



# **Health & Safety Policy**

**(Including fire safety policy)**

## **1. INTRODUCTION:**

It is the duty of the Governors of the School (section 2 (1) of the 1974 Act) to ensure so far as is reasonable practicably the health, safety and welfare at work of all employees.

In drafting this policy, the school has referred to DfE guidance *Health and safety, Department for Education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies November 2018*.

## **2. POLICY STATEMENT:**

- a. The Principal is responsible for the implementation and monitoring of the policy.
- b. The policy is regards the health and safety of all employees, pupils and other persons using the school premises as of paramount importance.
- c. The policy is of direct concern to all members of staff and all employees have a duty to cooperate with it. Arrangement must be made to bring it to the notice of all, including new employees.
- d. The governors (through the Principal ) have responsibility under the act as far as is reasonably practicable to:
  - a) Provide and maintain a safe and healthy working environment;
  - b) Provide adequate training and instruction to enable all employees and pupils to perform their work safely and efficiently;
  - c) Promote the development and maintenance of sound safety, health and welfare practices;
  - d) Ensure necessary protective clothing and equipment are available for all employees and pupils for the safe use and handling of machines and substances;
  - e) Maintain a close interest in all matters relating to health and safety.
- e. Employees and other visitors using the school premises have a duty under the acts:
  - a) To work safely and efficiently;
  - b) Not to misuse any machine or substance;
  - c) To use the approved protective clothing and equipment;
  - d) To report any defect in any machine, accessory, electrical cabling;
  - e) To comply with instructions and guidelines issued for their safety and to adhere to correct procedures;
  - f) To take responsible care for health and safety of other persons who may be affected by their act or omissions at work;
  - g) To cooperate with the employer in carrying out the employees own duties and responsibilities under the act

### **3. GENERAL RESPONSIBILITIES:**

The Governing Body has the responsibility for ensuring the Principal produces and revises as necessary an Establishment Safety Policy statement, and the statement is disseminated to employees who work at Darul Hadis Latifah.

Governors and members of staff (teaching and non-teaching) must remember that whilst the Principal is ultimately responsible for ensuring the safety and health of employees, pupils and anyone else on the premises are also responsible for the operation of safety rules, guidelines and procedures as laid down by the school.

Heads of department/subject and line managers are responsible for ensuring that health and safety procedures are developed and implemented for their specific areas of responsibility. This must include ensuring that all equipment or apparatus in the department is in good condition and can be used safely. In practical departments, the head of departments should carry out an assessment under the control of substances hazardous to Health Regulation 1988. See section 4C.

Specific responsibilities in the case of fire accidents etc. are outlined in section 4 below.

### **4. HEALTH AND SAFETY COMMITTEE**

- a. The Health and Safety committee consists of :
  - Muhammad Hasan Chowdhury - Principal
  - Mohammed Farid Ahmed Chowdhury – Link Governor
  - Mohammad Badrul Islam – H & S Officer & Bursar
  - Md Nazmul Haque – H&S Officer Assistant/Asst. Principal
  - Md Musleh Uddin - Administrator
- b. The committee should meet once a term to:
  - a) Monitor the health and safety incidents
  - b) Monitor the health and safety inspections
  - c) Investigate serious incidents
  - d) Review health and safety procedures and communication.

### **5. PROCEDURES**

#### **a) FIRST AID**

If First Aid assistance is required please contact the nearest First Aider to the casualty at the time of the accident. Alternatively, send the pupil accompanied to the First Aider. See the first aid policy.

## **b) FIRE SAFETY / FIRE DRILL**

Precaution and safety against incident of fire is the responsibility of all personnel within the building. Firefighting equipment must be properly labeled. Escape routes kept clear of obstructions and clearly marked out. All staff should know the location for firefighting equipment and be trained in the use of it. Fire drill must be performed termly.

