

AL-ZAHRA SCHOOL

HEALTH AND SAFETY POLICY

To be read in conjunction with
**FIRE SAFETY POLICY, FIRST AID POLICY, ADMINISTRATION OF MEDICINES
POLICY & SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY**

2022/23

School:	Al-Zahra school
Head Teacher:	Mrs Z Rizvi

Named Personnel with designated responsibility for Child Protection (Child Protection Committee)	
Designated Safeguarding Lead:	Mrs S Rizvi
Deputy Safeguarding Lead:	Mrs Z Rizvi, Mrs Z Aldabagh (KS3 and KS4), Mrs E Jaffri (KS2)
Health and Safety Officer	Mr S Mirzaei, Mr A Jaffar (Risk Assessment Leader)
Medical Officer	Mrs Y Al-Mosawi

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TABLE OF CONTENTS

1. INTRODUCTION.....	4
I. AIMS AND OBJECTIVES OF THE HEALTH AND SAFETY POLICY	4
II. COMMITMENT TO HEALTH AND SAFETY	5
III. COVID-19.....	6
2. HEALTH AND SAFETY RESPONSIBILITIES	6
I. DUTIES OF THE HEAD TEACHER:	6
II. DUTIES OF SLT/ DESIGNATED SAFEGUARDING LEADS AND DEPUTIES:	7
III. DUTIES OF THE DEDICATED OFFICERS:.....	8
IV. DUTIES OF THE STAFF TOWARDS PUPILS AND OTHERS IN THEIR CARE:	8
V. DUTIES OF ALL EMPLOYEES:.....	9
VI. RESPONSIBILITY OF PUPILS:.....	9
3. HEALTH AND SAFETY ARRANGEMENTS.....	9
I. INFORMATION AND INSTRUCTION	10
II. TRAINING AND COMPETENCE	10
III. SUPERVISION	10
IV. CONSULTATION	10
V. RISK ASSESSMENT	11
VI. INSPECTION AND AUDIT.....	12
4. HEALTH AND SAFETY MANAGEMENT	12
I. MAJOR INCIDENTS	12
II. INCIDENT PROCEDURES.....	13
III. INCIDENT REPORTING AND INVESTIGATION.....	14
IV. MEDICATION IN SCHOOL	15
V. NOTIFIABLE AND INFECTIOUS DISEASES.....	16
VI. OUTDOOR EDUCATION.....	17
VII. FIRE SAFETY	17
VIII. LONE WORKING.....	18
ANNEX A; GUIDANCE ON INFECTION CONTROL IN SCHOOLS:	19
ANNEX B; GUIDANCE ON CLEANING OF THE ENVIRONMENT:.....	21
ANNEX C; COMPETENT PERSONS AND RELEVANT LOCATIONS.....	22
ANNEX D; INFECTION CONTROL DURING THE CORONAVIRUS PANDEMIC	23

1. INTRODUCTION

In our role as an employer, the Proprietor of Al-Zahra school attach the highest priority to ensuring that all the operations within Al-Zahra school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Proprietor of Al-Zahra school is committed to promoting the welfare of all in our community so that effective learning can take place.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with Head Teacher, Senior Leadership Team (SLT), Safeguarding Leads/Deputies, Health and Safety Officer, and the Medical Officer in order to enable the Al-Zahra school to comply with safeguarding and health and safety duties. What follows is of general application to all issues of Health and Safety, however, where the meaning or expectation of any part of this material is unclear to an employee, it is expected that he or she will expeditiously seek clarification of that material. Should any member of staff identify an area where improvement could be made, they should without delay contact the Proprietors of Al-Zahra school through their Line Manager, Safeguarding Leads/Deputies, SLT or the Head Teacher.

i. **Aims and Objectives of the Health and Safety Policy**

The aims of this policy are to:

- Prevent accidents and ill-health arising from the School's activities, so far as is reasonably practicable;
- Ensure compliance with all relevant health and safety legislation;
- Actively promote and be fully involved in continuously improving health and safety.

