

HEALTH & SAFETY POLICY Year 2016/2017

SIGNED ON BEHALF OF THE TRUSTEES OF BRISTOL ISLAMIC SCHOOLS TRUST (BIST)

NAME: G. F. Nounu

DATE: 29 January 2017

REVIEW DATE: 30 August 2017

This policy must be read along with the following school policies and Key documentations:

- *Keeping Children Safe in Education(2016).*
- *Working together to Safeguard Children(2015).*
- *The Teachers' Standard.*
- *Behaviour and discipline in schools(2015).*
- *School Exclusion(2015).*
- *SEND code of practice: 0 to 25 years (2015).*
- *Health and Safety advice for schools.*
- *Supporting pupils at school with medical conditions.*
- *The school's behaviour policy.*
- *The school's Exclusion policy.*
- *The school's Safeguarding and Child Protection Policy and Procedures (2016/17).*
- *Risk Assessment Policy.*



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Introduction

This document is provided by the Governing Body in pursuance of the Health and Safety at Work etc. Act 1974 and subordinate legislation.

The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.

The document is issued to all school staff to read, understand and comply with its requirements.

Statement of Intent

The Governing Body accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.

The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.

All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.

Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down. Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

The Governing Body

The Governing Body has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular the Governing Body is responsible for:

- ensuring a health and safety policy is in place;
- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on governor's meeting agenda;
- producing an annual report on health and safety;
- ratifying the local health and safety policy.
- keeping the Trustees informed of any building related matter.



Principal

The Principal has **specific** responsibility for Health and Safety within Andalusia Academy. She must:

- understanding the legal responsibilities and ensure that she has the necessary training to discharge them effectively.
- must ensure that local policies and procedures are operating so that Andalusia Academy complies with all Health and Safety legislation, regulation and best practice.
- must report on all Health and Safety matters to the Board of Governors as part of the Principal's Report.
- must ensure that local procedures, compliant with statute, are available for staff to follow on Risk Assessment and Accident reporting.

The Head Teacher

The Head Teacher has day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically he/she will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the governing Body, is regularly reviewed;
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- passing on information received on health and safety matters to appropriate people;
- liaising with governors, Trustees and Health and Safety Officer on policy issues and any problems in implementing the health and safety policy;

Health and Safety Officer

The Health and Safety Officer is responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter);
- inspecting the buildings and equipment on a termly basis (during the last week of every term) and submitting a report to the Headteacher;
- recording all defects noted and, if minor, effecting immediate repair;





- reporting major defects to be repaired by outside contractors/authorities to the Headteacher or Trustees;
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week by operating a manual call point;
- assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Drill Report;
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notifying the Headteacher of any hazards introduced by contractors on site;
- the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to the work environment; and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

Employees

All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Headteacher to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections and the health and safety committee as appropriate;
- bringing problems to the attention of the relevant staff;
- reporting any accident involving children in classroom areas for which they have responsibility.

First aiders

First aiders are responsible for:

- the first aid equipment found in boxes in the designated areas;
- recording when medicines are given to any person;
- recording any accident and subsequent treatment in the appropriate accident book located in the School Office





- immediately informing the Headteacher/and First Aiders of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.;
- completing an Accident Form for all accidents which involve hospital treatment and passing this form to the Headteacher. Completion must be within the same day of the accident; and
- notifying parents of any case recorded in the accident book.

Risk assessments

The Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will adhere to the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;
- Monitor the effectiveness of the control measures;
- Review the risk assessment on a regular basis.
- Specific risk assessments are required for violence, lone working, etc. where such a risk exists. **(Please refer to Risk Assessment Policy document).**

Training

- Safety induction training must be given to all staff on commencement of work at the school.
- All staff must be competent to perform their duties thus specific training is required where, for example, Fire Marshalls and Health and Safety Officer are among those staff requiring specific training.
- A record of all training courses attended by staff should be maintained, preferably in their Personnel and/or CPD File.

First Aid

- The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency.
- First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a half termly basis by a nominated first aider and all deficiencies made good.
- A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity. **(Please refer to the First Aid Policy document)**



Administration of medicine

- Children with special needs will be accommodated in accordance with written medical recommendations. A letter from parent/carer must accompany all medication.
- Medicine can only be given to children when the medicine has been prescribed by a doctor or other medical professional and has to be administered four times a day or more. All such medication must be labelled with the pupil's name and dosage instructions.
- Medicines must not be in the possession of children, they must be handed to the Office staff. The pupil is responsible for reporting to the office to take the medication.
- Throat sweets are medicine and should be treated like other medication.
- All medicine given must be noted in the medicine book in the main office.
- Children who suffer from asthma need to have access to their medication at all times. For this reason their medication is kept either in the office or in their classrooms where the child has been trained to administer the medication themselves. (**See Administration of Medication Policy**)

Procedure for Dealing with Ill Pupils

- Send pupil to office in the first instance. Symptoms and time of arrival will then be recorded at the office. After analysing/dealing with the situation, the pupil will be sent back to class or arrangements will be made for him to be sent home.
- In the case of a more serious incident, do not attempt to move the person involved. Send for a First Aider. If an ambulance is required the office should be asked to arrange for one to be called immediately.
- Medical incidents should be recorded in the medical book in the office. Serious incidents must be reported to the Head Teacher and/or Governors.