### **FIRE SAFETY**

1. All fire exits should be clearly labeled and displayed.
2. All staff and students must be familiarized with the exit and the audibility of the fire bell at the commencement of the new academic year. Fire evacuation plans (maps, showing the quickest evacuation route with an arrow) must be posted in every classroom and other places as appropriate.
3. Practice fire drills should be held every term.
4. A thorough fire risk assessment must be carried out and reviewed annually.
5. Recommended fire extinguishers must be maintained and regularly checked in accordance to the manufacturer's recommendations.
6. All regulatory fire safety checks must be carried out and logged at the appropriate intervals (daily visual checks on potential hazards; weekly fire alarm tests; monthly emergency lighting tests; termly fire drills; annual testing of portable electrical and gas appliances; annual review of the fire risk assessment; annual checks on fire fighting equipment; staff training at appropriate intervals (depending on frequency of staff changes)
7. Fire exits and escape routes must be kept unlocked and clear of obstructions while premises are in use.
8. Exit doors should be marked with fire notices "FIRE DOOR KEEP SHUT" and they should be kept closed.
9. All staffs are required to be familiar with the location of the firefighting equipment and adequate training should be given for the basic use of such equipment.
10. Fire doors should be open-able from inside to outside and not be held or wedged open. External doors should have panic bolts. Doors not in normal use should be checked from time to time to ensure that they open easily.
11. All flammable substances should be stored correctly away from any source of heat (e.g. chemicals, cleaning fluids).
12. Any incident of fire must be immediately responded to by raising the fire alarm. Warning should be raised to people in the vicinity and the fire tackled only if there is no personal risk. The building should be evacuated by the nearest and safest escape route.

The Health and Safety Committee will be on a yearly basis, carry out a review of this policy and the procedures carried out within it. The review will be based on the experience of implementing the policy over the previous year.

Any changes that the committee feels should be made to the policy, the governing body of the school must first agree procedures, unless any time delay in implementing the change could in itself cause a risk to health and safety.

### **FIRE DRILL:**

When the alarm sounds, the premises must be evacuated by the shortest and safest route by all personnel present in the building. Everyone must assemble in Bethnal Green Park nearby School and no one may enter the building until told by the designated Fire Warden that it is safe to do so. At different times of the day, the procedure will be as follows:

Before school: Evacuate the building and line up in tutor groups. Wait until permission is given to re-enter the building.

During lesson time and break: Pupils must assemble in tutor groups and the register taken. Absentees must be reported and the registers returned. Wait until permission is given to re-enter the building.

At lunchtime: Assemble in tutor groups and wait until permission is given to re-enter the building.

After school: Assemble in tutor groups. Pupils will be dismissed when it is safe to do so. Wait until permission is given to re-enter the premises or to go home. **Follow general emergency procedure.**

### **c) STORAGE AND USE OF HAZARDOUS SUBSTANCES**

1) The manufacturers should label a substance in accordance with the packaging and labeling of dangerous substances regulations.

- i.e.
- a) Clear labeling of name, substances and symbols.
  - b) Have available the names of substances & symbols.
  - c) An indication of risk associated with substance e.g. toxic, corrosive, explosive etc.
  - d) An indication of the safety precautions as lay down by the regulations.

2) All substances should be dated when obtained.

3) Correct storage required depending on type of substance:

- i.e. i) Flammable, ii) Toxic, iii) Corrosive iv) Radioactive.

Each type should be kept in a secure area or separate lockable cabinets.

4) A complete and thorough checklist of all chemicals contained is essential –  
Inventory must be kept.

5) Unwanted chemicals should be properly disposed of and not kept on the school premises.

6) Shelving for chemicals storage must be found, mounted securely and lips fitted to shelves.

7) A regular assessment must be carried out in accordance with the COSHH regulations.

#### **d). ACCIDENTS**

1. If the accident could cause danger to other pupils, evacuate the room or sound the fire alarm to evacuate the building.
2. If first aid is required follow the procedure described in section above.
3. If help is required summon the nearest teacher or contact the teacher on emergency duty.
4. Details of serious accidents should be entered on an accident report form, which are available from the office.

### **5. MAINTENANCE OF BUILDINGS, EQUIPMENTS AND GROUNDS**

#### **5.1 Buildings and grounds maintenance**

The regular inspection and maintenance of buildings are important for the health and safety of everyone. Buildings and general equipment must be secure (internally and externally) from all aspects of danger such as deterioration of premises through wear including: floor tiling, carpets, doors, windows, stairways, corridors, all electrical connections, ceilings, heating systems, canteen areas, offices, staffrooms and classrooms.

#### **5.2 Circulation Areas: stairways/corridors/doors/windows.**

1. There should be adequate lighting throughout the building including all rooms, stairways and corridors.
2. Stairways must be fitted with sound bannisters and railings.
3. All floor surfaces should be secured or repaired to avoid danger of slipping or tripping hazards. Worn/broken steps or loose flooring such as loose carpet/tiles should be reported and repaired as soon as possible.
4. Rubbish and litter should never be allowed to accumulate anywhere in the building or grounds as it poses a potential fire risk.
5. Loose, damaged or flaking paint, plaster or plasterboard should be reported immediately to the Health and Safety Officer.
6. All doors should be left free from obstruction.
7. Glass and paneling of doors and windows should be checked and maintained for regular functioning and damage. Windows must be easily open-able to allow for adequate ventilation.
8. The heating system should be regularly serviced and maintained in good order.

