



**DARUL ULOOM BIRMINGHAM**

# **HEALTH AND SAFETY POLICY**

**Next review: August 2017  
(Reviewed: August 2016)**

## **HEALTH AND SAFETY POLICY**

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Darul Uloom Islamic High School.

### *General Guidelines*

It is the policy of the Trustee in charge, so far as is reasonably practicable, to:

- Establish and maintain a safe and healthy environment throughout the school;
- Establish and maintain safe working procedures among staff and pupils;
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Ensure 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 and to ensure that they have access to health and safety training as appropriate or as and when provided;
- Maintain all areas under the control of the Trustee in charge and the head teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and regress from that place of work that are safe and without risk;
- Formulate effective procedures for use in case of fire and for evacuating the school premises;
- Lay down procedures to be followed in case of accident;
- Each safety as part of pupils' duties where appropriate;
- Provide and maintain adequate welfare facilities.

### ***Responsibility of the Trustee in charge and Head teacher***

The Trustee in charge and the Head teacher are responsible for implementing this policy within the school. In particular they will:

- Monitor the effectiveness of the safety policy 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 the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Local Education Authority;
- Make arrangements for the implementation of the Local Education Authority's 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 school will be appropriately informed;
- Ensure that regular safety inspections are undertaken. (A team will inspect all school premises and property.);
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the inspection team;

- Report to the Trustee in charge any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Trustee in charge and the head teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.
- Seek further guidance if necessary by recruiting services of Health & Safety consultants, experts from local schools, or an ofsted inspector.

### ***Duties of the Person Delegated to Assist in the Management of Health and Safety***

The delegated persons, Mr Azharul Islam & M Salahuddin

- Assist the Trustee in charge in the implementation, monitoring and development of the safety policy within the school;
- Monitor general advice on safety matters given by the Local Education Authority and other relevant bodies and advise on its application to the school;
- Co-ordinate arrangements for the design and implementation of safe working practices within the school;
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Trustee in charge.
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- Ensure that staff with control of resources (both financial and other) give due regard to safety;
- Co-ordinate arrangements for the dissemination of information and for the instruction of staff, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained. Ensure every staff has a copy of this policy. Staff, pupils and others will be briefed about the responsibilities regularly, at appropriate times throughout the year.

### ***Responsibilities of Staff towards Pupils and Others in their Care***

All staff is responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- 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;

- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Provide written job instructions, warning notices and signs as appropriate;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, take action on criticism, of health and safety arrangements'
- Provide the opportunity for discussion of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

PLEASE NOTE: When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head teacher.

### ***Responsibilities of all Staff***

All staff has a responsibility to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- Co-operate with the Head teacher and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare;
- Make 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;
- Ensure that tools and equipment are in good condition and report any defects to the Head teacher;
- Use protective clothing and safety equipment provided, where necessary, and ensure that these are kept in good condition;
- Ensure that offices, general accommodation and vehicles are kept tidy;
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head teacher.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEAD TEACHER.**

Please note the following:

- It must be realised that newly appointed staff could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage. Induction training will take place for all new staff.
- Whilst it is the Head teacher's responsibility to instruct all staff in safe working procedures in relation to their posts and work places, a member of staff may from time to time find themselves in unfamiliar environments. In such cases, the member of staff concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of any normal staff.

***Responsibilities of Pupils***

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided safety purposes.

PLEASE NOTE: The Trustee in charge and the Head teacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

**Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

**Lettings**

The Trustee in charge and the head teacher must ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head teacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

### **Fire and Emergency Evacuation Procedures**

- The school's procedures for fire and emergency evacuation are located in strategic areas throughout the school. Signs are displayed in all hallways.
- In case of fire, everyone is expected to proceed to the fire point (at the rear of the playing area).
- These procedures will be updated as appropriate.
- The log book for the recording and evaluation of practice and evacuation drills is available.

### **Fire Prevention Equipment**

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.

### **First Aid and Accident Reporting Procedures**

- First aid is available in designated areas.
- The person responsible for administering the accident reporting procedure, the notification of serious accidents dangerous, occurrences is *Mr Ibrahim Amin*- The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not a member of staff, are to be found in the main school office.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff. At least one supervising staff must have first aid training.