



JAMEAH GIRLS ACADEMY

HEALTH & SAFETY POLICY 2022/2023

لا ضرر و لا ضرار

Neither is it permissible to harm nor to harm each other

اماطة الاذى عن الطريق صدقة

Removing of harmful objects from the path is an act of charity

Policy Date:	September 2022	Version: 3		
Policy Review Date	September 2023	Head Teacher:	<i>K. Gulamnabi</i>	09/09/22
		Khadijah Gulamnabi		
Ratified by Governing Body:				
Mrs Sajeda Mulla		Signature: <i>S Mulla</i>	Date:09/09/22	

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Training
4. First-aid
5. Contacting the emergency services
6. Fire safety
7. Accident reporting
8. Significant accidents
9. Reporting procedures
10. Reporting hazards
11. Our active monitoring system
12. Evacuation
13. Visitors to the school
14. Personal protective equipment (PPE)
15. Maintaining equipment
16. Hazardous materials
17. Asbestos management
18. Medicine and drugs
19. Smoking
20. Housekeeping and cleanliness
21. Infection control
22. Risk assessment
23. Slips and trips
24. Security and theft
25. School trips and visits
26. Manual handling

27. Workplace health and safety: stress management

28. Monitoring and review

Appendices

Appendix 1 – Classroom Checklist

Appendix 2 – Register of Appointed Persons

Appendix 2 – Accident and incident report form

Statement of intent

At **Jameah Girls Academy**, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:
 - Health and Safety at Work etc. Act 1974
 - The Workplace (Health, Safety and Welfare) Regulations 1992
 - The Management of Health and Safety at Work Regulations 1999
 - The Control of Substances Hazardous to Health Regulations 2002
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - The Education (Independent School Standards) Regulations 2014
 - The Personal Protective Equipment at Work Regulations 1992
 - The Education (School Premises) Regulations 1999
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (2018) 'Health and safety: responsibilities and duties for schools'
 - DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
 - HSE (2014) 'Sensible health and safety management in schools'
- 1.3. This policy operates in conjunction with the following school policies:
 - Uniform Policy
 - First Aid Policy
 - Supporting Pupils with Medical Conditions Policy
 - Risk Assessment Policy
 - Educational Trips and Visits Policy
 - Fire Risk Assessment
 - Fire Evacuation Plan
 - Visitor Policy

2. Roles and responsibilities

- 2.1. The governing board in conjunction with the headteacher, will:
 - Ensure they provide a safe place for all users of the site including staff, pupils and visitors.
 - Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

2.2. The governing board will:

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction on use.

2.3. The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

2.4. The competent health and safety officer (Ms Amina Osman) will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

2.5. Supervisory staff/department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

2.6. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.

- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

2.7. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3. Training

- 3.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- 3.2. The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within the school.
- 3.3. Staff members will be provided with regular training opportunities and have access to support where needed.

- 3.4. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.
- 3.5. Staff will be trained on how to assess risks specific to their role.
- 3.6. The health and safety officer will ensure staff know how to meet their duties outline in this policy.
- 3.7. Where relevant to their role, staff will receive specific training in:
 - Having responsibility for the storage and accountability for potentially hazardous materials.

4. First aid

- 4.1. The school will act in accordance with the First Aid Policy at all times.
- 4.2. The following staff members are trained first-aiders:

Name	Department	Location	Expiry date
Khadijah Apa	Headteacher	Ground Floor	October 2022
Safiya Apa	Senior Administrator /DSL	Ground Floor	September 2023
Amina Apa	Health & Safety officer	Ground Floor	September 2023
Atika Apa	Year 5	First Floor	December 2024
Fatimah Apa Essat	Primary Hifz teacher/Administrator	First Floor /Ground Floor	September 2022
Ayeshah Apa Casoojee	Year 4 teacher	First Floor	October 2024
Nafisa Apa	Lunch time supervisor	First Floor	December 2024
Taslima Apa	Volunteer/Lunch time cover	First Floor /Ground Floor	January 2025

