

# Jamia Al-Hudaa Nottingham



## Health and Safety

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**To be reviewed by:**  
Health & Safety Officer

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## Scope of Policy

Jamia Al-Hudaa attaches the utmost importance to the safety, health and welfare of its employees, pupils and visitors to the Jamia. The Jamia will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations. The Head Teacher and Trustees will ensure that the Health and Safety culture at Jamia Al-Hudaa continues to develop and will support all reasonable initiatives to ensure that this is maintained. A key feature of this culture is the awareness and acceptance by all staff of the individual responsibility to be proactive in the prevention of illness, injury, damage and loss within a strong framework supported and endorsed by the Trustees and Head teacher.

Jamia Al-Hudaa will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment (in-school and on off-site visits) in which its employees, pupils, parents, contractors, volunteers, visitors and other persons affected by Jamia Al-Hudaa operations can work.

The Jamia will make the necessary assessments, identify safety training, establish procedures and provide information and supervision for employees at all levels.

We recognise that a day and boarding school provides a unique working environment and our health and safety arrangements will focus particularly on the risks and hazards presented by the presence and schooling of young people and how these hazards change as pupils grow. Parents who leave boarders in our care will find that the safety and welfare of their child/children is considered at all times and whatever activities in which he/she/they might be engaged.

This policy has taken account of the document:

Health and Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, Head Teachers, staff and Governing Bodies (which replaces the previous guidance ,DCSF documents: Health and Safety: Responsibilities and Powers and Health and Safety of Pupils on Educational Visits) and which provides guidance for a school health and safety framework.

**This policy sets out the organisation of, and responsibilities for, health and safety at Jamia Al-Hudaa. The specific arrangements for managing health and safety at the Jamia are set out in Appendix A and, as operational guidance, are subject to regular change and update and so do not form part of this policy itself.**

## Roles and Responsibilities

### The Trustees

The Trustees have overall responsibility for the implementation of this policy and will ensure that sufficient financial provision is made to support the policy.

This policy is included in the staff handbook which is given to all employees when they join Jamia Al-Hudaa. When changes have been made to the policy, all relevant personnel will be informed and the policy will be included in future versions of the staff handbook.

The Trustees are responsible for the following aspects which are delegated to the Health & Safety Officer and through him the Head Teacher.

- Complying with legislation and best practice in relation to premises, plant, equipment and all school activities both on and off site
- Providing adequate training and instruction
- Ensuring the effective communication of Health and Safety matters
- Consulting with employees on significant Health and Safety matters
- Delegating to suitable persons, as appropriate, duties to assist in the discharge of responsibilities

### **The Health and Safety Committee**

The Trustees delegates strategic management of the Jamia's Health and Safety responsibilities to a Health and Safety Committee (meeting at least three times per year). The School Health and Safety Committee shall comprise:

- Senior Leadership Team Member
- Health & Safety Officer (responsible person)
- Facilities Manager
- 1 Teaching staff member

The Committee is responsible for:

- Review of school safety arrangements including the Health and Safety Policy
- Providing effective safety leadership within the Jamia
- Spreading a "safety culture"
- Discussing specific Health and Safety issues and recommending courses of action
- Examining the causes of serious accidents
- Bringing Health and Safety issues that affect the Jamia to the attention of the Trustees. These issues might be site or sector specific.

### **Health & Safety Officer**

Responsible for day-to-day Health and Safety operations in the Jamia:

- Complying with legislation and best practice in relation to premises, plant, equipment all school activities
- Providing adequate training and instruction
- Ensuring the effective communication of Health and Safety matters
- Consulting with employees on significant Health and Safety matters
- Chairing the Health and Safety Committee
- Bringing Health and Safety issues affecting the site or the sector to the attention of the Committee
- Notifying enforcement authorities when required
- Ensuring all new staff receive a full health and safety induction
- Liaising with the Jamia's Health and Safety consultants
- Making arrangements for the induction of new teaching staff
- Delegating effectively the responsibility for specific safety precautions and arrangements to Teaching and non-teaching Heads of Department.
- Ensuring all Meetings include Health and Safety on the agenda

## Teaching or support staff Heads of Department

All Heads of Department have responsibility for:

