

Noor ul Islam Primary School Health & Safety Policy

1. Introduction

1.1 The Governors of Noor Ul Islam Primary School are committed to the promotion of a safe and healthy environment for staff and pupils and for other users of the school site. The policy has been developed in line with guidance from "Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014". The school also has access to a specialist Health and Safety team, Avensure UK Ltd

Governors are committed to the provision of adequate and appropriate safety training for staff.

2. Roles and Responsibilities

2.1 GOVERNING BODY

The governing body is responsible for:

- ensuring that appropriate documentation is in place
- monitoring its implementation
- reviewing it on an annual basis.

This will be achieved by:

- monitoring by the Building Committee
- receiving reports from the Headteacher.

2.2 HEADTEACHER currently Majid Ishaque

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
- liaising with contractors to ensure an adequate exchange of health and safety information.

2.3 CARETAKER currently Hussein Rawat (Gul)

The Caretaker will be responsible for:

- ensuring that all defects in the buildings and grounds are notified to the head promptly
- undertaking regular checks of the fire alarm system and emergency lighting and recording the result in the Fire Log Book
- carrying out regular safety check of the school grounds
- any other duties identified by the Head and Governors.

2.4 ALL STAFF

It is a requirement of the Health and Safety at Work Act 1974 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. As part of their induction new staff will be issued with a Health & Safety handbook.

2.5 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.

2.6 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.

2.7 OTHER SCHOOL USERS

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

- Admin staff
- Voluntary/Work experience/Placement students
- Parents
- Pupils

3. PRACTICAL ARRANGEMENTS

FIRST AID

3.1 Please refer to the First Aid Policy.

ACCIDENT RECORDING, REPORTING AND INVESTIGATION

3.2 Any accident needing routine treatment in school is deemed a Minor Accident, and should be recorded on the medical 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 recurrence. For any accident or injury that requires the injured person to be taken to hospital, the Headteacher will complete a RIDDOR form as per the most recent guidance provided by the HSE.

3.3 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.

3.4 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.

3.5 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. **The child is given an 'ouch' sticker to put on their uniform so it is clearly visible that the child has a head injury.**

3.6 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.

3.7 **Serious injuries of staff or other adults on site should be recorded on an Injury Record Form and a copy filed in their personnel folder as well as being reported to RIDDOR as per the relevant guidance from the Health and Safety Executive.**

FIRE SAFETY

3.8 There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Drill Log Book.

3.9 Fire evacuation procedures are displayed around the building. All staff must ensure that they are familiar with them.

3.10 The Caretaker and Headteacher are responsible for checking the alarm system and recording the result in the Fire Log Book.

3.11 Fire fighting equipment is serviced annually.

3.12 Combustible items must not be stored in the boiler room. The boiler must be inspected regularly.

3.13 Smoking is not permitted anywhere in the school building.

3.14 At large gatherings, for example school plays, all relevant emergency exits must be made known and be accessible..

4. HAZARD & DEFECT REPORTING

4.1 All defects and hazards relating to the building or grounds should be reported immediately to the Headteacher. The Head will be responsible for monitoring the progress on all items reported.

5. MONTHLY INTERNAL AREAS CHECKLIST

5.1 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.

6. RISK ASSESSMENT

6.1 Risk assessments play a vital role in establishing and ensuring all pupils and staff are working in a safe environment. They are an important part of our Safeguarding procedures. Please refer to our Risk Assessment policy for further details.

7. TRIP RISK ASSESSMENTS

Please refer to the separate School Excursions policy.

8. MANAGEMENT OF ASBESTOS

8.1 The school has a valid asbestos register available for all to refer to. In particular any work that is carried out on the building must have reference to the register. No contractors should be allowed to work on site until the procedures for contractors form has been read and signed by them. Please see the Contractors on site policy for further details.

9. (COSHH) CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

9.1 The responsibility for carrying out COSHH assessments will rest with the Head, the caretaker or the secretary, depending on the substance concerned. The relevant person will complete COSHH risk assessment as indicated in Appendix 1.

10. ELECTRICAL SAFETY

10.1 Any faults must be reported immediately. All appliances must be tested on an annual basis and recorded in the PAT documentation. In addition staff will be reminded to ensure a visual check is carried out before using any electrical equipment. Any voluntary/work experience staff will require training on equipment before they are allowed to make use of these items.

Electrical safety checks of personal electrical equipment (Equipment used in the course of school work or study by staff or students.)

10.2 Any privately owned electrical equipment must receive PAT where it is approved and used for school purposes. Such equipment should be included in the inventory of electrical equipment for the area in which it is

/ will be used, with no cost to the owner of the equipment. The PAT test is carried out annually and the equipment must be kept on site during the period of the test.

10.3 Equipment which is not used in the course of school work or study by staff or students should not be brought into the premises. This excludes low voltage equipment such as mobile phone and IPAD chargers which will require a visual check to ensure they are safe. The chargers should also be based on the UK 3 pin plugs and not require adapters.

11. SECURITY/VISITORS TO THE SITE

11.1 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 not allow them inside the school property until all children have returned indoors. The intercom system will also be used to communicate with visitors during the breaks and when necessary. The site is monitored by CCTV, please refer to the CCTV policy for more details).