- 4.3. First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Medical Room	Amina Osman
Main Office	Amina Osman

5. Contacting the emergency services

- 5.1. The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.
- 5.2. Staff will contact the emergency services in an emergency.
- 5.3. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.
- 5.4. Where an ambulance is called for a pupil, office staff will contact the pupil's parents.
- 5.5. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is Shaykh Adam Square.
- 5.6. Staff will be aware of any pupils who have specific evacuation needs.
- 5.7. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

6. Fire safety

- 6.1. All staff members fully understand and effectively implement the Fire Evacuation Plan.
- 6.2. The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 6.3. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- 6.4. The school will test evacuation procedures on a termly basis.
- 6.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 6.6. Firefighting equipment will be checked on an annual basis by an approved contractor.

- 6.7. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office.
- 6.8. Emergency lighting will be tested on a monthly basis, and records will be maintained and held in the school office.

7. Accident reporting

- 7.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated health and safety officer using the standard Accident Report Form.
- 7.2. The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a "major injury", as outlined by the HSE.

8. Significant accidents

- 8.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
- 8.2. The 'specified injuries' which must be reported include the following:
 - Accidents to employees causing either death or major injury
 - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
 - Fractures, other than to fingers, thumbs and toes
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
 - Any crush injury to the head or torso, causing damage to the brain or internal organs
 - Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
 - Any degree of scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- 8.3. Additional reportable occurrences include the following:
 - The collapse, overturning or failure of any load-bearing part of any lifting equipment

- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

9. Reporting procedures

- 9.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the headteacher, will file a report as soon as is reasonably possible.
- 9.2. The headteacher will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.
- 9.3. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).

- 9.4. Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

10. Reporting hazards

- 10.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 10.2. In the main, reporting should be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.
- 10.3. Serious hazards will be reported to the Headteacher or Health and Safety.

11. Our active monitoring system

- 11.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
- Annual audits, including fire risk assessments and health and safety audits.
 - Yearly examination of documents to ensure compliance with standards.
 - Yearly inspection of premises, plants and equipment.
 - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
- 11.2. The headteacher will decide whether or not to evacuate the building.

12. Evacuation

- 12.1. The school will follow the procedure outlined below in the event of a crisis.
- 12.2. In the event of a fire, the Fire Evacuation Plan will be implemented.
- 12.3. If an evacuation is deemed necessary, the following procedure will take place:
- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
 - Take all essential personal items with them, to avoid unnecessary searching.

- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

13. Visitors to the school

- 13.1. The procedures outlined in the Visitor Policy will be implemented by relevant staff when receiving visitors to the school.
- 13.2. All visitors and contractors will sign in to reception.
- 13.3. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- 13.4. No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.
- 13.5. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 13.6. Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 13.7. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and sign in..
- 13.8. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 13.9. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

14. Personal protective equipment (PPE)

- 14.1. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.
- 14.2. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 14.3. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

- 14.4. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.
- 14.5. Pupils will report any loss or defects to their class teacher, who will report it to the health and safety officer for repair.
- 14.6. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 14.7. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 14.8. PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.
- 14.9. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.
- 14.10. Thorough risk assessments are carried out by the health and safety officer to determine the suitable PPE to be used for each hazard.
- 14.11. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 14.12. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 14.13. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

15. Maintaining equipment

- 15.1. When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
 - All electrical appliances
 - All fume cupboards
- 15.2. It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
- 15.3. A health and safety technician should be consulted as necessary.

16. Hazardous materials

- 16.1. The school will act in accordance with the school's COSHH risk assessment at all times.

- 16.2. No chemicals or other hazardous materials will be used without the permission of the headteacher.
- 16.3. The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- 16.4. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- 16.5. The health and safety officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- 16.6. The headteacher in liaison with the health and safety officer will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- 16.7. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 16.8. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 16.9. Storage life will be considered by department leaders.
- 16.10. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 16.11. No potentially hazardous materials will be used in lessons without the approval of the Headteacher.
- 16.12. The Headteacher will ensure staff are appropriately trained to use hazardous materials.
- 16.13. The department leader will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.
- 16.14. A termly audit of hazardous materials will be undertaken by the Science teacher with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

17. Asbestos management

- 17.1. In accordance with HSE guidance, an asbestos management survey was undertaken on 19/4/2013 by Central Asbestos Management, which is a United Kingdom Accreditation Service accredited surveying organisation.

