

# Policy



## Health & Safety Policy

*Nurturing today's young people,  
Inspiring tomorrow's exemplary citizens*



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## SECTION 1 – INTRODUCTION

Section 2(3) of the *Health & Safety at Work Act 1974* requires AJI to prepare and, as often as maybe appropriate, revise a written statement of this general policy with respect to the Health and Safety at work of its employees and the organization and arrangements for the time being in force for carrying out that policy and to bring the statement and any revision of it to the notice of all employees.

As the employer, the Board of Trustees and Governors carries the ultimate responsibility for Health and Safety.

In the case of AJI, The Senior Management team is charged with the detailed health and safety arrangements.

This Health and Safety policy outlines the steps that will be taken to ensure compliance with *the Health and Safety at Work Act (1974)* and *the Management of Health and Safety at Works regulations 1992*. The main requirement is for the institute so far as is reasonably practicable that the staff, students and visitors are not exposed to the risks affecting their colleagues and students do the same. The policy also takes into regard DfE guidance 'Health and Safety: Departmental Advice on Health and Safety for Schools' [DfE (Feb 2012)].

The document is issued to all members of staff, (full-time and part-time) who should familiarise themselves with its contents and to continue to practice safe and healthy working methods. They should ensure that their colleagues and students do the same.

This policy is regularly monitored to ensure that the objectives are achieved. It is reviewed and, if necessary, revised in the light of legislative or organisational changes.

Information on the hygiene of food and safe administration of medicines may be found in their relevant policies.

## SECTION 2 – GENERAL STATEMENT OF INTENT

AJI's, Trust Board and Governors will abide by its duties and responsibilities as an employer under the Health and Safety at Work Act, (1974) and will seek to implement the Act in all activities within its control.

AJI recognises that effective health and safety management can contribute towards organizational 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 AJI's Health and Safety Policy will continue in force until amended.

**It is the policy of AJI:**

- To ensure, so far as is reasonably practicable, the Health, safety and welfare at work of staff and students.
- To ensure the statutory duties of the institute are met at all times.
- To maintain clear procedures for action to be taken in the event of injury, and for the reporting of accidents and hazards.
- To maintain safe systems of work for staff and students.
- To maintain clear procedures for action to be taken in case of fire and other emergencies.
- To maintain the established procedures for joint consultation between Professional Representatives on health and safety, reviewing them when appropriate.
- To provide appropriate information, instruction, training and supervision to ensure the health and safety of staff and students.
- To maintain and improve a high degree of safety consciousness and responsible attitudes to health and safety throughout the institute.

AJI is committed to the health, safety and welfare of its employees and students, so far as is reasonably practicable. The institute fully accepts its responsibilities for other persons who may be affected by its activities and will ensure that statutory duties are met at all times.

### **SECTION 3 – ORAGNISATION OF RESPONSIBILITIES FOR HEALTH & SAFETY**

Every employee must co-operate within the institute to ensure that it complies with all its statutory duties. The successful implementation of this policy requires total commitment from all staff. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her actions or omissions.

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

- AJI's Trust Board & Governors

- 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.

### **SECTION 3.1 – TRUST BOARD & GOVERNORS OF AJI**

The Education Reform Act, 1988 gives the Trust Board and Governors important powers and duties in controlling The Institutes Budgets and Premises and managing The Institute including health, safety and welfare responsibilities towards employees, pupils and visitors. In particular, the Trust Board and 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 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 AJI are aware of their duties, properly interpret, and take action to meet their duties under the Health and Safety at Work 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.

### **SECTION 3.2 – SENIOR LEADERSHIP TEAM**

The Senior Leadership Team has the responsibility for the management of the health and safety of all employees, students and visitors using the premises of the institute. He may, however, delegate the authority



for carrying out the policy to any of the employees to manage health and safety of their respective areas.

### SECTION 3.3 – PRINCIPAL OF AJI

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 and Governors with the production of an Internal Policy document stating the organizational 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 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 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' & Governors' 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.

### SECTION 3.4 – 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.
- b and as regards to 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.”

- 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.

### SECTION 3.5 – 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 have concerns regarding the various safety issues for example class sizes, condition of equipment etc. they should discuss the problems with the Principal before the lesson. Class Teachers should:

- Liaise with and recommend to the Principal, 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.