11.2 All contractors must read, sign and fulfil the contractors on site procedures. Please refer to the Contractors on site policy

12. SUPERVISION BEFORE AND AFTER SCHOOL

12.1 The school accepts no responsibility for children who arrive on the premises before 8.20am unless through the agreement of a staff member they have been asked to be on-site.

12.2 Parents are asked to make arrangements to collect their children promptly at the end of the afternoon session at 3.40pm. Teachers must ensure that each child is collected by a known and authorized adult. Children will not be permitted to leave with an adult unless the child's parent has given permission. If any child is not collected straightaway, the class teacher will inform the office. The Headteacher assumes responsibility until the child's parents/carers take the child. The school will also not allow other children to collect siblings as a regular practise except in mitigating circumstances.

13. SAFEGUARDING CHILDREN ON THE SCHOOL WEBSITE

13.1 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.

13.2 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.

14. MONITORING AND REVIEWING

It is the responsibility of our governing body to monitor the effectiveness of this policy. The policy must be reviewed at least every two years.

COSHH Risk Assessment

The COSHH Assessment needs to take into account the:
(S)ubstance, **(I)**ndividual, **(T)**ask and **(E)**nvironment (S.I.T.E.)

1. Date of COSHH Risk Assessment			
Premises/School			
Assessor		Signature	
Signature of manager or head teacher			
2. SUBSTANCE NAME			
3. Quantity normally stored?			
<i>Important: Make sure that if it is decanted into another container, that the other container is suitable for use and is correctly labelled.</i>			
4. Task /Use			

5. Is there a copy of the Material Safety Data Sheet (MSDS)? <i>The MSDS on its own is NOT a COSHH risk assessment.</i>		YES		NO	
6. Is there a significant risk from this substance?		YES		NO	
7. If Yes, what is the level of risk before control measures?		High		Medium	Low
8. What are the significant risks?					
9. Can the substance be eliminated or replaced with a safer alternative?		YES		NO	
10. If the substance cannot be replaced, is there a safe method for using it? <i>If No the substance MUST not be used.</i>		YES		NO	
11. If YES, please explain how the substance must be used safely. Make sure you have controls for all of the risks identified above.					
<i>Remember: personal protective equipment (PPE) should be the last control method as it is the most likely to fail.</i>					
12. Are there any foreseeable situations where or when the substance should not be used?		YES		NO	
13. If YES, state where or when the substance should not be used?					

14. Where is the substance to be stored?									
15. How should the substance be stored?									
<i>All cleaning and maintenance chemicals should be stored out of the reach of children at all times.</i>									
16. Are there any control measures required for dealing with spillages?				YES		NO		N/A	
17. If YES, identify the control measures required.									

FIRST AID:									
18. Are there any specific first aid measures that need to be identified from the MSDS?									
e.g. if there is a need to irrigate the eyes for 15 minutes, is there a need to provide equipment so that it is possible to run water for that length of time?									

19. Identify any other issues if appropriate.									

20. Have you identified anything in this risk assessment that may need to be linked to other risk assessments. e.g. flammable substances linked to fire risk assessment, mutagenic properties with the potential to cause damage to a foetus linked to pregnant worker risk assessments, irritants that may affect a person with medical issues, etc.									
Yes			No			Not applicable			

High		Medium		Low	
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21. If YES, specify the issues that are needed to inform other risk assessments.										

22. What has the level of risk been reduced to by implementing the previous controls?

23. Risk assessment review date

COSHH RISK ASSESSMENT: WHO IS AUTHORISED TO USE THE SUBSTANCE?									
24. Name of Substance:									
25. Name of User:									
26. How frequently is the substance likely to be used?									
Single use			Infrequent use			Unlimited use			
27. Does the authorised user have any known medical conditions that need to be taken into account when using the substance? e.g. asthma, skin condition, need to wear glasses, etc.									
28. Training / Instruction / Supervision Requirements.									
29. Have the risks and safe system of work been explained to the members of staff using the substance?						YES		NO	
30. Has any of the following Personal Protective Equipment been issued to this person for the substance? PPE should be stored appropriately to prevent damage or contamination and replaced when necessary.								Date of Issue	
Goggles			YES		NO				
Gloves (identify type)			YES		NO				
Dust mask			YES		NO				
Respirator (identify type of filter)			YES		NO				
Footwear (identify type)			YES		NO				
Other (identify type)			YES		NO				
31. Is there a need for health surveillance?							YES		NO
32. If YES please specify									

*** COMPLETE A COPY OF THIS FORM FOR EACH AUTHORISED USER ***

Appendix 2

Overview of checks to be carried out and by whom

Area	Frequency	Responsible	Recorded
Fire Alarm Panel,	Daily	Caretaker	H&S Folder
Escape routes, passageways	Daily	Caretaker	Any remedial action noted in file
Test for Alarm	Weekly	Caretaker/Head teacher	H&S Folder
Portable fire equipment check	Monthly	Caretaker	H&S Folder
Emergency lighting	Monthly	Caretaker	H&S Folder
Fire drill	At least once a term	Head teacher	H&S Folder
PAT Test	Annually	Head teacher	H&S Folder
Legionnaires	Annually	Head teacher	H&S Folder
Air conditioning units	Serviced annually	Head teacher	H&S Folder
Internal areas check list	Monthly	Caretaker	H&S Folder
First Aid boxes	Termly	School admin staff	H&S Folder