Accident reporting

- All accidents, no matter how minor, that occur to members of staff, are to be reported.
- Accidents to pupils and visitors must be reported in the same way as those to employees. ALL accidents need to be recorded in the Accident Log Book.
- This is located in the School Office.
- The person who has suffered an injury should be asked to give details to another member of staff, who will record the details on the relevant form. If this is not possible, then the Health and Safety Officer should gather verbal information from others/witnesses and produce a written report. Signed copies of the report/form





should promptly be given to the Head Teachers. A copy must be retained for school files/records. **(Please refer to the First Aid policy)**

Fire Emergency Plan

The purpose of the emergency plan is to ensure that every person at the school knows what to do to if there is a fire, and to ensure that the premises can be safely evacuated. All staff should know where the nearest firefighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly and Fire drills take place Termly. **(Please see the Fire Safety Policy.)**

Fire precautions

Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm, which is given by a continuous sounding of an alarm.
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- the assembly point for all staff and pupils is the Triangle on Redcross Street.
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises; and they always check for any potential fire hazard at the end of the day.

Further, every employee must:

- Never ignore a fire alarm or disregard any notice on fire prevention.
- Never smoke in the school buildings.
- Never be untidy and leave waste materials laying around.
- Never leave obstructions in passages or stairways.
- Never move or interfere with firefighting appliances.
- Never leave electrical appliances plugged in when not in use.
- Never leave furniture etc. by fire exits or placed directly in front of electrical heaters.

Escape Routes

- Escape routes are displayed throughout the premises with the Fire Action notices; staff and pupils should familiarise themselves with the information provided.
- The Health and Safety Officer along with the Head is responsible for ensuring that a fire drill takes place at least once a year and preferably once a term.
- This should be based on the assumption that one or more of the fire escape routes is affected by fire and cannot be used. The Health and Safety Officer, and the Fire Marshalls should act as observers and be told beforehand of the drill.





- Fire extinguishers can be found on each floor: (W) = water; (F) = foam; (C) = CO₂; (P) = powder, and fire blankets can be found in both kitchens.
- Pupils should never attempt to attack a fire.
- Staff should only attack a fire with available equipment if they feel it is safe to do so. This should only take place after they have seen to the evacuation of the pupils in their charge and raised the alarm.
- They must inform other members of staff of their intention to fight the fire and they must be certain that their actions will not place themselves or others in danger. If they are in the slightest doubt then they must evacuate the building along with their pupils.

Emergency Services

- The Headteacher will ask a member of the Admin team to call the emergency services on 999. When the emergency services arrive,
- the Head will inform them of the locations of the kitchens and the boiler room (possible high risk areas).

Emergency Evacuation during exams

Prior to the exam period and at the beginning of each exam, the candidates will be informed of the emergency evacuation procedures which is different to the normal evacuation procedures;

- Candidates must remain under controlled exam conditions.
- Candidates are evacuated leaving all exam materials on their desks
- Note the time and duration of interruption.
- Exams officer and other available staff meet at the assembly point to provide assistance and supervision
- On re-entry to exam room, the exam is restarted and the candidates given their full entitlement
- Any student who is found to have communicated with another may be dis-barred from this session
- A full copy of the exam evacuation procedure will be in the exam room during every examination
- Produce a report of the incident and action taken for submission to the Board.

Lunchtime Fire Procedure

- All lunchtime supervisors on duty in the playground shall on hearing the fire alarm gather all students together away from the building and ensure no child re-enters the





building

- Lunchtime supervisors on duty in the hall shall evacuate all students from the building.
- Staff members in classrooms where students are engaged in lunchtime extra-curricular activities or eating, shall evacuate all students from the building and ensure on the way out that any toilets are vacated
- Staff members on the premises should assist the lunchtime supervisors

Training

The Headteacher will ensure that every pupil and member of staff receives training. Members of staff will also be given instructions in as part of their induction and on other occasions. Additionally, fire drills, notices, assemblies etc. will contribute to the training. Formal training sessions will take place as necessary (normally once or twice a year, and will cover:

- General fire prevention;
- Action to be taken if they discover a fire;
- the location of firefighting equipment;
- the operation of the fire alarm control panel(s);
- Location of escape routes and assembly points; evacuation and roll call procedures.

Use of machinery

- Care should be taken when using all machines. If anyone does not know how to use a particular machine they should ask for help and advice before attempting to use it.
- All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.
- Staff should not use their own electrical appliances unless they have been PAT tested.
- Photocopying machine – please report any issues to the School Office. The machine should be switched off each evening.
- Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

Lone working

- A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.
- Lone working may occur in the case of a member of staff working late in the evening or during a weekend or school holiday.
- Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.



Safety on school visits

- The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing.
- When taking children out of school, mobile telephones should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling. **(Please refer to Schools Trips Policy.)**

Manual handling

- All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.
- A specific risk assessment must be carried out for all manual handling operations

Asbestos

- The Trustees and Health and Safety Officer should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in school.

Contractors

- All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises.
- In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in his/her care from risk of injury.
- In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

Monitoring

The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Governors.

Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Headteacher, Health and Safety Officer and if possible a member of the Governing Body.

A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

Review

This policy will be reviewed annually or when a significant change has occurred.

Signature: H&S Governor Date:

Signature: Head Teacher Date:

