

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 Ltc

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.

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).

12. Contractors working on school premises

12.1 Contractors and their operatives will be made aware of and will be expected to comply with policies such as:

- Health and Safety
- Asbestos
- Fire Safety
- Safeguarding
- and other relevant policies.

12.2 Contractors will be signed in the attendance register and be given an induction to the premises by the Head teacher or for major works by the Nominated Governor Amin Laher.

12.3 The Head teacher will implement the relevant health, safety and welfare policies and procedures when engaging contractors to carry out work, whether this is during term time or during holidays. He will monitor, record and report to governors of the progress and completion of the works ensuring all documents are provided.

12.4 Contractors will also be expected to sign the agreement available in Appendix 3

13. SUPERVISION BEFORE AND AFTER SCHOOL

13.1 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.

13.2 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.

14. SAFEGUARDING CHILDREN ON THE SCHOOL WEBSITE

14.1 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.

14.2 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.

15. DISPLAY SCREEN EQUIPMENT

15.1 Staff working for more than 1 hours every day at a screen will have a Display Screen Equipment Survey conducted at least annually. (see appendix 4) Following guidance from the Health and Safety regulations, computer and display screen equipment should be suitable for prolonged use by users.

15 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.

Appendix 1

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?		<p><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></p>			
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?

All cleaning and maintenance chemicals should be stored out of the reach of children at all times.

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

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

<u>COSHH RISK ASSESSMENT: WHO IS AUTHORISED TO USE THE SUBSTANCE?</u>					
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
Fire alarm service	6 monthly	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
Display equipment survey	Annually	HT	Personnel files

Appendix 3

Contractors on Premises

Procedures for the Safe Conduct of Building and Maintenance Works

1. Contractors working on the premises have a legal duty to ensure that their activities/equipment/substances etc, do not cause risks to the health or safety of themselves or others; and the managers of the childcare provision also have a legal duty to ensure that they inform contractors of any risks on the premises that might affect them (e.g. asbestos). Contractors, sub-contractors and specialists working on the premises – whether for day to day repairs, contract servicing, or on major works projects – are required to comply with all relevant health and safety legislation and HSE guidance, as well as the following rules. (In this document the term ‘contractor’ is deemed to include sub-contractors.)
2. Contractors and contractor staff will wear ID at all times when on the premises, and will fill in a signing-in book when entering and leaving site. As per the Keeping Children Safe in Education guidelines of March 2015 contractors working on site will require an enhanced DBS check as well as provide photo ID when they first arrive on site. Should the work be carried out outside of school hours and not afford the opportunity for the contractors to have access to children then there is no legal entitlement to obtain a check.
3. The Head teacher is the Site Contact. The Site Contact must be contacted by the Contractor, giving reasonable advance notice, regarding:
 - prior arrangements for parking on site (not always possible)
 - prior notice of work commencement, scale and possible disruption
 - date / time of proposed visit / works commencement
 - special arrangements to be agreed before work commences.
4. The Site Contact/childcare manager will provide the Contractor with information on fire and emergency evacuation arrangements for the premises; information on the location of asbestos containing materials; and any other information about premises risks that may affect the Contractor – prior to work commencing.
5. Only the childcare manger/property manager or his/her nominee has authority to require Contractors to stop work.
6. The Contractor must report to the childcare manager:
 - any suspected asbestos area not indicated on the Asbestos Register (such asbestos not to be disturbed or removed)
 - all accidents / near miss-incidents, no matter how minor and must give the childcare manger/property manager, or his/her nominee, adequate prior notice of
 - all planned changes to programme or location
 - any possible disruption of services
7. Contractors are responsible for:
 - removing all rubbish / debris at the end of each day (caterers have alternative disposal arrangements)
 - testing all works on completion as necessary and supplying the childcare manager with commissioning/test data

- the provision of all necessary protection of floor /wall /door surfaces against damage through works – including the provision of dust sheets etc
 - the provision of their own First Aid facilities
 - posting notices to inform building users, staff and the public of works being undertaken, as an aid to their safety.
8. The following activities are banned on the premises:-
- smoking
 - alcohol brought on to, or consumed on the premises
 - the playing of radios/cassettes/CDs etc
 - illegal substances being brought on to , or consumed on the premises
 - shouting, swearing, over-familiarity with users/children or staff
 - working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the childcare manager.
9. Contractor staff will be dressed appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.
10. Contractors will be required to:
- provide a copy of their Health & Safety policy
 - comply with all relevant Health & Safety legislation
 - keep noise and dust to a minimum
 - ensure that no products containing asbestos or CFCs are used on the premises
 - be aware of and comply with the childcare provision fire and emergency evacuation procedures
 - evacuate buildings at the sound of fire alarm, report their safe evacuation to the childcare manager/person in charge and go to nominated assembly area(s)
 - Provide written/verbal risk assessments/method statements before work commences.
11. Contractors will also be required to:
- work in a safe manner and not to endanger staff, children, the public or themselves
 - work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the childcare manager
 - adequately control physical/chemical hazards to prevent risks to staff/children/visitors (viz.trailing leads, solvent fumes, absence of lighting or fire alarm, etc)
 - avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only after agreement by the childcare manager
 - get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.