The Proprietor of Al-Zahra school is committed to meeting this commitment to Health and Safety standards by developing and enforcing the policy of:

- Promoting the well-being of all staff and pupils and developing a positive attitude to Health and Safety throughout Al-Zahra school;
- Preventing injury and ill health in classrooms, laboratories, IT and home economics room, library, gym and all other areas of the Al-Zahra school;
- Providing and maintaining an adequate workplace, preventing harm to people at the point of risk and minimising hazards within Al-Zahra school;
- Ensuring arrangements are made for the safe use, storage, handling and transport of articles and substances in the Al-Zahra school possession or control, in particular those which may present a risk or hazard to employees, pupils and others;

- Creating and maintaining a positive Health and Safety culture which secures the commitment and participation of all staff;
- Ensuring the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety to ensure that they have access to health and safety training as appropriate or as and when provided;
- Ensuring that the pupils conduct themselves in accordance with all health and safety requirements and encourage them to approach their life at Al-Zahra school responsibly, being alert to risks and hazards;
- Meeting Health and Safety responsibilities in respect of those who are not employees and ensuring the environment in which they may be present is safe;
- Formulating effective procedures for use in case for fire and for evaluating the school premises;
- Providing and maintaining fire safety systems in accordance with the Regulatory Reform (Fire Safety) Order 2006;
- Allocating resources to meet health and safety requirements, and ensuring that the safety practices and services are carried out with due regard to Environmental Protection Act 1990 and, including the Duty of Care as regards to waste;
- Recruiting employees or contractors who are competent for their job and ensure that employees receive adequate information and training to enable them to perform their work safely;
- Informing and communicating procedures to be followed in case of an accident;
- Regular monitoring and reviewing a health and safety progress, and as required establishing realistic short and long term objectives;
- Ensure government guidance is implemented and followed with regard to COVID-19 within the School.

ii. **Commitment to Health and Safety**

The Proprietor of Al-Zahra school recognise that under the Health and Safety at Work etc. Act 1974 they have a legal duty for providing, a safe and healthy school for all the employees whilst they are at work and for the pupils, contractors, visitors and members of the public whilst they are on the School site or affected by the School's undertakings. The Proprietor of Al-Zahra school follow DfE Health and safety: advice on legal duties and powers (2014).

The Proprietor of Al-Zahra school has appointed an employee as "Health and Safety Officer" to take particular interest in Health and Safety of Al-Zahra school. Furthermore, a Medical officer has been appointed to deal with all

medically related issues and incidents on the premises. These responsibilities are coordinated with and directly answerable to the Al-Zahra school Head Teacher. The Head Teacher will monitor the effectiveness of the implementation of Al-Zahra school Health and Safety Policy and will direct that it should be revised as and when necessary. The Head Teacher will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and pupils in improving health and safety.

The specific responsibilities of post holders, in accordance with section 7 of the Health and Safety at Work Act (1974), Al-Zahra school require every employee to take reasonable care for his/her health and safety and that of others who might be affected by his acts or omissions at work. They also have legal duties to cooperate with the Al-Zahra school to enable the school to comply with any imposed duties and to properly use anything provided in the interests of health, safety and welfare.

iii. **COVID-19**

Keeping Children Safe in Education (KCSIE) remains in force throughout the response to coronavirus (COVID-19). The department has issued non-statutory interim guidance on safeguarding in schools and other providers during the coronavirus outbreak. This guidance supports governing bodies, proprietors, senior leadership teams and designated safeguarding leads to continue to have appropriate regard to KCSIE and keep their children safe. It suggests where schools might consider safeguarding policy and process differently when compared to business as usual. This guidance can be found at <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>.

2. Health and Safety Responsibilities

In order to establish and maintain a safe and healthy environment throughout Al-Zahra school the following responsibilities must be met:

i. **Duties of the Head Teacher:**

- Monitor the effectiveness of the Safeguarding and Health and Safety policies and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;

- Make arrangements to draw the attention of all staff employed at the school to Health and Safety policies and procedures and of any relevant safety guidelines and information issued by the Brent Local Authority;
- Make arrangements for the implementation of the DfE accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- Make arrangements for informing staff and pupils, of relevant safety procedures, Other users of the schools' will be appropriately informed;
- Ensure that all regular safety inspections are undertaken;
- Ensure that the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist in the management of Health and Safety at the school. Such delegated responsibility must be defined as appropriate;
- Promoting a proactive and continuing interest in health and safety matters throughout the School and enforce Strategic Health and Safety Plan.

ii. Duties of SLT/ Designated Safeguarding Leads and Deputies:

- Monitoring the effectiveness of the School's risk management, and performance measures and targets;
- Responsible for oversee child protection, and for overseeing health and safety;
- Reviewing any major/serious accident or incident at the School' and reporting it as necessary to the Head Teacher;
- Providing reports regarding Schools' Child Protection, and ensuring that the School's child protection obligations are being satisfied;
- Receiving reports regarding Schools' Health, Safety from dedicated officers.;
- Receiving a copy of the annual audit report from the Schools' external Health and Safety Audits;
- Overseeing investigations into potential instances of concern and seeking professional advice as considered necessary;
- Reviewing the Health and Safety Policy and recommending safety priorities and monitoring progress of the Strategic Health and Safety Plan.

