

Dated September 2021

Islamia Girls School

Health and Safety Policy



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## 1. HEALTH AND SAFETY POLICY STATEMENT

This policy is to provide and maintain a working environment that is safe and without risk to health. We believe that health and safety is equal in importance to our school's main educational objectives. The Head Teacher and Islamia Schools Ltd recognise that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees, students and others who may be affected by the schools activities. The Head Teacher seeks to and maintain, so far as is reasonably practicable by the implementation of this Policy, its arrangements and procedures, risk management through information, instruction and training.

In order to achieve this policy, we will ensure that:

- 1.1. A positive culture and management system is provided to ensure health and safety at work
- 1.2. We provide and maintain plant and systems of work that are made safe and without risks to health;
- 1.3. Arrangements are made to ensure that the safety and absence of health risks in the use, handling, storage and transport of articles and substances;
- 1.4. We provide sufficient information, instruction, training and supervision to ensure adequate health and safety at work;
- 1.5. We maintain any place of work under our control in a condition that is safe and without risks to health, where everyone is aware of their accountabilities and responsibilities;
- 1.6. We provide and maintain a working environment that is safe, without risk to health, and adequate in terms of facilities and arrangements for our employees' welfare at work;
- 1.7. We provide adequate resources for the implementation of this policy and that it is reviewed on an annual basis.
- 1.8. Under the Health and Safety at Work Act 1974, **all** staff & students have duties imposed on them whilst at work, to:
  - 1.8.1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
  - 1.8.2. Co-operate with us to enable that the schools meet our statutory health and safety requirements;
  - 1.8.3. Not miss-use or interfere with anything provided by the schools in the interests of health and safety.
- 1.9. The establishment of a sound health and safety culture is dependent on the active involvement of **all** school staff and students.

Signed:..... Date:..... **Sep 20 2 1** .....

**Mr Amzad Ali**

## 2. HEALTH AND SAFETY POLICY DOCUMENTATION REVIEW

To ensure that we comply with the requirements imposed by *Section 2 of the Health & Safety at Work Act 1974*, our Health & Safety Policy Statement and documentation requires to be reviewed periodically and at least annually.

It is our intention, in accepting our responsibilities to review the Policy Statement and documentation and make arrangements for any amendments as required from time to time. We have an “as and when required” access to professional Health, Safety & Fire Advisors for any advice/training and specific risk assessments. These Advisors are *Workplace Fire and Safety Ltd (WFS) and jtafire health and safety*.

## 3. RESPONSIBILITIES

It is important that we are all aware of the legal responsibilities we have and work together to achieve a continuous and constant high standard of safety.

- 3.1. Overall and final responsibility for health and safety is that of Islamia Schools Ltd, and the Trustees
- 3.2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Head Teacher
- 3.3. To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas:

Name	Responsibility
3.3.1. Ms Jihan Jibirin	a) External school trips
3.3.2. Mr Flamur Llapashtica	a) Plant & Equipment Maintenance b) Fire Marshall
3.3.3 Ms Nina Monnan	a) External Sports Visits/Sports Training b) Senior First Aider c) Accident Book & Reporting
3.3.4. Mr Srinavas Devulapally	a) Chemistry Lab/COSHH b) First Aid
3.3.5. Mr Mohamed Ayari	a) Senior First Aid b) Fire Marshall
3.3.6. Ms Thahina Liakat	a) First Aider b) Accident Book & Reporting
3.3.7. Mrs Nusrat Rahmatullah	a) Senior First Aider b) Accident Book & Reporting
3.7. Mrs Nusrat Rahmatullah	a) Accident Book & Reporting
3.3.8. Department Heads	a) Their own Departments

3.3.9 Fire Marshall responsibilities are with the following staff members:

1. Mr Amzad Ali - Fire Marshall & Fire Safety Officer
2. Mr Mohamme Ayari - Fire Marshall & Fire Safety Deputy
3. Mrs Jihan Jibirin - Fire Marshall
4. Ms Nasrin Walji - Fire Marshall
5. Mr Flamur Llapashtica - Fire Marshall
6. Mrs Nusrat Rahmatullah - Fire Marshall
7. Mrs Shagufta Patel - Fire Marshall
8. Ms Nazish Yusaf - Fire Marshall
9. Mrs Nina Monnan - Fire Marshall
10. Ms Thahina Liakat - Fire Marshall

3.4.

3.5. All staff have to:

- 3.5.1. co-operate with Departmental Heads on health and safety matters;
- 3.5.2. not interfere with anything provided to safeguard their health and safety;
- 3.5.3. take reasonable care of their own health and safety; and
- 3.5.4. report all health and safety concerns to an appropriate person (as detailed in the policy statement).

3.6. We accept that although we have delegated tasks within Health & Safety to others, overall responsibility remains that of the Head Teacher.