### **SECTION 3.6 – CARETAKERS AND PREMISES MANAGERS**

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.

### **SECTION 3.7 – 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).

### **SECTION 3.8 – 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 willfully 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.

## SECTION 3.9 -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 Institutes 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.

## SECTION 3.10 – 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.

## SECTION 4 – ARRANGEMENTS FOR HEALTH & SAFETY

### SECTION 4.1 – ARRIVAL & DEPARTURE OF PUPILS

Most non-boarding pupils arrive using their own transport and their safety on arrival and departure must be ensured.

Arrival – Non-boarding students are advised to come after 8.00am and not earlier. In the case of early arrival, they must report to the morning supervisor who is then responsible for their wellbeing until 8.00 am.

Departure – This is a particularly busy time of the day and to ensure the safety of pupils, staff are responsible for ensuring the wellbeing of students in the car park. One evening supervisor should stay in the car park during this time. This must be done at 5.00pm.

If there is a problem regarding a pupil's departure a senior member of staff should be informed.

### SECTION 4.2 – ANIMALS

No animal of any kind is allowed onto the premises of the institute other than those specifically authorized for teaching purposes or guide dogs for the blind.

### SECTION 4.3 – FINANCE

The institute will provide adequate resources to meet the needs of Health and Safety requirements. Funding for such items will be managed with appropriate budgets and allocation of funds.

### SECTION 4.4 – FIRE

#### **Any person discovering a fire should:**

- Operate the nearest alarm.
- Dial the appropriate emergency number as displayed on the institute phone. Be precise when giving location of fire.
- Shout for assistance and, if safe to do so, attack the fire, with the correct fire extinguisher.
- Leave the building quickly and calmly, do not stop to collect personal belongings.
- Report to the fire officer at the designated assembly point (i.e. playground).







#### **Any person hearing the fire alarm should:**

- Leave the building quickly and do not stop to collect personal belongings.



- Where possible, close windows and doors.
- Not use lifts.
- Anyone who is disabled or unable to use the stairs should go to, but not obstruct the stairway in the event of an emergency, and await rescue.
- Assemble at the assembly point, making a note of anyone missing and inform the fire officer. No one should leave the area unless told to do so.
- Not re-enter the building unless told to do so by the person in charge.

In attempting to put out a fire, it is essential to use the correct fire extinguisher. Use of the wrong type can increase the hazard.

EXTINGUISHING AGENT (and colour code)	FIRE TYPE					
	Class A: Solids e.g. wood, paper, textiles, cardboard (anything organic)	Class B: Flammable liquids e.g. petrol, oils, paints	Class C: Flammable gases e.g. propane	Class D: Metals e.g. aluminium, magnesium, titanium	Class E: Live electrical equipment	Class F: Cooking oils and fats
 Water	✓	✗	✗	✗	✗	✗
 Foam	✓	✓	✗	✗	✗	✗
 CO <sub>2</sub>	✗	✓	✗	✗	✓	✗
 Powder	✓	✓	✓	✗	✓	✗
 Wet Chemical	✓	✗	✗	✗	✗	✓
 Metal Powder	✗	✗	✗	✓	✗	✗

All corridors and stairways should be kept clear of anything which may be combustible or impede progress in the event of an emergency.

## SECTION 4.5 – FIRST AID

Staff and students should familiarise themselves with the names and locations of first aid personnel. This information is displayed in the first aid room (office) as well as on the notice boards/screens. Accidents vary in their severity and it is not possible therefore to lay down rules to be followed in each case. Common sense and speedy action should be applied, and if the injury is considered minor, first aid treatment should be carried out (e.g. dressing & washing). In more serious cases the first step of action should be to summon help, and only if necessary, remove the injured person away from the cause of the accident if there is likely to be further hazard. In appropriate cases an ambulance should be called, using the institute emergency procedure and the injured person made as comfortable as possible in the meantime.

In the event of the spillage of blood and other bodily fluids, the person responsible for cleaning the area should use the appropriate spil-pak that contains protective clothing, cleaning materials and a disposal bag.

