

# Health & Safety Policy

Including risk assessment and  
fire procedures

## **1 Statement of General Policy**

The Governing Body of Al Ameen Primary School recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is its responsibility. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

The Governing Body accept the duties and obligations imposed upon it under the Health and Safety at Work Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at Al Ameen Primary School whilst they are at work;
- b. Persons other than Al Ameen Primary School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Al Ameen Primary School whilst they are at work.

To effectively achieve this, Al Ameen Primary School will provide, so far as is reasonably practicable:

- a. Safe premises, plant and systems of work;
- b. Safe methods of using, handling, storing and transporting of articles and substances;
- c. Information, instruction, training and supervision;
- d. A safe working environment;
- e. Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

The Governing Body for Al Ameen Primary School will comply with safety policies, guidance, advice and instructions issued by Birmingham City Council (LA), the Directorate for Children's Services and advice from Safety Services including the Health and Safety Executive. Al Ameen Primary School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

Additionally, the Governing Body will ensure this policy has regard to the departmental advice, Health and safety: advice on legal duties and powers (for local authorities, school leaders, school staff and governing bodies, February 2014).

While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety.

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

## **2 Organisation and Responsibility**

### **Governing Body**

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by**

**ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to designate a health and safety officer at the school. The health and safety officer will be supported by other designated members in carrying out her role to ensure the premises are safe at all times. This officer will also act as a communication link between the Governing Body, Head Teacher and members of staff generally. In particular, the office will aim to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Deliver a 'status report' to the Governing Body
- Bring any matter of concern relating to health and safety, that cannot be resolved through the school's management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

**Key Persons**

<b>Name</b>	<b>Role</b>
Mohammed Rahman	Health and safety officer/ Head teacher (oversees day to day management of health and safety) / Fire Marshall
Syed Kofil Ahmed	Governor for overseeing health and safety
M Muminur Rahman	Fire Marshall/ Risk Assessor
Shefa Malik	Fire Marshall
Qamar Qadir	Fire Marshall

Additional staff may be added where appropriate to discuss safety matters relating to specific areas of work.

**Supervisory School Staff**

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

## **Head Teacher**

The Governors charge the Head Teacher Mohammed Aminur Rahman with the day-to-day responsibility of managing and enforcing Al Ameen Primary School's Health and Safety Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy.

## **Senior Leadership Team (SLT)**

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. The SLT will be responsible for initiating, undertaking and assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff.

They will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any significant findings that will also be recorded and filed in the office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher.

## **Classroom Teachers/Office Staff**

Classroom teachers and office staff are responsible for initiating, undertaking and assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff.

Classroom teachers are responsible for the safety of pupils in classrooms, other work areas and play areas. Teachers are 'in loco parentis' and need to exercise a duty of care which involves looking after the safety of pupils in their charge.

Teachers are expected to:

- exercise effective supervision of pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and then carry them out
- know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- give clear instructions and warnings as often as is necessary
- follow safe working procedures personally
- call for protective clothing, guards, special safe working procedures etc where necessary
- make recommendations to the Head Teacher/ Health and Safety Officer on safety equipment and on additions or improvements to tools, equipment or machinery which are dangerous or potentially so

They will inspect their work/designated areas regularly to identify hazards and raise any concerns with their line manager and/or the Health and Safety Officer. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their instruction will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Health and Safety Officer/Head Teacher. Classroom teachers/office staff will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

### **Lunchtime Supervisors**

During dinner times the lunchtime supervisors are responsible for the good order and behaviour of the pupils. Ultimate responsibility for the safety of pupils rests with the Head Teacher to whom the supervisors are responsible.

The supervision of pupils is the responsibility of the lunchtime supervisors. If teachers require pupils for a lunchtime activity they must advise the senior supervisor, Usteadha Salma.

### **CHILDREN MUST ON NO ACCOUNT BE LEFT UNSUPERVISED IN ANY PART OF THE BUILDING**

#### **Pupils**

Pupils are expected to:

- exercise personal responsibility for the safety of themselves and other children
- observe all the safety rules of the school and in particular the instructions of staff given in an emergency
- use and not willfully misuse, neglect or interfere with things provided for his / her safety

#### **Visitors**

Regular visitors and other users of the premises e.g. dinner delivery staff are required to observe the safety rules of the school.

Parent helpers and placement students should be made aware of the health and safety arrangements applicable to them by the class teacher to whom they are assigned.

All other visitors at the school will be kept under the supervision of a member of staff whilst on site (unless otherwise agreed with the head teacher). Visitors who will remain on site for any form of activity will be given a leaflet with information on what to do in the case of an emergency. This leaflet also contains information regarding our safeguarding procedures.

The final level of responsibility for implementing the school's policy is on each individual member of staff who has a statutory duty to co-operate with the school's managers and is required to comply with all arrangements considered necessary for healthy, safety and welfare of pupils, themselves and their work colleagues.

#### **Caretaker**

The Caretaker has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The Caretaker is also responsible for the maintenance and storage of cleaning materials. He will be responsible for undertaking/assisting in the risk assessment process in matters relating to his work and that of other members of staff. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of the health and safety policy and arrangements.

It is expected that particular work undertaken by the Caretaker will identify quickly areas that threaten

the safety of themselves, pupils or other members of staff.

