

## **Health & Safety Policy and Arrangements**

### ***Purpose***

- To ensure that all children and visitors are safe.

### ***Responsibility***

- Management Committee to ensure adequate resources are available to implement.
- Ensure that the policy is implemented fully and communicated to all staff.
- Liaise with safety advisor and other external agencies.
- Involve all staff in Health and Safety consultations.

### ***Procedure***

#### ***Children***

- Ensure that they are always supervised.
- Ensure that they are within sight of adults.
- Ensure that children do not have access to the kitchen, cupboards and other storage areas.
- Ensure that at least two adults are available when children are on the premises.
- Ensure that the correct staffing ratio is always available.
- Ensure that visits are planned and appropriate procedures followed.
- Ensure that activities such as cooking and other energetic plays are closely supervised.
- Ensure that children who are sleeping are regularly checked.
- Ensure that age appropriate toys are given to children.

***Accident***

- Ensure all near miss accident is also recorded.
- ***In case of minor accident not requiring hospitalisation:***
  - Administer first aid.
  - Allow child to continue at the School under observation.
  - Record the event in the accident book.
  - Inform the parent or guardian when the child is picked up.
- ***In case of accident requiring hospitalisation:***
  - Administer first aid to stabilise the situation.
  - Take the child to the hospital if he/she can be transported safely with another member of staff.
  - If the child cannot be moved then call an ambulance. Ensure a member of staff goes with the ambulance to the hospital.
  - Other staff at the school shall telephone the parent/guardian to meet up at the hospital.
  - Inform the following: Member of the committee, Safety Advisor, Insurance Company.
  - Complete the accident book.

***Arrival and Departure***

- Staff shall be available in the reception area at arrival and departure times.
- Only parents or guardians shall be allowed to pick up the children.
- No child shall be allowed out by themselves.
- If parents or guardians wish their child to be picked up by any

other adult then they must inform the school staff.

- Children shall not be released into the care of minors.
- Ensure that all staff are aware of who is authorised to pick up which children.

### ***Safety Checks***

- Ensure that the premises indoor and outdoor are checked at the start of the session.
- Ensure that all glass at lower level is safety rated.
- Ensure that the outdoor play area is fenced off and children cannot wonder off.
- Ensure that safety checks are made to toys and equipment.
- Ensure that repair and maintenance is carried out as required. Items beyond economical repair are disposed off.
- Ensure that large equipment is erected properly and regularly checked.
- Ensure that premises are checked prior to locking up.

### ***Fire***

- Ensure that all fire doors are kept closed and unobstructed.
- Ensure that heaters and other heat sources are adequately guarded.
- Ensure that adults do not walk around with hot drinks.
- Ensure that a fire drill is held at least once a term.
- Ensure that a list of all children, staff and visitors is available in case of emergency.
- Endure that the no smoking policy is adhered to.
- Ensure that fire extinguishers are serviced annually.

***First Aid***

- Ensure that a qualified first aider is available at all times.
- Ensure that a fully stocked first aid box is available at all times.

***Substances***

- Ensure that all dangerous material, medicines; cleaning materials and so on are stored out of reach of children.

***Electrical Safety***

- Only competent personnel shall carry out electrical work.
- All appliances shall be tested.
- Ensure that the following assessments are in place, communicated to all adult, and shall be reviewed annually:
  - COSHH (control of substances hazardous to health).
  - Manual Handling Assessment.
  - Work Equipment Assessment.
  - General Risk Assessment.

***Training***

- Ensure that all the staff are familiar with this policy.
- Ensure that induction training is carried out for all staff.
- Ensure that staff are capable of using fire extinguishers.

***Documentation***

- Accident record book.
- Near miss report.

- COSHH (control of substances Hazardous to health).
- Manual Handling Assessment's.
- Work Equipment (PUWER) Assessment.
- General Risk Assessment.
- Induction Training.

## **Health & Safety Policy**

### **Statement of Intent.**

This document addresses standard 27 of the National Minimum Standards, which states "Positive steps are taken to keep children, staff and visitors safe from risk of fire and other hazards". This policy will cross reference with the whole school policy.