First aid boxes are positioned in the office as well as the First Aid room. Staff and students should familiarise themselves with this. *See First Aid Policy.*

## SECTION 4.6 – HEALTH SCREENING

The institute provides a health screening service for all students. Students are able to arrange an appointment to visit a doctor which enables the student to discuss any medical problems with him.

## SECTION 4.7 – HOUSE-KEEPING

All working areas must be kept clean and tidy to minimize the risk of fire and tripping / slipping accidents.

Drinks, food and its like should ideally be consumed from the tuck shop and must not be carried around the institute unless in a covered container.

Under no circumstances should flammable materials be stored in unauthorised areas, particularly under the stairs.





## **SECTION 4.8 – ELECTRICAL EQUIPMENT**

All electrical equipment and services are regularly checked and PAT tested by competent electrical contractors.

Staff should report any concerns regarding the condition of leads, plugs, sockets etc. to the Head Teacher immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked. Particular care should be taken to minimize the use of trailing wires and cables and ensuring that power sockets must not be overloaded.

## **SECTION 4.9 – MANUAL HANDLING**

Wherever possible manual handling will be avoided or done by mechanical means.

Risk assessments will be carried out as appropriate and manual handling tasks reduced to the lowest level reasonably practicable. All staff who carry out unavoidable manual handling tasks on a regular basis will be trained.

## **SECTION 4.10 – OBSTRUCTIONS**

All corridors and other walkway must be kept clear of obstructions.

## **SECTION 4.11 – PROCEDURES IN THE EVENT OF A LIFT FAILURE**

In the event of a lift failure the person stuck should sound the alarm. On hearing the alarm, one should inform the senior management team straight away, who will then deal with the problem in hand by contacting the relevant emergency engineer.

## **SECTION 4.12 – REPORTING OF ACCIDENTS & INCIDENTS**

The policy outlines the procedures that are to be adopted when any member of staff, student or public experiences an accident, incident or occurrence within the institute premises. For the purpose of this policy a brief definition and example of an accident and an incident are given below:

Accident: An unplanned event that causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to a breakdown.



Incident: an unplanned event that does not cause injury or damage but could do so.

Examples include: items falling near personnel, short circuits on electrical equipment.

Suitable information will be given to everyone at the institute regarding accident reporting and the location and completion of the incident book.

All accidents must be recorded in the 'Accident & Incident Record'. This is located in the office and contains information which must be recorded by law. The record is regularly reviewed by senior management. This review is in addition to an individual investigation of the circumstances regarding each accident/incident.

### **SECTION 4.13 – ROADWAYS AND PARKING AREAS**

Roadways, footpaths and parking areas will be kept free from obstruction and holes. Where temporary obstruction is unavoidable, a substantial barrier at least 1.2 metres high must be provided to enable the hazard to be seen from inside a car. Drivers must comply with the parking regulations of the institute, particularly the requirement to keep access clear for emergency services and goods vehicles.

The maximum speed on the grounds of the institute is 10mph.

### **SECTION 4.14 – SMOKING**

Smoking is not permitted in any areas of the institution.

### **SECTION 4.15 – SUPERVISION OF STUDENTS**

During formal classes, the health and safety of students is the responsibility of the member of the teaching staff authorised to be in charge. The amount and nature of the supervision required to discharge this responsibility will depend on the degree of potential hazard involved in the work and on the maturity and experience of students.

The supervisor must make that assessment and decide upon the level of supervision required. Teaching staff are reminded that students:

- Need to be provided with the necessary safety instruction and information.
- Know and comply with the correct procedures for emergency evacuations, first aid and the reporting of accidents and incidents.

- Are provided with adequate supervision, where appropriate, to enable the work to be carried out safely.
- Use the appropriate protective equipment, clothing and materials.
- Use the machinery and equipment with the correct safety precautions in operation.

The supervisor must ensure students are familiar with the action to be taken in the event of a fire and the location of the first aid boxes. It would be appropriate for the students to receive this information at the start of each term.

Where a student is undertaking a project, or similar work, it is the responsibility of the member of staff who has assigned the project to inform the student at the start of any potential hazards that might arise during the work.