- Ensuring as far as reasonably practicable, the safety of pupils, staff and visitors to the department. This includes departmental activities whilst “out of the classroom”
- Obtaining sufficient knowledge through specific courses to ensure competence in departmental Health and Safety matters.
- Ensuring all new staff receive suitable Health and Safety induction training
- Identifying staff health and safety training requirements
- Producing appropriate, written risk assessments and safe systems of work
- Operating the risk assessments and safe systems of work within the department
- Communicating health and safety rules and procedures to all members of the department
- Ensuring any lesson plan includes consideration of Health and Safety. Where activities of a planned lesson fall outside the generic risk assessment for that type of lesson, particular consideration should be given to writing a specific risk assessment for that lesson
- Monitoring the effectiveness of the departmental health and safety arrangements and making timely adjustments when required
- Reviewing departmental Health and Safety arrangements on at least an annual basis.
- Reporting health and safety concerns that cannot be adequately controlled through departmental procedures and responsibilities to the Operations Manager (Health & Safety Officer)
- Ensuring that pupils, staff and visitors use required personal protective clothing and equipment at all times
- Seeking advice from the Operations Manager (Health & Safety Officer) when required
- Reporting all accidents to the Welfare Officer and ensuring any immediate procedural or physical changes that might be required as a result of the accident are made in a timely fashion to prevent accident happening again.
- Reporting all near misses or dangerous occurrences to the Operations Manager (Health & Safety Officer)
- Cooperating fully with any accident investigation and supporting the implementation of any resulting recommendations
- Ensuring all Departmental meetings include Health and Safety on the agenda
- Ensuring the department adheres to all school policies relation to Health and Safety and in particular
  - Health and Safety
  - Fire Evacuation
  - Trips and visits
  - Stress Management

Those in charge of an academic department at Jamia Al-Hudaa all have responsibility for the specific Health and Safety arrangements within their own department. A risk assessment should be available for inspection from the relevant Head of Department. The specific responsibilities are as detailed above.

### Individual Responsibility

In addition to the specific responsibilities detailed above, all employees must

- Take reasonable precautions in safeguarding the health, safety and welfare of themselves and others who may be affected by their work and must co-operate with the Jamia by working safely and efficiently
- Observe all health and safety rules and procedures laid down by the Jamia and use any health and safety equipment provided
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, hygiene and welfare
- Cooperate with any requirements to use protective equipment or clothing
- Bring to the attention of the Head of Department/ Line Manager any faulty equipment or other hazards
- Report all accidents, incidents or dangerous occurrences by filling in the Accident Book
- Seek advice from the Head of Department or Line Manager before taking any action when unsure of a particular work requirement, issue etc.
- Immediately report to the Operations Manager (Health & Safety Officer), any damage to plant, property or equipment that might have Health and Safety implications.
- Comply with the arrangements for information, instruction, training and supervision as it relates to Health and Safety

## **Visitors**

Visitors should not be ignorant of health and safety, but rather should be made responsible as long as they are on campus. This can be accomplished by such ways as:

- All visitors must sign into the visitor's book.
- Informing them of the on/off campus procedures where applicable.
- Presenting them with the Health and Safety Policy for their perusal.
- Showing them examples of effective and balanced health and safety procedures on/off campus.

## **Co-operation**

Health and safety at the Jamia is a collective responsibility and a safe and healthy workplace can only be achieved with the full co-operation of every employee. For example, it is the responsibility of all members of the Jamia to be particularly attentive to Health and Safety matters in public areas (such as corridors and outside spaces) when (such as transition times between lessons) there is a heavier reliance on general awareness than there might be in places and during activities which have more narrowly designated Health and Safety responsibilities. All employees have a duty to highlight any significant risks.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others, co-operate with the School's health and safety efforts and carry out activities in accordance with training and instructions. They must also safeguard all persons to whom Jamia Al-Hudaa owes a duty of care, namely people to whom they may come into contact with in the course of their work; pupils, parents, visitors etc.

Employees should not be in any doubt that, if required, Jamia Al-Hudaa will apply disciplinary procedures to any employee who is in breach of this health and safety policy.

## **Policy Review**

This policy will be regularly reviewed by the Operations Manager (Health & Safety Officer) on, at least, an annual basis.



The following arrangements represent a framework for Health and Safety at Jamia Al-Hudaa within which the detailed risk assessments, safe systems of work and other procedures are documented and operate.

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**1. Contractors**

Heads of Department responsible for a specific contractor must:

- take responsibility for their acts and/or omissions, on site.
- ensure competence to conduct the work contracted for
- comply with the contractor code of practice (Copy on the Public Drive under Health and Safety)

## **2. Repairs and Maintenance**

Heads of Department must ensure that all their reporting staff are aware of repair and maintenance procedures. Where appropriate, all records of testing and inspections must be kept. Health and Safety requests are prioritised by the Estates Department.

## **3. Near Misses or Dangerous Occurrences**

All employees should report any “near miss” or dangerous occurrence to the Operations Manager (Health & Safety Officer) (ext 803) as soon as possible. All incidents will be investigated.

## **4. Suggestions for Health and Safety improvements**

Employees are encouraged to report concerns or suggestions for improvement relating to our Health and safety arrangements to the Operations Manager (Health & Safety Officer). Staff can report concerns or suggestions via a simple conversation or a simple email to the Operations Manager (Health & Safety Officer).

