



Health and Safety Policy

1. Aims

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

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

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

3. Health and Safety responsibilities

3.1 The governing body



The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 Headteacher

The head teacher is responsible for health and safety day-to-day. This involves:

- Implementing this policy within the school
- Monitor the effectiveness of this policy and other safe working practices in school
- Revise and amend this policy, as necessary, on a regular basis
- Monitor general advice on safety matters given by the Authority and other relevant bodies and apply relevant advice
- Ensure that all staff, students and visitors are aware of general health and safety measures in school
- Ensure that all staff and students are aware of the Fire and emergencies evacuation procedure
- Arrange for regular practice evacuation drills to take place and for the results of these to be recorded
- Ensure that all staff are aware of the accident reporting procedure and monitor its implementation
- Provide instructions, warning notices and appropriate signs
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any item of furniture, fitting or equipment identified as being unsafe is withdrawn, repaired or replaced
- 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
- Provide opportunities for discussion of health and safety arrangements
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements

In the Headteacher's absence, the Senior Leadership Team take the above day-to-day health and safety responsibilities.

3.3 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:

- To keep up to date with all Health and Safety policies
- To implement general health and safety measures and other safe working practices and set a good example personally.
- To act in a manner which minimises the possibility of a mishap
- To work in a safe manner and create a safe environment inside and outside the classroom
- 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
- 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.
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- To minimise the occasions when individuals are required to work in isolation, particularly in a hazardous situation or on a hazardous process
- To provide instructions, warning notices and appropriate signs when working in a hazardous situation or on a hazardous process (e.g. during science experiments)
- To ensure that appropriate protective equipment and safety equipment are used as necessary and when required e.g. gloves and goggles.
- To set a good example for pupils in terms of thinking about health and safety
- To effectively supervise all those for whom they are responsible
- To teach pupils to give regard to the safety of others.
- To conscientiously supervise pupils at hometime and ensure that pupils only leave the courtyard once their parents have arrived.
- 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)
- To evaluate their own practice with regard to health and safety
- To take prompt action and rectify their working practice if any weaknesses are noted
- 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.

3.4 All employees

All employees have a responsibility under the Act to:

- Co-operate with the Headteacher in meeting statutory requirements
- 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
- Take reasonable care of their own health and safety and of any person who might be affected by their acts or omissions at work



- Not interfere with or misuse anything provided in the interests of health, safety and welfare
- Ensure that tools and equipment are in good condition and report any defects to the Headteacher as soon as possible
- Ensure that offices and general accommodation are kept tidy
- 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.

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff. Their particular responsibilities include:

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

3.6 Other visitors

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

3.7 Contractors

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Persons delegated to assist in the implementation of Health and Safety measures

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

1. Mrs Naeema Kausar: Senior Teacher for Student Support and First Aider
2. Mrs Catherine Baldock: Senior Teacher for Staff Support and First Aider
3. Mrs Dahab Jihar: Senior Teacher – Safeguarding Lead and First Aider
4. Miss Tawhida Aminsah: School secretary
5. Miss Saiqa Parveen: Cover Teacher, administrative support

The above persons shall:

- assist the Headteacher in the implementation, monitoring and development of health and safety policies within the school



- co-ordinate arrangements for the design and implementation of safe working practices within the school
- 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
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
- ensure that staff with control of resources (both financial and other) give due regard to safety
- investigate/help investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
- 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

5. Fire

1. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
2. Fire risk assessment of the premises will be reviewed regularly.
3. Emergency evacuations are practised at least once a term.
4. The fire alarm is a loud buzzer/bell.
5. Fire alarm testing will take place once a term.
6. New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point. **The assembly point is: School playground**
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Senior Leader will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals



- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the H and S officer and Science lead teacher and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products are kept locked in a store room or locked in the laboratory. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Headteacher or a member of SLT immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed



- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling



It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises

15. Accident reporting

15.1 Accident record book



- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident reporting book can be found in school office.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

15.2 Reporting to the Health and Safety Executive

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executives as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

16. Training



Our staff are provided with health and safety training as part of their insets or induction. Staff who work in high risk environments, such as in science labs or work with pupils with special educational needs (SEN), are given additional health and safety training.

17. Monitoring

This policy will be reviewed annually if needed.

18. Links with other policies

This health and safety policy links to the following policies:

- 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