On some occasions the supervisor may leave a group of students, or a single student working on a project, unsupervised directly by him if, in considered opinion of that member of staff, it is appropriate to do so in view of the work being carried out and the type of students who are doing it. The supervisor may only leave the class when it is appropriate to do so. He must remain on the institute premises.

He must inform an appropriate person or persons of his whereabouts on the premises at all times whilst absent from class.

He must ensure that the students have been provided with sufficient information, instruction to allow them to work safely.

It should be remembered that some work or processes can inflict serious injuries. Due regard must be taken of this when deciding upon the level of supervision.

Where students are present in situation other than those under the control of a supervisor e.g. library or outdoor activity, the responsibility for their health and safety lies with the person in charge of that area of activity.

Should the parent of a student under the age of 16 fail to collect their child at the end of the school day, then that child will remain under the supervision of a responsible member of staff within the premises whilst enquiries are made with regards to the parent's non-arrival.

There are some areas of the institute that are not to be used by students and to which they are not allowed



entry. These are restricted areas and are marked as such. Restricted areas are kept locked when not in use and keys are available only to authorised staff.

### SECTION 4.16 – INTRUDERS

If an intruder is seen on the premises, staff should challenge them for identification if appropriate. If the intruder appears threatening in any way, the Head Teacher must be contacted immediately. The Head Teacher will make a decision on what procedure to follow. This decision will depend on where the intruder is and what the threat may be.

### SECTION 4.17 – RISK ASSESSMENTS

#### **The Health & Safety Officer will:**

- Undertake a risk assessment of all areas of AJI each term, identifying and recording risks and hazards.
- Report identified risks and hazards directly to the senior management team and site supervisor.
- Check on progress in implementing the remedial action to the risk assessment.
- Undertake a follow-up inspection of the estate if required.
- Advise on changes to systems that are required to minimize systemic risks in the estate.

In addition, Jamia will commission an annual fire risk assessment. This will be undertaken in accordance with Fire Precautions (Workplace) Regulations 1999, Regulatory Reform (Fire Safety) Order 2005 and the Care Standards Commission Inspectorate Regulations 2002 (Standard 26).

## SECTION 5 – LABORATORY SAFETY POLICY

### SECTION 5.1 – INTRODUCTION

- 1 All teachers of Science have responsibility for safety within the laboratory and for authorising persons to use the laboratory and equipment therein.
- 2 Users of the laboratory are required at all times to avoid any behaviour that introduces unsafe practice.
- 3 A formal risk assessment must be carried out for each experiment/work undertaken in the laboratory prior to commencing work. All such risk assessments must be endorsed by the head of science, who will act in the capacity of the laboratory safety officer.
- 4 A safety assessment of the laboratory is carried out every term. Safety issues arising in the laboratory, such as unsafe equipment should be reported to the lead Science teacher.



- 5 No pupil is allowed to work in the laboratory unless supervised by a member of staff.

## SECTION 5.2 – GENERAL PROTECTIVE MEASURES

- 1 The moving of a load by hand must comply with regulations governing manual operations. The need to move loads by hand should be minimised, mechanical aids must be used fully and a load that is heavy or unusually bulky must be assessed in writing prior to lifting or moving.
- 2 The law requires that everyone is to be protected from the effects of hazardous materials (the legislation comes under the title control of substances hazardous to health – COSHH for short). Any queries regarding COSHH should be related to the head of science, who is responsible for monitoring compliance with all aspects of laboratory safety policy. If a chemical is to be used in an experiment, the toxicity should be ascertained and safety precautions taken in using it.
- 3 It is the policy of the school that all persons in laboratories should wear safety spectacles where required and that this should be enforced by academic staff.
- 4 All persons working in the laboratory or handling chemicals must wear laboratory coats where required.
- 5 Anyone handling chemicals with properties that are unknown or are hazardous to the skin must wear appropriate protection for the hands. The instruction applies particularly to persons whose duties require them to polish, clean or rub. Hands at risk of mechanical injury alone must also be protected by gloves
- 6 Smoking is not allowed in the laboratory and adjoining areas.