iii. Duties of the Dedicated Officers:

- Assisting the Head Teacher in the implementation, monitoring and development of the Safeguarding and Health and Safety policies within the school;
- Monitoring general advice on safety matters given by Brent Local Authority and other relevant bodies and advise on its application to the school;
- Coordinating arrangements for the design and implementation of safe working practices within the school;
- Investigating any specific health and safety problems identified within the school' and take or recommend (as appropriate) remedial action;
- Ordering that a method of working cases on health and safety grounds on a temporary basis subject to further consideration by the Head Teacher;
- Assisting in carrying out regular safety inspections of the school and its activities and making recommendations on methods of resolving any problems identified;
- Ensuring that staff with control of resources (both financial and other) give due regard to safety;
- Coordinating & arranging for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

iv. Duties of the Staff towards Pupils and Others in their Care:

- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap,
- Ensuring that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Providing written job instructions, warning notices and signs as appropriate;
- Providing appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimising the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluating promptly and, where appropriate, take action on criticism of health and safety arrangements;
- Providing the opportunity for discussion of health and safety arrangements;

- Investigating any accidents (or incident where personal injury could have arisen) and take appropriate corrective action;
- Providing adequate instruction, information and training in a safe working method and recommending suitable 'off the job' training;
- When considering that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher.

v. Duties of All Employees:

- Taking reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- Making themselves aware of all safety rules, procedures and safe working practices applicable to their posts, where in doubt they must seek immediate clarification from the Head Teacher;
- Ensuring that tools and equipment are in good condition and report any defects to the Head Teacher;
- Using protective clothing and safety equipment provided and ensure that these are kept in good condition;
- Ensuring that offices, general accommodation and vehicles are kept tidy;
- Ensuring that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head Teacher;
- Whenever aware of any possible deficiencies in Health and Safety arrangements she/he must draw these to the attention of the Head Teacher.

vi. Responsibility of Pupils:

- Exercising personal responsibility for the safety of themselves and their fellow pupils;
- Observing standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observing all the safety rules of the school' and in particular the instructions of the teaching staff in the event of emergency,
- Using and not wilfully misusing, neglecting or interfering with things provided safety purposes.

3. Health and Safety Arrangements

In order to meet the objectives of the Health and Safety Policy, Al-Zahra school has put into effect the following arrangements:

i. Information and Instruction

Al-Zahra school recognises the importance of good communication with employees on matters of Health and Safety. Health and Safety issues are discussed routinely at Primary and Secondary departmental meetings and during INSET training and all staff are reminded to report health and safety issues, near-misses or instances of dangerous behaviour to their Line Manager, Safeguarding Leads/Deputies, SLT or directly to the Health and Safety Officer. Where a specific issue needs to be raised to all or certain members of staff, a Safety Notice will be prepared to confirm the Al-Zahra school position on a matter as well as to highlight clearly any action required by those affected.

ii. Training and Competence

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury. Training requirements for all staff include "Induction" training, "Refresher" training, "Task and Operation Specific" training, and "Statutory" training. These often involve members of staff attending external courses to obtain initial, refresher or other specialist training.

iii. Supervision

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks. Depending on the level of risk, appropriate supervision will be given by Line Managers to ensure workers do not deviate from safe working practices. Records of all training provided will be maintained by Al-Zahra school.

iv. Consultation

Al-Zahra school is committed to involving all employees in risk management. In particular, we will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work or the introduction of new technology;
- the arrangements for competent advice on health and safety matters;
- the information to be given to employees about risks to health and safety and preventative measures;
- the planning and organising of health and safety training.

Al-Zahra school consults directly with staff on health and safety matters through regular meetings. All members of staff can raise issues through their Line Manager and all matters raised are recorded, as are all relevant actions.

v. Risk Assessment

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of briefings by the Head Teacher, subject coordinators, and other members of the SLT/ Safeguarding Leads/Deputies to ensure those undertaking the activity understand what they have to do and the control measures to be implemented. These briefings will be recorded for future reference.