## **5. Accident Reporting**

All accidents must be reported to the Welfare Office. It is important to provide as full an account as possible and Welfare Office is responsible for ensuring that this full account is transferred and recorded on the accident book. Accidents are reviewed by The Deputy Head, Facilities Manager, Head Teacher and Principal and any further investigation required is made, normally by the Facilities Manager who will report and make any recommendations. The facilities Manager is responsible for reporting any “reportable” accidents to the HSE (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 - RIDDOR). Accidents must be reported under RIDDOR if they relate to serious work related injuries sustained by a member of staff or child – guidance contained in the HSE document “Incident-reporting in schools (accidents, diseases and dangerous occurrences is followed). Accident statistics on site are reviewed in summary by the Health and Safety Committee. The Committee also reviews specific accidents that are either severe in nature or which, on investigation, have implications for significant change to procedures, cost or both.

## **6. First Aid**

Welfare Office is responsible for managing the 24-hour first-aid arrangements at the Jamia which includes ensuring First Aid provision is sufficient. A range of policies and procedures relating to illness, hygiene, accidents and dispensing medicines are operated by the Welfare Office under the Medical Policy and First Aid Policy. Lists of qualified “first aiders” are posted on notice boards and included in the staff Handbook.

## **7. School Trips**

The Jamia Al-Hudaa Welfare Officer is responsible for ensuring the Jamia’s “Trips and visits” policy operates effectively. Any member of staff planning a school trip must be fully aware of this policy’s requirements.

## **8. Grounds**

Common areas such as the grounds, buildings, toilets etc. fall under the responsibility of the Facilities Manager. Due to the size of the Jamia site, it is incumbent on all employees to report Health and Safety issues immediately. Do not assume that problems, however obvious they may appear, have already been reported. Routine grounds assessments and inspections are conducted by the Facilities department and specialist contractors are used to assess the condition of trees, roofs, drains etc. Boilers, electrical equipment, local exhaust ventilation, gas appliances and other similar equipment are well maintained and inspected on a suitably regular basis.

## **9. Classrooms**

Classroom safety is the responsibility of the relevant teacher and the Head of Department. Classroom inspections are conducted, coordinated and planned by the Facilities Manager, to ensure that health and safety controls are applied consistently and to assess the level of awareness of health and safety measures amongst staff. Feedback from these inspections is considered and appropriate actions taken. Classroom inspection sheets form part of the Departmental Health and Safety Policy for most departments and should be completed on an annual basis for each classroom by the relevant teacher and any problems highlighted should be brought to the attention of the Head of Department.

## **10. Lone Workers**

In the majority of cases the risk of working alone will be relatively low. If a member of staff intends to work alone for a prolonged period, in most instances the only additional requirement would be to ensure another person knows the proposed schedule. However, where a member of staff is intending to use equipment (e.g. lathe, kiln etc) or is planning an unusual or hazardous activity whilst alone, the associated risks must be assessed and the ability to communicate in the event of an emergency directly addressed. The responsibility for this assessment would normally lie with the Head of Department.

## **11. Traffic on Site**

Traffic risk assessments have been conducted by the Health & Safety Officer. This area is constantly under review.

## **12. Stress**

The Jamia has a policy regarding stress management. It is important that Senior Managers are aware of this policy.

## **13. Security**

Jamia Al-Hudaa is a large site in the centre of Nottingham and security is a priority for the safety of those on site and the protection of property. Site Security arrangements are made by the Health & Safety Officer. The building is occupied 24 hours of the day, CCTV has been installed at the site and the Cameras will act as a deterrent as well as a source of evidence. Entry to all the buildings is via door locks and key pads. All staff should take responsibility for security by locking up any areas for which they are responsible or the last to leave. All visitors, contractors etc. should report to reception on arrival. For the duration of the visit non-staff members must wear a visitor's badge. Staff should also challenge strangers on site unless the circumstances are considered dangerous in which case the

matter should be reported to the relevant line manager immediately. Boarding staff must ensure that any security system that has failed or has been circumvented is reported immediately.

Keys to all areas are kept in the Safe Room. If a member of staff borrows a key, it is vital that this is recorded in the register held in the Safe Room so that the Facilities Department can keep track of the keys held.

#### **14. Public Events**

Large school events at the Jamia such as Prize Giving are assessed centrally by the Operations Manager (Health & Safety Officer). Smaller events such as plays, music recitals, science days, public lectures etc. are the responsibility of the department putting on the performance or event. Please use the events risk assessment.

