

Quwwat ul Islam Girls' School



Health and Safety Policy

Issue Ref No	Policy Name	Date Reviewed	Reviewed by	Date of Next Review	Changes Made
Issue 1	Health and Safety Policy	09/03/2011	Ms B.Malik and Mrs B. Khan	December 2011	'Duty Supervision' amended.

Health and Safety Policy

The Health & Safety of all employees and all other persons who use the school premises is a major concern for the school. The Head Teacher recognises that achieving and maintaining high standards of safety requires that the school's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff including supply staff and contractors working on the school premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff pupils and visitors to the school.

The school will:

- Provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirement;
- Maintain the cleanliness and state of repair of the building;
- Provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils;
- Provide safe equipment;
- Manage and maintain the use of personal protective equipment;
- Provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the school safety procedures e.g. Health and Safety notices will be displayed at the following points within the school:
 - School Staff Room
 - School Office
- Provide safe storage for dangerous materials and substances;
- Provide adequate statutory first aid facilities;
- Establish, practice and maintain effective emergency evacuation procedures;
- Provide consultative measures to monitor and review the effectiveness of Health and Safety measures;
- Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence;
- Liaise with all other relevant bodies with the aim of improving all aspects of health and safety at work.

Responsibilities

- a. The Head Teacher is responsible for ensuring that information is disseminated and monitoring and reviewing the School's Health and Safety Policy. The Head Teacher understands her legal duty to notify all relevant bodies in the event of a major accident or dangerous occurrence.
- b. The Head Teacher and Site Manager are responsible for instigating an investigation and where appropriate, authorising remedial work or action and reporting on an annual basis to the trustees.
- c. The Site Manager and Head Teacher are responsible for the day to day co-ordination of the School's Health and Safety Policy to include:
 - Regular inspections and risk assessments;
 - Liaising with contractors;
 - Initiating action on reported hazards and accidents;
 - Fire and emergency evacuation procedures;
 - Maintaining an accurate record of completed training on Health and Safety issues for current staff.

All Staff have a Responsibility to:

- Check that areas and equipment are safe before commencing activity;
- Ensure safe procedures are followed and use protective equipment as required;
- Report hazards to Health and Safety Co-ordinator (Head Teacher);
- Encourage pupils and visitors to comply with Health and Safety Policy.

Risk Assessment

There are several aspects to risk assessment:

- Annual Health and Safety Audit to be undertaken by the Head Teacher and Site manager;
- Continuous identification of hazards and risks on a daily basis;
- Assessment of any substance or material introduced into the school and school site to ensure compliance with COSHH regulations;
- Assessment of any new activity or procedure introduced into the school. Testing of electrical equipment will take place annually or as appropriate.

Pupil Supervision

Duty Supervision:

- One member of staff will be on duty in the playground each morning from 8.30am ;
- At break-time one member of staff is on duty (2 for secondary break time);
- 3 members of staff are on Primary lunchtime duty; 2 members of staff are on Secondary lunchtime duty.

Pupils Taking Medicines:

Medicines should only be taken to school where it would be detrimental to a child's health if the medicine was not administered during the school day. Quwwat – UI – Islam Girls' School can only accept medicines that have been prescribed by a doctor, dentist, nurse, prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration

Medicines will be stored in a locked cabinet during the day or a locked fridge where necessary.

Non Prescribed Drugs

The school will not administer any medicines that have not been prescribed.

Illness

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the school of any known health problems e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to accompany their child to the hospital.

School Visits and 'Off Site' Activities

Any member of staff wishing to conduct 'off site' activities will submit a report to the Head Teacher.

Reports will Detail:

- the transport arrangements;
- the arrangements for supervision of pupils (including the staff/adult pupil ratio);
- the level of qualified instruction and supervision that will be available for activities of special risk (if applicable).

Reporting, Monitoring and Reviewing Safety

Any person on these premises has a duty to report, in the agreed manner, to the Health and Safety Co-ordinator any item of concern relating to Health and Safety.

Environmental Protection Act

Schools must comply with the Environmental Act 1990 and the associated Code of Practice.

Administering Medicines/Asthma Policy

Aim: To consider medical advice on best procedures to support asthmatic children in school and to enable them to take part as fully and safely as possible in all school activities.

Copies of the child's specific medical needs (as advised by parents) will be kept in the school office. Teachers will be provided with an information sheet detailing specific pupils on an annual basis (can and will be revised at any time in light of new information).

Children with inhalers will be responsible for their own inhaler so that they always have immediate access to it. If necessary, this includes being taken out of school for games/swimming or other off site activities.

Information for each child will be updated and appropriate, at least at the beginning of each school year.

Emergency Evacuation Policy:

- To ensure the safety of all within the site;
- To ensure evacuation procedures are well known;
- To ensure all staff with specific responsibilities is fully aware of those responsibilities.

Emergency Evacuation Drill:

- The bell will ring continuously. This is the signal to evacuate the premises.

Exits:

Main Route

Playground door

- Assembly Point : Playground
- Pupils line up in Form Groups;
- Form Tutor mark register;
- Inform Head of any pupils unaccounted for;
- Subject Teachers will escort pupils back to class only when instructed to do so by the Head Teacher.

Secondary Route

Fire Escape

NB: (Pupils must walk in an orderly fashion at all times).

Roll of Pupils

- Follow Teachers Instructions;
- Line up quickly and quietly (leave all bags and books);
- Leave school building in an orderly fashion;
- At Assembly point line up in Form Class;
- Remain in line until told to do otherwise;
- Do not leave the rest of your class at any time.

Role of Subject Teachers/Form Tutors

Upon hearing the alarm (continuous bell)

- Line the class up;
- Quickly and quietly leave the room and head for the designated exit point (close the door behind you, do not lock);
- Assemble class in playground;
- Mark the register;
- Confirm with Head whether all pupils are present;

- Keep class in line;
- Return to subject class when the instruction to do so is given by Head Teacher.

Office Staff

- Take out and distribute registration books upon hearing the alarm.

Head Teacher

- To ensure that all pupils and staff are accounted for.

Checking the Building

Completed by Head Teacher and office staff.

Contact Through use of Walkie-Talkie Units

- Office staff will take one to the assembly point;
- Caretaker/Site Manager will have his walkie-talkie with him at all times;
- Head Teacher will have her walkie-talkie with her.

Dealing with Enquiries

Only the Police can give information to the press in an emergency, especially relating to casualties or deceased.

Review Process:

The Emergency Evacuation Procedures will be reviewed on an annual basis or if and when the needs of the school require.

All members of staff welcome feedback on any issues they feel is a cause for concern.