3.7. We also accept our responsibilities to ensure that those delegated above are competent persons to undertake their Health & Safety tasks and have adequate resources and training to do their job properly.

#### 4. HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

- 4.1. Specific Risk Assessments will be undertaken jointly by **jtafire** in conjunction with Management team in May of every year. A review is due next **May** 2022
- 4.2. The findings of the risk assessments will be reported to the Head Teacher
- 4.3. Action required to remove/control risks will be approved by the Head Teacher
- 4.4. The Head Teacher will be responsible for ensuring the action is implemented

- 4.5. The Head Teacher will check that the implemented actions have removed/reduced the risks
- 4.6. Assessments will be reviewed every **12 months** or when the schools activity changes, whichever is soonest

All school specific Risk Assessments are recorded in a **“Islamia Girls School Health and Safety Assessment”** document. Staff Risk Assessment Training Records are also maintained.

## **5. CONSULTATION WITH EMPLOYEES/STAFF**

- 5.1. Consultation with staff is provided by the Head Teacher.
- 5.2. All staff are encouraged to make suggestions in writing for the continuous improvement of existing facilities and arrangements for Health & Safety at work.
- 5.3. Any unsatisfactory or dangerous occurrences should be reported immediately to the Head Teacher.

## **6. SAFE PLANT AND EQUIPMENT**

- 6.1. The Site Manager will be responsible for identifying all equipment/plant needing maintenance.
- 6.2. The Site Manager will be responsible for ensuring effective maintenance procedures are drawn up.
- 6.3. The Site Manager will be responsible for ensuring that all identified maintenance is implemented.
- 6.4. Any problems found with plant/equipment should be reported to the Site Manager.
- 6.5. The Head Teacher will check that new plant/equipment meets health and safety standards before it is purchased. As a school we only source equipment from reputable and known suppliers. As a minimum, all new equipment will at least be CE Marked and meet EN standards.

The schools will ensure that all plant and equipment (e.g. ladders, electrical equipment, boilers and ventilation plants) that require maintenance are identified and that the maintenance is done. These maintenance checks and work done are recorded.

## **7. SAFE HANDLING AND USE OF SUBSTANCES**

- 7.1. The head of science with advice/guidance from **jtafire** and the Science Technician will be responsible for identifying all substances which need a COSHH assessment **in May** every year.

- 7.2. The head of science with advice/guidance from *jtafire* and the Science Technician will be responsible for undertaking COSHH assessments in **May** of every year.
- 7.3. The head of science will be responsible for ensuring that all actions identified in the assessments are implemented.
- 7.4. The head of science will be responsible for ensuring that all relevant staff and students are informed about the COSHH assessments.
- 7.5. The head of science will check that new substances can be used safely before they are purchased and that all MSDS (Material Safety Data Sheets) are obtained from suppliers and placed on the COSHH file, also all relevant HAZCARDS are amended and kept up to date.
- 7.6. Assessments will be reviewed every **12 months** or when the work activity changes, whichever is soonest.
- 7.7. The head of science will be responsible for ensuring that the PPE (Personal Protective Equipment) provided is suitable for the risks to be protected against and for the individual user i.e. gloves, goggles & masks.
- 7.8. The head of science will be responsible for ensuring that the PPE provided is maintained to an acceptable level and suitable storage accommodation is provided and maintained.
- 7.9. The head of science will be responsible for ensuring all staff and students are given appropriate training, information and instruction in the use of the PPE provided.
- 7.10. **All staff and students have a duty and responsibility under *Health & Safety at Work Act 1974* to use the PPE provided accordingly at all times.**

## **8. INFORMATION, INSTRUCTION AND SUPERVISION**

- 8.1. The Health and Safety Law poster is displayed at the **Main Reception Office**.
- 8.2. Supervision of young students will be arranged/undertaken/monitored by the relevant Department Heads as per clause 3.
- 8.3. The Head Teacher is responsible for ensuring that our staff working at locations under the control of other employers (i.e. other schools), are given relevant health and safety information.
- 8.4. We take into account our particular responsibility for young persons, allowing for their inexperience, lack of awareness of risks and immaturity and will ensure that they are properly trained, instructed and supervised. Our

definition of young workers is anyone under 18 years of age. At the time of writing we do not employ anyone under the age of 18 years of age, although our students are under the age of 18 years. We take the safety of all our students very seriously and highly.

