



## Health and Safety Policy

### 1. Introduction

This statement is issued in accordance with the Health and Safety at Work Act (1974).

#### **1.1 Overall Health and Safety Aims**

It is the policy of the Al-Burhan Grammar School, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. formulate effective procedures for use in case of fire and for evacuating the school premises;
5. lay down procedures to be followed in case of accident;
6. teach safety as part of pupils' duties where appropriate;

### 2. Health and Safety Responsibilities

#### **2.1 Of the Headteacher**

1. The Headteacher is responsible for implementing this policy within the school
2. Monitor the effectiveness of this policy and other safe working practices in school
3. Revise and amend this policy, as necessary, on a regular basis
4. Monitor general advice on safety matters given by the Authority and other relevant bodies and apply relevant advice
5. Ensure that all staff, students and visitors are aware of general health and safety measures in school
6. Ensure that all staff and students are aware of the Fire and emergencies evacuation procedure
7. Arrange for regular practice evacuation drills to take place and for the results of these to be recorded
8. Ensure that all staff are aware of the accident reporting procedure and monitor its implementation
9. Provide instructions, warning notices and appropriate signs
10. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
11. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
12. Ensure that any item of furniture, fitting or equipment identified as being unsafe is withdrawn, repaired or replaced
13. Delegate responsibility for some Health and Safety measures e.g. first aid, and ensure that such members of staff have the knowledge and skills to carry out their
14. Provide opportunities for discussion of health and safety arrangements
15. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements



## 2.2 Of teaching staff:

Teaching staff are expected to be safe and responsible members of the school community and to conduct themselves in a safe manner. Their particular responsibilities include:

1. To keep up to date with all Health and Safety policies
2. To implement general health and safety measures and other safe working practices and set a good example personally.
3. To act in a manner which minimises the possibility of a mishap
4. To work in a safe manner and create a safe environment inside and outside the classroom
5. To be vigilant around school and to correct any problems, if appropriate, or to notify a staff member who has the responsibility for that issue e.g. first aider or Headteacher
6. To check equipment, resources and tools which will be used in a lesson are appropriate for that use and meet accepted safety standards. This must be done well in advance of the lesson, so that if there are any issues, they can be reported and rectified in time so that pupil's educational experience is not affected.
7. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
8. To minimise the occasions when individuals are required to work in isolation, particularly in a hazardous situation or on a hazardous process
9. To provide instructions, warning notices and appropriate signs when working in a hazardous situation or on a hazardous process (e.g. during science experiments)
10. To ensure that appropriate protective equipment and safety equipment are used as necessary and when required e.g. gloves and goggles.
11. To set a good example for pupils in terms of thinking about health and safety
12. To effectively supervise all those for whom they are responsible
13. To teach pupils to give regard to the safety of others.
14. To conscientiously supervise pupils at hometime and ensure that pupils only leave the courtyard once their parents have arrived.
15. Where private vehicles are used to transport pupils to and from school functions or trips, accompanying staff must ensure that all pupils are aware of health and safety rules, and must monitor compliance with those rules e.g. remaining seated, using belts (if present)
16. To evaluate their own practice with regard to health and safety
17. To take prompt action and rectify their working practice if any weaknesses are noted
18. To help investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action

*N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.*



### 2.3 Of all employees

All employees have a responsibility under the Act to:

1. Co-operate with the Headteacher in meeting statutory requirements
2. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts. Where in doubt they must seek immediate clarification from the Headteacher
3. Take reasonable care of their own health and safety and of any person who might be affected by their acts or omissions at work
4. Not interfere with or misuse anything provided in the interests of health, safety and welfare
5. Ensure that tools and equipment are in good condition and report any defects to the Headteacher as soon as possible
6. Ensure that offices and general accommodation are kept tidy
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher

*Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, he/she must draw these to the attention of the Headteacher as soon as possible.*

### 2.4 Of pupils

1. To exercise personal responsibility for the safety of themselves and their fellow pupils
2. To observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives and other items considered dangerous)
3. To observe all safety rules of the school and in particular the instructions of the teaching staff, especially in the event of an emergency
4. To use and not wilfully misuse, neglect or interfere with things provided safety purposes.

### 2.5 Of visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

### 2.6 Of persons delegated to assist in the implementation of Health and Safety measures

Persons delegated to assist in the implantation of Health Safety measures are:

- ✓ Mrs Parveen Akhtar: School Manager and First Aider
- ✓ Mrs Naeema Kausar: Senior Teacher for Student Support and First Aider
- ✓ Miss Nabila Ahmed: School secretary
- ✓ Ms Usma Jabeen: School administrator

The above persons shall:

1. assist the Headteacher in the implementation, monitoring and development of health and safety policies within the school
2. co-ordinate arrangements for the design and implementation of safe working practices within the school



3. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained
4. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
5. ensure that staff with control of resources (both financial and other) give due regard to safety
6. investigate/help investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
7. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher

### 3. Other Health and Safety Policies

Other Health and Safety-related policies include:

- ✓ Campus Security Policy
- ✓ Critical Incidents Policy
- ✓ Fire Safety Policy
- ✓ First Aid Policy
- ✓ Hazardous Materials Policy
- ✓ Medicines Policy
- ✓ Physical Restraint Policy
- ✓ Risk Assessments: Science Lab, Fire