At Leicester Community Islamic School the welfare of the pupils is paramount.

The aim is to provide the young people in our care with a safe and stimulating life experience at the same time as keeping staff and visitors free from risk of fire and other hazards.

The School is committed to providing adequate and appropriate safety training for staff.

The Principal at the first meeting of the autumn term will review this policy annually.

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the Employer.

Employers have a duty, so far as is reasonably practicable to ensure:

- The health, safety and welfare of teachers and other education staff.
- The health and safety of pupils in school and on off-site visits.
- The health and safety of visitors to schools and volunteers involved in any school activity.

### **Principal**

The Principal is responsible for:

- Ensuring that appropriate documentation is in place.
- Monitoring its implementation.

- Reviewing it on an annual basis.

This is achieved at Leicester Community Islamic School by the appointment of a Health and Safety officer who deals with the following:

- The day to day management of health and safety.
- The implementation of the policy.
- Ensuring that all staff are aware of the information contained within this document.
- Ensuring that all staff comply with the procedures laid down in this document.
- Reporting to the Principal on health and safety matters.
- Delegate roles for the day to day administration of health and safety procedures to the department Heads who will:
  - Carry out regular inspections of their areas and report the result to the Principal.
  - Pass on appropriate health and safety information received to those concerned.
  - Act on reports received from staff.

### **All Staff**

The Health and Safety at work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to all Employees.

Employee's must:

- Take reasonable care of their own and others' health and safety and to co-operate with their employers.
- Carry out activities in accordance with training and instruction.
- Inform the Employer or School Safety Officer of any risk to health and safety.

- All staff have a responsibility to themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

### **Pupils**

Students are expected to follow the Leicester Community Islamic School rules concerning behaviour. To follow the school routines and observe health and safety requirements. If appropriate they will carry on their person the card detailing who to contact in an emergency when on an off-site visit is arranged.

### **Parents**

Any parent wishing to take their child off site must make prior arrangements with the school. This is not to question the rights of parents but to ensure that we know where their child is at any given moment.

Parents are to complete the 'signing out' book on leaving with their child and on returning with their child.

***NO STUDENT IS TO BE ALLOWED TO LEAVE THE DEPARTMENT WITH AN UNKNOWN PERSON.***

***ALL STUDENTS LEAVING THE DEPARTMENT SHOULD HAVE THE CONSENT/KNOWLEDGE OF THE PRINCIPAL OR ADMINISTRATOR.***

It is better to cause offence by challenging unknown adults than to deal with a potential abduction.

### **Voluntary Workers and Students on Placement**

Voluntary workers and students on placement to the residential department are to be made aware of Health and Safety arrangements; in particular fire evacuation procedures.

**Contractors**

At Leicester Community Islamic School only known or relevantly qualified contractors or those assessed as being capable are engaged to work on the premises.

Leicester Community Islamic School recognises their responsibility to ensure; so far as is reasonably practicable; the health and safety of all non-employees (including contractors and volunteers) engaged to work on the premises.

The Principal and Maintenance person will liaise with contractors to ensure that whilst they are in the school department; meet all health and safety aspects.

Unless in response to an emergency; contractors are not to work in the department whilst students are in residence.

## ***Fire Safety***

### **Introduction**

It is a requirement that all students and staff are aware of emergency evacuation procedures from the school building. The school will comply with recommendations of the Fire Service, and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.

Within the Leicester Community Islamic School there are a number of procedures and guidance notes in place to assist in keeping students and staff safe from risk of fire.

### **Risk Assessment:**

The risk assessment will:

- Identify all potential fire hazards, reducing them wherever possible.
- Assess the likelihood of fire occurring.
- Consider whether anyone is especially at risk and the consequences of a fire on everyone present; and decide whether existing fire safety measures are adequate or need improving.
- The assessment is completed by looking at the school as a whole.

At Leicester Community Islamic School the risk assessment is completed daily, weekly and monthly.