**A thorough risk assessment of the indoor and outdoor premises must be carried out and reviewed annually.**

## **6.0 Risk assessment for School Reopening during Covid-19 Pandemic.**

School will carry out a risk assessment before opening. The assessment will directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. School have a duty to consult employees on health and safety, and they are best placed to understand the risks in the setting.

## **7.0 Emergency Evacuation procedure during Covid-19 pandemic.**

- Leave quickly and calmly
- Stay in the assembly point (nearby park/playground)
- Take register to identify any missing child
- Stay within bubbles/year group.
- Maintain social distance as far as reasonably practicable
- Wash hand for 20 seconds with soap or use hand sanitiser on return

## **8.0 Hygiene procedure at school during Covid-19 pandemic.**

- Wash your hands regularly for 20 seconds with soap
  - On arrival
  - Before and after eating food
  - After using the toilet
  - Before going home
  - After sneezing and coughing
- Dry hands thoroughly using paper towels or hand drier
- Use elbows to open doors and operate buttons and flushes
- Use hand sanitiser when entering and leaving
- Do not touch mouth, nose and eyes
- Cough or sneeze?
  - Use tissue or your elbow
  - Put the tissue in the bin
  - Wash your hands
- Wipe your mouse, keyboard and phone
- No hand shaking
- Do not share resources
- Symptoms? Do not enter school

- High temperature
- New continuous cough
- Loss or change your sense of smell or taste

• **If you have any symptoms do not come to school (Self isolate for 10 days)**

### **Self-isolate for at least 10 days**

You should self-isolate for at least 10 days if:

- you have symptoms of coronavirus and you tested positive, had an unclear result or did not have a test
- you tested positive but have not had symptoms

If you have symptoms, the 10 days starts from when they started.

If you have not had symptoms, the 10 days starts from when you had the test. But if you get symptoms after your test, self-isolate for a further 10 days from when your symptoms start.

### **Stop self-isolating after 10 days if you feel OK**

You can stop self-isolating after 10 days if either:

- you do not have any symptoms
- you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone

### **Keep self-isolating if you feel unwell**

Keep self-isolating if you have any of these symptoms after 10 days:

- a high temperature or feeling hot and shivery
- a runny nose or sneezing
- feeling or being sick
- diarrhoea

Only stop self-isolating when these symptoms have gone.

If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.

**If you live with someone who has symptoms or tested positive (Self isolate for 14 days).**

### **Self-isolate for 14 days**

You should self-isolate for 14 days if you live with (or are in a support bubble with) someone who:

- has symptoms of coronavirus and tested positive, had an unclear result or did not have a test
- tested positive but has not had symptoms

This is because it can take 14 days for symptoms to appear.

The 14 days starts from:

- when the first person in your home or support bubble started having symptoms
- the day they were tested, if they have not had symptoms – but if they get symptoms after they were tested, self-isolate for a further 14 days from when their symptoms start

Stop self-isolating after 14 days if you do not get symptoms

You can stop self-isolating after 14 days if you do not get any symptoms.

Keep self-isolating and get a test if you get symptoms

[Get a test to check if you have coronavirus](#) if you get symptoms while you're self-isolating.

If your test is negative, you should keep self-isolating for the rest of the 14 days.

If your test is positive, you should self-isolate for 10 days from when your symptoms started. This might mean you're self-isolating for longer than 14 days overall

### **If you've been told to self-isolate by NHS Test and Trace (Self-isolate for 14 days)**

If you've been in close contact with someone who has coronavirus, you may get a text, email or call from the NHS Test and Trace service.

They may tell you to self-isolate for 14 days.

Find out [what to do if you're told you've been in contact with a person with coronavirus](#).

### **Guidance for face mask/covering from gov.uk:**

#### **A face covering should:**

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

#### **When wearing a face covering you should:**

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

#### **When removing a face covering:**

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

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Print Name (Chair of Governors): **Maulana Muhammad Abdul Jalil**

Next Review Date: September 2020

Responsibility for review: Principal / Governor