



# Al-Burhan Grammar School

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*Dedicated to learning as the  
foundation of life*

## Health & Safety Policy

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## 1. Introduction

### 1.1 Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- 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;
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

### 1.2 Legislation & links with other policies

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 UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

This health and safety policy links to the following policies:

- Campus Security Policy
- Emergency school closures & critical incidents policy
- First Aid Policy
- Medicines Policy
- Supporting pupils with medical conditions policy
- Accessibility plan



- Remote learning policy
- Premises management documents: Fire Safety Policy, Hazardous Materials Policy
- Risk Assessment Policy & completed risk assessments including: Science Lab, COSHH, Fire, first aid needs assessment, IT room risk assessment, Art Room risk assessment, Classroom risk assessments.

### 1.3 Training, Monitoring & review

Our staff are provided with health and safety training as part of their induction process.

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.

The Headteacher is monitoring the effectiveness of this policy and other safe working practices in school. He will review the policy every 3 years. Any changes will be approved by the governing body.

## 2. Health and safety responsibilities

### 2.1 Governing Board

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

### 2.2 The Headteacher

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

- Implementing this policy within the school
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed, acted upon and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained
- Ensuring staff have access to personal protective equipment and safety equipment, where necessary
- Ensure that any item of furniture, fitting or equipment identified as being unsafe is withdrawn, repaired or replaced



### 2.3 Persons delegated to assist in the implementation of Health and Safety measures

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

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

1. Naeema Kausar, Saniya Zia and Catherine Baldock (SLT)
2. Sabika Fatima: School Administrator (provides administrative support to SLT)

### 2.4 Site security

Dr Nasrullah is responsible for the security of the school site in and out of school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Dr M Nasrullah and Kamran Nasrullah are key holders and will respond to an emergency.

### 2.5 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would. Staff will:

- Take reasonable care of their own health and safety and of any person who might be affected by their acts or omissions at work
- Co-operate with the Headteacher on health & safety matters
- Keep up to date with all Health and Safety procedures and safe working practices applicable to their posts.
- Understand emergency evacuation procedures and feel confident in implementing them
- Work in accordance with training and instructions and in a safe manner
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Act in a manner which minimises the possibility of a mishap:
  - Not interfere with or misuse anything in the interests of health, safety and welfare
  - Ensure that offices and general accommodation are kept tidy
  - Be vigilant around school, correct any problems, if appropriate, or to notify a staff member who has the responsibility for that issue e.g. first aider or Headteacher
  - Check equipment, resources and tools which will be used in a lesson are in good condition, 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 or defects, they can be reported and rectified in time so that pupil's educational experience is not affected.
  - Keep smoke retaining doors and fire doors closed at all times
  - Keep all spaces free from combustible waste and litter
  - Ensure that displays are kept away from sources of ignition
  - Check that all electrical/gas apparatus is turned off before closing a room
  - Minimise the occasions when individuals are required to work in isolation, particularly in a hazardous situation or on a hazardous process
  - Provide instructions, warning notices and appropriate signs when working in a hazardous situation or on a hazardous process (e.g. during science experiments)
  - Ensure that appropriate protective equipment and safety equipment are used as necessary and when required e.g. gloves and goggles.
  - Effectively supervise all those for whom they are responsible



- 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)

## 2.6 Pupils, parents, visitors and contractors

Pupils, parents, visitors and contractors 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 others around them
- 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 staff, especially in the event of an emergency
- To use and not wilfully misuse, neglect or interfere with things provided safety purposes.
- To alert the Health and safety lead if any activity they are planning to undertake requires additional/specific health & safety measures

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.

## 3. Specific situations

### 3.1 Fire

#### **Health & safety measures**

- Fire risk assessment of the premises will be reviewed annually and updated where required.
- A fire safety checklist can be found in the risk assessment policy.
- New staff will be trained in fire safety
- Staff are expected to be aware of all fire regulations, particularly measures related to hazards in their own areas of operation
- All staff and pupils will be made aware of any new fire risks.
- All staff and pupils are required to report potential fire hazards.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices and free from obstruction
- Smoke retaining doors and fire doors are to be kept closed at all times
- All classrooms contain a "Fire Alarm Procedure Poster"
- The fire alarm is a loud buzzer/bell.
- Emergency evacuations are practised at least once a term.
- 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.
- The logbook for recording and evaluating fire drill is complete and up to date
- Fire safety equipment is tested as per the schedule laid out in the premises management policy e.g. the fire alarm will be tested once a week.