## SECTION 5.3 – WASTE DISPOSAL

- 1 **The school's liquid waste is handled in four categories;**
- Aqueous waste – to be disposed through sink after high dilution by water.
  - Non-aqueous liquid miscible in water – to be disposed through sink as above.
  - Non-aqueous liquid immiscible in water – retained for incineration
  - Non-aqueous liquid immiscible in water, giving poisonous gases on burning – retained for incineration separately.
- 2 **Solid waste is handled in four categories:**
- General purpose waste bin.
  - Broken Glassware – Wash with water and confine to glass bin.
  - Irritants- These can produce clouds of irritant dust, so should be sealed in a plastic bag prior to disposal in bin.



- Toxic solids – Should undergo treatment to form harmless precipitate, dissolved in water and diluted or packed in plastic containers to be disposed by local hazardous waste services.

### **SECTION 5.4 – LABORATORY ACCIDENT & FIRES**

- 1 All accidents, fire, fire alarm drills, injuries and incidents should be noted in the relevant files located in the school office. Any incidents which may have led to serious injury or a fire risk should also be noted. Accidents involving work in the laboratory must be reported by the member of staff in charge of the laboratory class.
- 2 Fire exits and fire extinguishing material must be checked regularly by the Head of Science and by each member of staff should the experiment have a potential fire hazard.
- 3 The evacuation procedure is organised by the school upon practice regularly and is activated by the sounding of the fire alarms. In such an event, staff and pupils should vacate the laboratory and building immediately and go to the assembly point indicated by the fire action notice in the laboratory.

### **SECTION 5.5 – ELECTRICAL EQUIPMENT**

- 1 Electrical equipment must be tested on an annual basis, with each test comprising of a check of insulation, earth continuity and mechanical soundness.
- 2 Care must be taken in the use of electrical equipment especially in the vicinity of running water.

### **SECTION 5.6 – TRAINING**

The training of pupils in good experimental techniques and laboratory practice is carried out by academic staff during laboratory classes.

### **SECTION 5.7 – GOOD LABORATORY PRACTISE (GLP)**

The aim of the GLP is the protection of pupils and staff against the hazards encountered in the laboratory. The aim is achieved by adequate hazard control. No laboratory equipment should be undertaken before due consideration by the member of staff responsible of hazards through appropriate choice of chemical reaction, reagents, conditions, solvents and management control mechanisms. It is extremely important that staff do not manipulate existing facilities to introduce new experiments, such that the safety of that equipment and the laboratory is compromised. Many of the points detailed, below are related to the actions of the teacher or supervising member of staff, but should be conveyed to pupils where appropriate as an induction to

laboratory use.

- 1 Plan in detail work that is to be carried out, taking account of the nature of the chemicals to be used, condition required for reaction, most suitable equipment, nature of the products and waste materials.
- 2 Through COSHH assessment, familiarize yourself with the properties of the chemicals and take precautions to ensure that measures are in place to deal with any problems.
- 3 Give consideration to waste products and their disposal.
- 4 Ensure that you have times available to supervise the experiment from start to finish.
- 5 Safety spectacles should be worn in the laboratory at all times, even when no work is being done.
- 6 In appropriate experiments, personal clothing should be protected from contamination by a suitable laboratory coat.
- 7 Wear suitable protective gloves to avoid hand contact with substances, check gloves for holes prior to use.
- 8 Food and drink should not be taken into the laboratory.
- 9 It is most important that hands are washed prior to leaving the laboratory and all protective clothing should also be removed prior to leaving.
- 10 Experiments must be conducted on scrupulously clean surfaces. Should any spillage occurs, a thorough clean of the surface should be attempted immediately.
- 11 Direct contact between chemicals and the body should be avoided. It is essential to avoid spillage.
- 12 Do not clutter bench space by leaving out bottles of chemicals and substances after use do not leave bottles of chemicals on the floor.
- 13 Broken glass should be placed in the designated area.
- 14 Pupil's work in the laboratory should be carried out whilst supervised by a member of staff.
- 15 Foods, drinks, cosmetics and cigarettes should be separate from non- flammable ones, acids separate from alkaline materials and strong oxidising agents, which can react explosively, separate from acids and metals.
- 16 Storage of flammable solvents should be separate from non-flammable ones, acids separate from alkaline materials and strong oxidising agents, which can react explosively separate from acids and metals.