Signature

School representative

Noor Ul Islam Primary School

Date

Signature

Site Contact

Company name

Date

Display Screen Equipment (DSE) Assessment Checklist

1. Name of Assessor
2. Date of Assessment
3. Unit
4. Location of Workstation
5. Name of 'User'
6. Status of 'User' (e.g. Staff, Secretary etc)
7. Make and model of
 - (i) The Display Screen
 - (ii) The Keyboard

Please tick Y (Yes) or N (No) and comment if appropriate e.g. "No, but acceptable to 'User'" is a valid response. (Figures 1 and 2 may help in clarifying some of the queries).

		<u>Tick as Applicable</u>	<u>Comments</u>
1. Equipment			
a). <u>General</u>			
Is the workstation suitable for the job, environment and 'User' ?	Y	N
Has it been tested for electrical safety ?	Y	N
Are the levels of heat/noise generation acceptable ?	Y	N
Is it stable, easy to manoeuvre and flexible ?	Y	N
b). <u>Screen / Display</u>			
Is the image Clear ?	Y	N
Is the screen free from glare and reflections ?	Y	N

b). Screen/Display (Cont.)

Legible?	Y	N
Absent of flicker and jitter ?	Y	N
Is the size compatible with the task ?	Y	N
Is the angle of tilt adjustable?	Y	N
Is there a brightness/contrast control ?	Y	N

c). Keyboard

Is it detachable or moveable ?	Y	N
Is it light but stable ?	Y	N
Has it a tilt facility ?	Y	N
Has it clear, clean symbols ?	Y	N
Has it got a matt surround and non-réflective keys ?	Y	N

d). Desk

Is the desk size sufficient to provide space for equipment, documents, body, and for the task to be undertaken ?	Y	N
Does the space under the desk allow for knee clearance ?	Y	N
Is there sufficient leg-room ?	Y	N
Is there enough support for hands and wrists ? (0.05-0.1 metres in front of the keyboard).	Y	N

e). Chair

Does it provide support for the back, pelvis and buttocks ?	Y	N
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e). Chair (Continued).

Is it stable ?	Y	N
Does it have a 5-star base configuration on castors ?	Y	N
Does it swivel to give access to work surface and storage ?	Y	N
Is it adjustable in height ? (ideally 0.34 - 0.52 metres)	Y	N
Does the back rest adjust in height and tilt (minimum adjustability range 0.38 - 0.42 meters) ?	Y	N
Is the seat pan depth satisfactory (minimum 0.38 meters) ?	Y	N
Are the mechanisms for adjustment easy to operate from the sitting position ?	Y	N

f). Printer

Is it satisfactorily sited in relation to the way it is used ?	Y	N
Does it have a lot of noise emission ?	Y	N

g). Document Holder

Is it adjustable in height and tilt	Y	N
Is it satisfactorily sited for: The type of work done ?	Y	N
The layout of the desk ?	Y	N

h). Footrest

If your feet do not touch the ground, is a foot rest provided ?	Y	N
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i). Working Posture

Is the distance between the DSE screen and forehead approximately 0.35 - 0.70 meters?

Y **N**
.....

Are the eyes cast down at an angle of approximately 15°- 20° ?

Y **N**
.....

Is the relationship of the individual 'User' to the desk, chair, screen, keyboard, source documents and telephone satisfactory ?

Y **N**
.....

Work Regime:-

Is the keyboard work regularly interrupted by other activities away from the DSE workstation ?

Y **N**
.....

Are there sufficient periods away from the DSE keyboard (5-10 minutes after every hour) ?

Y **N**
.....

2. **Environment**

a). Layout

Is the space in the work area as a whole:-

Sufficient to allow mobility ? **Y** **N**
.....

Relevant to the type of work (e.g. telephone usage, level of concentration, dealing with the public etc) ? **Y** **N**
.....

Does the space at the desk / workstation adequately accommodate the amount of equipment used ?

Y **N**
.....

b). Lighting

Is the lighting in the workplace and at the desk suitable and sufficient? **Y** **N**

When DSE tasks require reading of documents, is there additional lighting at the desk ? **Y** **N**

Is the additional lighting suitable and adjustable? **Y** **N**

Is the position of the windows compatible with the DSE? **Y** **N**

To avoid glare:-

Are the DSE positioned between overhead lights rather than directly underneath? **Y** **N**

Are there blinds on the windows? **Y** **N**

c). Heating and Ventilation

Are the temperature and relative humidity comfortable ? **Y** **N**

Is there sufficient supply of fresh or purified air ? **Y** **N**

d). Noise

Is there excessive or annoying amount of noise ? **Y** **N**