

HEALTH AND SAFETY POLICY 2023/24

To be read in conjunction with

*FIRE SAFETY POLICY, FIRST AID POLICY, ADMINISTRATION OF MEDICINES POLICY & SAFEGUARDING CHILDREN
AND CHILD PROTECTION POLICY*

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

Child Protection Committee

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|-------------------------------------|--|
| Designated Safeguarding Lead | Mrs S Rizvi |
| Deputy Safeguarding Lead | Mrs Z Aldabagh (KS3 and KS4), Mrs E Jaffri (KS1 and KS2) |
| Health and Safety Officer | Mr H Junaid |
| Medical Officer | Mrs Y Al-Mosawi |

Policy Review Dates

| | |
|--|----------------------------|
| Academic year: | 2024/25 |
| Review Cycle: | Annual |
| Last Review Date: | 28 th JUNE 2024 |
| Al-Khoei Foundation Ratification: | 7 th SEPT 2024 |
| Date Shared with Staff: | 9 th SEPT 2025 |
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1. Statement of Intent

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 2005;
- 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 (Amended by Environment Act 1995) and, including the Duty of Care as regards to waste;
- Regular monitoring and reviewing a health and safety progress, and as required establishing realistic short and long term objectives;

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**' (Published June 2013). The DfE guidance can be found at:

<https://dera.ioe.ac.uk/id/eprint/17757/1/dfe%20health%20and%20safety%20advice%2003%2006%2013.pdf>

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 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.

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. Risk Assessment

Refer to Al Zahra Risk Assessment Policy 2023/2024 for further guidance

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.

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:

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| • 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

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

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.

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.

Each item of medication must be clearly labelled with the following information:

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| • 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. |

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)

vi. **Outdoor Education**

Al-Zahra school follows DfE Health and safety: advice on legal duties and powers (2014). All offsite visits and trips organised by the school are conducted during normal school hours and a written consent is obtained from parents/carers for pupils to take part in these activities. A detailed risk assessment is conducted for the offsite visit and parents are informed in advance of all the details.

In addition, Al-Zahra also requires parents to sign a “one-off” consent form at the time of enrolment. This covers a child’s participation in “off site” activities throughout their time at the school. These activities may include a walk around the local area, a visit to the local library, visit to the local church or a visit to Queens Park.

All educational trips are approved by the headteacher and planned with supporting risk assessments conducted by the teacher organising the trip, .

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 school by providing experiences which would be impossible within the school’s boundaries.

Residential visits if they are abroad are planned with reference to FCO advice and are optional. Parents are informed in advance of all the details and have the option to opt in or out accordingly.

Fire Safety

Refer to Al Zahra Fire Safety Policy 2023/2024 for further guidance

vii. 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; Competent Persons and Relevant Locations

| RESPONSIBILITY | COMPETENT PERSON | LOCATION |
|---|--|--|
| 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 H. Junaid | Staff Room |
| 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 | Mr S.A Khoei & Mrs Z Rizvi | Across School |
| Statutory Inspections i) Boilers ii) Fire Safety | FAFS Ltd.(Fire Alarm Fabrication Services) | Unit 3 Roebuck Place 110 Roebuck Road Chessington Surrey KT9 1EU |
| Trip co-ordinator | Mrs Z. Rizvi | Head Teacher Office |
| Risk Assessments | Trip co-ordinator / Offsite Staff | School Office |
| COSHH Assessments | Mr H. Junaid | Staff Room |
| Manual Handling Assessments | Mr H. Junaid | Staff Room |
| Work Station & DSE Assessments | Mr H. Junaid | Staff Room |
| Electrical Safety | Mr A. Andarbay | Al-Khoei Foundation |
| Premises Maintenance | Mr A. Andarbay | Al-Khoei Foundation |
| Site Management | Mr A. Andarbay | Al-Khoei Foundation |
| Safety Representatives | Mr H. Junaid | Staff Room |