As teachers, activity or event leaders, staff are required to carry out “General Workplace” risk assessments for their areas in order to identify hazards within the workplace and likewise “Activity” risk assessments for activities on Al-Zahra school premises, “Event” risk assessments for each event on Al-Zahra school premises, “Trip and Excursion” risk assessments detailing the risks associated with each trip of excursion, to consider who might be harmed by the hazard and assess the risk of the hazard causing harm. Particular consideration will be given to the assessment of risks with respect to the age of the students in Al-Zahra school and, where appropriate, to pregnant employees and less able ones.

Once the risks have been identified and assessed, the risk assessment will state how the risks will be managed aiming for the elimination of risks altogether or the substitution of hazardous equipment or tasks. In the laboratory, controls will be set in place and protective equipment used to reduce exposure to the hazard or minimise the risk of the hazard causing harm. The findings of the risk assessment will be recorded and the assessment reviewed when it ceases to be effective, for example when personnel or circumstances change and in any case at least once a year.

Fire risk assessments are carried out by the Health and Safety Officer and/or external fire specialist where appropriate. If there is reason to suspect that a fire risk assessment is no longer valid or there has been a significant change in the premises that has affected fire precautions, the fire risk assessment will be reviewed and, if necessary, revised. In the absence of other circumstances prompting a review, fire risk assessments will in any event be reviewed annually.

vi. Inspection and Audit

All areas and departments of Al-Zahra school will be subject to regular inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable. Inspections are carried out according to an agreed format in order to ensure any required actions are captured accurately. The reports are then circulated to the relevant personnel, subject coordinators and the SLT/Safeguarding Leads/Deputies and outstanding actions from recent inspections are discussed at the SLT meetings. The analyses of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

Subject coordinated audits are also undertaken on a regular basis, depending on the risk level. Audits will involve a full and thorough review of all procedures and operations, as well as an in depth review of compliance levels.

Certain equipment and areas of the school require external audits on a 3 to 5 yearly cycle as defined by the risk assessment and endorsed by the Health and Safety Officer. An external health and safety consultant will also undertake a compliance audit of Al-Zahra school on an annual basis and will report progress directly to the health and safety officer.

4. Health and Safety Management

Planning is essential for the management of Health and Safety Policies within the Al-Zahra school. Creating and operating a Health and Safety Management System will be a collaborative effort involving all staff within the school. An effective planning system for Health and Safety requires a Management System which controls risks, reacts to changing demands and sustains a positive Health and Safety culture.

The key elements of management system for Al-Zahra school are:

- Procedures for general health and safety issues,
- Health and Safety being an agenda item on regular staff meetings,
- Procedures for continuous inspection of the school,
- Review equipment maintenance records,
- Annual review of incident analysis,

i. Major Incidents

Al-Zahra school has a Major Incident management plan for dealing with major incidents and emergencies. There are several events or incidents that may require the Al-Zahra school to instigate the procedures, as these may generate a large number of casualties or may place a significant burden on the School's ability to deliver normal day to day services. In the event of a major incident

being suspected, the Head Teacher (or other appointed SLT/ Safeguarding Leads/Deputies member) will take responsibility for initiating the Major Incident Management procedures.

Examples of major incidents that could initiate these procedures include:

- Fire on School premises;
- Serious accident to staff or pupil(s);
- Power outage;
- Flooding;
- Serious adverse weather;
- Missing Pupil(s);
- Road traffic accident (near the School);
- Road Traffic accident on a trip or school excursion;
- Allegations of malpractice.

Flexible plans are in place to deal with a range of situations which are likely to vary in magnitude, duration or complexity, Specialist assistance can also be sought in the event of an unusual incident, e.g. chemical spill, environmental incident, etc.

The Major Incident management plan procedures involve a number of key members of staff who are drilled regularly to ensure ongoing familiarity in dealing with an emergency situation.

ii. **Incident Procedures**

Routine accidents such as small cuts, bruises and other minor injuries are dealt with first aiders or alternatively forwarded to the Medical Officer. All Staff are encouraged to use protective gloves when dealing with these injuries to protect both patient and first aider from the transmission of blood borne disease. Parents/ Carers of pupils injured are contacted and a note is sent with the pupil's home regarding the incident.

Although Al-Zahra school assume a role in accord with that of caring in respect of normal everyday school activities, the authorisation of unexpected or emergency medical treatment for pupils does not, however, fall within the normal scope of the responsibility of the Head Teacher, or other members of staff. Such responsibility, save in exceptional circumstances, rests with parents/ carers whose consent prior to the administering of such medical treatment must always be sought. Such treatment may be contrasted with the provision of minor medical treatment, ie the administration of first aid by the Medical Officer to a pupil for relatively minor injuries and minor symptoms of everyday illnesses,

eg. minor cuts, bruises and colds etc. The treatment of such minor injuries and illnesses may be considered to fall within the scope of normal school activities.