17.2. This survey will be undertaken following any changes of use to a location or prior to any significant building work.

18. Medicine and drugs

18.1. The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.

18.2. The school will obtain notification from parents regarding any medication that pupils are required to take.

18.3. Only trained staff will administer medication.

18.4. Staff will receive training in supporting pupils with medical conditions.

18.5. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

18.6. Staff are regularly updated of any pupils with medical conditions or allergies through staff email

19. Smoking

19.1. The school is a non-smoking premises and no smoking will be permitted on the grounds.

20. Housekeeping and cleanliness

20.1. Contract cleaners will be monitored by the Health and Safety Officer. The standard required will be clear in the service level agreement held with the contracted cleaners.

20.2. Special consideration will be given to hygiene areas.

20.3. Waste collection services will be monitored by the Health and Safety Officer.

20.4. Special consideration will be given to the disposal of laboratory materials and clinical waste.

20.5. All cleaning products are stored in a locked cupboard which only relevant staff have access too

20.6. The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
-------	-------------

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

21. Infection control

21.1. The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

21.2. The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps

- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises
- 21.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
 - 21.4. All staff are subject to a full occupational health check before starting employment at the school.
 - 21.5. The school encourages parents to have their children immunised.
 - 21.6. All cuts and abrasions will be covered with waterproof dressings.
 - 21.7. The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.
 - 21.8. Wall-mounted hand sanitiser is available in all toilets ,medical room and around the school.
 - 21.9. Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

22. Risk assessment

- 22.1. The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.
- 22.2. Yearly assessments of high-risks areas, such as laboratories, will be undertaken.
- 22.3. Annual risk assessments will be conducted for all other areas of the school.
- 22.4. Risk assessments will consider the needs of staff, pupils, visitors and contractors.
- 22.5. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 22.6. Risk assessments will be reviewed if:
 - There is any reason to suspect that they are no longer valid.
 - There has been a significant change in related matters.
- 22.7. The school will record any significant findings of any risk assessments, including the following:
 - The identified hazards
 - How people might be harmed by them
 - What the school has implemented to control the risk

22.8. The trips co-ordinator will ensure risk assessments are completed by staff leading day trips.

22.9. The school Risk Assessment Policy will be followed.

23. Slips and trips

23.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

24. Security and theft

24.1. CCTV systems will be used to monitor events and identify incidents taking place.

24.2. CCTV systems may be used as evidence when investigating reports of incidents.

24.3. Money will be held in a safe and banked on a monthly basis to ensure large amounts are not held on-site.

24.4. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

24.5. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

24.6. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

24.7. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

24.8. Missing or believed stolen equipment will be reported immediately to a senior staff member.

- 24.9. The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.
- 24.10. The school will ban individuals from the premises if they pose a risk to any member of the school community.
- 24.11. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

25. Severe weather

- 25.1. The headteacher, in liaison with the governing board, makes a decision on school closure on the grounds of health and safety.
- 25.2. If a closure takes place, the governing board will be promptly informed.

26. School trips and visits

- 26.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

27. Manual handling

- 27.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 27.2. In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling is shared to staff on email.

28. Workplace health and safety: stress management

- 28.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

29. Monitoring and review

- 29.1. The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.
- 29.2. The next scheduled review date for this policy is September 2021.

