



# HEALTH & SAFETY POLICY

<b>Date of review</b>	<b>August 2022</b>
<b>Date of next review</b>	<b>July 2023</b>
<b>Reviewed by</b>	<b>Principal, SLT, Health and Safety Officer</b>

The PEA Board of Governors acknowledge that it is the duty of every employer to conduct their business in such a way as to ensure, so far as this is reasonably practical:

- the health and safety of employees;
- that those who, though not in their employment but who may be affected by it, are not exposed to risks to their own health and safety.

### **Aims**

‘To provide a safe and healthy working and learning environment for staff, students, volunteers and visitors.’

The governors accept that they have a responsibility to take all reasonably practical steps to secure the health and safety of:

- students,
- staff and
- volunteers
- visitors either using School premises or participating in School-sponsored activities.

They believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the education of its students.

They also recognize that the arrangements outlined in this policy, together with other health and safety provisions made under its authority cannot by themselves either prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work by every individual, including students, can ensure the personal health and safety of all. Whilst the governors will take all reasonable steps to identify and reduce hazards to a minimum, staff, students, volunteers and visitors must appreciate that their own personal safety and that of others depends upon their own conduct and vigilance whilst on school premises or whilst participating in school-sponsored activities.

### **Governors’ Duties**

The governors, (in consultation with the Principal) will:

- Ensure that an effective and enforceable policy for provision of health and safety throughout school, including school-sponsored activities and work experience, has been drawn up;
- Ensure that such a policy is regularly reviewed and amended as necessary;
- identify and evaluate all risks relating to accidents and health and safety;
- identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, students and others;
- ensure a safe place for staff and students to work, including safe means of entry and exit to the school;
- ensure safe and healthy working conditions which take account of all the appropriate statutory requirements, codes of practice (whether statutory or advisory) and guidance (again, whether statutory or advisory)
- provide supervision, training and instruction so that staff and students can perform their school-related activities in a healthy and safe manner, without risk to themselves or others, (including temporary employees and employees on fixed-term contracts) and volunteers

- Necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision;
- Adequate welfare and first-aid facilities.

### **The Principal's role**

Along with the Health and Safety Officer, the Principal is responsible for maintaining and developing both safe working conditions and practices for all members of staff, students, volunteers, visitors and any other person or persons using the premises or engaged in activities sponsored by school. The Principal will take all reasonable steps to achieve these aims in conjunction with the Section Heads, Heads of Department and other members of staff as appropriate.

The Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times. She/he will:

- Ensure at all times the health, safety and welfare of: (a) staff, (b) students and (c) others using school premises, facilities or services, or attending or taking part in School-sponsored activities;
- Ensure safe working conditions for the health, safety and welfare of staff, students and others using school premises and facilities;
- Ensure safe working practices and procedures throughout the school buildings, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and all risks are controlled;
- Carry out regular reviews and safety audits on the findings of risk assessments;
- Ensure that any defects in the premises, its equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay;
- Identify the training needs of staff and students and ensure that, within the financial resources available, that all members of staff and students with identified needs receive adequate and appropriate training and instruction in health and safety matters;
- Ensure that arrangements are in place for consultation with staff and students on health and safety matters, with a view to: (a) promoting awareness of health and safety issues across the schools and (b) encouraging staff and students to suggest ways of reducing risks;
- Establish effective mechanisms for reporting: (a) accidents and (b) incidents where the health and safety of staff or students or others are at risk;
- Review accident and incident information and, where necessary, carry out appropriate investigations;
- Monitor the overall standard of health and safety throughout the schools via a system of regular reviews;
- Monitor the provision in respect of fire safety, including the Fire Safety Policy, Fire Plan and arrangements for evacuation in the event of fire;

- Monitor first-aid and welfare provision, including the effectiveness of a First Aid policy.

### **The Health and Safety Officer's role**

It shall be the role of the Safety Officer, along with the Site Manager, to assist the Principal in health and safety issues and concerns.