For serious injuries such as broken bones, eye injury, deep cuts etc, the Medical Officer refers to the emergency services. Parents/Carers of pupils injured are immediately contacted, and advised to contact the local Doctor or the local hospital. Where doubt exists staff should err on the side of caution. On no account should a school pupil with a suspected serious injury or head injury be sent home unaccompanied or accompanied only by a pupil.

When emergency circumstances arise, and where a pupil requires immediate emergency medical treatment and parents/carers cannot be contacted for the purpose of obtaining the necessary consent prior to treatment. In such circumstances and only after attempts to contact parents/ carers have been exhausted, the Head Teacher (or other appointed SLT/ Safeguarding Leads/Deputies member) may sanction medical treatment where delay would have serious implications for the pupil concerned.

iii. Incident Reporting and Investigation

All employees, contractors and visitors are required to report accidents resulting in injury to any person within Al-Zahra school to their Line Manager, Safeguarding Leads/Deputies, SLT or direct to the Medical Officer/ Health and Safety Officer. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

The completion and submission of an accident report form does not satisfy the legal requirements relating to the retention of an Accident Book. Accident Books are held by the Medical Officer and/or Health and Safety Officer and records are kept in the Al-Zahra school office. The following incidents must be recorded:

- All accidents involving injuries;
- All incidents which, although not involving injury, could have resulted in injury, such as the use of equipment;
- All near-misses

Where an accident report is completed in the Accident Book, the Medical Officer is responsible for ensuring that a copy of the accident report is sent immediately to the safeguarding Leads/Deputy. All reportable incidents will be investigated by the Head Teacher and for major accidents an appointed independent health and safety consultant if this is deemed more appropriate. The purpose of the investigation will be to ensure that protective and preventive measures are

reviewed and procedures amended or improved as required. SLT/ Safeguarding Leads/Deputies are required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Accident book records are kept for 3 years.

The Medical Officer is required to complete an Accident Follow-up Form as soon as is practicable after an incident and to forward it to the safeguarding Leads/Deputy. If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made with the Head Teacher to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures in the school or extracurricular activities. The Child Protection Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.

There is no requirement to complete an accident report form for every small playground scrape or bump provided the first aid treatment received is recorded in the first aid diary or notebook, these records are also retained for 3 years. However, as good practice the Medical Officer does inform parents of any accident that occurs.

iv. **Medication in School**

Please note that parents/ carers should keep their children at home if acutely unwell or infectious. It must be noted that:

- Pupils are not permitted to bring any medication to school in school bags etc. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer. Each item of medication must be delivered to the School Office, in normal circumstances, by the parent/carer, in a secure and labelled container as originally dispensed. The school will not accept items of medication in unlabelled containers.
- Each item of medication must be clearly labelled with the following information:
 - Pupil's Name.
 - Name of medication.
 - Dosage.
 - Number of tablets or volume of medicine (for volume please mark and date the bottle)
 - Frequency of administration.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.

- At Al-Zahra school medications are kept in a secure place, out of the reach of pupils. All medication to be administered is kept in a locked medicine cabinet or lockable refrigerator by the Medical Officer.

Al-Zahra school procedures are based DfE Supporting pupils at school with medical conditions guidance (2015) as indicated in our Administration of Medicines Policy.

v. **Notifiable and Infectious Diseases**

Al-Zahra school follows Public Health England guidance document for school and other childcare settings (2016) on infection control issues. Al-Zahra school would reiterate we need to prevent the spread of infections by ensuring:

- routine immunisation,
- high standards of personal hygiene and practice, particularly hand washing,
- maintaining a clean environment,

Children with rashes should be considered infectious and assessed by their doctor. Information on the action to be taken in the event of illness of pupils is set down in the Al-Zahra school Illness and Infection procedures which adheres to the following exclusion periods depending upon the symptoms and illness; it abides by the Public Health England (PHE) guidance on Infection Control in Schools and other childcare Settings (2016) as indicated in Annex A. Moreover, there is a list of notifiable diseases which we have a legal obligation to report to the Health Protection Agency (HPA) and Ofsted should a child within our care become infected, some are listed in Annex A in **Bold** by the relevant illness.

