

HEALTH & SAFETY AND RISK ASSESSMENT POLICY

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Section 1

General Statement

The Institute and its Trust board will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and will seek to implement the Act in all activities within its control.

The Institute recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.

The Institute identifies health and safety as a primary objective of its activities. To this end, it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to health and safety of its employees and to those who may be affected by its activities.

This general statement of the Al-Jamiatul-Islamiyyah Health and Safety Policy will continue in force until amended.

It is the policy of the Governing Body/ Principal, so far as is reasonably practicable:

- To maintain all areas under the control of the Trust board and Principal in a condition that is safe and without risk to health;
 - To establish and maintain a safe and healthy environment throughout the Institute;
 - To establish and maintain safe working procedures among staff and students;
 - To ensure that risk assessments are carried out by competent staff;
 - To consult with employees on matters affecting their health and safety;
 - To provide and maintain safe plant and equipment;
 - To provide and maintain means of access to and egress from that place of work that are safe and without risk;
 - To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - To ensure the provision of sufficient information, instruction and supervision to enable all employees and students 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;
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- To prevent accidents and cases of work related ill health;
 - To provide and maintain safe, healthy and adequate welfare facilities;

This policy will be reviewed on a regular basis, by the Institute and its Governors.

Signed (Principal)	Date
Signed (Hon. Sec of Trustees)	Date

Policy review date: _____

Section 2

ORGANISATION AND RESPONSIBILITIES

This Part of the Health and Safety Policy identifies the major duties and responsibilities of:

- Al-Jamiatul-Islamiyyah trust board
- Principal
- Employees
- Class Teachers and Admin Staff
- Caretakers and Premises Manager/Supervisors
- First Aiders
- Students
- Visitors
- Contractors

Detailed arrangements outlining specific activities and tasks within the Institute, the person responsible and the location of equipment are published separately.

THE GOVERNING BODY OF THE JAMIAH INSTITUTE

The Education Reform Act, 1988 gives Governing Bodies important powers and duties in controlling Madrasah budgets and premises and managing Madrasahs including health, safety and welfare responsibilities towards employees, pupils and visitors. In particular, the Governors are responsible for ensuring a Health and Safety Management System is in place within the Institute and for defining, implementing, administering and revising a Health and Safety Policy which relates to work activities within the educational establishment and premises. Such a system will ensure:

1. A clear written policy statement is created and that the policy states the organisation and arrangements for implementing this.
2. That they promote and monitor the execution and effectiveness of this Policy, within the establishments and operations for which they are responsible.
3. That a review of the Institute's Health and Safety Policy and performance takes place annually and action on the review's findings, including amending the Madrasah Policy, if necessary, takes place.

4. That, as their responsibility for performance is continuous, issues arising during the year i.e. between annual reviews are actioned as necessary.
5. That they consult, as appropriate, with students, parents, Union and non-Union staff members on issues relating to their health, safety and welfare.
6. That, as far as is reasonable, that the Principal and other employees of the Jamiah Institute are aware of their duties, properly interpret, and take action to meet their duties under the Health and Safety at Work, etc. Act 1974 and its subordinate legislation.
7. That specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
8. That they ensure that all staff within the Institute receive information, instructions, training and supervision necessary for their Health and Safety, with any training needs on health and safety matters identified and satisfied as part of a written staff development programme.
9. That all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained, and that safe systems of work be set and followed.
10. That where hazards are identified, risk assessments are carried out, so that priorities can be determined and reviewed for the implementation of preventative and protective measures.
11. That information is displayed throughout the Institute confirming who has specific duties/functions for health, safety and welfare.
12. The involvement of everyone in making the Policy work.
13. That personnel have sufficient experience, knowledge and training to perform the tasks required of them.
14. That they specify who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
15. That where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
16. That everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
17. The visible demonstration of commitment to achieving a high standard of health and safety performance within the Institute and the development of a positive attitude to health and safety among staff and pupils.
18. That health and safety performance is measured by the use of

inspections, checks and the recording of accidents.

19. That proper documented health and safety objectives are established at each relevant function and level within the establishment and that such objectives are quantified wherever practicable.
20. That they consult with Health and Safety specialists in resolving any health, safety or welfare problems.
21. That they consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the Institute.

PRINCIPAL OF AL JAMIAH AL ISLAMIYYAH

The Principal has responsibility for the day-to-day development, organisation and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented. He will:

1. Implement this Policy within the establishments or undertakings for which he is responsible.
2. Assist the Board of trustees with the production of an internal Policy document stating the organisational and other arrangements for implementing this Policy.
3. Ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work, etc. Act 1974, and its subordinate legislation.
4. Ensure that newly appointed staff (as part of their Induction Programme), temporary staff volunteer helpers and other workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work etc. Act 1974, and its subordinate legislation. Particular attention should be paid to staff who are contracted to work within the establishment but who are not directly employed by the Institute e.g. catering and learning support staff.
5. Be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which he/she is unable to provide a solution should be referred in the first instance to the Governing Body.
6. Co-ordinate the implementation of the Board of trustees' health, safety and welfare procedures in the Institute.