The Caretaker will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Head Teacher/Health and Safety Officer. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher/Health and Safety Officer. The Caretaker will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

### **3 Arrangements**

The responsibility of the school for its pupils begins ten minutes before the start of the school day i.e. 8:20am and ends ten minutes after the end of the school day i.e. 3.25pm. Responsibility for the children outside these hours is the parents except when the child is involved in extra-curricular activities. Details of the finishing times of such activities will be made known to the parents of the children involved.

The Governing Body will ensure that those appointed and charged with responsibility of implementing the school's health and safety at work policy and its arrangements will be adequately trained to fulfil their duties. Where specialist knowledge is required, advice will be sought from Education Safety Services who will either advise / assist directly or, where appropriate, identify other competent persons to provide support.

### **4 Risk Assessments and Inspections**

These will be initiated and undertaken by key staff. Where necessary, key personnel will be advised and supported by other competent persons. Assessments will be recorded and findings will be brought to the attention of the headteacher and relevant school staff to ensure awareness of risks and any precautions deemed necessary for health and safety.

Risk assessments will be carried out in accordance with Education Safety Services guidance and relevant statutory provisions that relate to Al Ameen Primary School's activities. Although certain focused regulations may apply on occasions such as the Control of Asbestos Regulations 1999. It is expected that the following regulations are likely to be applicable:

- Management of Health, Safety at Work Regulations 1999
- Workplace Health, Safety and Welfare Regulations 1992
- Manual Handling Regulations
- Control of Substances Hazardous to Health Regulations 1999 (COHSE 1999)
- Fire Precautions (Workplace) Regulations 1997
- Provision and Use of Work Equipment Regulations 1998
- Display Screen Equipment Regulations
- Personal Protective Equipment Regulations
- Electricity at Work Regulations
- First Aid Regulations 1981

Further guidance and information on risk assessments or other safety matters can be found in the

health and safety manual or by directly contacting Education Safety Services.

## **5 Fire Procedures**

On discovering a fire, sound the alarm at the nearest fire bell. Leave the building by nearest exit and assemble the children in the playground. Do not return to the building. The register will be brought out to you by the secretary. Take the register and report missing children to the fire marshal/headteacher. The fire marshal/ headteacher will telephone the fire brigade before leaving the building. In short:

### **SOUND THE ALARM**

### **GET OUT**

### **STAY OUT**

Staff should acquaint themselves with the alternative routes for evacuating the building. Staff should familiarise themselves with the location of all fire bells and extinguishers. **Staff must remember that their responsibility is the care of the children not the fighting of the fire.**

### **Fire at Break and Dinner Times**

- Staff assemble children in the playground.
- The headteacher will check the school for missing children.

### **Hazards**

- The width of escape routes should not be reduced by furniture or cupboards.
- Fire doors should be kept closed and NEVER hooked open with door stoppers or any other object.
- All fire doors must remain unlocked whilst the building is occupied.

### **Electrical safety**

The Health and Safety officer will ensure that annual testing of electrical appliances and components are carried in accordance with Birmingham City Council policy guidelines.

The complete electrical wires testing will take place in accordance with HSE guidelines which currently stipulates that testing should take place every 5 years.

### **Violence and Security**

- All reasonable steps will be taken to protect all pupils and staff from danger. The school's policy on behaviour and discipline remains in force and all attacks on staff whether verbal or physical will be dealt with by the headteacher.
- Staff may initially challenge any person found on the premises whom they believe to be there without good reason. A polite request to state their business will suffice.
- If the response is unsatisfactory staff should alert another member of staff and get a message to the headteacher so that, if appropriate, the police can be alerted.
- Under no circumstances should staff attempt to remove an intruder by force.

## **Visitors and Contractors**

All visitors and contractors are requested to report to the school office on arrival where they will be asked to sign into the official visitor's book which they would then sign out of when they leave the building. Parents who collect children from school early are asked to sign their child out at the school office.

Emergency procedures are displayed for all visitors in the reception area so that they know what to do in case of an emergency.

Parents are asked to complete and return to their child's teacher a form giving names of adults who they give permission to collect their child at the end of the day. If a person who is not listed on the contact form comes to collect a child, a phone call is made to the child's parents to verify this before the child is released to that person.

## **Stepladders**

- Under no circumstances should staff or pupils use substitutes for stepladders.
- Aluminium steps are to be used.
- Steps should be at right angles to the work with the stays being fully extended and locked down.
- Any steps used for access to electrical fittings should have insulated rubber feet.
- Stepladders should only be used on a firm and solid surface.

## **Hygiene Precautions**

- All staff and pupils are encouraged to maintain a high standard of personal hygiene. Soap, warm water and paper towels are available in all wash areas.
- When dealing with bleeding or other body fluid spillage use disposable gloves (kept in the office). The area must be cordoned off until the spillage has been cleared.
- Contaminated towels and gloves must be treated as infected waste. Hands should be thoroughly washed after cleaning up of body fluids.
- Toilets are cleaned on a daily basis.

## **Policy Review**

This will be undertaken annually. Should any changes be made to conditions or designated staff with responsibilities this policy will be amended immediately and updated as necessary. Such changes will be brought to the attention of staff by the headteacher at the earliest possible opportunity.

## **Review of Procedures**

- From time to time it will be necessary to review this policy.
- It is the duty of staff to notify the headteacher of:
  - any health and safety matter referred to in this document which needs to be amended
  - any matter which has been omitted and which they consider should be included

Date agreed: 25/08/17

Review date: August 2018

Signed: **M Rahman**  
Head Teacher