Animals may carry infections, so hands must be washed after handling any animals and HSE guidelines for protecting the health and safety of children is followed. Farm visits are based on Brent Local Environmental Health Guidance, which will provide help and advice on planning a visit to a farm or similar establishment. Parents/ Carers of vulnerable pupils and pregnant members of staff should consult their GP. It is important to ensure animals' living quarters are kept clean and away from food areas while at Al-Zahra school. Waste is disposed of regularly, and litter boxes not accessible to children. Children will not play with animals unsupervised. Veterinary advice is sought on animal welfare and animal health issues and the suitability of the animal as a pet. We note that reptiles are not suitable as pets in schools, as all species carry salmonella.

vi. Outdoor Education

Al-Zahra school follows DfE Health and safety: advice on legal duties and powers (2014). Written consent from parents/ carers is not required for pupils to take part in the majority of offsite activities organised by a schools' as most of these activities take place during school hours and are a normal part of a child's education at school. However, Al-Zahra school not only informs parents /carers where their child will be at all times but attempts to obtain written consent. Moreover, Al-Zahra school has prepared a "one-off" consent form which schools can ask parents/ carers to sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include educational activities, off-site visits, sporting fixtures outside the school day, residential visits and all off-site activities which take place at any time (including during school holidays or at the weekend). Parents/ Carers are informed in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.

Educational visits are not treated separately from other aspects of health and safety. The policy is to ensure the safeguarding and promotion of the welfare, health and safety of pupils on activities outside the school and to promote good behaviour on these activities. Off-site activities are those educational activities arranged by or under the auspices of the school which take place outside the boundaries of the schools. The staff believe that off-site activities can complement and enhance the curriculum of the schools' by providing experiences which would be impossible within the schools' boundaries. When residential visits are organised parents/ carers are invited in advance to opt in or out of such activities based on information sent out to them on the outline and the purpose of the trip. All Educational visits, Adventure activities and Residential trips/visits must have a curriculum focus and are agreed by the SLT/ Safeguarding Leads/Deputies following DfE guidelines, with supporting risk assessments as set out by Al-Zahra school Off-Site Activity Procedures/ Journey Procedures. When planning any adventure activity, Al-Zahra school checks that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

vii. Fire Safety

The arrangements for the provision and maintenance of Fire safety equipment, fire precautions and fire safety procedures are set down in Al-Zahra school Fire Safety Procedures based on DfE Guidance on Fire safety in new and existing school buildings (2014). Information on the action to be taken in the event of a fire alarm is posted in every public area of the school and fire drills are held on a regular basis, at least once a term. A log is kept of all practice and evacuation

drills. The Emergency Plan of Action in the Event of a Fire or Major Incident sets out the procedures to be followed in the event of a major incident, including procedures for summoning assistance from emergency services. Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

viii. Lone Working

Al-Zahra school acknowledges its responsibilities to ensure the health, safety and welfare of all those who need to work alone as part of their activities. Potentially dangerous activities must not be undertaken when working alone as personal safety is of paramount importance. Al-Zahra school discourage staff from working alone and If there are any doubts about the task to be performed then the task should be postponed until other staff members are available. If lone working is to be undertaken, a colleague, friend or family member must know where the member of staff is and when they are likely to return. A lone working register will be maintained and arrangements made for regular contact with the person working alone

Annex A; Guidance on Infection Control in Schools:

No exclusion

- Athlete's foot
- Cold sores, (Herpes simplex)
- Hand, foot and mouth
- Molluscum contagiosum
- Roseola (infantum)
- Slapped cheek/fifth disease
- Head Lice
- Conjunctivitis
- Glandular fever
- Tonsillitis
- Threadworms
- Warts and verrucae
- **Meningitis viral**
- **Hepatitis B, C,**
- **MRSA**

48 Hours exclusion – after last symptom

- Vomiting (48 hours from last episode of vomiting)
- Diarrhoea (48 hours from last episode of diarrhoea)
- **E. coli O157 VTEC Typhoid** (48 hours from the last episode of diarrhoea)
- Cryptosporidiosis (48 hours from the last episode of diarrhoea)
- **Scarlet fever** (48 hours after starting appropriate antibiotic treatment)

5 Days exclusion from symptom treatment

- **Whooping Cough** (Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment)
- **German Measles** (Four days from onset of rash)
- Impetigo (Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment)
- **Measles** (Five days from onset of rash)
- **Mumps** (Exclude child for five days after onset of swelling)
- Chicken Pox (Until all vesicles have crusted over)

○ Other

- Flu -influenza (Until recovered)
- **Diphtheria** (Exclusion is essential. Always consult with your local HPT)

- **Hepatitis A** (Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)
- **Meningococcal meningitis/ septicaemia** (Until recovered)
- **Meningitis due to other bacteria** (Until recovered)
- Scabies (Until fully treated)
- Ringworm (Until on treatment)
- Impetigo (Until lesions have crusted over)
- **Tuberculosis** (Always consult your local PHE centre)

Bold denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of Brent Local Authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Office for Standards in Education (OFSTED)/Commission for Social Care Inspection (CSCI)) may wish to be informed.