The assessment will:

- Identify any hazards.
- Look to reducing hazards.
- Compensate for hazards that remain.
- Consider consequences and people at risk (e.g. students' awareness of dangers, or any behavioural problems presenting hazards to, or evacuation from premises.)

**Fire Drill & Evacuation from the premises*****Any person discovering a fire:***

- ✓ Sound the alarm.
- ✓ Leave the building.
- ✓ If you are a member of staff – attack the fire, if possible, using the appliances provided or call 999.

***On hearing the fire alarm:***

- ✓ Leave the building by the nearest fire exit.
- ✓ Any responsible person should take the registers from the reception with them when leaving the building.
- ✓ Close all doors behind you.
- ✓ Report to the assembly point – Car Park, Houghton Street & Quenby Street.

***Assembly point***

- ✓ Register of students must be taken at the assembly point i.e. Car Park, Houghton Street & Quenby Street.

**Accident Reporting**

All accidents must be entered in the accident record book.

Where any doubt exists of the seriousness of any injury, the injured person will be referred to the Royal Infirmary. Particular care will be taken in respect of burns, scalds, falls and other incidents where the seriousness of the injury may at first not seem apparent.

Accidents involving clients, members of the public or any other persons or their property should be reported to the Principal.

Accidents involving pupils must be reported to the supervisor or the Principal.

### **First Aid**

First aid boxes are located in the office and first aid rooms and are inspected and refilled on a regular basis. Additional items **MUST NOT** be added to first aid boxes.

All staff '**MUST**':

- **ENSURE** that the assistance of qualified First Aiders, or medical advice, is sought without delay.
- **MAKE** certain that they know the name of the qualified First Aiders at work.
- **SEND** for a doctor or ambulance immediately if treatment is needed urgently.
- **BE** aware of the location of the first aid boxes.
- **REPORT** all accidents no matter how minor to the line manager and the admin officer.

### **Dealing with Hazards**

The workplace can never be entirely free of hazards but an awareness of the importance of safety matters, together with care and consideration can reduce risks to the minimum. A daily check of the Leicester Community Islamic School building shall be carried out by Ahmed Abdul Hai Dadipatel to identify potential hazards.

Actual or potential hazards should be dealt with immediately by:

- **REMOVING** the cause, e.g. keep passages clear; keep stores tidy, do not overload.
- **ISOLATING** the cause, e.g. locking off areas of danger or putting barriers and warning notices in place.
- **TAKING** precautions to avoid the identified hazard, e.g. notifying others or using cable covers to avoid hazards from trailing flexes and leads.
- **INVESTIGATING** a safe system of work, e.g. ensuring correct use of equipment and machinery, ladders, etc.

- **REPORTING** all hazardous conditions to your immediate supervisor for attention and instructions, including the condition of first aid facilities.
- **RAISING** the necessary requisitions for remedial work or provision of goods or equipment (within the limits of your delegated authority).
- **CHASING** up work or goods ordered so that no undue delay is incurred in dealing with a reported unsafe situation. Your immediate supervisor and, where appropriate the safety officer, must be kept informed.

### **Reporting of Accidents and Incidents.**

This policy outlines the procedures that are to be adopted when any member of staff or student experiences an accident, incident or occurrence on the institute premises. For the purpose of this policy a brief definition and example of an accident and an incident are given below:

**Accident:** An unplanned event that causes injury to persons, damage to property or a combination of both.

Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to breakdown.

**Incident:** An unplanned event that does not cause injury or damage but could do so.

Examples include: items falling near personnel short-circuit on electrical equipment.

Suitable information will be given to everyone at the institute regarding accident reporting and the location and completion of the incident book.

***The accident book:*** All accidents must be recorded in the accident book. This is located in the office and contains information, which must be recorded by law. Senior management regularly reviews the accident book. This review is in addition to an individual investigation of the circumstances regarding each accident/incident.