**The assembly point is:** the school playground.

**Procedure 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:
  - Secretary:
    - Bring out with her the student attendance registers, early leaving book, late book, staff sign-in book, visitors book, and the school phone.
    - Lock her computer, and lock the main office door (data protection)
  - Pupils:
    - Stop and listen to any instructions by teachers.
    - Leave the room quickly, quietly, in an orderly manner by the nearest fire exit, without stopping to collect belongings.
    - Line up quietly in register order at the fire assembly point.
  - Staff:
    - Direct pupils to stand quickly, tuck chairs in, and quickly and quietly evacuate.
    - If possible, close all windows.
    - Close fire doors behind them to prevent the spread of fire, heat and smoke
    - Direct pupils to the assembly point and line them in an orderly manner in register order.
    - Take the register
    - Report any missing people immediately to the Head
    - Keep a watchful eye on pupils and await further instructions from the Headteacher / Fire Marshall.
  - Fire Marshall:
    - Encourage all to evacuate
    - Confirm location of fire (from fire panel)
    - Check classrooms for stragglers and close classroom doors after each room is checked
    - Report to Headteacher/SLT
  - 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.
- 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.
- Registers:
  - Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
  - A Senior Leader will take a register of all staff
  - The secretary will take a register of any visitors
- The Headteacher will:
  - Gather all information regarding the evacuation (from the fire marshal, SLT and admin staff)
  - Establish if fire is genuine or false alarm
  - Ensure that the Fire & Rescue Service is called if the alarm is genuine



- Confirm roll call with office staff
- Liaise with the Fire & Rescue Service on arrival
- Staff and pupils will remain outside the building until the Headteacher / Fire Marshall / emergency services say it is safe to re-enter

### **3.2 Control of substances hazardous to health (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 Health & Safety Lead and Science Subject lead and circulated to all employees who work with hazardous substances.

- When substances are ordered, appropriate transport is arranged with the supply company.
- Transportation within School of these substances is only done by staff members trained to handle these substances, following general health and safety measures.
- Hazardous products are kept locked. There is no general access for students or staff to dangerous substances.
- All hazardous products are kept in their original containers, with clear labelling and product information.
- Equipment is only removed by the teacher and used under the guidance and direct supervision of teachers. Prior to handling, pupils are taught how to appropriately handle these 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.
- Substances are audited on a yearly basis.
- 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.

#### **3.2.1 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

#### **3.2.2 Legionella**

- A water risk assessment is updated annually and when significant changes have occurred to the water system and/or building footprint
- The Headteacher is responsible for ensuring that the identified operational controls are conducted and recorded.





- The risks from legionella are mitigated; see the Legionella risk assessment in the Risk Assessment policy.

### **3.2.3 Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.

## **3.3 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 which are inaccessible to pupils and other members of staff.
- All containers are labelled with the correct hazard sign and contents

### **3.3.1 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 isolator 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

### **3.3.2 Educational equipment**

- This includes equipment in science (e.g. chemicals), Art (e.g. cutting tools) and PE.
- Pupils are taught how to carry out and set up equipment safely and efficiently.
- Staff check that equipment is set up safely
- All materials are appropriately risk assessed and controlled.
- Any concerns about the condition of the equipment are reported to the Headteacher.

### **3.3.3. Display screen equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

## **3.4 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
- Remote working, self-isolation and/or remote learning

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.

### **3.5 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:

- The Headteacher retains ladders for working at height
- 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

### **3.6 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, and/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.

### **3.7 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 mobile phone, portable first aid kit and information about the specific medical needs of pupils.
- There will always be at least one first aider on school trips and visits

### **3.8 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.

### **3.9 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.

### **3.10 Smoking**

Smoking is not permitted anywhere on the school premises.

### **3.11 Infections**

#### **3.11.1 Infection prevention and control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

#### **Handwashing**

- Wash hands with liquid soap and warm water, and dry with sensor activated hand drier
- Always wash hands after using the toilet and before eating or handling food.
- Cover all cuts and abrasions with waterproof dressings

#### **Coughing & sneezing:**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

#### **Personal protective equipment (PPE):**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct PPE when handling cleaning chemicals
- Use PPE to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

#### **Cleaning of the environment:**

- Frequently and thoroughly.
- Ensure surfaces frequently touched are cleaned daily.

#### **Cleaning of blood and body fluid spillages:**



- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

**Laundry:**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen

**Clinical waste:**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used pads, gloves, aprons and soiled dressings are stored and tied in separate waste bags and then disposed of appropriately

**3.11.2 Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

1. Following good hygiene practices, as laid out above.
2. Implementing an appropriate cleaning regime.
3. Keeping rooms well-ventilated i.e. use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

**3.11.3 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children.

These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carers will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations as advised by their doctor.

**3.11.4 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance. This can be found in the Appendices of the Attendance and Punctuality policy.



In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

### **3.12 New and expectant mothers**

Risk assessments will be carried out whenever anyone notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

### **3.13 Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## **4. Accident reporting**

See the First Aid policy for more details regarding reporting accidents to the school, recording accidents, and when to report to HSE (Health and safety executive).