– from Guidance on Infection Control in Schools and other Childcare Settings 2016 (PHE)

Annex B; Guidance on Cleaning of the Environment:

Cleaning of the environment, including toys and equipment, should be frequent, thorough and follow national guidance. For example, use colour-coded equipment, COSHH and correct decontamination of cleaning equipment. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE.

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and 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. A spillage kit should be available for blood spills.

Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Sharps should be discarded straight into a sharps bin conforming to BS 7320 and UN 3291 standards. Sharps bins must be kept off the floor (preferably wall-mounted) and out of reach of children.

Animals may carry infections, so hands must be washed after handling any animals. Health and Safety Executive (HSE) guidelines for protecting the health and safety of children should be followed. Ensure animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised. Veterinary advice should be sought on animal welfare and animal health issues and the suitability of the animal as a pet.

Annex C; Competent Persons and Relevant Locations

RESPONSIBILITY	COMPETENT PERSON	LOCATION (if applicable)
First Aiders (Level 3)	Mrs Al-Mosawi	Medical Room
First Aiders	List of first aiders in the office and the medical room.	Across School
First Aid Box Locations	Mr S Mirzaei	School Office
Accidents Notified to	Mrs Al-Mosawi	Medical Office
Accident Book Kept by	Mrs Al-Mosawi	Medical Office
RIDDOR Notifications by	Mrs Al-Mosawi	Medical Office
Fire Marshals	Mrs Z Rizvi & Ms Z Aldabagh	Across School
Emergency Procedures	Mr A. Jaffar	Al-Khoei Foundation
Statutory Inspections i) Boilers ii) Fire Safety	FAFS Ltd.(Fire Alarm Fabrication Services)	Unit 3 Roebuck Place 110 Roebuck Road Chessington Surrey KT9 1EU
Out of School Visits	Mrs M. Kassim	School Office
Risk Assessments	Mr A Jaffar	Al-Khoei Foundation
COSHH Assessments	Mr S Mirzaei	Staff Room
Manual Handling Assessments	Mr S Mirzaei	Staff Room
Work Station & DSE Assessments	Mr S Mirzaei	Staff Room
Electrical Safety	Mr A. Andarbay	Al-Khoei Foundation
Caretaking & Cleaning	Mr S. Haliti	School Entrance
Premises Maintenance	Mr A. Jaffar	Al-Khoei Foundation
Site Management	Mr A. Jaffar	Al-Khoei Foundation
Safety Representatives	Mr A. Jaffar	Al-Khoei Foundation

Annex D; Infection Control During the Coronavirus Pandemic

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE and PHE (2020) 'Coronavirus (COVID-19): implementing social distancing in education and childcare settings'
- PHE and DfE (2020) 'Coronavirus (COVID-19): guidance for educational settings'
- PHE (2020) 'COVID-19: cleaning of non-healthcare settings'

Social distancing measures

The school will adhere to the government's social distancing guidelines as much as is possible. To ensure the risk of virus spread for both staff and pupils still in school is as low as possible, the following action will be taken:

- Pupils, parents, carers and any visitors will be told not to enter the building if they are displaying symptoms of coronavirus.
- The way pupils arrive at school will be reviewed, with a view to reducing any unnecessary travel on coaches, buses or other public transport.
- The pupils temperatures are measure upon arrival, with a view to identifying students at risk. We will also ask the parents/ carers to collect their child if they display any of the symptoms. They will be kept in isolated room until they are picked up.
- Class sizes will be reduced and based on the number of teaching staff available.
- Pupils will be sat at desks that are two metres apart and will be required to sit in the same seats every day.
- Break and lunch times and the movement of pupils around the school will be staggered to prevent large groups of pupils from gathering.
- At lunch time, both pupils and staff will be asked to queue for meals and sit at tables whilst maintaining a two-metre distance at all times.
- Pupils will be asked to visit the toilet one after the other.
- Staff will ensure pupils keep a safe distance whilst in the playground or taking part in physical exercise.
- All unnecessary staff gatherings will be avoided, e.g. where possible, meetings will take place via video conference from different classrooms or offices.
- Parents will be discouraged from gathering at school gates. Floor markings will be placed in pick up areas to ensure parents maintain a two-metre distance from one another.
- EYFS Staff will consider using age and developmentally appropriate ways to encourage children to follow social distancing, handwashing and other guidance, e.g. through games, songs and stories.