7. Make clear any duties in respect of health and safety that are delegated to members of staff.
8. Stop any practices or the use of any plant, tools, equipment, machinery, facilities, areas of the site or buildings etc., that he considers to be unsafe until satisfied as to their safety
9. Put in place procedures to monitor the health and safety performance of the Institute.
10. Make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
11. To receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction.
12. Ensure that all accidents are reported (in accordance with DCSF requirements), investigated and any remedial actions required are taken or requested.
13. Ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger e.g. fire, chemical explosion etc.
14. Review from time to time:
 - the emergency procedures
 - the provision of first aid in the Madrasah
 - the risk assessments
15. Review regularly, the dissemination of health and safety information in the Institute paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises.
16. Ensure that all equipment used in the Institute is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures contained in the departmental Health and Safety Advice Manual.
17. Report to the Governing Body at least annually on the health and safety performance of the Institute.
18. Consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.

19. Ensure that contractors on the site for which they are responsible are made aware of this Policy and the establishment's internal Policy and that health and safety matters are formally discussed at any pre-contract site meetings.
20. Ensure, as far as is reasonably practicable, that the health, safety and welfare of pupils/students, visitors and members of the public are safeguarded.

Employees

The Health and Safety at Work Act 1974 states – "It shall be the duty of every employee whilst at work –

- (a) to take reasonable care for the health and safety of him/herself and of any other persons who may be affected by his acts or omissions at work: and
- (b) as regards any duty or requirement imposed on his/her employer or any other person by or under and of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with."

The Act also states "No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions."

All employees:

- Have a general responsibility for the application of the Institute Health and Safety Policy, to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head, including the relevant parts of this statement, shall be observed;
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations;
- Shall resolve any health and safety problems any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head;
- Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees

and students to avoid hazards and contribute positively to their own safety and health at work;

- Shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority;
- Shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Class Teachers

The class teacher is responsible for the safety of students whilst in classrooms, workshops and laboratories; this has been a statutory duty since 1987.

Where class teachers or teaching assistants have concerns regarding the various safety issues for example class sizes, condition of equipment etc. they should discuss the problems with the Head teacher or Head of Department before the lesson. Class Teachers and should:

- Liaise with and recommend to the Head of the Department, principal or head teacher any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented.
- Ensure that before the lesson, by carrying out a risk assessment, that all protective clothing, guards, screens, etc. plus any special safety procedures are available and will be used;
- They personally should follow safe procedures and working practices;
- Know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all the procedures are followed;
- Control and supervise the students and ensure that safety rules and protective equipment are followed and used;
- Ensure that safety instructions are clear and understood and check frequently that they are being followed.

Caretakers and Premises Manager

Caretakers and the Premises Manager are key members of the Institute staff in that they are often the first persons to notice health and safety hazards, and the Premises Manager is the 'contact person' for reporting faults and for liaising with contractors on site.

Their role within the Institute's safety arrangements should be clearly defined and **all** staff made aware of this role.

Caretakers should follow the health and safety methods of working detailed in the Section 3 of this health and safety manual.

First Aiders

The Institute must have at least one First Aider who can provide trained support in the event of an accident or illness to any employee, and non-employee. Where the risk of injury is identified as significant, such as during PE lessons and within DT Workshops and Science labs, access to a First Aider and first aid equipment must be readily available (including provision of a wash basin or sterile water).

Students

Students are expected to:

Exercise personal responsibility for the safety of self and class-mates;
Wear the correct clothing consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
Follow all the safety rules of the Institute and in particular the instructions of teaching staff given in an emergency;
Only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

NB: It is essential that all students and parents are made aware of the requirements of this section.

Visitors

The Health and Safety at Work Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons NOT EMPLOYED by them who may be affected by their activities are not exposed by their actions to health or safety risks within the Institute premises. (Health and Safety at Work Act, 1974 Section 3).

Visitors should report to the Institute Main Office on arrival at the Institute, they should be required to observe the safety rules of the Institute, in particular parents helping out in Institute should be made aware of the health and safety arrangements applicable to them through the Teacher to whom they are assigned, and should not be asked to carry out tasks for which they are not 'competent', trained or authorised for.

In addition the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited, or permitted to be there. In 1984 the Occupiers Liability Act was updated and occupiers must also take reasonable care to see that trespassers do not suffer personal injury whilst on the premises.

Contractors

Contractors should report to the Institute Main Office on arrival at the Institute and outside contractors working on educational premises are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act. They should also inform the Institute of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use.

In instances where the contractor creates hazardous conditions and refuses to eliminate them the Principal must take actions as are necessary to prevent persons in his/her care from risk of injury. For further information please refer to See Section 3 of this manual – Contractors in Academies.