29.3. The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Classroom Checklist



Health and safety checklist for classrooms

Name and position	Signature
Location/name of classroom	Date

	Yes	Further action needed	N/A
Movements around the classroom (slips and trips)			
Is the internal flooring in good condition?			
Are there any changes in floor level or type of flooring that need to be highlighted?			
Are the gangways between desks kept clear?			
Are trailing electrical leads/cables prevented whenever possible?			
Is lighting bright enough to allow safe access and exit?			
Are procedures in place to deal with spillages?			
Work at height (falls)			
Is an elephant stool or a step ladder available in the school to use where necessary	✓		
Is a window opener/closure available for you when necessary?	✓		
Furniture and fixtures			
Are permanent fixtures in good condition and securely fastened e.g. cupboards, displays boards, shelving?			
Is furniture in good repair and suitable for the size of user?			
Is portable equipment stable?			
Are window restrictors in working condition?			
Manual Handling			
Is there a trolley been provided for moving objects?	✓		
Computers and similar equipment			
Are the computers in working order in the classroom?			
Have pupils been advised about good practise when using computers?			

Electrical equipment and services			
Are fixed electrical switches and plug sockets in good repair?			
Are all plugs and cables in good repair?			
Are all electrical items in the classroom PATS tested?(there should be a sticker to show it has been tested)			
Has any damaged electrical equipment been taken out of service or replaced?			
Fire			
Are all doors in the classroom unobstructed, kept unlocked and easy to open?			
Are Fire evacuation plans clearly displayed inside the classroom?			
Is firefighting equipment in place in the classroom?			
Are you and your pupils aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)			
Does the room have natural ventilation?			
Can a reasonable room temperature be maintained during the use of the classroom?			
Are measures in place, for example blinds, to protect from glare and heat from the sun?			

Additional Issues

Hazards/ issues	

Report Acknowledged

Date	Checked by	Position
		Health and safety officer

Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person
Health and safety Officer	Amina Osman
Headteacher	Khadijah Gulamnabi
Site manager	Bilal Ibrahim
Caretaker	Mohammad Jameel



Jameah Girls Academy

Accident / Incident Report Form

Details of Pupil			
Full name of Pupil			
Year Group	Year 3 <input type="checkbox"/>	Year 4 <input type="checkbox"/>	Year 5 <input type="checkbox"/>
	Year 6 <input type="checkbox"/>	Year 7 <input type="checkbox"/>	Year 8 <input type="checkbox"/>
	Year 9 <input type="checkbox"/>	Year 10 <input type="checkbox"/>	Year 11 <input type="checkbox"/>
Time			
Date			
Location of incident			
Playground <input type="checkbox"/>	Sports Hall <input type="checkbox"/>	Citizenship Room <input type="checkbox"/>	Year 4 Room <input type="checkbox"/>
ICT Room <input type="checkbox"/>	Science Room <input type="checkbox"/>	Science Lab <input type="checkbox"/>	Year 5 Room <input type="checkbox"/>
Art Room <input type="checkbox"/>	Maths Room <input type="checkbox"/>	Medical Room <input type="checkbox"/>	Year 6 Room <input type="checkbox"/>
History Room <input type="checkbox"/>	English Room <input type="checkbox"/>	Year 3 Room <input type="checkbox"/>	Toilet <input type="checkbox"/>
Other <input type="checkbox"/> Please specify _____			
Does the child have any known allergies or medical illness?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please specify: _____		
Name of staff present at the time of the incident			

<p>Describe the circumstance of the accident/incident</p>	
<p>Which emergency department was contacted ?</p>	<p><input type="checkbox"/> Ambulance <input type="checkbox"/> Police <input type="checkbox"/> Fire brigade</p> <p>Other <input type="checkbox"/> Please specify _____</p>
<p>Was any treatment given?</p>	
<p>Name of First Aider</p>	
<p>Was the child's parent contacted?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Other <input type="checkbox"/> Please specify _____</p>
<p>Was the pupil taken to hospital ?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Who was the pupil accompanied with in the ambulance?</p>	<p>Parent <input type="checkbox"/> School staff member <input type="checkbox"/></p>
<p>If the child was not taken by the</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

ambulance , was the child taken home by a parent after the incident?	
Signature of parent	

Details of Person Completing this Form	
Title	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/>
Forename	
Surname	
Position	
Date & time of completing form	
Sign	