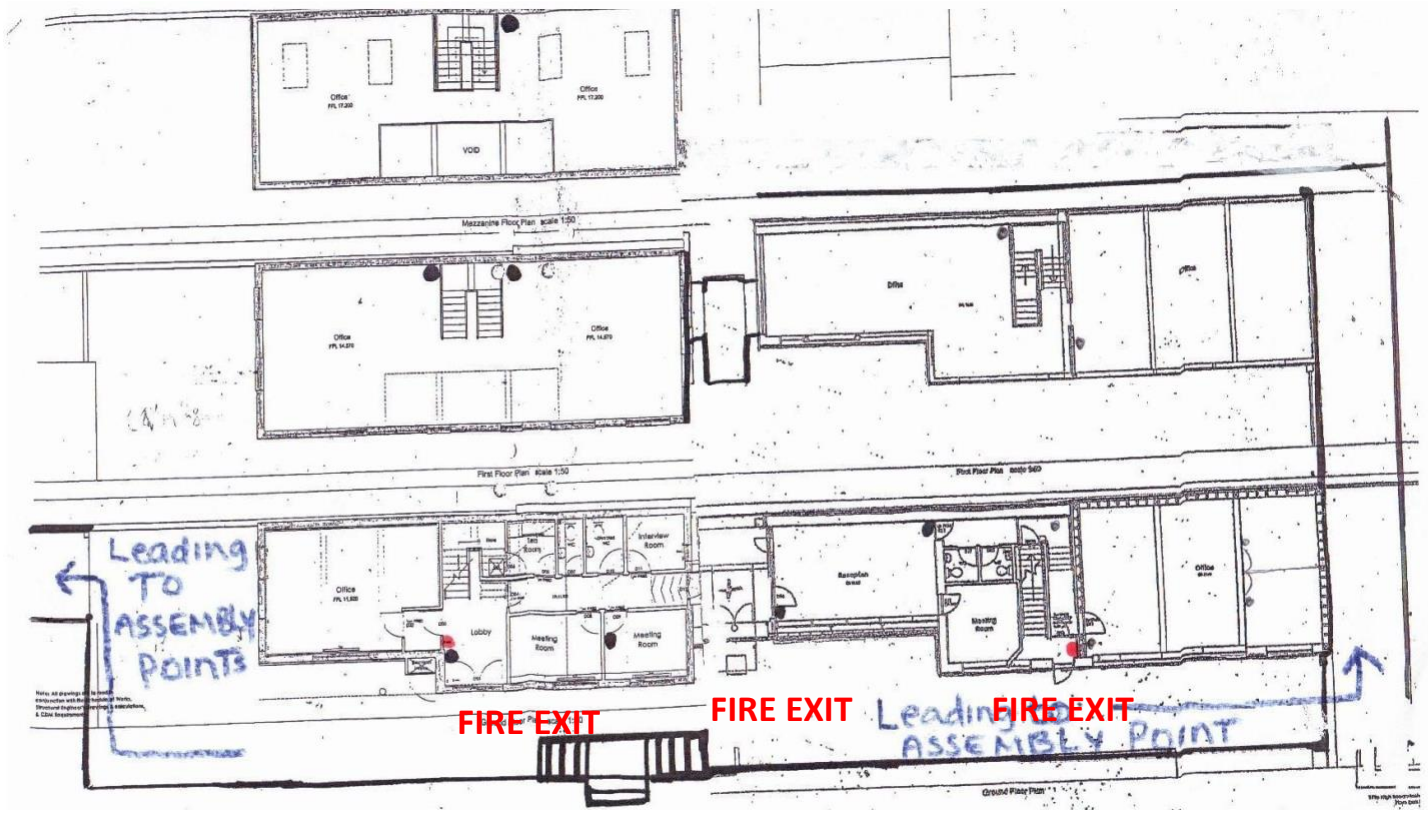
Daily Health and Safety Checks for Classrooms

Week commencing:	Mon:	Year:	

This risk assessment must be completed every day to check the condition of and make notes on the condition of your classroom. *All hazards to be removed and SLT to be informed where appropriate.*

Areas to Check for hazards: **(Please tick (√)for 'Yes' or cross (x) for 'No')**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Comments**
Movement around the classroom (slips and trips)						
Is the internal flooring in a good condition if appropriate?						
Is the floor and classroom area clear of all hazards e.g sharps? Check all corners.						
Are gangways between desks kept clear of obstructions?						
Is there storage in the coat area and is it kept clear?						
Is the classroom neat, clean and tidy?						
Furniture and Fixtures						
Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?						
Is there appropriate lighting?						
Is there adequate ventilation in the room?						
Can a reasonable room temperature be maintained?						
Are the table and chairs fit for purpose?						
If mats are used are they fit for purpose?						
Electrical equipment						
Are all electrical switches, plugs, plug sockets and cables in good repair?						
Are all cables safely tucked away?						
Fire						

Are the fire exits clear?						
Are fire evacuation procedures clearly displayed?						
Are all areas clear of fire hazards?						

SIGNATURE		**PRINT**	

Fire Exit, Assembly Point and Fire Extinguisher Locations