## OFFICE STAFF

All staff and volunteers **must**:

- **Keep** stairs, gangways and fire escape routes free from obstructions.
- **Put** cables of telephones, portable electric appliances etc. where they will not trip anyone.
- **Close** filing cabinet drawers after use and have only one drawer open at any time.
- **Keep** articles of clothing and any other combustible materials away from heaters.
- **Use** suitable knives and cutters for cutting paper, board, string and sharpening pencils.
- **Not** carry any load, which is too heavy, and make sure that they can see over any load they are carrying.
- **Not** obstruct access to fire-fighting equipment and make sure they know how to use it.
- **Switch** off all electrical appliances and remove plugs from sockets before leaving work.
- **Never** work on office equipment unless they have been given instructions and are trained.
- **Not** stretch or use makeshift platforms when storing materials.

### **Fire Drill and Evacuation from Premises**

The Principal is responsible for fire evacuation drills and arrangements. All evacuations are logged in the 'Fire Drill Log Book', found in the main reception cabinet.

The following practices are designed to minimise risk within the school.

A daily register of all students is kept in the Office and the Secondary Boys staff room.

Fire evacuation instructions are around Leicester Community Islamic School.

Fire evacuation procedures are part of the School's induction program for new staff.

Fire Drills are carried out at least three times every term.

### **Testing and Servicing Equipment**

#### **The Alarm System:**

The Alarm system is tested and maintained by Service Engineers to British Standards. The system is serviced, tested and maintained on a regular basis.

In addition to the above the system is checked as follows:

- Daily check of the system is operational by:
  - ✓ Visual checks of the control panel indicating normal functioning.
  - ✓ Recording any faults indicated in the log book.
  - ✓ Taking immediate action to rectify.
  - ✓ Checking the log book for recorded faults and take immediate action to rectify.

All faults are recorded in the log book and immediate action is taken to rectify any faults.

#### **Fire extinguishers.**

At Leicester Community Islamic School, fire extinguishers consist of dry foam & water gas extinguishers, CO<sub>2</sub> extinguishers and fire blankets. These items are serviced annually by 'Approved Fire Appliances LTD'.

#### **Hazard and Defect Reporting**

All defects and hazards relating to the school buildings and grounds should be reported immediately to the Maintenance person or the

Principal. The necessary work will then be actioned.

The defect/hazard should also be entered in a Maintenance book, which is kept in the main office. The Principal is responsible for monitoring the progress on all items reported.

### **Risk Assessments**

The Minimum Standards document standard 27-3 details areas of school environment and school life that will need to have a risk assessment.

- School's premises and grounds.
- Children's known and likely activities (both permitted and illicit).
- Risks arising from the disabilities of any child at the school.
- Risks arising from students not being able to appreciate the hazards for themselves.
- Risk to children from public access to the school or during activities and outings.
- Potential for bullying and abuse within and outside the school.

Leicester Community Islamic School Leicester uses the '5 steps to Risk Assessment' format issued by the H.S.E. for risk assessment within the school.

The 5 steps are:

1. Look for the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide whether existing precautions are adequate or whether more could be done.
4. Record your findings.
5. Review your assessment and revise it if necessary.

**Security/Visitors to Site**

Entrance doors giving possible access to the school building are to be found at:

- Entrance to the front of the building.
- Entrance to car park.

These doors are to be kept locked at the end of the school day.

All windows in the department have opening restrictors. Their effectiveness is assessed periodically.

All visitors to the school are to report to the school office. Visitors are to be aware of the emergency evacuation procedures details of which are posted at numerous locations around the department.

Staff are expected to challenge politely to anyone in school they do not recognise and is not wearing identification.

Students who are attending off site activities and are to be collected from the school by parent or other carer, will need to complete the 'signing out' book found in the reception area. No student is to leave the premises with an unidentified person.

**Electrical safety**

The school follows the guidance issued by the Health and Safety Executive and the Code of Practice.

All electrical equipment is tested annually, a record is kept and a 'pass' sticker is fixed to each appliance passed. Equipment not passing the inspection is to be immediately withdrawn from use until full repairs have been undertaken and a second test made. Students are not permitted to bring electrical equipment in to school from home unless it has been tested for safety as part of the annual school electrical appliance safety check.