S/he will advise both the Principal and the Health and Fire Safety Committee on legal and other relevant developments that will or may impact upon health and safety issues at the schools, including the content and effectiveness of this policy. S/he will be trained accordingly to the role and will:

- Ensure that this policy, the Fire Safety Policy and the First Aid Policy, together with any supporting documents, are effectively drafted and implemented; and reviewed and where necessary amended from time to time;
- Serve as fire officer for the school;
- Assist the Principal in arranging systems of risk assessment to allow the prompt identification of potential hazards;
- Assist the Principal in carrying out periodic reviews and safety audits on the findings of risk assessments;
- Provide appropriate support to the Principal as he/ she carries out his/her duties: the training of staff and students, consulting with staff and students on health and safety matters, establishing effective mechanisms for reporting accidents and incidents, reviewing accident and incident information;
- carry out health and safety investigations and monitor the overall standard of health and safety throughout the schools; issuing internally-generated rules and guidance; and reviewing the structure of health and safety management;
- offer advice and support to students on health and safety matters where requested or as appropriate.

### **The Role of the Health and Fire Safety Team**

The Health and Safety Team shall meet each term and at other times as appropriate. It will be the duty of the Health and Fire Safety Team (including the Site Manager and Head of Security/Transport) to promote co-operation between all those named in this policy. The team will:

- Assist the Principal and safety officer in reviewing the relevance and effectiveness of this policy;
- Assist in drawing up specific rules and guidance to ensure safe working conditions and practices, including the assessment and validation of new systems of work and safety measures;
- Participate in reviewing the causes of accidents and incidents reported to the safety officer and, where necessary, help to assess the findings of any subsequent investigation;
- Assist in the wider monitoring of health and safety throughout school;
- Help in assessing the adequacy of training provided to staff and students on health and safety matters;
- Assist the Principal and the safety officer in ensuring compliance with the Regulatory Reform (Fire Safety).
- Assist the Principal and the safety officer in reviewing the arrangements for first-aid and medical care on site.
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- Serve as a focal point for staff involvement in creating safe working conditions and practices;
- Encourage staff participation and co-operation in promoting health and safety throughout school and, in particular, the prevention of accidents and avoidance of work-related diseases.

### **The Duties of Supervisory Staff**

'Supervisory staff' applies to:

- Section Heads
- Heads of Departments
- Heads of non-teaching departments

Supervisory staff are responsible to the Principal followed by the Section Heads or day-to-day implementation of this policy within their sections or departments.

They will ensure that:

- Safe working conditions and practices exist and are implemented throughout their section/department;
- Relevant health and safety legislation, codes of practice and internally-generated guidance, etc. are applied effectively;
- Staff, students and other persons in their jurisdictions are instructed in safe working practices;
- New members of staff employed in their sections/departments receive instruction in safe working practices;
- Regular safety inspections are made of their areas of responsibility either as required or as necessary;
- All reasonably practical steps are taken to prevent the unauthorized or improper use of all equipment, and that appropriate protective clothing and equipment, first-aid and fire appliances are both provided and readily available in their sections/departments;
- All materials or substances in their departments that are toxic, highly flammable or otherwise hazardous to health are correctly labelled, used and stored;
- All signs used meet the statutory requirements;
- They monitor the standard of health and safety throughout their sections/departments and that they report, as appropriate any health and safety concerns to Principal and the Safety Officer;
- All health and safety information is communicated to the relevant persons in their sections/departments.

### **The Duties of all Staff**

All staff will make themselves familiar with the requirements of Health and Safety at Work, together with any other relevant health and safety legislation and codes of practice. Staff should also be familiar with: (a) health and safety policy laid down by the Governors and (b) internally generated guidance supplied by the Principal, safety officer and the Health and Fire Safety Committee which are relevant to the department(s) in which they work.