## **9. COMPETENCY FOR TASKS AND TRAINING**

- 9.1. Induction training will be provided for all staff by an experienced member of staff delegated by the Head Teacher.
- 9.2. Job specific training will be provided by outsourced Organisations as required.
- 9.3. Specific Health & Safety related jobs requiring special training are:
  - 9.3.1. Fire Equipment Training – Workplace Fire and Safety Ltd
  - 9.3.2. First Aid Training – St John's Ambulance/ Red Cross/other available providers
- 9.4. Training records are kept at the Head Teacher's Office**
- 9.5. Training will be identified, arranged and monitored by the Head Teacher with advice/guidance available from jtafire.
- 9.6. All staff will be given basic Health & Safety training when they start work with the schools, which will include details of location of the external evacuation assembly point, fire equipment and first aid boxes. Additionally, induction training will include a full brief on all the schools Risk Assessments.
- 9.7. Details of all Health & Safety training are recorded and kept on file. These are maintained on an ongoing basis.
- 9.8. Overall the schools have very little teaching staff turnover – many teachers are long-term with several years in post.

## **10. ACCIDENTS, FIRST AID, AND WORK-RELATED ILL HEALTH**

- 10.1. The 4 first aid boxes are kept at:
  - 10.1.1. Main Reception Office/ First Aid Room
  - 10.1.2. PE Cupboard - gym
  - 10.1.3. Chemistry/Physics Laboratory
  - 10.1.4. Food tech room
  - 10.1.5. Art room
- 10.2. The first aiders are:
  - 10.2.1. Nina Monnan (senior first aider)
  - 10.2.2. Mohamed Ayari (senior first aider)
  - 10.2.3. Nusrat Rahmatullah (senior first aider)
  - 10.2.4. Thahina Liakat
  - 10.2.5. Nazish Yusuf
  - 10.2.6. Rayen Naghi

10.3. All accidents, near miss incidents occurring from work activities and cases of work related ill health are to be recorded in the accident book.

**10.3.1.** The book is kept by **Thahina Liakat/Nusrat Rahmatullah** at the **Staff room**.

10.4. The Head Teacher is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. Advice and guidance is available upon request from *jtafire*

10.5. To avoid accidents or work related ill health, it is important that all staff study and understand the Risk Assessments associated with their work.

10.6. The main reception also keeps medical records of all students, with particular reference to any known medical issues i.e. Diabetes, asthma etc.

## **11. MONITORING**

11.1. To check the school working conditions, and ensure our safe working practices are being followed, we will:

11.1.1. Carry out a weekly check of the school environment and serviceability of equipment.

11.1.2. Allow the staff to “follow an open upwards reporting system” bringing matters to the attention of the Head Teacher.

11.1.3. Take seriously and act upon any reported or alleged breaches of Health & Safety legislation.

11.2. The Head Teacher is responsible for investigating accidents with help and guidance from *jtafire* as and when required upon request.

11.3. Department heads as per clause 3 are responsible for investigating work-related causes for sickness absence.

11.4. The Head Teacher is responsible for acting on investigation findings to prevent a recurrence with help and guidance from Accident & Risk Management as and when required upon request.

11.5. Any accident will be fully investigated, relevant safety procedures checked and any recommendations actioned to avoid a re-occurrence.

11.6. The schools operate both active and reactive monitoring of our working conditions and acknowledge our responsibility that in-depth investigation of accidents is an essential element of reviewing our Safe Systems of Work.

## 12. EMERGENCY PROCEDURES – FIRE & EVACUATION

- 12.1. The Head Teacher with advice from WFS is responsible for ensuring the school site specific fire risk assessment is undertaken in implemented in May of every year.
- 12.2. Escape routes are checked by Staff every day.
- 12.3. Fire extinguishers are maintained and checked by fire security solution, every year in December.
- 12.4. Alarms are tested by the Site Manager every Friday. This includes a check of all break-glass call points.
- 12.5. Emergency evacuation will be tested once every 3 months.

## 13. NOTES

**Areas Highlighted are dependent on our current advisors/providers/suppliers. This may change from year to year.**

## 14. REFERENCES

- 14.1. Management of Health & Safety at Work Regulations 1999 (as amended)
- 14.2. Management of Health and Safety at Work Regulations 1999 (as amended)
- 14.3. Health and Safety (Consultation with Employees) Regulations 1996
- 14.4. Safety Representatives and Safety Committees Regulations 1977
- 14.5. Provision and Use of Work Equipment Regulations 1998
- 14.6. HSE's Buying New Machinery INDG271 1998
- 14.7. Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended)
- 14.8. Personal Protective Equipment (PPE) at Work Regulations 1992 (as amended)
- 14.9. Health and Safety Information for Employees Regulations 1989
- 14.10. Management of Health and Safety at Work Regulation 1999 (as amended)
- 14.11. Management of Health & Safety at Work Regulations 1999 (as amended)
- 14.12. Effective Health & Safety Training ISBN 0-7176-2109-X
- 14.13. Health & Safety Training INDG-345
- 14.14. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- 14.15. Health & Safety (First Aid) Regulations 1981 (major amendment act 2009)
- 14.16. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

14.17. Regulatory Reform (Fire Safety) Order 2005