Additional hygiene and cleaning measures

Pupils must not attend school if they have any of the following symptoms:

- 1) Temperature 37.8 and above
- 2) Persistent and new cough
- 3) Loss of taste/smell

They may only return to school after a negative COVID-19 test result. The school may ask parents for a copy of the result.

If a child tests positive, the school must be informed immediately, so they can contact the PHE to follow the NHS Test and Trace procedure. The parents of pupil in that particular bubble will be informed immediately of the course of action advised by PHE.

All staff and pupils will be:

- Told to frequently wash their hands with soap and water for 20 seconds.
- Encouraged not to touch their faces.
- Told to use a tissue or their elbow to catch coughs or sneezes and use bins for tissue waste.

Pupils who have difficulty washing their hands will be supported by a member of staff. EYFS Staff will ensure thorough handwashing before and after supporting children who need help with nappy changing, going to the toilet or eating. EYFS sharing food, drink, utensils, equipment and soft toys will be avoided as much as possible. Equipment, toys and surfaces will be cleaned and disinfected more frequently than usual.

The frequency of cleaning will increase, particularly for surfaces in classrooms, within toilet blocks and in changing rooms, in accordance with PHE's 'COVID-19: cleaning of non-healthcare settings' guidance and the school's risk assessment.

Equipment, including keyboards, tables, chairs, door handles, light switches and bannisters, will be cleaned and disinfected regularly.

Preventing the further spread of infection

The school will take the following action to prevent further spreading of infection:

- If anyone becomes unwell with the symptoms of coronavirus, they will be sent home and advised to follow PHE's 'COVID-19: guidance for households with possible coronavirus infection'.
- If a member of staff has helped someone who is unwell with coronavirus symptoms, they will not be sent home unless they develop symptoms themselves.
- Staff must wash their hands thoroughly for 20 seconds following any contact with someone who is unwell.

- When cleaning an area where a person with possible or confirmed coronavirus has been, staff will use disposable gloves and an apron. Staff will wash their hands with soap and water for 20 seconds after all PPE has been removed.
- If there is visible contamination to an area, e.g. with bodily fluids, cleaning staff will use additional PPE to protect their eyes, mouth and nose.
- Areas where a symptomatic individual has passed through and spent minimal time, e.g. corridors, but which are not visibly contaminated with bodily fluids, will be cleaned thoroughly with normal cleaning products.
- All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including objects which are visibly contaminated and those which are potentially contaminated, e.g. door handles.
- Disposable cloths or paper rolls and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using one of the following options:
 - A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
 - A household detergent followed by disinfection (1000 ppm av.cl), following the manufacturer's instructions for dilution, application and contact times
 - An alternative disinfectant which is checked to ensure it is effective against enveloped viruses
- Cleaning staff will be asked to:
 - Avoid creating splashes and spray when cleaning.
 - Dispose of any cloths and mop heads used, by putting them into waste bags.
 - Steam clean items that cannot be cleaned using detergents, e.g. upholstered furniture.
 - Dispose of items that are heavily contaminated with body fluids and cannot be cleaned by washing.
- Waste from possible cases and the cleaning of potentially infected areas will be put into a plastic rubbish bag which will be tied when full. The plastic bag will then be placed into a second tied bin bag, put in a suitable and secure place, and marked for storage until the individual's test results are known.
- If a child or any member from their household has returned from a country not listed on the country corridor list, then the child must isolate from school for 14 days. If the child or any member of the household develops COVID symptoms during the isolation period, then the isolation period begins from the point when the symptoms started. You must inform the school of this immediately.
- The child may attend school, if the member of the household is able to self-isolate in complete quarantine; which means have no contact at all with the other members of the household.

- If a sibling in another school has been told to self- isolate due to a positive case in their school, your child can still come to school. However, If the sibling develops any COVID symptoms, only then will the child need to self-isolate.

Monitoring and review

The Head teacher is responsible for continually monitoring PHE and DfE updates and updating this appendix in line with any changes to government guidance. Any changes to this appendix will be communicated to all staff, parents and relevant persons.

Communication with parents

The school will inform parents about the measures being taken and request they provide support with implementation, e.g. by encouraging measures to continue at home.