Staff members must take reasonable care of their own personal health and safety and that of any other persons who may be affected by their conduct at work. To that end, staff members are expected to:

- familiarise themselves with the health and safety aspects of their work;
- avoid conduct which would put them or anyone else at risk.

Staff members must also co-operate with the governors so far as this is necessary to enable any relevant duty or requirement to be performed or complied with. In particular, staff members should:

- Ensure that all relevant health and safety regulations, rules, routines, procedures, devices, etcetera are effectively applied by both staff, students and other relevant persons (this applies to activities on- and off- site, including driving school minibuses, etc.); (**See Transportation policy**)
- See that all machinery and equipment are: (i) adequately guarded and (ii) in good and safe working order;
- Always use correct equipment and tools, including any protective equipment and safety devices supplied; never make unauthorised or improper use of equipment;
- Ensure that all materials and substances which are toxic, highly flammable or otherwise hazardous to health are correctly labelled, used and stored in a locked room, including Science equipment;
- Report any defects or inadequacies in the premises, plant, equipment, facilities, systems of work or arrangements put in place to protect against accidents or work-related diseases to the Principal and the Safety Officer immediately;
- Report any accidents or incidents in which the health and safety of staff members, students or others was put at risk to the appropriate person.
- More generally, take an active interest in promoting health and safety and suggest ways of reducing risks.

### **Risk Assessment**

The Principal and the Safety Officer and others as appropriate, will ensure that a risk assessment survey of the premises, methods and systems of work and all school-sponsored activities is satisfactorily concluded. This survey will identify defects and deficiencies, together with the necessary remedial action or risk management measures. This survey will be carried out annually or, if appropriate, on additional occasions in the course of the year.

Where appropriate, advice from specialist organisations will be sought to ensure satisfactory completion of the risk assessment survey.

### **Playground safety**

Physical well-being is an integral part of PEA's curriculum and the school is responsible for promoting safe activity outside and sportsmen spirit in students. When students are outside at break/ lunch/ PE lesson, the staff on duty and PE teachers have to ensure:

- the playing areas and equipment are checked to ensure that they meet safety standards;

- there is no bullying or aggressive, or harmful behaviour taking place (physical/ verbal bullying);
- Students are within the boundaries of the playing area during games/ break times;
- Students are supervised at all times.
- all buses have designated pick up and drop off points
- when buses are reversing in the school grounds, there is a distinctly marked cordoned area which the students **DO NOT** enter and are closely supervised by staff/ bus attendants.

**When leaving school, the older boys who attend the masjid, leave school using a different route, leading to the metro station (with signed parental permission). (Transportation Policy)**

### **Water dispensers**

Clean, safe and drinkable water is available to staff and students at dispensers installed at a approachable distance from each class-room. The purpose is to facilitate and encourage students to keep hydrated by drinking plenty of water and to stay out of the sun especially during the hot weather.

- School management/ supervisory staff ensure the cleanliness of all installed water dispensers;
- The cleaning staff at school ensure the area around dispensers is dry all the times and swept properly;
- Students are encouraged to bring their own water bottles that can be refilled from dispensers and cups are provided next to the dispensers too.

### **First Aid**

- The arrangements for first-aid provision will be adequate to cope with all foreseeable major incidents.
- The number of certificated first-aiders will not be less than the number required by law.
- At the discretion of the governors, other staff will be given training in first-aid techniques as required to give them a basic, minimum level of competence. The number of trained first-aiders will be determined by the governors as being that which is sufficient to meet the needs of all foreseeable circumstances;
- **First-aid supplies are in the medical room and administered by the school doctor/ nurse.**
- Adequate and appropriate first-aid provision are part of the arrangements for all activities off- site (portable first aid kits).
- First aid boxes are also in each Section Heads; office, the labs, with the PE staff, the reception area and on the buses and checked and updated as required;
- The medical keeps a record of all first-aid treatment either in school premises or as part of a school-sponsored activity.

### **Review**

The governors will review this policy annually and update, modify or amend it as it considered necessary in order that it remains valid and a working policy.