#### **15. Fire and building evacuation**

A fire risk assessment is carried out and maintained by the Health & Safety Officer. The risk assessment covers the following areas:

- Fire detection and warning
- Fire fighting
- Means of escape
- Safety management
- Information / instruction / training

Evacuation procedures are written and maintained by the Operations Manager (Health & Safety Officer) and should be explained to all new employees on induction. The full evacuation procedure is included in the policy file and specific fire evacuation instructions are displayed in classrooms, offices and other public places. Staff, and especially those who may be supervising pupils when an alarm is sounded, must know the evacuation procedure as it applies to their role at the Jamia. The Jamia will perform drills to ensure that these procedures are practised. Any member of staff who has comments or concerns about the evacuation procedures following a fire drill or at any other time should contact the Operations Manager (Health & Safety Officer) as soon as practically possible. Alarms are tested on weekly basis and, together with the firefighting equipment, are maintained by a specialist contractor.

#### **16. Risk Assessment – General**

Jamia Al-Hudaa takes very seriously its responsibility under the Management of Health and Safety at Work Regulations 1999 to assess and manage risk. All the teaching staff is trained to assess risk through the identification of hazards and evaluation of controls. In addition, in specialist departments such as Science etc the Head of Department will ensure that any subject specific training that is required is carried out. Questions, problems or concerns about conducting risk assessments should be referred to the Health & Safety Officer. Generic risk assessments should be treated with caution. Whilst these can be useful to ensure completeness, it is important that we are able to operate all the control measures listed. A common fault is to use a generic assessment which commits to controls which do not actually exist because they were written for a different organization or event.

Please refer to the Risk Assessment Policy

## **17. Risk Assessment – Specific**

A number of site-wide risk assessments have been completed and are available, with associated procedure and policy documents, from the Operations Manager (Health & Safety Officer) for inspection. Although not an exhaustive list, these assessments include

- Fire
- Legionella
- Science Lab
- Workstations and Monitors
- PE / Gym
- Kitchen
- General Boarding
- General Classroom

## **18. Control of Substances Hazardous to Health Regulations (2002)**

It is important for every department to consider the substances used and to ensure that the risk of injury is either avoided or is low. A hazardous substance is one which, by law, must be labelled “very toxic”, “toxic”, “harmful”, “irritant” or “corrosive”. It therefore includes many substances such as paints, cleaning materials and laboratory chemicals. For each harmful substance we must:

- Undertake a Risk Assessment
- Prevent, reduce or control exposure
- As a last resort provide Personal Protective Equipment
- Test and monitor the measures
- Keep records
- Have in place an emergency plan in the event of exposure causing injury
- Train staff in the use of the substance

All hazardous substances have control sheets summarizing the hazard and first aid requirements. These sheets should be kept with the Risk Assessment and documented controls.

## **19. Manual Handling**

Manual handling is a process which requires human (as opposed to mechanical) effort to move or hold a load. As a basic starting point it is best to eliminate the need for manual handling if at all practicable. To the extent that the activity cannot be avoided a Risk Assessment is required. Examples of the factors to consider would be the size and weight of the load, the environment, the physical capability of the carrier and the level of training that has been carried out. Pupils should never be asked to carry heavy loads. The Operations Manager (Health & Safety Officer) includes manual handling as part of induction. If at all unsure, please seek his advice.

## **20. Slips and Trips**

This can prove a very serious hazard. Every floor, surface or traffic route should be kept free from obstructions, articles or substances which may cause a person to slip, trip or fall. Bags in a classroom environment pose a direct risk to the teacher who will be engaging with pupils and expecting a clear path between desks. Classroom Inspection sheets should identify the level of this risk and whether a further assessment is required. The hazards and control measures relating to snow and ice on site are included in a document held by the facilities department.

## **21. Consultation Arrangements**

Staff (and parents if appropriate) will be consulted when the Jamia is considering any significant health and safety related change. Health and Safety is a standing item on the agenda of all departmental and other formal meetings and is a regular feature of INSET.

Unauthorised access to workshops and laboratories and security of storage containers within these areas

Unauthorised access into workshops by pupils, or any unauthorised individual presents a significant hazard. Each department should cover the risks of unauthorised access to the department or to storage areas within the department by assessment of the security routines in place.

## **22. Electrical Safety**

The Jamia's Electrical Safety Certificate is held by the Health & Safety Officer. Responsibility includes:

- Arrangements for the testing of portable appliances. No piece of electrical equipment should be used if it does not display a current testing label. Boarders' electrical equipment is tested on an annual basis.
- General advice to users and purchasers of electrical equipment
- Work of electrical contractors on site
- Trailing leads and cables
- Fixed installation testing every 5 years
- Facilities Department Responsibilities

## **23. Display Screen Equipment (DSE)**

A suitable risk assessment and safe use of DSE at Jamia Al-Hudaa is carried out. This applies to colleagues who habitually use display screen equipment (VDU's / Monitors) as a significant part of their normal work – (termed "users"). It also contains a number of very good practical tips relating to the use of this